

**PORT OF BROOKINGS HARBOR**  
**Regular Commission Meeting**  
**Tuesday, September 15, 2020 • 6:00pm**  
**Teleconference / Meeting Room (limited space)**

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**Teleconference Call-In Number: 1 (301) 715-8592**

**Meeting ID: 874 0636 9651**

**Participant ID: #**

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

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

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**TENTATIVE AGENDA**

	<b>Page</b>
<b>1. CALL MEETING TO ORDER</b>	
• Pledge of Allegiance	
• Roll Call	
• Modifications, Additions, and Changes to the Agenda	
• Declaration of Potential Conflicts of Interest	
<b>2. APPROVAL OF AGENDA</b>	
<b>3. APPROVAL OF MEETING MINUTES</b>	
A. Approve Minutes of Special Meeting Wednesday August 12, 2020.....	2
B. Approve Minutes of Regular Commissioner Meeting Tuesday August 18, 2020.....	4
*** <i>Sample motion: Motion to approve meeting minutes items A and B.</i> ***	
<b>4. PUBLIC COMMENTS</b> – (Limited to a maximum of three minutes per person. Please email your comments to <a href="mailto:danielle@portofbrookingsharbor.com">danielle@portofbrookingsharbor.com</a> prior to the meeting. ***Please <u>wait to be called on</u> before speaking***)	
<b>5. MANAGEMENT REPORTS</b>	
A. Financial Report – August 2020.....	7
B. Safety Report – August 2020.....	38
C. Harbormaster Report – August 2020.....	39
D. Port Manager Report – August 2020.....	43
*** <i>Sample motion: Motion to approve management reports for August 2020 as discussed.</i> ***	
<b>6. ACTION ITEMS</b>	
A. South Coast Lumber Opportunities.....	54
B. Resolution No. 543 POBH By-Laws.....	56
C. Public Contracting Rules – Selection Process for Architect & Engineer.....	79
D. EMC Engineers and Scientists Contract Amendment No. 1.....	84
E. Tank Testers Service Contract – Fuel Dock Project.....	86
<b>7. INFORMATION ITEMS</b>	
A. Pacific Ocean Harvesters Lease Request.....	94
B. Fueling During Construction in October-November.....	96
<b>8. COMMISSIONER COMMENTS</b>	
<b>9. NEXT REGULAR MEETING DATE</b> – Tuesday, October 20, 2020 at 6:00pm	
<b>10. ADJOURNMENT</b>	

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

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

**Tuesday, August 12, 2020**

The Port of Brookings Harbor District met in special session on the above date at 3:00 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

**1. CALL MEETING TO ORDER**

- **Roll Call**
  - Commissioners present: Secretary/Treasurer Sharon Hartung, Vice President Richard Heap, and Commissioner Kenneth Range. President Roy Davis and Commissioner Joseph Speir were absent.
  - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
  - Commissioner Range requested to add Action Item F, Green Building RFP.
  - Port Manager requested to add Action Item G, Defazio Visit.
- **Declaration of Potential Conflicts of Interest**
  - There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA**

- *Range made a motion to approve the agenda as amended. Second by Hartung. Motion passed 3-0.*

**3. PUBLIC COMMENTS**

- No public comments.

**4. ACTION ITEMS**

**A. Business Oregon IFA Debt**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Hartung made a motion to approve Port Staff and Board Treasurer to review financials prior to quarterly payment due date to increase Business Oregon IFA debt payments up to a maximum amount of \$100,000, in the amount of \$100,000 will require Board approval and will only take place if the Port has the finances. Second by Range. Motion passed 3-0.*

**B. Kite Field – RV Park Expansion**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve developing the Kite Field area for RV Park expansion. Begin preparing RFP for Board approval that includes engineering on details of the expansion. Second by Hartung. Motion passed 3-0.*

**C. Zola's on the Water Lease Amendment**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Hartung made a motion to approve draft Commercial Lease Agreement Amendment No. 1 with Zola's on the Water. Second by Range. **Motion passed 3-0***

**D. Crow/Clay & Associates Contract Amendment No. 2**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve draft Crow/Clay Associates Amendment No. 2. Second by Hartung. **Motion passed 3-0.***

**E. FEMA DR-4432 & DR-4452 Disaster repairs**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. *Hartung made a motion to approve the Port Manager to electronically sign DR-4432 and DR-4452 for the Engineering Services Cost. Furthermore, approve the Port Manager to sign contracts from OEM and Business Oregon for DR-4432 and DR-4452 for the Engineering Services Costs. Second by Range. **Motion passed 3-0.***

**F. Green Building RFP**

- I. Commissioner Range presented item
- II. Commission discussed item.

**G. DeFazio Visit**

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

**5. INFORMATION ITEMS**

- A. None**

**6. COMMISSIONER COMMENTS**

- Commissioners commented on recent Port activities.

**7. NEXT REGULAR MEETING DATE – Tuesday, August 18, 2020 at 6:00 P.M.**

**8. ADJOURNMENT**

- Vice President adjourned the meeting at 4:23 pm.

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Secretary/Treasurer, Sharon Hartung

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Date Signed

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

**Tuesday, August 18, 2020**

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

**1. CALL MEETING TO ORDER**

- **Pledge of Allegiance**
  - All participants stated the Pledge of Allegiance
- **Roll Call**
  - Commissioners present: Commissioner Joseph Speir, Secretary/Treasurer Sharon Hartung, Vice President Richard Heap, and Commissioner Kenneth Range. President Roy Davis was absent.
  - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
  - Added Action Item F, Coronavirus Relief Fund Grant
  - Added a document to Action Item D
  - Added preliminary drawings for the RV Park
- **Declaration of Potential Conflicts of Interest**
  - There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA**

*I. Range made a motion to approve the agenda. Second by Speir. Motion passed 4-0.*

**3. APPROVAL OF MEETING MINUTES**

- A. Approve minutes of Special Meeting Thursday, July 09, 2020**
- B. Approve minutes of Budget Meeting Tuesday, July 21, 2020**
- C. Approve minutes of Regular Meeting Thursday, July 30, 2020**
  - I. Speir made a motion to approve meeting minutes items A, B, and C. Second by Hartung. Motion passed 4-0.*

**4. PUBLIC COMMENTS**

- No public comments.

**5. MANAGEMENT REPORTS**

- A. Financial Report – July 2020**
  - I. Commission discussed item.*
- B. Safety Report – July 2020**
  - I. Commission discussed item.*
- C. Harbormaster Report – July 2020**

- I. Commission discussed item.
- D. Port Manager Report – July 2020**
  - I. Commission discussed item.
  - II. *Speir made a motion to approve management reports for July 2020 as discussed. Second by Range. Motion passed 4-0.*

## 6. ACTION ITEMS

- A. HB 4213 and Repayment Agreements**
  - I. Port Manager presented item.
  - II. Commission discussed item.
  - III. Port Counsel explained HB 4213
  - IV. *Speir made a motion to approve Tenant Repayment Plan and Notice Letter to commercial tenants. Second by Hartung. Motion passed 4-0.*
  
- B. Righetti & Port Property Easements**
  - I. Commission discussed item.
  - II. Port Counsel explained item.
  - III. Vice President allowed public comments.
  - IV. Vice President moved discussion back to the board.
  - V. *Range made a motion to approve a property line adjustment to trade boat launch ramp parking lot boat ready area and the westerly side of Righetti' property as shown on the proposed map with the conditions that each party pays for their own legal fees, survey is split, documents necessary for the lot line adjustment are split equally, and the recording fee is split equally. Second by Hartung. Motion passed 4-0.*
  
- C. Zola's Pizzeria Demolition Project Bid Package**
  - I. Port Manager presented item.
  - II. Commission discussed item.
  - III. *Speir made a motion to approve the Zola's Pizzeria Demolition bid package and begin bidding process for the project. Second by Hartung. Motion passed 4-0.*
  
- D. Harbor Corner Market LLC Lease Agreement**
  - I. Port Counsel presented item.
  - II. Commission discussed item.
  - III. *Speir made a motion to approve the Consent to Assignment Assumption of lease. Second by Hartung. Motion passed 4-0.*
  - IV. *Speir made a motion to approve the draft Harbor Corner Market Lease Agreement. Second by Hartung. Motion passed 4-0.*
  
- E. POBH By-Laws**
  - I. Commission discussed item.
  - II. *Hartung made a motion to approve the draft Port of Brookings Harbor By-Laws. Second by Range. Motion passed 4-0.*
  
- F. Coronavirus Relief Fund**
  - I. Port Manager presented item.
  - II. Commission discussed item.

- III. *Speir made a motion to approve the draft Amended and Restated Grant Agreement No. 1222 and allow Port Manager to sign the document. Second by Range. Motion passed 4-0.*

**7. INFORMATION ITEMS**

**A. RV Park Project**

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

**B. Fuel Dock Repair and Dock Repair Project**

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

**8. COMMISSIONER COMMENTS**

- Commissioners reported on their recent activities.

**9. NEXT REGULAR MEETING DATE** – Tuesday, September 15, 2020 at 6:00 P.M.

**10. ADJOURNMENT**

- Vice President adjourned the meeting at 7:02 pm.

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Secretary/Treasurer, Sharon Hartung

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Date Signed

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

# FINANCIAL SUMMARY REPORT

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**Date:** September 15, 2020  
**Period:** Month End Report of Financial Activities for August 2020  
**To:** Honorable Board President and Harbor District Board Members  
**Issued by:** Gary Dehlinger, Port Manager

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## August 2020 Financial Reports

### **Overview Comments**

General Fund revenues from operations were \$345,999. Normal expenses were \$281,320\*. The net operating income for the Port for August was \$64,679.

Port received \$23,898 reimbursement from the Coronavirus Relief Fund for extra cleaning of restrooms, office, coronavirus training and purchase of cleaning supplies.

Port has six (6) tenants currently not paying their rent and will fall under the Coronavirus HB 4213, residential and non-residential tenant nonpayment period protocol.

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

### **Profit & Loss Budget Performance**

- We have completed two (2) months of the fiscal year, the year is 17% complete.
  - ✓ **Income**  
Any number above 16.6% is ahead of budget.  
  
Income is 24.4% or 7.8% above budget. Port revenues are higher than budgeted.
  - ✓ **Expenses**  
Any number below 16.6% is ahead of budget.  
  
Expense is 13.3% or 3.3% below budget. Port has expended less than budgeted.

### DOCUMENTS

- Port Balance Sheet, 2 pages
- Profit & Loss August 2020, 3 pages
- Profit & Loss and Budget Performance FY 2020-2021, July thru August 2020, 4 pages
- Profit & Loss by Funds FY 2020-2021 July thru August 2020, 8 pages
- Check Register, 3 pages
- Vendor Expense Report January 1, 2020 thru August 31, 2020, 10 pages

Port of Brookings Harbor  
**Balance Sheet- FY to last month**  
 As of August 31, 2020

	Aug 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	170,030.98
10105 · General Fund LGIP 6017	252,039.78
10107 · Dredging Fund LGIP 6254	12,912.47
Total 101 · GENERAL FUND CHECKING & LGIP	434,983.23
10101 · Petty Cash	402.56
10102 · COUNTER CASH	
10102.1 · Office/Reception Cash Drawer	200.00
10102.2 · RV Park Cash Drawer	500.00
10102.3 · Fuel Dock Cash Drawer	800.00
Total 10102 · COUNTER CASH	1,500.00
Total 100 · UNRESTRICTED CASH & EQUIVALENTS	436,885.79
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,518.59
30104 · Debt Service Umpqua MM 8627	2,511.73
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	7,530.32
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	121,037.97
30105 · IFA Debt Service Fund LGIP 6020	140,667.35
50105 · Reserve Fund LGIP 6018	165,577.04
70105 · Capital Projects Fund 6273	659,677.52
Total 105 · RESTRICTED LGIP	1,086,959.88
Total 110 · RESTRICTED CASH & EQUIVALENTS	1,094,490.20
Total Checking/Savings	1,531,375.99
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-6,435.92
Total Accounts Receivable	-6,435.92
Other Current Assets	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	1,440.00
Total 130 · DUE FROM TRANSFERS	1,440.00
150 · Undeposited Funds	10,795.52
Total Other Current Assets	12,235.52
Total Current Assets	1,537,175.59
<b>TOTAL ASSETS</b>	<b>1,537,175.59</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
106 · RCU VISA ACCT	1,484.95
Total Credit Cards	1,484.95
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-171.54
	-171.54



**Port of Brookings Harbor**  
**Balance Sheet- FY to last month**  
 As of August 31, 2020

	Aug 31, 20
Total 100222 · Payroll Liabilities	-171.54
10226 · Lodging Tax Payable	24,834.54
230 · DUE TO TRANSFERS	
10230 · Due To General Fund	1,440.00
Total 230 · DUE TO TRANSFERS	1,440.00
Total Other Current Liabilities	26,103.00
Total Current Liabilities	27,587.95
Long Term Liabilities	
2200 · Notes Payable	
2250 · OEDD/Restructure Prin Pmts	
IFA/SPWF LOANS	
2264 · IFA/SPWF L98004/Dock Improv	-0.09
Total IFA/SPWF LOANS	-0.09
Total 2250 · OEDD/Restructure Prin Pmts	-0.09
Total 2200 · Notes Payable	-0.09
Total Long Term Liabilities	-0.09
Total Liabilities	27,587.86
Equity	
300 · Fund Balance	
301 · Unappropriated Balance	
10301 · General Fund Unappropriated Bal	280,775.87
20301 · Revenue Bond Unappropriate Bal	99,897.67
30301 · Debt Service Unappropriated Bal	21,005.79
40301 · Capital Project Unappropriated	10,578.95
50301 · Reserve Fund Unappropriated Bal	33,092.32
Total 301 · Unappropriated Balance	445,350.60
302 · Appropriated Carryover	
10302 · General Fund Appropriated Carry	-280,775.87
20302 · Revenue Bond Appropriated Carry	-99,897.67
30302 · Debt Service Appropriated Carry	-21,005.79
40302 · Capital Proj Appropriated Carry	-10,578.95
50302 · Reserve Fund Appropriated Carry	-33,092.32
Total 302 · Appropriated Carryover	-445,350.60
Total 300 · Fund Balance	0.00
3900 · RETAINED EARNINGS	531,312.12
Net Income	978,275.61
Total Equity	1,509,587.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,537,175.59</b>

Port of Brookings Harbor  
Profit & Loss  
August 2020

	Aug 20
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	674.35
10413 · Property Tax Prior	297.08
10414 · Interest General Fund	221.76
10418 · Miscellaneous	1,102.42
10419 · Transfer to General Fund	923.24
10420 · Grants & Other Funding - GF	23,898.15
Total 401 · GENERAL FUND REVENUES	27,117.00
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · Moorage	
10421.3 · Commercial Slip Rent	5,302.28
10421.4 · Recreational Slip Rent	44,343.20
10421.5 · Transient	1,837.55
10421.6 · Liveaboard	450.00
Total 10421.2 · Moorage	51,933.03
10421.8 · Storage	7,575.26
10421 · MARINA - Other	2,358.83
Total 10421 · MARINA	61,867.12
10421.9 · Administration Fees	665.69
10422 · BEACHFRONT RV PARK	
10422.1 · Space Rental	82,318.64
10422.2 · Wood Sales	800.00
10422.3 · Other Sales	4,275.00
Total 10422 · BEACHFRONT RV PARK	87,393.64
10423 · BOATYARD	6,493.20
10424 · COMMERCIAL RETAIL	41,653.54
10425 · FUEL DOCK	71,841.74
10426 · PROPERTY GROUND EVENT USE	100.00
Total 402 · GENERAL FUND PROGRAM REVENUES	270,014.93
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	101.94
20419 · Transfer to USDA Bond Fund	10,843.00
Total 420 · USDA REVENUE BOND FUND	10,944.94
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	110.17
30419 · Transfer to Debt Service Fund	30,291.71
Total 430 · DEBT SERVICE FUND REVENUE	30,401.88
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	140.01
50419 · Transfer to Reserve Fund	2,000.00
Total 450 · RESERVE FUND REVENUE	2,140.01
460 · DEBT SERV. RV PARK IMPROV. FUND	
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	4,809.87
470 · PORT CONSTRUCTION FUND REVENUE	
70414 · Interest Port Construction Fund	570.11
Total 470 · PORT CONSTRUCTION FUND REVENUE	570.11

**Port of Brookings Harbor**  
**Profit & Loss**  
 August 2020

	Aug 20
Total 400 · REVENUES	345,998.74
Total Income	345,998.74
Gross Profit	345,998.74
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	47,944.58
500 · PERSONNEL SERVICES	
10501 · Port Manager	6,217.60
10502 · Port Office Staff	7,485.90
10503 · RV Park Office Staff	3,632.87
10504 · Operations Staff	15,183.00
10505 · Overtime	
10505.1 · Office	217.39
10505.2 · Operations	161.60
Total 10505 · Overtime	378.99
10506 · Payroll Taxes/Costs/Benefits	
10506.2 · Sick Leave Benefit	242.70
10506.3 · Vacation	1,216.05
10506.5 · SEP Retirement	
10506.6 · Office	1,264.90
10506.7 · Operations	1,516.61
10506.8 · Port Manager	653.06
Total 10506.5 · SEP Retirement	3,434.57
10506.9 · Personal Vehicle Allowance	313.06
10506 · Payroll Taxes/Costs/Benefits - Other	3,380.81
Total 10506 · Payroll Taxes/Costs/Benefits	8,587.19
10509 · Health Care and Dental	9,852.70
Total 500 · PERSONNEL SERVICES	51,338.25
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	93.82
10602 · REPAIRS & MAINTENANCE	
10602.1 · Maintenance & Repairs	
10602.5 · Projects	27,142.83
10602.1 · Maintenance & Repairs - Other	1,528.37
Total 10602.1 · Maintenance & Repairs	28,671.20
10602.2 · Contracts and Agreements	3,106.85
10602.3 · Tools & Equipment Purchases	73.57
10602.4 · Supplies & Services	5,366.03
Total 10602 · REPAIRS & MAINTENANCE	37,217.65
10603 · FUEL purchased for resale	66,923.50
10605 · UTILITIES	
10605.1 · Electric & Propane Gas	7,780.05
10605.2 · Water, Sanitary & Waste	12,299.86
10605.3 · Telecommunications & Cable TV	1,410.52
10605 · UTILITIES - Other	39.79
Total 10605 · UTILITIES	21,530.22
10606 · OFFICE EXPENSE	1,907.39
10607 · BANK SERVICE & FINANCE FEES	5,561.44
10608 · TRAINING & TRAVEL	51.24
10609 · PERMITS, LICENSES, TAXES & MISC	139.65
10610 · INSURANCE; PROP & CAS, BOND	8,771.24
10611 · PROFESSIONAL FEES	

**Port of Brookings Harbor  
 Profit & Loss  
 August 2020**

	Aug 20
10611.1 · Accounting	500.00
10611.2 · Attorney	1,862.00
10611.4 · Engineering/Consultant	5,515.00
10611.6 · Payroll Administration	340.75
10611.7 · IT/Computer Support	99.00
Total 10611 · PROFESSIONAL FEES	8,316.75
Total 601 · GENERAL FUND Material & Service	150,512.90
Total 600 · GENERAL FUND EXPENDITURES	249,795.73
630 · DEBT SERVICE FUND EXPENDITURES	
801 · Principal	
30803P · 50 BFMII Travelift Principal	3,897.79
30804P · 2018 Genie Forklift Principal	1,102.32
60806P · RV Park Improv. Umpqua Bank	3,101.87
Total 801 · Principal	8,101.98
810 · Interest Payments	
30813I · 50 BFMII Travelift Interest	761.21
30814I · 2018 Genie Forklift Interest	362.39
60815I · RV Park Improv. Umpqua Bank	1,708.00
Total 810 · Interest Payments	2,831.60
Total 630 · DEBT SERVICE FUND EXPENDITURES	10,933.58
640 · CAPT. PROJ. EXPENDITURES	
40602 · Materials & Services Capt Proj	230.12
40900 · Operating Transfers Out Capital	923.24
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.1 · Engineering/Consultants	1,478.00
Total 40702 · Land Improvement - Capt Proj	1,478.00
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	1,478.00
Total 640 · CAPT. PROJ. EXPENDITURES	2,631.36
670 · PORT CONST FUND EXPENDITURES	
70100 · PORT CONST. CAPITAL OUTLAY	
70700 · Land Improvement - Port Const.	17,959.35
Total 70100 · PORT CONST. CAPITAL OUTLAY	17,959.35
Total 670 · PORT CONST FUND EXPENDITURES	17,959.35
Total Expense	281,320.02
Net Income	64,678.72

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

	Jul - Aug 20	Budget	% of Budget
<b>Income</b>			
<b>400 · REVENUES</b>			
<b>401 · GENERAL FUND REVENUES</b>			
10411 · Cash Carry Over	0.00	60,000.00	0.0%
10412 · Property Tax Current	1,668.76	230,000.00	0.7%
10413 · Property Tax Prior	966.57	9,500.00	10.2%
10414 · Interest General Fund	459.06	3,570.00	12.9%
10415 · Loans - General Fund	700,000.00	715,000.00	97.9%
10417 · Assets Sales	0.00	6,000.00	0.0%
10418 · Miscellaneous	1,594.21	29,652.00	5.4%
10419 · Transfer to General Fund	17,344.63		
10420 · Grants & Other Funding - GF	26,955.62		
<b>Total 401 · GENERAL FUND REVENUES</b>	<b>748,988.85</b>	<b>1,053,722.00</b>	<b>71.1%</b>
<b>402 · GENERAL FUND PROGRAM REVENUES</b>			
<b>10421 · MARINA</b>			
<b>10421.2 · Moorage</b>			
10421.3 · Commercial Slip Rent	9,145.01		
10421.4 · Recreational Slip Rent	79,663.54		
10421.5 · Transient	3,438.80		
10421.6 · Liveaboard	825.00		
<b>Total 10421.2 · Moorage</b>	<b>93,072.35</b>		
10421.8 · Storage	19,683.50		
10421 · MARINA - Other	9,200.93	675,255.00	1.4%
<b>Total 10421 · MARINA</b>	<b>121,956.78</b>	<b>675,255.00</b>	<b>18.1%</b>
10421.9 · Administration Fees	976.61		
<b>10422 · BEACHFRONT RV PARK</b>			
10422.1 · Space Rental	175,373.38		
10422.2 · Wood Sales	1,225.00		
10422.3 · Other Sales	8,635.00		
10422 · BEACHFRONT RV PARK - Other	0.00	546,700.00	0.0%
<b>Total 10422 · BEACHFRONT RV PARK</b>	<b>185,233.38</b>	<b>546,700.00</b>	<b>33.9%</b>
10423 · BOATYARD	17,317.90	120,720.00	14.3%
10424 · COMMERCIAL RETAIL	94,042.91	515,000.00	18.3%
10425 · FUEL DOCK	157,924.27	900,000.00	17.5%
10426 · PROPERTY GROUND EVENT USE	-43.75	8,540.00	-0.5%
<b>Total 402 · GENERAL FUND PROGRAM REVENUES</b>	<b>577,408.10</b>	<b>2,766,215.00</b>	<b>20.9%</b>
<b>420 · USDA REVENUE BOND FUND</b>			
20411 · Cash Carry Over - USDA Revenue	0.00	98,395.00	0.0%
20414 · Interest Revenue Bond Fund	212.33	2,000.00	10.6%
20419 · Transfer to USDA Bond Fund	21,686.00	130,120.00	16.7%
<b>Total 420 · USDA REVENUE BOND FUND</b>	<b>21,898.33</b>	<b>230,515.00</b>	<b>9.5%</b>
<b>430 · DEBT SERVICE FUND REVENUE</b>			
30411 · Cash Carry Over - Debt Service	0.00	23,602.00	0.0%
30414 · Interest Debt Service Fund	149.43	1,500.00	10.0%
30419 · Transfer to Debt Service Fund	60,583.42	427,247.00	14.2%
<b>Total 430 · DEBT SERVICE FUND REVENUE</b>	<b>60,732.85</b>	<b>452,349.00</b>	<b>13.4%</b>
<b>440 · CAPITAL PROJECTS FUND REVENUE</b>			
40411 · Cash Carry Over - Capt Proj	0.00	2,500.00	0.0%
<b>40416 · Government Funding</b>			
40416.1 · Grant Funding	0.00	79,825.00	0.0%
40416.2 · FEMA Funding	0.00	3,400,000.00	0.0%
40416.3 · State Lottery Funding	39,598.00	570,000.00	6.9%
<b>Total 40416 · Government Funding</b>	<b>39,598.00</b>	<b>4,049,825.00</b>	<b>1.0%</b>
40419 · Transfer to Capital Project	0.00	75,000.00	0.0%

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

	Jul - Aug 20	Budget	% of Budget
Total 440 · CAPITAL PROJECTS FUND REVENUE	39,598.00	4,127,325.00	1.0%
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	0.00	130,000.00	0.0%
50414 · Interest Reserve Fund	307.24	3,000.00	10.2%
50419 · Transfer to Reserve Fund	4,000.00	24,000.00	16.7%
Total 450 · RESERVE FUND REVENUE	4,307.24	157,000.00	2.7%
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87		
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	4,809.87		
470 · PORT CONSTRUCTION FUND REVENUE			
70414 · Interest Port Construction Fund	883.64		
70419 · Transfers to Port Const. Fund	684,000.00		
Total 470 · PORT CONSTRUCTION FUND REVENUE	684,883.64		
Total 400 · REVENUES	2,142,626.88	8,787,126.00	24.4%
Total Income	2,142,626.88	8,787,126.00	24.4%
Gross Profit	2,142,626.88	8,787,126.00	24.4%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	775,079.29	656,367.00	118.1%
500 · PERSONNEL SERVICES			
10501 · Port Manager	15,464.24	84,500.00	18.3%
10502 · Port Office Staff	18,669.34	116,465.00	16.0%
10503 · RV Park Office Staff	7,889.82	48,194.00	16.4%
10504 · Operations Staff	36,772.28	192,836.00	19.1%
10505 · Overtime			
10505.1 · Office	480.69	863.00	55.7%
10505.2 · Operations	616.14		
10505 · Overtime - Other	0.00	5,282.00	0.0%
Total 10505 · Overtime	1,096.83	6,145.00	17.8%
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	995.20		
10506.2 · Sick Leave Benefit	486.86		
10506.3 · Vacation	5,567.18		
10506.5 · SEP Retirement			
10506.6 · Office	3,171.33		
10506.7 · Operations	3,196.13		
10506.8 · Port Manager	1,624.67		
Total 10506.5 · SEP Retirement	7,992.13		
10506.9 · Personal Vehicle Allowance	782.65		
10507 · Payroll Taxes	5,350.08		
10506 · Payroll Taxes/Costs/Benefits - Other	3,380.81	129,350.00	2.6%
Total 10506 · Payroll Taxes/Costs/Benefits	24,554.91	129,350.00	19.0%
10508 · Workers Compensation	6,709.46	18,920.00	35.5%
10509 · Health Care and Dental	15,158.00	63,665.00	23.8%
Total 500 · PERSONNEL SERVICES	126,314.88	660,075.00	19.1%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	541.27	14,105.00	3.8%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Maintenance & Repairs			
10602.5 · Projects	29,302.28		
10602.1 · Maintenance & Repairs - Other	5,700.32	0.00	100.0%
Total 10602.1 · Maintenance & Repairs	35,002.60	0.00	100.0%

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

	Jul - Aug 20	Budget	% of Budget
10602.2 · Contracts and Agreements	6,039.49		
10602.3 · Tools & Equipment Purchases	102.56		
10602.4 · Supplies & Services	10,495.73		
10602 · REPAIRS & MAINTENANCE - Other	0.00	288,372.00	0.0%
<b>Total 10602 · REPAIRS &amp; MAINTENANCE</b>	<b>51,640.38</b>	<b>288,372.00</b>	<b>17.9%</b>
10603 · FUEL purchased for resale	103,944.12	800,000.00	13.0%
10605 · UTILITIES			
10605.1 · Electric & Propane Gas	15,502.74		
10605.2 · Water, Sanitary & Waste	22,434.46		
10605.3 · Telecommunications & Cable TV	3,432.73		
10605 · UTILITIES - Other	80.67	319,483.00	0.0%
<b>Total 10605 · UTILITIES</b>	<b>41,450.60</b>	<b>319,483.00</b>	<b>13.0%</b>
10606 · OFFICE EXPENSE	4,555.82	61,011.00	7.5%
10607 · BANK SERVICE & FINANCE FEES	11,301.14	34,818.00	32.5%
10608 · TRAINING & TRAVEL	118.20	10,162.00	1.2%
10609 · PERMITS, LICENSES, TAXES & MISC	194.55	12,085.00	1.6%
10610 · INSURANCE; PROP & CAS, BOND	19,023.55	86,996.00	21.9%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting	1,000.00		
10611.2 · Attorney	3,843.00		
10611.4 · Engineering/Consultant	9,742.50		
10611.6 · Payroll Administration	886.25		
10611.7 · IT/Computer Support	198.00		
10611 · PROFESSIONAL FEES - Other	0.00	81,463.00	0.0%
<b>Total 10611 · PROFESSIONAL FEES</b>	<b>15,669.75</b>	<b>81,463.00</b>	<b>19.2%</b>
<b>Total 601 · GENERAL FUND Material &amp; Service</b>	<b>248,439.38</b>	<b>1,708,495.00</b>	<b>14.5%</b>
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	0.00	715,000.00	0.0%
<b>Total 710 · GENERAL FUND CAPITAL OUTLAY</b>	<b>0.00</b>	<b>715,000.00</b>	<b>0.0%</b>
920 · OPERATING CONTINGENCY	0.00	35,000.00	0.0%
<b>Total 600 · GENERAL FUND EXPENDITURES</b>	<b>1,149,833.55</b>	<b>3,774,937.00</b>	<b>30.5%</b>
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	0.00	76,112.00	0.0%
20810I · USDA Revenue Bond Interest	0.00	54,008.00	0.0%
<b>Total 620 · USDA REVENUE BOND EXPENDITURES</b>	<b>0.00</b>	<b>130,120.00</b>	<b>0.0%</b>
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	-3,793.46		
30802.2 · OBDD #525172/RV Park Prin.	-3,420.92		
30802.3 · OBDD #525176/Green Bldg Prn	-6,024.09		
30802.4 · OBDD #525181/EurekaFish Prn	-3,912.98		
30802.5 · SPWF #L02009/Cold Strg Prin	-19,084.86		
30802.7 · SPWF L98004/Dock Impr Prin	-26,315.84		
30802.8 · SPWF L02001/MarineFuel Dock Prn	-5,262.92		
30802.9 · SPWF X03004/Eureka Fishery Prin	-4,684.93		
30802P · IFA PRINCIPAL - Other	0.00	294,800.00	0.0%
<b>Total 30802P · IFA PRINCIPAL</b>	<b>-72,500.00</b>	<b>294,800.00</b>	<b>-24.6%</b>
801 · Principal			
30803P · 50 BFMII Travelift Principal	7,777.79	47,754.00	16.3%
30804P · 2018 Genie Forklift Principal	2,210.79	13,616.00	16.2%
60806P · RV Park Improv. Umpqua Bank	3,101.87	38,529.00	8.1%
<b>Total 801 · Principal</b>	<b>13,090.45</b>	<b>99,899.00</b>	<b>13.1%</b>
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	1,540.21	8,154.00	18.9%

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

	Jul - Aug 20	Budget	% of Budget
30814I · 2018 Genie Forklift Interest	718.63	3,959.00	18.2%
60815I · RV Park Improv. Umpqua Bank	1,708.00	20,435.00	8.4%
<b>Total 810 · Interest Payments</b>	<b>3,966.84</b>	<b>32,548.00</b>	<b>12.2%</b>
<b>Total 630 · DEBT SERVICE FUND EXPENDITURES</b>	<b>-55,442.71</b>	<b>427,247.00</b>	<b>-13.0%</b>
<b>640 · CAPT. PROJ. EXPENDITURES</b>			
40602 · Materials & Services Capt Proj	694.45		
40900 · Operating Transfers Out Capital	17,344.63		
<b>740 · CAPT. PROJ. CAPITAL OUTLAY</b>			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	5,498.00		
40702.2 · Materials & Services	5,217.23		
40702 · Land Improvement - Capt Proj - Other	0.00	4,124,825.00	0.0%
<b>Total 40702 · Land Improvement - Capt Proj</b>	<b>10,715.23</b>	<b>4,124,825.00</b>	<b>0.3%</b>
<b>Total 740 · CAPT. PROJ. CAPITAL OUTLAY</b>	<b>10,715.23</b>	<b>4,124,825.00</b>	<b>0.3%</b>
<b>Total 640 · CAPT. PROJ. EXPENDITURES</b>	<b>28,754.31</b>	<b>4,124,825.00</b>	<b>0.7%</b>
<b>670 · PORT CONST FUND EXPENDITURES</b>			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.	41,206.12		
<b>Total 70100 · PORT CONST. CAPITAL OUTLAY</b>	<b>41,206.12</b>		
<b>Total 670 · PORT CONST FUND EXPENDITURES</b>	<b>41,206.12</b>		
<b>930 · Fund Balances</b>			
10930 · Unappropriated Balance GF	0.00	45,000.00	0.0%
20930 · Unappropriated Balance-USDA	0.00	100,395.00	0.0%
30930 · Unappropriated Balance Debt	0.00	25,102.00	0.0%
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
50930 · Unappropriated Balance Reserve	0.00	157,000.00	0.0%
<b>Total 930 · Fund Balances</b>	<b>0.00</b>	<b>329,997.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>1,164,351.27</b>	<b>8,787,126.00</b>	<b>13.3%</b>
<b>Net Income</b>	<b>978,275.61</b>	<b>0.00</b>	<b>100.0%</b>



**Port of Brookings Harbor**  
**Profit & Loss Budget vs Actual General Fund FY 2020-2021**  
 July through August 2020

	Jul - Aug 20	Budget	% of Budget
<b>Income</b>			
<b>400 · REVENUES</b>			
<b>401 · GENERAL FUND REVENUES</b>			
10411 · Cash Carry Over	0.00	60,000.00	0.0%
10412 · Property Tax Current	1,668.76	230,000.00	0.7%
10413 · Property Tax Prior	966.57	9,500.00	10.2%
10414 · Interest General Fund	459.06	3,570.00	12.9%
10415 · Loans - General Fund	700,000.00	715,000.00	97.9%
10417 · Assets Sales	0.00	6,000.00	0.0%
10418 · Miscellaneous	1,594.21	29,652.00	5.4%
10419 · Transfer to General Fund	17,344.63		
<b>Total 401 · GENERAL FUND REVENUES</b>	<b>722,033.23</b>	<b>1,053,722.00</b>	<b>68.5%</b>
<b>402 · GENERAL FUND PROGRAM REVENUES</b>			
<b>10421 · MARINA</b>			
<b>10421.2 · Moorage</b>			
10421.3 · Commercial Slip Rent	9,145.01		
10421.4 · Recreational Slip Rent	79,663.54		
10421.5 · Transient	3,438.80		
10421.6 · Liveaboard	825.00		
<b>Total 10421.2 · Moorage</b>	<b>93,072.35</b>		
10421.8 · Storage	19,683.50		
10421 · MARINA - Other	9,200.93	675,255.00	1.4%
<b>Total 10421 · MARINA</b>	<b>121,956.78</b>	<b>675,255.00</b>	<b>18.1%</b>
10421.9 · Administration Fees	974.95		
<b>10422 · BEACHFRONT RV PARK</b>			
10422.1 · Space Rental	175,373.38		
10422.2 · Wood Sales	1,225.00		
10422.3 · Other Sales	8,635.00		
10422 · BEACHFRONT RV PARK - Other	0.00	546,700.00	0.0%
<b>Total 10422 · BEACHFRONT RV PARK</b>	<b>185,233.38</b>	<b>546,700.00</b>	<b>33.9%</b>
10423 · BOATYARD	17,317.90	120,720.00	14.3%
10424 · COMMERCIAL RETAIL	94,042.91	515,000.00	18.3%
10425 · FUEL DOCK	157,924.27	900,000.00	17.5%
10426 · PROPERTY GROUND EVENT USE	-43.75	8,540.00	-0.5%
<b>Total 402 · GENERAL FUND PROGRAM REVE...</b>	<b>577,406.44</b>	<b>2,766,215.00</b>	<b>20.9%</b>
<b>Total 400 · REVENUES</b>	<b>1,299,439.67</b>	<b>3,819,937.00</b>	<b>34.0%</b>
<b>Total Income</b>	<b>1,299,439.67</b>	<b>3,819,937.00</b>	<b>34.0%</b>
<b>Gross Profit</b>	<b>1,299,439.67</b>	<b>3,819,937.00</b>	<b>34.0%</b>
<b>Expense</b>			
<b>600 · GENERAL FUND EXPENDITURES</b>			
10900 · Operating Transfers Out General	775,079.29	656,367.00	118.1%
<b>500 · PERSONNEL SERVICES</b>			
10501 · Port Manager	15,464.24	84,500.00	18.3%
10502 · Port Office Staff	18,669.34	116,465.00	16.0%
10503 · RV Park Office Staff	7,889.82	48,194.00	16.4%
10504 · Operations Staff	36,772.28	192,836.00	19.1%
<b>10505 · Overtime</b>			
10505.1 · Office	480.69	863.00	55.7%
10505.2 · Operations	616.14		
10505 · Overtime - Other	0.00	5,282.00	0.0%
<b>Total 10505 · Overtime</b>	<b>1,096.83</b>	<b>6,145.00</b>	<b>17.8%</b>
<b>10506 · Payroll Taxes/Costs/Benefits</b>			
10506.1 · Paid Holidays	995.20		
10506.2 · Sick Leave Benefit	486.86		
10506.3 · Vacation	5,567.18		
<b>10506.5 · SEP Retirement</b>			
10506.6 · Office	3,171.33		
10506.7 · Operations	3,196.13		
10506.8 · Port Manager	1,624.67		
<b>Total 10506.5 · SEP Retirement</b>	<b>7,992.13</b>		

**Port of Brookings Harbor**  
**Profit & Loss Budget vs Actual General Fund FY 2020-2021**  
 July through August 2020

	Jul - Aug 20	Budget	% of Budget
10506.9 · Personal Vehicle Allowance	782.65		
10507 · Payroll Taxes	5,350.08		
10506 · Payroll Taxes/Costs/Benefits - Ot...	3,380.81	129,350.00	2.6%
<b>Total 10506 · Payroll Taxes/Costs/Benefits</b>	<b>24,554.91</b>	<b>129,350.00</b>	<b>19.0%</b>
10508 · Workers Compensation	6,709.46	18,920.00	35.5%
10509 · Health Care and Dental	15,158.00	63,665.00	23.8%
<b>Total 500 · PERSONNEL SERVICES</b>	<b>126,314.88</b>	<b>660,075.00</b>	<b>19.1%</b>
<b>601 · GENERAL FUND Material &amp; Service</b>			
10601 · ADVERTISING & NOTIFICATIONS	541.27	14,105.00	3.8%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Maintenance & Repairs			
10602.5 · Projects	2,159.45		
10602.1 · Maintenance & Repairs - Other	4,967.79	0.00	100.0%
<b>Total 10602.1 · Maintenance &amp; Repairs</b>	<b>7,127.24</b>	<b>0.00</b>	<b>100.0%</b>
10602.2 · Contracts and Agreements	6,039.49		
10602.3 · Tools & Equipment Purchases	102.56		
10602.4 · Supplies & Services	9,703.29		
10602 · REPAIRS & MAINTENANCE - Other	0.00	288,372.00	0.0%
<b>Total 10602 · REPAIRS &amp; MAINTENANCE</b>	<b>22,972.58</b>	<b>288,372.00</b>	<b>8.0%</b>
10603 · FUEL purchased for resale	103,944.12	800,000.00	13.0%
10605 · UTILITIES			
10605.1 · Electric & Propane Gas	15,502.74		
10605.2 · Water, Sanitary & Waste	22,434.46		
10605.3 · Telecommunications & Cable TV	3,432.73		
10605 · UTILITIES - Other	80.67	319,483.00	0.0%
<b>Total 10605 · UTILITIES</b>	<b>41,450.60</b>	<b>319,483.00</b>	<b>13.0%</b>
10606 · OFFICE EXPENSE	4,525.84	61,011.00	7.4%
10607 · BANK SERVICE & FINANCE FEES	11,244.87	34,818.00	32.3%
10608 · TRAINING & TRAVEL	118.20	10,162.00	1.2%
10609 · PERMITS, LICENSES, TAXES & MISC	194.55	12,085.00	1.6%
10610 · INSURANCE; PROP & CAS, BOND	19,023.55	86,996.00	21.9%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting	1,000.00		
10611.2 · Attorney	3,672.00		
10611.4 · Engineering/Consultant	9,742.50		
10611.6 · Payroll Administration	886.25		
10611.7 · IT/Computer Support	198.00		
10611 · PROFESSIONAL FEES - Other	0.00	81,463.00	0.0%
<b>Total 10611 · PROFESSIONAL FEES</b>	<b>15,498.75</b>	<b>81,463.00</b>	<b>19.0%</b>
<b>Total 601 · GENERAL FUND Material &amp; Service</b>	<b>219,514.33</b>	<b>1,708,495.00</b>	<b>12.8%</b>
<b>710 · GENERAL FUND CAPITAL OUTLAY</b>			
10702 · Land Improvements	0.00	715,000.00	0.0%
<b>Total 710 · GENERAL FUND CAPITAL OUTLAY</b>	<b>0.00</b>	<b>715,000.00</b>	<b>0.0%</b>
920 · OPERATING CONTINGENCY	0.00	35,000.00	0.0%
<b>Total 600 · GENERAL FUND EXPENDITURES</b>	<b>1,120,908.50</b>	<b>3,774,937.00</b>	<b>29.7%</b>
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	45,000.00	0.0%
<b>Total 930 · Fund Balances</b>	<b>0.00</b>	<b>45,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>1,120,908.50</b>	<b>3,819,937.00</b>	<b>29.3%</b>
<b>Net Income</b>	<b>178,531.17</b>	<b>0.00</b>	<b>100.0%</b>

Port of Brookings Harbor  
**Profit & Loss Budget vs Actual USDA Bond Fund FY 2020-2021**  
 July through August 2020

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
<b>400 · REVENUES</b>			
<b>420 · USDA REVENUE BOND FUND</b>			
20411 · Cash Carry Over - USDA Revenue	0.00	98,395.00	0.0%
20414 · Interest Revenue Bond Fund	212.33	2,000.00	10.6%
20419 · Transfer to USDA Bond Fund	21,686.00	130,120.00	16.7%
<b>Total 420 · USDA REVENUE BOND FUND</b>	<u>21,898.33</u>	<u>230,515.00</u>	<u>9.5%</u>
<b>Total 400 · REVENUES</b>	<u>21,898.33</u>	<u>230,515.00</u>	<u>9.5%</u>
<b>Total Income</b>	<u>21,898.33</u>	<u>230,515.00</u>	<u>9.5%</u>
<b>Gross Profit</b>	21,898.33	230,515.00	9.5%
<b>Expense</b>			
<b>620 · USDA REVENUE BOND EXPENDITURES</b>			
20801P · USDA Revenue Bond Principal	0.00	76,112.00	0.0%
20810I · USDA Revenue Bond Interest	0.00	54,008.00	0.0%
<b>Total 620 · USDA REVENUE BOND EXPENDITURES</b>	<u>0.00</u>	<u>130,120.00</u>	<u>0.0%</u>
<b>930 · Fund Balances</b>			
20930 · Unappropriated Balance-USDA	0.00	100,395.00	0.0%
<b>Total 930 · Fund Balances</b>	<u>0.00</u>	<u>100,395.00</u>	<u>0.0%</u>
<b>Total Expense</b>	<u>0.00</u>	<u>230,515.00</u>	<u>0.0%</u>
<b>Net Income</b>	<u><u>21,898.33</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Port of Brookings Harbor  
**Profit & Loss Budget vs Actual Debt Service Fund FY 2020-21**  
July through August 2020

	Jul - Aug 20	Budget	% of Budget
<b>Income</b>			
400 · REVENUES			
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	0.00	23,602.00	0.0%
30414 · Interest Debt Service Fund	149.43	1,500.00	10.0%
30419 · Transfer to Debt Service Fund	60,583.42	427,247.00	14.2%
<b>Total 430 · DEBT SERVICE FUND REVENUE</b>	<b>60,732.85</b>	<b>452,349.00</b>	<b>13.4%</b>
<b>Total 400 · REVENUES</b>	<b>60,732.85</b>	<b>452,349.00</b>	<b>13.4%</b>
<b>Total Income</b>	<b>60,732.85</b>	<b>452,349.00</b>	<b>13.4%</b>
<b>Gross Profit</b>	<b>60,732.85</b>	<b>452,349.00</b>	<b>13.4%</b>
<b>Expense</b>			
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	-3,793.46		
30802.2 · OBDD #525172/RV Park Prin.	-3,420.92		
30802.3 · OBDD #525176/Green Bldg Prn	-6,024.09		
30802.4 · OBDD #525181/EurekaFish Prn	-3,912.98		
30802.5 · SPWF #L02009/Cold Strg Prin	-19,084.86		
30802.7 · SPWF L98004/Dock Impr Prin	-26,315.84		
30802.8 · SPWF L02001/MarineFuel Dock Prn	-5,262.92		
30802.9 · SPWF X03004/Eureka Fishery Prin	-4,684.93		
30802P · IFA PRINCIPAL - Other	0.00	294,800.00	0.0%
<b>Total 30802P · IFA PRINCIPAL</b>	<b>-72,500.00</b>	<b>294,800.00</b>	<b>-24.6%</b>
801 · Principal			
30803P · 50 BFMII Travelift Principal	7,777.79	47,754.00	16.3%
30804P · 2018 Genie Forklift Principal	2,210.79	13,616.00	16.2%
60806P · RV Park Improv. Umpqua Bank	0.00	38,529.00	0.0%
<b>Total 801 · Principal</b>	<b>9,988.58</b>	<b>99,899.00</b>	<b>10.0%</b>
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	1,540.21	8,154.00	18.9%
30814I · 2018 Genie Forklift Interest	718.63	3,959.00	18.2%
60815I · RV Park Improv. Umpqua Bank	0.00	20,435.00	0.0%
<b>Total 810 · Interest Payments</b>	<b>2,258.84</b>	<b>32,548.00</b>	<b>6.9%</b>
<b>Total 630 · DEBT SERVICE FUND EXPENDITURES</b>	<b>-60,252.58</b>	<b>427,247.00</b>	<b>-14.1%</b>
930 · Fund Balances			
30930 · Unappropriated Balance Debt	0.00	25,102.00	0.0%
<b>Total 930 · Fund Balances</b>	<b>0.00</b>	<b>25,102.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>-60,252.58</b>	<b>452,349.00</b>	<b>-13.3%</b>
<b>Net Income</b>	<b>120,985.43</b>	<b>0.00</b>	<b>100.0%</b>

Port of Brookings Harbor  
**Profit & Loss Budget vs Actual Reserve Fund FY 2020-2021**  
 July through August 2020

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
400 · REVENUES			
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	0.00	130,000.00	0.0%
50414 · Interest Reserve Fund	307.24	3,000.00	10.2%
50419 · Transfer to Reserve Fund	4,000.00	24,000.00	16.7%
<b>Total 450 · RESERVE FUND REVENUE</b>	<u>4,307.24</u>	<u>157,000.00</u>	<u>2.7%</u>
<b>Total 400 · REVENUES</b>	<u>4,307.24</u>	<u>157,000.00</u>	<u>2.7%</u>
<b>Total Income</b>	<u>4,307.24</u>	<u>157,000.00</u>	<u>2.7%</u>
<b>Gross Profit</b>	4,307.24	157,000.00	2.7%
<b>Expense</b>			
930 · Fund Balances			
50930 · Unappropriated Balance Reserve	0.00	157,000.00	0.0%
<b>Total 930 · Fund Balances</b>	<u>0.00</u>	<u>157,000.00</u>	<u>0.0%</u>
<b>Total Expense</b>	<u>0.00</u>	<u>157,000.00</u>	<u>0.0%</u>
<b>Net Income</b>	<u><u>4,307.24</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Port of Brookings Harbor  
**Profit & Loss Budget vs Actual Port Const. Fund FY 2020-21**  
July through August 2020

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
400 · REVENUES			
470 · PORT CONSTRUCTION FUND REVENUE			
70414 · Interest Port Construction Fund	883.64		
70419 · Transfers to Port Const. Fund	684,000.00		
Total 470 · PORT CONSTRUCTION FUND REVENUE	<u>684,883.64</u>		
Total 400 · REVENUES	<u>684,883.64</u>		
Total Income	<u>684,883.64</u>		
Gross Profit	684,883.64		
Expense			
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.	41,206.12		
Total 70100 · PORT CONST. CAPITAL OUTLAY	<u>41,206.12</u>		
Total 670 · PORT CONST FUND EXPENDITURES	<u>41,206.12</u>		
Total Expense	<u>41,206.12</u>		
Net Income	<u><u>643,677.52</u></u>		

Port of Brookings Harbor  
**Profit & Loss Budget vs Actual Debt RV Park Fund FY 2020-21**  
July through August 2020

	<u>Jul - Aug 20</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
400 · REVENUES			
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	<u>4,809.87</u>		
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	<u>4,809.87</u>		
Total 400 · REVENUES	<u>4,809.87</u>		
Total Income	<u>4,809.87</u>		
Gross Profit	4,809.87		
<b>Expense</b>			
630 · DEBT SERVICE FUND EXPENDITURES			
801 · Principal			
60806P · RV Park Improv. Umpqua Bank	<u>3,101.87</u>		
Total 801 · Principal	3,101.87		
810 · Interest Payments			
60815I · RV Park Improv. Umpqua Bank	<u>1,708.00</u>		
Total 810 · Interest Payments	<u>1,708.00</u>		
Total 630 · DEBT SERVICE FUND EXPENDITURES	<u>4,809.87</u>		
Total Expense	<u>4,809.87</u>		
Net Income	<u><u>0.00</u></u>		

Port of Brookings Harbor  
**Profit & Loss Budget vs Actual Capital Projects FY 2020-2021**  
 July through August 2020

	Jul - Aug 20	Budget	% of Budget
<b>Income</b>			
400 · REVENUES			
440 · CAPITAL PROJECTS FUND REVENUE			
40411 · Cash Carry Over - Capt Proj	0.00	2,500.00	0.0%
40416 · Government Funding			
40416.1 · Grant Funding	0.00	79,825.00	0.0%
40416.2 · FEMA Funding	0.00	3,400,000.00	0.0%
40416.3 · State Lottery Funding	39,598.00	570,000.00	6.9%
<b>Total 40416 · Government Funding</b>	<b>39,598.00</b>	<b>4,049,825.00</b>	<b>1.0%</b>
40419 · Transfer to Capital Project	0.00	75,000.00	0.0%
<b>Total 440 · CAPITAL PROJECTS FUND REVENUE</b>	<b>39,598.00</b>	<b>4,127,325.00</b>	<b>1.0%</b>
<b>Total 400 · REVENUES</b>	<b>39,598.00</b>	<b>4,127,325.00</b>	<b>1.0%</b>
<b>Total Income</b>	<b>39,598.00</b>	<b>4,127,325.00</b>	<b>1.0%</b>
<b>Gross Profit</b>	<b>39,598.00</b>	<b>4,127,325.00</b>	<b>1.0%</b>
<b>Expense</b>			
640 · CAPT. PROJ. EXPENDITURES			
40900 · Operating Transfers Out Capital	17,344.63		
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	5,498.00		
40702.2 · Materials & Services	5,217.23		
40702 · Land Improvement - Capt Proj - Other	0.00	4,124,825.00	0.0%
<b>Total 40702 · Land Improvement - Capt Proj</b>	<b>10,715.23</b>	<b>4,124,825.00</b>	<b>0.3%</b>
<b>Total 740 · CAPT. PROJ. CAPITAL OUTLAY</b>	<b>10,715.23</b>	<b>4,124,825.00</b>	<b>0.3%</b>
<b>Total 640 · CAPT. PROJ. EXPENDITURES</b>	<b>28,059.86</b>	<b>4,124,825.00</b>	<b>0.7%</b>
930 · Fund Balances			
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
<b>Total 930 · Fund Balances</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>28,059.86</b>	<b>4,127,325.00</b>	<b>0.7%</b>
<b>Net Income</b>	<b>11,538.14</b>	<b>0.00</b>	<b>100.0%</b>



Port of Brookings Harbor

Check Registers

As of August 31, 2020

Type	Num	Date	Name	Memo	Debit	Credit	Balance
100 · UNRESTRICTED CASH & EQUIVALENTS							-2,978,685.07
101 · GENERAL FUND CHECKING & LGIP							-2,978,808.97
10103 · General Funds Ckg Umpqua 3634							-3,182,555.10
Check	cc debit	08/24/2020	Witham, David / Vessel FRISKY	REFUND one night on Tranisent Dock		26.00	-3,182,581.10
Check	DEBIT	08/01/2020	ADP	Advice of Debit 561567749 Payroll Date: 07/29/2020	124.90		-3,182,706.00
Bill Pmt -Check	DEBIT	08/07/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	7,494.13		-3,190,200.13
Bill Pmt -Check	DEBIT	08/12/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	6,105.30		-3,196,305.43
Bill Pmt -Check	DEBIT	08/13/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	13,310.64		-3,209,616.07
Check	DEBIT	08/03/2020	Elavon	JULY 2020 MERCHANT SERVICE FEE ACCT#316	808.22		-3,210,424.29
Check	DEBIT	08/03/2020	Elavon	JULY 2020 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch	202.85		-3,210,627.14
Check	DEBIT	08/03/2020	Elavon	JULY 2020 MERCHANT SERVICE FEE ACCT#951	1,244.62		-3,211,871.76
Bill Pmt -Check	DEBIT	08/17/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	10,646.37		-3,222,518.13
Bill Pmt -Check	DEBIT	08/21/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	11,861.98		-3,234,380.11
Check	DEBIT	08/12/2020	Edward Jones	Employer Contribution 08/12/2020 ConfirmationQM8YZ-SGR75	143.87		-3,234,523.98
Check	DEBIT	08/12/2020	Edward Jones	Employer Contribution 08/12/2020 ConfirmationQM8YZ-SHS4W	207.03		-3,234,731.01
Check	DEBIT	08/12/2020	Edward Jones	Employer Contribution 08/12/2020 ConfirmationQM8YZ-SJ177	140.57		-3,234,871.58
Check	DEBIT	08/12/2020	Edward Jones	Employer Contribution 08/12/2020 ConfirmationQM8YZ-SJ4QZ	139.74		-3,235,011.32
Check	DEBIT	08/12/2020	Edward Jones	Employer Contribution 08/12/2020 ConfirmationQM8YZ-SJ7XS	121.24		-3,235,132.56
Check	DEBIT	08/12/2020	Edward Jones	Employer Contribution 08/12/2020 ConfirmationQM8YZ-SJCM8	161.28		-3,235,293.84
Check	DEBIT	08/12/2020	Edward Jones	Employer Contribution 08/12/2020 ConfirmationQM8YZ-SJG2Z	289.20		-3,235,583.04
Check	DEBIT	08/12/2020	TD Ameritrade	Employer Contribution 08/12/2020 ConfirmationQM8YZ-SJK4L	186.35		-3,235,769.39
Check	DEBIT	08/12/2020	US Bank Sep- IRA	Employer Contribution 08/12/2020 ConfirmationQM8YZ-SJNDK	326.53		-3,236,095.92
Bill Pmt -Check	DEBIT	08/19/2020	Pitney Bowes, Inc.	Power Postage Acct# 8000-9000-0324-9186	300.00		-3,236,395.92
Check	DEBIT	08/20/2020		STORE CURRENCY DEPOSITED & SOLD FOR 07/2020	2.08		-3,236,398.00
Bill Pmt -Check	DEBIT	08/26/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	17,505.08		-3,253,903.08
Check	DEBIT	08/21/2020	Blaser, Don	REFUND for August 15, 2020 - Recreational Moorage with Water Only... Customer only wanted a boa...	10.00		-3,253,913.08
Bill Pmt -Check	DEBIT	08/24/2020	Elavon	2 1/4" x 74' 1 PLY THERMAL ROLL - Fuel Dock Credit Card Terminal	63.74		-3,253,976.82
Check	DEBIT	08/28/2020	ADP	Advice of Debit #562967438 ezLaborManager/ADP 300 Timeclock	90.95		-3,254,067.77
Check	DEBIT	08/21/2020	ADP	Advice of Debit 562452548 Payroll Date: 08/12/2020	124.90		-3,254,192.67
Check	DEBIT	08/26/2020	Edward Jones	Employer Contribution 08/26/2020 ConfirmationQNSD1-33550	148.12		-3,254,340.79
Check	DEBIT	08/26/2020	Edward Jones	Employer Contribution 08/26/2020 ConfirmationQNSD1-345BP	195.45		-3,254,536.24
Check	DEBIT	08/26/2020	Edward Jones	Employer Contribution 08/26/2020 ConfirmationQNSD1-34CS7	139.24		-3,254,675.48
Check	DEBIT	08/26/2020	Edward Jones	Employer Contribution 08/26/2020 ConfirmationQNSD1-34H4N	143.87		-3,254,819.35
Check	DEBIT	08/26/2020	Edward Jones	Employer Contribution 08/26/2020 ConfirmationQNSD1-34LYL	132.39		-3,254,951.74
Check	DEBIT	08/26/2020	Edward Jones	Employer Contribution 08/26/2020 ConfirmationQNSD1-34RP5	167.70		-3,255,119.44
Check	DEBIT	08/26/2020	Edward Jones	Employer Contribution 08/26/2020 ConfirmationQNSD1-34W0Q	289.20		-3,255,408.64
Check	DEBIT	08/26/2020	TD Ameritrade	Employer Contribution 08/26/2020 ConfirmationQNSD1-34YTT	176.26		-3,255,584.90
Check	DEBIT	08/26/2020	US Bank Sep- IRA	Employer Contribution 08/26/2020 ConfirmationQNSD1-3532S	326.53		-3,255,911.43
General Journal	CRF 2nd R...	08/26/2020		Corona Virus REQ#2 Relief Grant PAY NO. 16417527 Inv#1222 Doc No. VP427275	23,898.15		-3,232,013.28
General Journal	DEBT 08/03	08/03/2020		Transfer to Debt Service Fund for Travelift Payment		4,659.00	-3,236,672.28
General Journal	DEBT 08/03	08/03/2020		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71	-3,238,136.99
General Journal	DEBT 08/03	08/03/2020		Transfer to Debt Serv. RV Park for Umpqua Bank Loan# Payment		4,809.87	-3,242,946.86
General Journal	GF 08/03	08/03/2020		Transfer \$45,000 from Umpqua Bank to LGIP - General Funds		45,000.00	-3,287,946.86
General Journal	IFA 08/03	08/03/2020		Transfer to IFA Debt Service for 3rd Qtr 2020 Pmt		24,168.00	-3,312,114.86
General Journal	RES 08/03	08/03/2020		Transfer to Reserve Fund		2,000.00	-3,314,114.86
General Journal	USDA 08/03	08/03/2020		To transfer to USDA Revenue Bond Fund for November 2020 Payment		10,843.00	-3,324,957.86
General Journal	PAY 08/12	08/12/2020		Rec 08/12/2020 payroll		13,328.60	-3,338,286.46
General Journal	TAX 08/12	08/12/2020		Rec 08/12/2020 payroll		5,251.52	-3,343,537.98
General Journal	USCG 08/24	08/24/2020		AUG 2020 LEASE Pmt	923.24		-3,342,609.74
General Journal	PAY 08/26	08/26/2020		Rec 08/26/2020 payroll		13,579.73	-3,356,189.47
General Journal	TAX 08/26	08/26/2020		Rec 08/26/2020 payroll		5,263.25	-3,361,452.72
General Journal	CP 08/28	08/28/2020		Transfer to Capital Projects for payment to EMC inv#91009-2014		1,440.00	-3,362,892.72
Bill Pmt -Check	9952	08/07/2020	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		93.82	-3,362,986.54
Bill Pmt -Check	9953	08/07/2020	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		4,887.66	-3,367,874.20
Bill Pmt -Check	9954	08/07/2020	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		842.66	-3,368,716.86
Bill Pmt -Check	9955	08/07/2020	Gerald W. Burns, CPA	AUG Retainer Bill #8		500.00	-3,369,216.86
Bill Pmt -Check	9956	08/07/2020	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		77.69	-3,369,294.55
Bill Pmt -Check	9957	08/07/2020	Harbor Sanitary District	JULY 2020 Sanitary Bill		3,669.68	-3,372,964.23
Bill Pmt -Check	9958	08/07/2020	Harbor Water District P.U.D.	06/19/2020 - 07/22/2020 SERVICE/WATER BILL		1,934.52	-3,374,898.75
Bill Pmt -Check	9959	08/07/2020	John Kellum/John's Portable Welding	08/04/2020- Fabricate bit for roto hammer		75.00	-3,374,973.75
Bill Pmt -Check	9960	08/07/2020	Kerr's Ace Hardware Inc	Customer#56 Hardware Supplies		98.51	-3,375,072.26
Bill Pmt -Check	9961	08/07/2020	Orcal Security Consulting LLC	Security Patrol for JULY 2020		2,790.00	-3,377,862.26
Bill Pmt -Check	9962	08/07/2020	Pump Pipe & Tank Services, LLC	07-29-2020-Service Call for Diesel canister leaking		262.39	-3,378,124.65
Bill Pmt -Check	9963	08/07/2020	Roto Rooter	Acct#2940-522445 Sanitary Billing Period		1,808.00	-3,379,932.65
Bill Pmt -Check	9964	08/07/2020	Slice Recovery	Pallets/Bundles FIREWOOD for Resale RV Park		1,531.20	-3,381,463.85

Port of Brookings Harbor

Check Registers

As of August 31, 2020

Type	Num	Date	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	9965	08/07/2020	Spec Dist Assoc of OR- Healthcare	Customer #: 03-0016414 - HEALTHCARE PREMIUM		10,593.84	-3,392,057.69
Bill Pmt -Check	9966	08/07/2020	Spec Dist Assoc of OR- Prop & Cas	Policy#31P16414-203 Customer ID: 01-16414 - 2019 PROPERTY & CASUALTY POLICY		8,771.24	-3,400,828.93
Bill Pmt -Check	9967	08/07/2020	Xerox Capital Services, LLC	Copier Leases and Maintenance		901.84	-3,401,730.77
Bill Pmt -Check	9968	08/21/2020	Brookings Signs & Graphics	Signs for Boat Launch		211.50	-3,401,942.27
Bill Pmt -Check	9969	08/21/2020	Curry Equipment	Account#11052 Equip Repair & Maint. Supplies		17.50	-3,401,959.77
Bill Pmt -Check	9970	08/21/2020	Da-Tone Rock Products	RIP RAP - Delivered 07/30/2020 RV Park		732.53	-3,402,692.30
Bill Pmt -Check	9971	08/21/2020	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		248.90	-3,402,941.20
Bill Pmt -Check	9972	08/21/2020	Engineering Tech. Services	Revised Civil Plans - Demo Zola's Bldg per Jack Akin		1,095.00	-3,404,036.20
Bill Pmt -Check	9973	08/21/2020	Fastenal Industrial Supplies	Customer No. ORBRK0013 Toiletries & Supplies		47.83	-3,404,084.03
Bill Pmt -Check	9974	08/21/2020	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		34.99	-3,404,119.02
Bill Pmt -Check	9975	08/21/2020	Gowman Electric, Inc.	Electrical Repairs		316.85	-3,404,435.87
Bill Pmt -Check	9976	08/21/2020	Kerr's Ace Hardware Inc	Customer#56 Hardware Supplies		81.03	-3,404,516.90
Bill Pmt -Check	9977	08/21/2020	Marine Surveyors & Consultants	INSPECTION/CERTIFICATION July 20, 2020 EQ#4605 50T Marine Travel Lift		575.00	-3,405,091.90
Bill Pmt -Check	9978	08/21/2020	Northwest Parking Equipment Company	Supplies for Boat Launch Kiosk		271.65	-3,405,363.55
Bill Pmt -Check	9979	08/21/2020	Quill Corporation	ACCT#1932158 Office Supplies		236.62	-3,405,600.17
Bill Pmt -Check	9980	08/21/2020	ULine	Customer No. 15340135		328.90	-3,405,929.07
Bill Pmt -Check	9981	08/24/2020	Rogue Credit Union	ACCT #306-89 CREDIT CARD#2481		3,160.65	-3,409,089.72
Bill Pmt -Check	9982	08/28/2020	Conrad Forest Products	Material & Supplies PROJECTS:Transient Dock Rebuild		16,411.03	-3,425,500.75
Bill Pmt -Check	9983	08/28/2020	EMC-Engineers/Scientists, LLC	Engineering & Consulting Services		4,420.00	-3,429,920.75
Check	9984	08/28/2020	Dahlgren, Richard	Credit for Remaining months on Moorage Agreement invoice#20200797		394.75	-3,430,315.50
Bill Pmt -Check	9985	08/28/2020	Black Rice & Luna LLP	JULY 2020 Legal Services		1,900.00	-3,432,215.50
Bill Pmt -Check	9986	08/28/2020	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		7,780.05	-3,439,995.55
Bill Pmt -Check	9987	08/28/2020	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		10,738.36	-3,450,733.91
Bill Pmt -Check	9988	08/28/2020	Hartwick Automotive	Oil Change for EQ#1109 2019 Ford F-150		54.03	-3,450,787.94
Total 10103 · General Funds Ckg Umpqua 3634					24,821.39	293,054.23	-3,450,787.94
<b>10105 · General Fund LGIP 6017</b>							
Check	DEBIT	08/03/2020		LGIP Fees for JULY 2020		0.40	203,746.13
General Journal	GF 08/03	08/03/2020		Transfer \$45,000 from Umpqua Bank to LGIP - General Funds	45,000.00		203,745.73
Total 10105 · General Fund LGIP 6017					45,000.00	0.40	248,745.73
Total 101 · GENERAL FUND CHECKING & LGIP					69,821.39	293,054.63	-3,202,042.21
<b>10101 · Petty Cash</b>							123.90
Check	Cash	08/18/2020	Tillitiz, Robert	Returned \$5.00 of quarters to Mr Tillitiz		5.00	118.90
Bill Pmt -Check	CASH	08/12/2020	Pacific Rim Copy Center	PRINTS Port Projects & Port Strategic Map Plan		28.50	90.40
Bill Pmt -Check	CASH	08/10/2020	Dollar Tree	DIAL COCONUT WATER HAND SOAP 7.5OZ		2.00	88.40
Bill Pmt -Check	CASH	08/27/2020	Boat Launch Kiosk	Boat Launch Kiosk		10.00	78.40
Bill Pmt -Check	CASH	08/27/2020	Boat Launch Kiosk	08/27/2020 Cash needed for testing Kiosk Transactions 022874-022877		6.55	71.85
Total 10101 · Petty Cash					0.00	52.05	71.85
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					69,821.39	293,106.68	-3,201,970.36
<b>110 · RESTRICTED CASH &amp; EQUIVALENTS</b>							379,544.89
<b>104 · RESTRICTED MONEY MKT &amp; CHECKING</b>							67,247.31
20104 · USDA BOND Umpqua MM 9529							2,511.43
Total 20104 · USDA BOND Umpqua MM 9529							2,511.43
<b>30104 · Debt Service Umpqua MM 8627</b>							2,503.65
Check	DEBIT	08/17/2020	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #30		1,464.71	1,038.94
Check	DEBIT	08/24/2020	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #46 - 50 BFMI Travelift		4,659.00	-3,620.06
General Journal	DEBT 08/03	08/03/2020		Transfer to Debt Service Fund for Travelift Payment	4,659.00		1,038.94
General Journal	DEBT 08/03	08/03/2020		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71		2,503.65
Total 30104 · Debt Service Umpqua MM 8627					6,123.71	6,123.71	2,503.65
<b>40104 · Capital Projects Umpqua 8018</b>							62,232.23
General Journal	CRF 2nd R...	08/26/2020		Corona Virus REQ#2 Relief Grant PAY NO. 16417527 Inv#1222 Doc No. VP427275	23,898.15		86,130.38
General Journal	CRF 2nd R...	08/26/2020		Corona Virus REQ#2 Relief Grant PAY NO. 16417527 Inv#1222 Doc No. VP427275		23,898.15	62,232.23
General Journal	IFA 08/05	08/05/2020		TRANSFER FUNDS - Business Oregon returning 2nd QTR 2020 Pmt of \$72,500 via Umpqua Bank Capt. Pro...	72,500.00		-10,267.77
General Journal	USCG 08/24	08/24/2020		AUG 2020 LEASE Pmt		923.24	-11,191.01
Total 40104 · Capital Projects Umpqua 8018					23,898.15	97,321.39	-11,191.01

Port of Brookings Harbor

Check Registers

As of August 31, 2020

Type	Num	Date	Name	Memo	Debit	Credit	Balance
Total 104 · RESTRICTED MONEY MKT & CHECKING					30,021.86	103,445.10	-6,175.93
<b>105 · RESTRICTED LGIP</b>							312,297.58
<b>20105 · USDA Bond Fund LGIP 6021</b>							108,229.24
General Journal	USDA 08/03	08/03/2020		To transfer to USDA Revenue Bond Fund for November 2020 Payment	10,843.00		119,072.24
Total 20105 · USDA Bond Fund LGIP 6021					10,843.00	0.00	119,072.24
<b>30105 · IFA Debt Service Fund LGIP 6020</b>							42,776.02
General Journal	IFA 08/03	08/03/2020		Transfer to IFA Debt Service for 3rd Qtr 2020 Pmt	24,168.00		66,944.02
General Journal	IFA 08/05	08/05/2020		TRANSFER FUNDS - Business Oregon returning 2nd QTR 2020 Pmt of \$72,500 via Umpqua Bank Capt. Pro...	72,500.00		139,444.02
Total 30105 · IFA Debt Service Fund LGIP 6020					96,668.00	0.00	139,444.02
<b>50105 · Reserve Fund LGIP 6018</b>							161,292.32
General Journal	RES 08/03	08/03/2020		Transfer to Reserve Fund	2,000.00		163,292.32
Total 50105 · Reserve Fund LGIP 6018					2,000.00	0.00	163,292.32
Total 105 · RESTRICTED LGIP					109,511.00	0.00	421,808.58
Total 110 · RESTRICTED CASH & EQUIVALENTS					139,532.86	103,445.10	415,632.65
<b>TOTAL</b>					<b>209,354.25</b>	<b>396,551.78</b>	<b>-2,786,337.71</b>

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

	<u>Balance</u>
<b>5-R Excavation, LLC</b>	
Total 5-R Excavation, LLC	32,361.96
<b>Allied Roofing &amp; Construction LLC</b>	
Total Allied Roofing & Construction LLC	3,946.00
<b>AMAZON MKTPLACE</b>	
Total AMAZON MKTPLACE	2,737.67
<b>Anchorside Printing</b>	
Total Anchorside Printing	78.25
<b>Asurion Wireless Insurance</b>	
Total Asurion Wireless Insurance	9.00
<b>Best Buy</b>	
Total Best Buy	779.98
<b>Betsy Bubble Bath</b>	
Total Betsy Bubble Bath	10.00
<b>BI-MART</b>	
Total BI-MART	504.23
<b>Black Rice &amp; Luna LLP</b>	
Total Black Rice & Luna LLP	12,695.00
<b>BOARDWALK MAIL SERVICE</b>	
Total BOARDWALK MAIL SERVICE	335.41
<b>Boat Launch Kiosk</b>	
Total Boat Launch Kiosk	36.55
<b>BOLI PWR</b>	
Total BOLI PWR	570.24
<b>Brookings Glass, Inc.</b>	
Total Brookings Glass, Inc.	416.00
<b>Brookings Harbor Chamber of Commerce</b>	
Total Brookings Harbor Chamber of Commerce	250.00
<b>Brookings Signs &amp; Graphics</b>	
Total Brookings Signs & Graphics	2,406.25

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

	<u>Balance</u>
<b>CAL/OR Insurance Specialists, Inc.</b>	
Total CAL/OR Insurance Specialists, Inc.	1,481.07
 <b>Cascade Home Center</b>	
Total Cascade Home Center	0.94
 <b>Cascadia Geoservices, Inc.</b>	
Total Cascadia Geoservices, Inc.	3,700.00
 <b>Central Curry</b>	
Total Central Curry	73.21
 <b>CertifiedMailLabels.com</b>	
Total CertifiedMailLabels.com	300.00
 <b>Chetco Automotive</b>	
Total Chetco Automotive	66.46
 <b>Chetco Drywall Inc.</b>	
Total Chetco Drywall Inc.	150.00
 <b>CHEVRON</b>	
Total CHEVRON	3,113.04
 <b>Cole-Parmer</b>	
Total Cole-Parmer	53.40
 <b>Conrad Forest Products</b>	
Total Conrad Forest Products	16,493.33
 <b>Coos-Curry Electric Cooperative, Inc.</b>	
Total Coos-Curry Electric Cooperative, Inc.	66,945.85
 <b>Country Media, Inc.</b>	
Total Country Media, Inc.	2,554.42
 <b>Crescent ACE Hardware</b>	
Total Crescent ACE Hardware	1,117.75
 <b>Crow/Clay &amp; Associates, Inc</b>	
Total Crow/Clay & Associates, Inc	5,866.25
 <b>Curry Coastal Pilot</b>	
Total Curry Coastal Pilot	103.00

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

	<u>Balance</u>
<b>Curry County Business License</b>	
Total Curry County Business License	100.00
 <b>Curry County Planning Department</b>	
Total Curry County Planning Department	5,671.76
 <b>Curry Equipment</b>	
Total Curry Equipment	2,930.77
 <b>Curry Transfer &amp; Recycling</b>	
Total Curry Transfer & Recycling	36,383.89
 <b>Da-Tone Rock Products</b>	
Total Da-Tone Rock Products	855.45
 <b>Del-Cur Supply Co-op</b>	
Total Del-Cur Supply Co-op	1,793.97
 <b>Department of State Lands</b>	
Total Department of State Lands	826.00
 <b>Dish Network</b>	
Total Dish Network	3,874.10
 <b>DMV Driver &amp; Motor Vehicle Services</b>	
Total DMV Driver & Motor Vehicle Services	26.50
 <b>Dollar General</b>	
Total Dollar General	51.95
 <b>Dollar Tree</b>	
Total Dollar Tree	27.00
 <b>Eco Nutrients</b>	
Total Eco Nutrients	200.00
 <b>Elavon</b>	
Total Elavon	63.74
 <b>EMC-Engineers/Scientists, LLC</b>	
Total EMC-Engineers/Scientists, LLC	41,960.00
 <b>Engineering Resource Services LLC</b>	
Total Engineering Resource Services LLC	1,890.00

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

	<u>Balance</u>
<b>Engineering Tech. Services</b>	
Total Engineering Tech. Services	11,618.75
<b>Englund Marine Supply</b>	
Total Englund Marine Supply	2,855.79
<b>Esco Products, Inc.</b>	
Total Esco Products, Inc.	1,342.14
<b>Expedia</b>	
Total Expedia	121.72
<b>Fastenal Industrial Supplies</b>	
Total Fastenal Industrial Supplies	6,454.63
<b>Ferguson Enterprises, Inc.</b>	
Total Ferguson Enterprises, Inc.	207.04
<b>FRED MEYER</b>	
Total FRED MEYER	1,058.73
<b>Freeman Rock, Inc.</b>	
Total Freeman Rock, Inc.	2,994.20
<b>Gerald W. Burns, CPA</b>	
Total Gerald W. Burns, CPA	4,000.00
<b>GODaddy.com</b>	
Total GODaddy.com	90.85
<b>Gold Beach Lumber Yard, Inc.</b>	
Total Gold Beach Lumber Yard, Inc.	21,909.40
<b>Gowman Electric, Inc.</b>	
Total Gowman Electric, Inc.	3,705.65
<b>Grants Pass Water Lab, Inc.</b>	
Total Grants Pass Water Lab, Inc.	3,120.00
<b>Harbor Logging Supply, Inc.</b>	
Total Harbor Logging Supply, Inc.	1,259.36
<b>Harbor Sanitary District</b>	
Total Harbor Sanitary District	30,408.22

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

	<u>Balance</u>
<b>Harbor Water District P.U.D.</b>	
Total Harbor Water District P.U.D.	13,414.60
<b>Hartwick Automotive</b>	
Total Hartwick Automotive	241.65
<b>HD SUPPLY FACILITIES</b>	
Total HD SUPPLY FACILITIES	407.92
<b>Highway Specialities, LLC</b>	
Total Highway Specialities, LLC	318.00
<b>Holly's Handyman, LLC</b>	
Total Holly's Handyman, LLC	300.00
<b>Home Depot</b>	
Total Home Depot	261.90
<b>Intuit</b>	
Total Intuit	1,499.99
<b>John Kellum/John's Portable Welding</b>	
Total John Kellum/John's Portable Welding	3,187.50
<b>K&amp;K Insurance Group, Inc.</b>	
Total K&K Insurance Group, Inc.	225.00
<b>Kendrick Equipment USA LLC</b>	
Total Kendrick Equipment USA LLC	4,416.25
<b>Kerr's Ace Hardware Inc</b>	
Total Kerr's Ace Hardware Inc	6,269.74
<b>Les Schwab Tire Center</b>	
Total Les Schwab Tire Center	1,089.00
<b>Marine Surveyors &amp; Consultants</b>	
Total Marine Surveyors & Consultants	575.00
<b>Mascott Equipment</b>	
Total Mascott Equipment	551.93
<b>McLennan Excavation</b>	
Total McLennan Excavation	3,462.04



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

	<u>Balance</u>
<b>Media Nook</b>	
Total Media Nook	30.00
<b>Microsoft</b>	
Total Microsoft	199.98
<b>My Parking Permit</b>	
Total My Parking Permit	149.50
<b>NAPA Auto Part</b>	
Total NAPA Auto Part	77.81
<b>New Hope Plumbing &amp; Custom Builders</b>	
Total New Hope Plumbing & Custom Builders	692.00
<b>Northwest Parking Equipment Company</b>	
Total Northwest Parking Equipment Company	709.15
<b>O'Reilly Auto Parts</b>	
Total O'Reilly Auto Parts	18.27
<b>Oil Can Henry's</b>	
Total Oil Can Henry's	69.99
<b>ONLINE Purchases</b>	
Total ONLINE Purchases	3,173.17
<b>Orcal Security Consulting LLC</b>	
Total Orcal Security Consulting LLC	2,790.00
<b>Oregon Coast Magazine</b>	
Total Oregon Coast Magazine	675.00
<b>Oregon Department of Agriculture</b>	
Total Oregon Department of Agriculture	278.00
<b>Oregon PERS/State Social Security Admin.</b>	
Total Oregon PERS/State Social Security Admin.	15.00
<b>ORRCO</b>	
Total ORRCO	1,480.95
<b>Pacific Rim Copy Center</b>	
Total Pacific Rim Copy Center	152.50

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

	<u>Balance</u>
<b>Pape Material Handling</b>	
Total Pape Material Handling	2,871.27
<b>Pitney Bowes Global Lease</b>	
Total Pitney Bowes Global Lease	830.82
<b>Pitney Bowes, Inc.</b>	
Total Pitney Bowes, Inc.	1,800.00
<b>Port of Brookings Harbor</b>	
Total Port of Brookings Harbor	45.00
<b>Pump Pipe &amp; Tank Services, LLC</b>	
Total Pump Pipe & Tank Services, LLC	799.89
<b>Quill Corporation</b>	
Total Quill Corporation	3,026.95
<b>Rentprep Enterprise/Fidelis Screening</b>	
Total Rentprep Enterprise/Fidelis Screening	518.70
<b>RezStream</b>	
Total RezStream	298.00
<b>River Inn at Seaside</b>	
Total River Inn at Seaside	2,649.63
<b>Rivers End Construction, Inc.</b>	
Total Rivers End Construction, Inc.	100.00
<b>Roberts &amp; Associates Land Surveying, Inc.</b>	
Total Roberts & Associates Land Surveying, Inc.	6,880.00
<b>Rogue Credit Union</b>	
Total Rogue Credit Union	17,330.75
<b>Roto Rooter</b>	
Total Roto Rooter	5,253.00
<b>See Water Inc.</b>	
Total See Water Inc.	151.06
<b>Shell Oil</b>	
Total Shell Oil	52.45

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

	<u>Balance</u>
<b>SimpliSafe</b>	
Total SimpliSafe	104.93
<b>Slice Recovery</b>	
Total Slice Recovery	1,531.20
<b>South Coast Knight Security</b>	
Total South Coast Knight Security	18,549.00
<b>Spec Dist Assoc of OR- Workers Comp</b>	
Total Spec Dist Assoc of OR- Workers Comp	8,170.00
<b>Spec Dist Assoc of OR- Healthcare</b>	
Total Spec Dist Assoc of OR- Healthcare	61,677.27
<b>Spec Dist Assoc of OR- Prop &amp; Cas</b>	
Total Spec Dist Assoc of OR- Prop & Cas	78,703.16
<b>Spec Dist Assoc of Or -TRAINING</b>	
Total Spec Dist Assoc of Or -TRAINING	2,340.00
<b>Spectrum Business 8752 19 060 0025169</b>	
Total Spectrum Business 8752 19 060 0025169	721.76
<b>Spectrum Business 8752 19 060 0226494</b>	
Total Spectrum Business 8752 19 060 0226494	596.61
<b>Spectrum Business 8752 19 060 0247029</b>	
Total Spectrum Business 8752 19 060 0247029	168.98
<b>Stormwater Biochar LLC</b>	
Total Stormwater Biochar LLC	1,204.11
<b>Stripe</b>	
Total Stripe	457.00
<b>SUPPLYHOUSE.COM</b>	
Total SUPPLYHOUSE.COM	408.30
<b>T3E Company</b>	
Total T3E Company	672.96
<b>Thermo Fluids, Inc.</b>	
Total Thermo Fluids, Inc.	580.00

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

	<u>Balance</u>
<b>Tidewater Contractors, Inc.</b>	
Total Tidewater Contractors, Inc.	6,293.16
<b>Tidewinds Sportfishing/Kyle Aubin</b>	
Total Tidewinds Sportfishing/Kyle Aubin	14,544.00
<b>Traffic Safety Supply Co.</b>	
Total Traffic Safety Supply Co.	1,378.00
<b>Training and Travel Expenses</b>	
Total Training and Travel Expenses	615.85
<b>Travel Information Council</b>	
Total Travel Information Council	348.00
<b>Tyree Oil, Inc</b>	
Total Tyree Oil, Inc	308,457.92
<b>U Printing</b>	
Total U Printing	339.08
<b>ULine</b>	
Total ULine	2,945.16
<b>United Rentals</b>	
Total United Rentals	80.00
<b>US Postal Service</b>	
Total US Postal Service	131.00
<b>Valvoline</b>	
Total Valvoline	47.49
<b>Ventek International</b>	
Total Ventek International	2,070.00
<b>VERIZON WIRELESS</b>	
Total VERIZON WIRELESS	3,346.82
<b>VISTA PRINT</b>	
Total VISTA PRINT	69.99
<b>Vonage</b>	
Total Vonage	1,710.85

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

	<u>Balance</u>
<b>WebReserv</b>	
Total WebReserv	992.00
<b>WEEBLY-CHARGE.COM</b>	
Total WEEBLY-CHARGE.COM	1,470.00
<b>Wendy's</b>	
Total Wendy's	19.48
<b>Wes' Towing</b>	
Total Wes' Towing	325.00
<b>Workamper News Inc.</b>	
Total Workamper News Inc.	39.00
<b>Xerox Capital Services, LLC</b>	
Total Xerox Capital Services, LLC	7,412.61
<b>Zipty Fiber 541-412-7930-102902-5</b>	
Total Zipty Fiber 541-412-7930-102902-5	326.90
<b>Zipty Fiber 541-469-5867-121516-5</b>	
Total Zipty Fiber 541-469-5867-121516-5	600.99
<b>Zoom Video Communications Inc.</b>	
Total Zoom Video Communications Inc.	89.94
<b>TOTAL VENDORS EXPENDITURES</b>	<b><u>965,834.75</u></b>

# SAFETY MONTHLY REPORT

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**Date:** September 15, 2020  
**Period:** August 2020  
**To:** Gary Dehlinger, Port Manager  
**Issued By:** Danielle Shepard, Safety Representative

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**Safety Meetings:**

Port staff was briefed on COVID-19 safety measures.

**Employee Accidents:**

Maintenance worker who strained lower back has returned to light duty work.

**Accident / Incident Reports:**

1. August 28, gentlemen was caught for the second time flushing rolls of toilet paper down the toilet at the commercial retail restroom, port staff asked him to stop but refused, sheriffs were called and gentlemen was trespassed for 6 months.
2. August 29, During our hot spell someone left their 2 dogs locked inside a car while they were fishing at the RV Park, sheriffs were called but the owners came back before the sheriffs showed up.
3. August 29, A gentleman was entering the RV Park when another vehicle was backing out of the front row parking, he moved his vehicle to the right and ran over the temporary one-way sign stand and damaged his tire. Staff requested to submit damage costs and pictures to the office, nothing has been submit to the office yet.

# HARBORMASTER MONTHLY REPORT

**Date:** September 15, 2020  
**Period:** August 2020  
**To:** Gary Dehlinger, Port Manager  
**Issued By:** Travis Webster, Harbormaster

## RV Park

Staff has completed all tire stops and striping for parking stalls at the RV park. RV park is now for one-way travel only with signs and directional arrows painted on the asphalt. Tidewater is continuing to deliver concrete blocks each week. Trucking time has been held to one hour per load. The rest of the block line has been laid out and cones placed until blocks arrive. New picnic tables were purchased for the RV park to replace old ones and to create more public seating along the pathway, and boardwalk.

## Occupancy by Month & Year

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

## Marina

Port staff completed minor dock and water line repairs throughout both basins. Inventory of each basin was completed with other minor work orders assigned. OSMB came Aug 26<sup>th</sup> to re certify the Port of Brookings Harbor a clean marina. The Port has done well in managing and maintaining our storm drains which includes cleaning and installing oil absorbent booms in catch basins to reduce oil slicks from parking lots and other run off. OSMB also looked at our abandoned boats and potential abandoned boats that will be considered for removal and demolition through a grant program that they have possible funding through NOAA. Compliance with Oregon recreational registration was also looked at along with our current moorage agreement, liveaboard policy, and insurance requirements. OSMB also provides supplies and signage to the port to help inform recreational boaters of current rules and regulations that are in place.

Dredging was completed by a sub-contractor for the USACE. They were here for about a week removing sediment that has accumulated in areas that the USACE dredge the "YAQUINA" could not get. The Port received the survey of our current depths within the Federal Channel.

Max Capacity – 512 slips		Slips Closed – 14 slips		Available Slips – 498 slips	
Basin 2 239 slips	Water & Power Available	Basin 1 273 slips	With Power Available	Without Power Available	
	13 – 24' slips 2 – 40' slips 0 – 35' slips		7 - 40' slips 3 – 30' slips 3 – 20' slips	5 – 40' slips 12 – 30' slips 9 – 22' & under slips 60 – daily moorage	

<b>Moorage Renewals by Month</b>				<b>Total Moorage Rentals</b>		
<b>August</b>	<b>2019</b>	<b>2020</b>	<b>Change</b>	<b>YTD 2019</b>	<b>YTD 2020</b>	<b>Change</b>
<b>Recreational</b>	29	22	-7	277	254	-23
<b>Commercial</b>	9	2	-7			
<b>Transient</b>	21	10	-11	69	41	-28

<b>Boat Launches Paid through Launch Machine</b>						
<b>August</b>	<b>2019</b>	<b>2020</b>	<b>Change</b>	<b>YTD 2019</b>	<b>YTD 2020</b>	<b>Change</b>
<b>Boat Launch</b>	875	841	-34	2494	3531	1037
<b>Daily Moorage</b>		57			177 nights	0

**Gear & Boat / Trailer Storage**

Inventory of all gear storage, boat/trailer storage were completed. In boat storage we currently have 49 boats that are paying \$61 dollars per month.

**Commercial Receiving Dock**

The shrimp processing plant that is currently being operated by Pacific Seafood has been running steady. This has led to more boats from out of town unloading here, buying fuel, and paying daily moorage for the time that they are here. Other receiving docks that lease here have also been operating with no problems reported.

**Commercial Retail Building**

Business at the port seems to be up. Port has seen an increase in tourism which has helped the small business stay afloat during this difficult year. Port staff continue to work with business and help with anything that we can to help them stay successful. Any other issues that may be encountered please contact the port office so we may help resolve the problem.

**Boat Yard**

Boat yard remained busy with haul outs and boat work. Oil dump will now be opened only by port staff. Docks have been placed out in the yard to be rebuilt. Staff will be extending our work dock an additional 70ft, making for approximately a 140ft work dock. This work is going to be completed with the fuel dock project. We will be using 4 piles that were left over from the basin 1 piling project to now secure the Port work dock. Port staff will be using its own funds however for the port labor and material for the construction and installation of those docks.

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

<b>Description</b>	<b>2019</b>	<b>2020</b>	<b>2020 Hours</b>	<b>Change</b>	<b>YTD 2019</b>	<b>YTD 2020</b>	<b>Change</b>
<b>Reach lift (Forklift)</b>	3	4	4	1	31	34	3
<b>Travel Lift Haul Ins-Outs</b>	8	4	-	4	67	58	9

**Maintenance Crew**

Port maintenance completed 36 work orders for the month of August. Port staff also placed more signs at the launch area to help with traffic direction. All catch basins were cleaned. Landscaping along basin 2 slopes and all rock islands at launch ramp and retail were weeded. Extra time in bathrooms and office has been spent cleaning due to COVID 19 requirements and standards. Staff time is being tracked to turn in



for possible reimbursement through COVID 19 relief funding. We welcome back another employee Marian. He has been out due to an injury. He is now back to his schedule with limitations on duties but has filled the slot at the fuel dock. This has also allowed us to fall back to landscaping that needs to be done.

**Abandoned Boats (Port Acquired)**

1	Sweet Genevieve	6	Stella
2	Katish	7	Kanygo 289938
3	4-Play	8	Momentum (sailboat on C-Dock/in process of ownership)
4	No-Yo (scheduled for demo)		
5	Gypsy Lee		

**WORK ORDERS LOG**  
**Port Of Brookings Harbor**  
**August 2020**

	Date	Location	Description of Work	Corrective Action	Completed	Completed By	
412	8/2/20	RV Park - Site 14	Water Spigot is Stripped	Fixed	8/5/20	Shawn	1
413	8/3/20	Basin I E 45	Needs a Water Spigot	Completed	8/6/20	Shawn/Sean	2
414	8/7/20	RV Park	Dumpster Full	Compacted	8/7/20	Brent	3
415	8/7/20	Fish Station	Dump Carcasses	Completed	8/7/20	Brent	4
416	7/27/20	RV Park - Site 70	Sewer Extention was snapped off	Fixed	8/8/20	Shawn	5
417	8/9/20	RV Park	Dumpster Full	Compacted	8/9/20	Brent	6
418	8/9/20	RV Park - Site 82	Sewer Line clogged	Unclogged Drains	8/10/20	Brent	7
419	8/10/20	Fish Station	Dump Carcasses	Completed	8/10/20	Brent	8
420	7/21/20	Conference Room	Resume Sound System Setup	Completed	8/11/20	Brent	9
421	8/9/20	Rv Park - Site 16 & 22	Breakers keep tripping	Called Gowman to Fixed	8/11/20	Travis	10
422	8/12/20	RV Park - Site 14	Water Leak	Fixed	8/12/20	Shawn	11
423	8/9/20	RV Park - Sites 76-98	Power Out	Breaker reset	8/12/20	Brent	12
424	8/11/20	Basin I	Remove Aireators	Completed	8/12/20	Brent	13
425	8/12/20	Hungry Clam	Electric Switch to Hood Fan not working	Called Gowman to Fixed	8/12/20	Travis	14
426	8/11/20	Port Office	Put Handle and latch on half door	Completed	8/13/20	Brent	15
427	8/10/20	RV Park Picnic Area	someone left wood behind	Cleaned up	8/18/20	Shawn	16
428	8/18/20	Fuel Dock	Slow Pump Sputtering	Replaced Filter	8/18/20	Brent & Travis	17
429	8/18/20	Basin II J Dock	Water Spigot issues	Replaced Line	8/18/20	Brent	18
430	8/20/20	Fish Station	Dump Carcasses	Completed	8/20/20	Brent	19
431	8/21/20	RV Park - Site 49	Fire Pits need to be sledgehammered in	Completed	8/22/20	Shawn	20
432	8/24/20	Travelift Remote	Malfunctioning	Fixed	8/24/20	Brent	21
433	8/24/20	Port Office	Door Lock Broke	Replaced	8/24/20	Brent	22
434	8/24/20	RV Park	Dumpster Full	Compacted	8/24/20	Brent	23
435	8/18/20	RV Park	Need more Firewood	Restocked	8/24/20	Brent	24
436	8/24/20	Basin 1	Water Leak	Fixed	8/24/20	Brent	25
437	8/25/20	Port Property	Remove No Fireworks Sign	Completed	8/25/20	Brent	26
438		Port Property	Clean and place oil absorbents	Completed	8/20/20	Sean & Shawn	27
439	8/25/20	Basin I A 27, Pedastal	Receptical worn	Looked into, Customers issue	8/25/20	Brent	28
440	8/19/20	RV Park	Put Picnic tables back	completed	8/25/20	Sean & Shawn	29
441	8/25/20	Roy Joe's Shop	Cap water line	Completed	8/26/20	Travis	30
442	8/27/20	Launch Ramp	Hang Signs at Exit	Completed	8/27/20	Brent	31
443	8/27/20	Fish Station	Dump Carcusses	Completed	8/27/20	Brent	32
444	8/27/20	Launch Ramp Kiosk	Bill & Coin Acceptor malfunctioning	Fixed	8/27/20	Brent	33
445	8/27/20	Launch Ramp	Hang direction signs	completed	8/27/20	Brent & Travis	34
446	8/27/20	RV Park, Ladies Restroom	Toilet handle keep detaching	Fixed	8/28/20	Shawn	35
447	7/30/20	RV Park	WIFI Bridge broken	Fixed	8/31/20	Sean	36
						Total Work Orders	36

# PORT MANAGER

## MONTHLY REPORT

---

**Date:** September 15, 2020  
**Period:** August 2020  
**To:** Honorable Board President and Harbor District Board Members  
**Issued By:** Gary Dehlinger, Port Manager

---

Curry County remains in Phase 2 Reopening status with social distancing and face mask requirements.

### Security

OrCal Security and POBH recorded 54 contacts/violations in August. (36) overnight parking (public obeyed and left property), (4) parking violations, (6) no camping, (2) unhitched boat trailers in retail parking lot, (2) trespassing issues on Port property, graffiti at commercial basin restroom, vandalism at retail restroom and two individuals were trespassed for fighting in the retail parking lot. August 2020 Security Log attached for your review.

### Port Office

Letter regarding Beachfront RV Park history was completed and mailed to Harbor Sanitary District. The letter included a proposal to use all sewer development credits for the new amenities and spaces.

Survey data on the RV Park was completed and sent to Crow/Clay & Associates to complete the construction drawings for the RV Park Project (new restroom building, laundry building and pull-thru sites).

New block seawall project started this month. Over half of the blocks are placed and all the parking stalls have been adjusted. Traffic flow was changed to one-way and restriping and signage installed. Public feedback is overwhelming positive with this project.

Congressman DeFazio and his staff were here to meet with the Port regarding the proposed wastewater treatment plant and possible funding opportunities. In attendance were two Port Commissioners, Richard Heap and Sharon Hartung, Pacific Seafood General Counsel, Director of Legal & Government Affairs, and local newspaper reporter. After meeting in the office, we walked the gear storage area and visited BC Fisheries/Pacific Seafood operation.

Ted Worth from Business Oregon stop by the office while he was visiting the Brookings area. We talked about Port issues. Gave him a tour of the Port (Basin 1, Zola's Pizzeria demolition area, boardwalk, fuel dock project and dock repairs, and RV Park projects.

The Department of Homeland Security non-disaster grant for a security camera system failed before it even got started. Found out the deadline to submit grants was a week earlier. Even though their website took the grant and gave it a tracking number, it never had a chance. Our knowledge of this grant came in too late. These grants go out every year around the same time. This would be a good grant to go after next year.

Met with each County Commissioner individually to review Port's updated Strategic Business Plan. All the commissioners are in support of the revised project opportunities.

Port started advertising for two part-time janitor positions to start immediately cleaning public restrooms, port office and equipment under the COVID-19 measures. These individual's payroll and material would be reimbursed under the Coronavirus Relief Fund.

The traffic counter at the RV Park recorded 47,505 vehicles in the month of August, average of 1,532 per day. Since the day we started tracking, June 30, the total is 101,414.

Created Construction Planning outline to assist with scheduling and planning for upcoming projects. Copy is attached for review.

Created a Port of Brookings Harbor Honorary Board of Commissioners virtual plaque of each commissioner term at the port. This information was obtained from multiple port sources. Made another virtual plaque for Port Managers. These are currently displayed on our Port website. Someday, I would like to build a real board to be displayed in the Port Office lobby.

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

Monthly inspections were completed as required. Cleaning of catch basins and quarterly parking lot sweeping were completed.

### **Port Upcoming Projects**

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

Maintenance and repair projects: (strikethrough = completed)

- 1) Gear storage grading (ongoing)
- 2) Install fire hydrants at Basin 2 (Lower Harbor Road remaining)
- 3) General cleanup across Lower Harbor Road, Port property area
- 4) Repair travel lift ramp cross bracing
- 5) Repair Basin 2 commercial restroom roof and paint
- 6) Demolition of retail building "Zola's Pizzeria" and pave site for additional parking
- 7) Reorganize boats and docks in Boat Yard
- 8) Repair damage fence at RV Park (ongoing repairs)
- 9) Separating main water source to Basin 1 Docks E, F & G. Adding a new water connection
- 10) Remove bushes from Basin 1 slopes – retail side
- 11) Cleaning Catch Basins
- 12) Install RV Park seawall, revamp parking stalls and change traffic flow to one-way

### **2019 FEMA Disasters**

Electronically signed FEMA DR-4432 and 4452 approvals for engineering and permitting. Waiting for Oregon Emergency Management contract before engineering and permitting can begin.

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

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
173	08/04/20	OrCal	Overnight Parking	RV Park	8PNB044	
174	08/04/20	OrCal	Overnight Parking	RV Park	6SAT752	CA
175	08/04/20	OrCal	Overnight Parking	RV Park	7690T2	CA
176	08/04/20	OrCal	Overnight Parking	Retail Parking Lot	747CBY	OR
177	08/04/20	OrCal	Overnight Parking	Retail Parking Lot	741100B	MT
178	08/05/20	OrCal	No Camping	Commercial Boat Basin	K546829	ID
179	08/05/20	OrCal	Overnight Parking	RV Park	444LAE	OR
180	08/05/20	OrCal	Overnight Parking	RV Park	489MET	OR
181	08/05/20	OrCal	Overnight Parking	RV Park	5NLY859	CA
182	08/05/20	OrCal	Overnight Parking	RV Park	213H64	NV
183	08/05/20	OrCal	Overnight Parking	Fishing Pier	9K5JF	UT
184	08/05/20	OrCal	Overnight Parking	Kite Field	289DDE	OR
185	08/06/20	OrCal	Fighting	Retail Parking Lot		Two Transits Trespassed
186	08/09/20	OrCal	Overnight Parking	Retail Parking Lot	SRO4277	OR
187	08/10/20	POBH	Parking Violation	Retail Parking Lot	HD29483	OR
188	08/11/20	OrCal	Overnight Parking	Retail Parking Lot	HD37617	OR
189	08/11/20	OrCal	Overnight Parking	RV Park	G1015	MT
190	08/11/20	OrCal	Overnight Parking	RV Park	8CAC253	CA - Ticket
191	08/11/20	OrCal	Overnight Parking	RV Park	533HFW	OR - Ticket
192	08/11/20	OrCal	Overnight Parking	RV Park	193LCN	OR
193	08/11/20	OrCal	Overnight Parking	RV Park	7TXL114	CA - Ticket
194	08/11/20	OrCal	No Camping	RV Park	164GLG	OR
195	08/11/20	OrCal	Overnight Parking	RV Park	279C69	NV
196	08/11/20	OrCal	Overnight Parking	RV Park	H805450	OR
197	08/11/20	OrCal	No Camping	Public Fishing Pier	MAJ4467	MS
198	08/15/20	OrCal	Graffiti	Commercial Boat Basin		Restroom walls
199	08/17/20	OrCal	Overnight Parking	Retail Parking Lot	746HHB	OR
200	08/17/20	OrCal	Overnight Parking	Retail Parking Lot	415HFR	OR
201	08/17/20	OrCal	Overnight Parking	Retail Parking Lot	IH52GU	FL
202	08/17/20	OrCal	Overnight Parking	Retail Parking Lot	HD21505	OR
203	08/19/20	OrCal	No Camping	RV Park	8F45432	CA
204	08/19/20	OrCal	No Camping	RV Park	RDG286	OR
205	08/21/20	OrCal	Overnight Parking	RV Park	8FGE986	CA
206	08/21/20	OrCal	Overnight Parking	RV Park	V519VH	UT
207	08/22/20	OrCal	Overnight Parking	Retail Parking Lot	6T9975	WY
208	08/22/20	OrCal	Overnight Parking	Retail Parking Lot	660EST	OR
209	08/22/20	OrCal	Overnight Parking	Retail Parking Lot	6XSM330	CA
210	08/22/20	OrCal	Overnight Parking	Commercial Boat Basin	8DLH801	CA
211	08/22/20	OrCal	Overnight Parking	RV Park	CFY0485	TX
212	08/22/20	OrCal	Overnight Parking	RV Park	8KJL558	CA
213	08/22/20	POBH	Overnight Parking	Commercial Boat Basin	8PNN198	CA
214	08/22/20	POBH	Overnight Parking	Commercial Boat Basin	188GHU	OR
215	08/23/20	OrCal	Overnight Parking	RV Park	378LRH	OR
216	08/23/20	OrCal	Overnight Parking	RV Park	543BHB	OR
217	08/23/20	OrCal	Overnight Parking	RV Park	ODP6037	TN

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
218	08/26/20	OrCal	No Camping	RV Park	D44259	OR
219	08/26/20	OrCal	Unauthorized	RV Park		
220	08/26/20	OrCal	Trespassing	Retail Parking Lot		
221	08/26/20	OrCal	Unhitched Trailer	Retail Parking Lot	OR234AGV	
222	08/26/20	OrCal	No Camping	RV Park	KDH1262	NY
223	08/26/20	OrCal	Overnight Parking	RV Park	1A134KB	ID
224	08/27/20	POBH	Unhitched Trailer	Retail Parking Lot	OR234AGV	
225	08/27/20	POBH	Vandalism	Retail Restroom		Trespass Order
226	08/28/20	OrCal	Overnight Parking	Boat Launch	201EXC	



1-3 years



4-6 years



6+ years

SITE	PROJECT	COST ESTIMATE	POTENTIAL FUNDING SOURCES
<b>Current Projects</b>			
RV Park	Seawall – Public Parking – Traffic Flow		Port Funds
	Install nine new pull-thru sites, restroom/showers, laundry mat building	\$700,000	Port Funds
Fuel Dock	Demo existing access structure and rebuild		Funded
	Restoration / paving around aboveground fuel tanks		Funded
Transient Dock	Remove wood piles and replace with steel piles		Funded
	Refurbish dock hardware		Funded
	Remove south access ramp, install H-beams and reconnect access ramp	\$600,000	Funded
Work Dock	Remove wood piles and replace with steel piles		Funded
	Remove access ramp, install H-beams and install new aluminum ramp		Funded
	Refurbish dock hardware		Funded
Commercial Retail Area	Demo Zola's Pizzeria building		Port Funds
	Pave area for additional public parking	\$35,000 to	Port Funds
	Extend island and install storm drain	\$60,000	Port Funds
FEMA	Extend Boardwalk pedestrian walk area		Port Funds
	Basin 2 Slope Repair & Dredging / Engineering, Design and permitting	\$120,000	FEMA / Business Oregon / OEM
	Basin 1 & 2 Dredging / Engineering, Design and permitting		FEMA / Business Oregon / OEM
<b>Target Years 2021-2025</b>			
FEMA	Basin 2 Slope Repair & Dredging	\$800,000	FEMA / Business Oregon
	Basin 1 & 2 Dredging	\$1,700,000	FEMA / Business Oregon
OEM - HMGP	DR-4452 Stabilizing dredge spoils, storm drains, paving & restoration work	\$500,000	Grant / Business Oregon
Wastewater Treatment Plant	Develop design, engineering and permitting	TBD	Grants, Port Funds
RV Park	Expansion into Kite Field	TBD	Grants, Port Funds
Port	Security video camera system	\$100,000	DHS / Port Funds
Receiving Docks	Hallmark – Design & reconstruction	TBD	Grants, Port Funds
	Pacific Choice – Design & reconstruction	TBD	Grants, Port Funds



1-3 years



4-6 years



6+ years

RV Park	Pave roads & RV spaces	\$250,000	Grants, Port Funds
	Rebuild electrical system for 30/50-amp service	TBD	Grants, Port Funds
<b>Target Years 2026-2030</b>			
Green Building Area	Develop area and install storage units	TBD	Grants, Port Funds
RV Park	Protection seawall	\$500,000	Grants, Port Funds
Boardwalk	Repair and expand Basin 1 boardwalk	TBD	Grants, Port Funds
Basin 2 Docks	Replace old docks and reconfigure for larger vessels	TBD	Grants, Port Funds
Commercial Retail Center	Build third retail building on boardwalk	TBD	Grants, Port Funds
	Develop site and build professional center	TBD	Grants, Port Funds



# Port of Brookings Harbor Honorary Board of Commissioners

Karl Osternberg Position 1 1956 – 1972	William Freeman 1956 – 1957	Roy White 1956 – 1957
Tommas Holberg 1956 – 1959	Emmar Hedburg Position 2 1959 – 1959	Leslie D. Demmid Position 3 1959 – 1959
Clive D. Manley Position 4 1959 – 1959	J. Ryetion Position 5 1959 – 1959	Ben R. Plettyplace 1959 – 1960
Frank E. Sutton 1960 – 1964	Leo Shurtleff Position 5 1961 – 1972	Frank S Akin 1961 – 1968
Leland P. Hein 1961 – 1964	Fred Fox 1963 – 1969	Don Page Smith 1964 – 1967
Buddy E. Smith 1967 – 1968	Richard B Crook Position 3 1968 – 1972	Walter Cook 1970 – 1970
James Archibald Position 2 1971 – 1974	Fred Stutsman Position 4 1971 – 1979	Floyd Somers Position 3 1972 – 1973
Robert G Earle Position 1 1972 – 1976	Robert Meade Position 5 1973 – 1974	Arthur Anderson Position 2 1974 – 1977

# Port of Brookings Harbor Honorary Board of Commissioners

Glenn Rogers  
Position 3  
1974 – 1979

Ron Fallert  
Position 5  
1975 – 1975

Frank A. Corzine  
Position 5  
1976 – 1982

Elmer C. Rice  
Position 1  
1977 – 1981

Floyd James  
Position 4  
1977 – 1981

Leo Spiering  
Position 2  
1979 – 1983

F. W. (Tex) Martin  
Position 3  
1979 – 1980

James E. Yoder  
Position 3  
1980 – 1983

Wesley Kellom  
Position 1  
1981 – 1985

Russell Myers  
Position 4  
1981 – 1985

Keith Wilkinson  
Position 5  
1981 – 1985

Leroy F. Wright  
Position 1  
1981 – 1983

Kirb Whatley  
Position 3  
1981 – 1983

Lawrence E. Mitchell  
Position 2  
1984 – 1986

O.K. McCart  
Position 1  
1985 – 1987

Doris Marie Nichols  
Position 4  
1985 – 1987

Roy Brimm  
Position 5  
1985 – 1989

Ralph C. Cheney  
Position 2  
1986 – 1987

Michael Fitzgerald  
Position 3  
1986 – 1987

Paul Davis  
Position 1  
1987 – 1989

Rickey Tidwell  
Position 5  
1987 – 1987

John Zia  
Position 1  
1987 – 2005

Llyod D. Whaley  
Position 2  
1987 – 2008

John E. Shreck  
Position 3  
1987 – 1991

# Port of Brookings Harbor Honorary Board of Commissioners

Robert Baldwin  
Position 4  
1987 – 1989

Jim M. Izett  
Position 5  
1987 – 1993

Richard Greene  
Position 1  
1989 – 1990

Edmund G. Gray  
Position 4  
1989 – 2004

Fred Stutt  
Position 3  
1991 – 1995

Kenneth L. Byrtus  
Position 5  
1991 – 2005

Larry Goodman  
Position 3  
1995 – 1997

Norma H. Fitzgerald  
Position 3  
1997 – 2005

Kathy Lindley  
Position 1  
2005 – 2012

Sue Gold  
Position 4  
2005 – 2017

Ted Freeman  
Position 5  
2005 – 2013

Loren Griffith  
Position 3  
2005 – 2006

Jim Rutherford  
Position 2  
2007 – 2015

Roy C. Davis  
Position 3  
2007 –

Mike Manning  
Position 1  
2012 – 2016

Tim Patterson  
Position 5  
2013 – 2017

Roger Thompson  
Position 2  
2015 – 2018

Sharon Hartung  
Position 2  
2016 – 2017

Andy Martin  
Position 1  
2017 – 2018

Jan Barbas  
Position 4  
2017 – 2018

Angi Christian  
Position 5  
2017 – 2018

Joseph Speir  
Position 1  
2018 –

Wes Farraccioli  
Position 2  
2018 – 2019

Richard Heap  
Position 4  
2018 –

Port of Brookings Harbor  
Honorary Board of Commissioners

Kenneth Range  
Position 5  
2018 –

Sharon Hartung  
Position 2  
2019 –



# Port of Brookings Harbor Port Managers

B.A. Martin 1966 – 1970	Ed Keiser 1971 – 1974	Joe Sabia 1975 – 1980
Don Mann 1981 – 1985	Ernie Defenbach 1985 – 1986	Tom Murray 1986
Richard O. Miller 1987 – 1989	Russ Crabtree 1990 – 2005	Dave Scott 2005 – 2006
Rich Drehbol 2007	Ted Fitzgerald 2008 – 2016	Don Mann 2016
Gary M. Dehlinger 2016 – 2017	Kathy Lindley-Hall 2018	Gary M. Dehlinger 2018 –

# ACTION ITEM – A

---

**DATE:** September 15, 2020  
**RE:** South Coast Lumber Opportunities  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

## OVERVIEW

- Nolan Roy, Operations Manager for Pacific Wood Laminates requested to speak to the Board of Commissioners about opportunities for South Coast Lumber and the Port of Brookings Harbor.

## DOCUMENTS

- None

## COMMISSIONER ACTION

- Discussion from presentation.



18

# Meeting Inbox x

*5/27/15*



**Nolan Roy** <nolanr@socomi.com>  
to me, Mike

Wed, Aug 26, 2:56 PM (16 hours ago)

Ken,

Good afternoon. Nolan Roy here...we met when we donated some plywood to the Harbor for an art wall Port. Mr. Beckley and myself would like to set up a meeting with you to speak about opportunities for Sc Lumber and the Port of Harbor. Please let us know when you might be available?

Best regards,

Nolan

Nolan Roy  
Operations Manager Pacific Wood Laminates  
Phone: (541) 469-2136 x 124  
Mobile: (541) 254-1447  
Email: [nolanr@socomi.com](mailto:nolanr@socomi.com)



**Pacific Wood Laminates, Inc.**

Thank you, I will let you know.

I am available anytime.

Will do.

Reply

Reply all

Forward

No re  
ch  
Start  
or

## ACTION ITEM – B

---

**DATE:** September 15, 2020  
**RE:** Resolution No. 543 POBH By-Laws  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

---

### OVERVIEW

- Board approved draft POBH By-Laws at the August Regular Commissioner Meeting.
- Resolution No. 543 will memorialize the approval.

### DOCUMENTS

- Draft Resolution No. 543 POBH By-Laws, 22 pages

### COMMISSIONER ACTION

- **Recommended Motion**  
Motion to approve Resolution No. 543 POBH By-Laws.



PORT OF BROOKINGS HARBOR  
CURRY COUNTY, OREGON

DRAFT

RESOLUTION NO. 543

A RESOLUTION ADOPTING BYLAWS FOR THE PORT OF BROOKINGS HARBOR

**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**, Port Bylaws were created in 1957; and

**WHEREAS**, the Port Commission approved Resolution No. 229 Commission Rules and Behavior on October 18, 1993; and

**WHEREAS**, the Port Commission approved Resolution No. 447 Duties and Responsibilities of Board Commissioners on October 20, 2015; and

**WHEREAS**, Oregon Statute related to rules and procedures of conduct for Port Commission and Staff were outdated; and

**WHEREAS**, the Port Commission approved the draft Bylaws for the Port of Brookings Harbor during the Regular Meeting August 18, 2020.

**NOW THEREFORE, BE IT RESOLVED**, by the Port of Brookings Harbor Board of Commissioners that:

1. The Port of Brookings Harbor "Bylaws", attached hereto as Exhibit A, are hereby adopted by reference.
2. Repealer. The 1957 Port of Brookings Bylaws are hereby repealed.
3. Repealer. Resolution No. 229 Commission Rules and Behavior is hereby repealed.
4. Repealer. Resolution No. 447 Duties and Responsibilities of Board Commissioners is hereby repealed.

**ADOPTED** by the Port of Brookings Harbor Board of Commissioners this 15th day of September, 2020.

ATTEST:

\_\_\_\_\_  
*Roy C. Davis, President*

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



**BYLAWS FOR THE PORT OF BROOKINGS HARBOR  
BOARD OF COMMISSIONERS**

Adopted August 18, 2020  
Resolution No. 543

16330 Lower Harbor Road, Brookings, OR 97415

**BYLAWS FOR THE PORT OF BROOKINGS HARBOR  
BOARD OF COMMISSIONERS**

**TABLE OF CONTENTS**

**PART I. GOVERNANCE BY POLICIES**

1. Name ..... 4  
2. Purpose ..... 4  
3. Responsibility ..... 4  
4. Compliance ..... 4

**PART II. BOARD OF COMMISSIONERS**

5. Membership ..... 4  
6. Powers and Duties..... 5  
7. Commissioner Orientation ..... 7  
8. Reimbursement of Expenses ..... 8  
9. Commissioners' Actions ..... 9  
10. Bonding and Insurance ..... 9  
11. Political Activities ..... 9  
12. Public Contracting ..... 9  
13. Public Records ..... 9

**PART III. DUTIES OF COMMISSION OFFICERS**

14. Duties of the President ..... 9  
15. Duties of the Vice President ..... 9  
16. Duties of the Secretary/Treasurer ..... 9  
17. Duties of the Commissioners Generally..... 10  
18. Duties of the Clerk of the Commission..... 10  
19. Election of Officers ..... 10

**PART IV. ETHICS AND CONFLICTS OF INTEREST**

20. Public Officials ..... 11  
21. Prohibitions ..... 11  
22. Nepotism ..... 11  
23. Financial Disclosure..... 11  
24. Conflicts of Interest..... 12

**PART V. COMMISSION MEETINGS**

25. Preparation for Meetings..... 12  
26. Order of Business ..... 13  
27. Notice and Location of Meetings ..... 13  
28. Quorum ..... 15  
29. Roster ..... 15  
30. Minutes of Meetings ..... 15

**PART VI. RULES OF ORDER**

31. Purpose ..... 16  
32. Presiding Officer ..... 16  
33. Convening the Meeting ..... 16

34. Recognition .....16  
 35. Changes to the Agenda .....17  
 36. Public Comment.....17  
 37. Statement of Conflict .....17  
 38. Forms of Action .....17  
 39. Motions .....18  
 40. Debate .....18  
 41. Voting .....19  
 42. Recess .....19  
 43. Adjournment .....20

**PART VII. ADMINISTRATIVE PROVISIONS**

44. Amendment ..... 20  
 45. Codify ..... 20  
 46. Repeal .....20

**PART VIII. APPENDICES**

A. Amendments to By-laws .....21  
 B. Resolutions Supporting By-laws..... 22  
 C. Procedures for Amending By-laws ..... 24

60

## PART I. GOVERNANCE BY POLICIES

### Section 1. Name

This document and future amendments to this document will collectively be referred to as “Bylaws for the Port of Brookings Harbor Board of Commissioners” or simply as “Bylaws”.

### Section 2. Purpose

The primary duty and function of the Port of Brookings Harbor Board of Commissioners is to establish policies for the governance of the Port. The Commission has delegated to the Port Manager the responsibility for the day-to-day administration of the Port, in a manner consistent with the policies and interpretations of the Commission.

### Section 3. Responsibility

Policies must comply with all applicable federal, state and local laws and regulations. The Principal Act for Port Districts is found in Oregon Revised Statutes (ORS) Chapter 777. If any policy, rule or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy or rule as determined by the Port Manager will be deemed void until further Commission action. It will be the responsibility of all Port personnel to bring any such conflict to the Manager’s attention immediately upon discovery for consideration by the Commission.

### Section 4. Compliance

All Port personnel must comply with the policies adopted by the Commission. Any failure to comply will constitute grounds for disciplinary action or termination pursuant to the Port’s Personnel Rules.

## PART II. BOARD OF COMMISSIONERS

### Section 5. Membership

#### A. Positions and Terms

1. The Port Commission consists of five members serving four-year staggered terms.
2. Each Commissioner is identified by a position number. Position numbers will be transferred to the successors of each Commission position. Positions 1, 4 and 5 run concurrently. Positions 2 and 3 run concurrently.
3. All Commissioners serve at large.

#### B. Election of Commissioners

The election of Commissioners will be conducted as provided by ORS Chapters 777 Port Generally and 255 Special District Elections.

#### C. Qualifications

Only registered electors of the Port District are qualified to serve as Port Commissioners. Port employees are not eligible to serve as members of the Port Commission. (ORS 198.115).

#### D. Oath of Office

Each newly elected or appointed Commissioner must take an oath of office prior to or at the first Commission meeting and assuming the duties of the position. The Justice of the Peace, County Clerk or Oregon Public Notary, must give the following oath of office:

*“Please raise your right hand. Do you solemnly swear that you will honestly and faithfully discharge the duties of the Office to which you have been elected/appointed,*

*and that you will support the Laws and Constitution of the State, and of the United States of America to the best of your ability?"*

**E. Term of Office – Starting Date**

Except where the Commission is filling a vacancy on the Commission, terms of office will start on July 1st following the Port of Brookings Harbor’s regular election.

**F. Vacancies**

**1. Occurrence.**

The Commission may formally declare a position vacant before the expiration of the term for any of the reasons set forth in ORS 236.010 or if a Commissioner is absent from four or more consecutive regular meetings of the board. (ORS 777.135).

**2. Filling.**

The Commission must fill the vacant Commission positions in accordance with ORS 198.320. (ORS 777.135).

**3. Term.**

The appointed individual will fill the vacancy until the next available regular district election at which time the voters will fill the position. (ORS 198.320(2))

**Section 6. Powers and Duties**

**A. Meeting the Needs of the Port**

It is the policy of the Commission to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the Port District.

**B. Commissioner Education/Training**

New Commissioners will receive training sanctioned by the Special Districts Association of Oregon (SDAO), Oregon Public Ports Association (OPPA), Oregon Government Ethics Commission (OGEC) and/or other similar organization within one year of taking office. It is strongly encouraged that Commissioners attend continuing training in subsequent years. The budget will include funds for Commissioner training. Commissioner education or training will be included in the Annual Report to the Commission. (ORS 777.140(2)).

**C. Represent Constituents**

It is the duty of each Commissioner to represent the constituents of the Port District and to inform the public concerning the progress and needs of the Port District and solicit and consider public opinion as it affects the programs and services provided by the port. Contact with the media is to be limited to re-stating the Commission’s position and not individual opinions. Official statements from the Commission are to be directed through the President with coordination with the Port Manager.

**D. Formulation and Interpretation of Port Policy**

The Commission has a duty to establish and interpret policy, reserving to itself all authority and responsibility not expressly delegated to the Port Manager.

**E. Select Officers/Personnel Rules**

The Commission will select board officers and create personnel rules.

**F. Form Committees**

The Commission has the authority to form committees. Committees formed by the Commission are required to conform to public meeting and records laws. Committees are to

report to the Commission on a monthly basis. Other than those required by state budget law, committees will be formed by resolution. Committees may determine their own rules of order based upon need and committee characteristics. The resolution should state the following criteria:

1. Membership and quorum requirements;
2. Staff person assignment (if any);
3. Length of membership terms;
4. Ad hoc, statutory or permanent;
5. Purpose and authority;
6. Budget (if any) for carrying out the purpose; and
7. Acknowledgement of budgetary impacts to the port (if any) generated by a recommendation from the committee.

**G. Provide Safe Work Environment**

The harassment policies that apply to Port personnel also apply to elected officials. Commissioners are responsible for ensuring that the workplace of the Port of Brookings Harbor is free from harassment at all times.

**H. Strategic Business Planning**

The Commission has a duty to update its strategic business plan no later than every ten years or as required by IGA and use this plan as its guiding document in the development and direction of the Port's mission, vision and goals. The Commission should annually review components and goals stated within the SBP. (OAR 123-025-0005, et seq.).

**I. Fiduciary Responsibilities**

The Commission has final responsibility over the Port's finances including the adoption of the budget (ORS 294), approval of financial reports, payment of bills and the annual audit. The Commission will adopt a resolution for processing the payment of bills and the development of other financial policies.

**J. Membership Liaisons**

The Commission will annually review organizational memberships and assign liaisons to represent the Port's interests to and participation in those organizations.

**K. Appointment/Removal of Port Manager**

1. The Commission confers chief executive authority to the Port Manager. Specific duties of the office will be created and amended by resolution. A resolution naming the Port Manager as the Port's registered agent will be forwarded to the Secretary of State and County Clerk. (ORS 198.340)
2. The Commission is solely responsible for the appointment and removal of the Manager. The Manager is responsible to the Port Commission.
3. A majority of the full Commission may appoint and may remove the Manager.
4. When the Manager is temporarily unable to act as Manager or when the office of Manager becomes vacant, the Commission may appoint a Manager pro tem. The Manager pro tem has the authority and duties of Manager, except that a pro tem Manager may appoint or remove employees only with Commission approval.
5. No Commissioner may directly or indirectly attempt to coerce the Manager or a candidate for the office of Manager in the supervision, appointment or removal of any employee, or in administrative decisions regarding the implementation of port policies.

6. The Commission will review the Port Manager's work performance annually as set forth in the contract or Port's personnel policy.

**L. Approve all Contract, Agreements**

The Commission will approve all contracts and agreements including those which provide personal services such as legal, auditing, real estate or financial. Typically, the Port Manager will be authorized to sign on behalf of the Port, or the President in the absence of the Port Manager. The Commission will review the adequacy and job performance of the Port's legal counsel, auditor, insurance agent, and other contractors of record no less than every five years.

**M. Access to Attorney; other consultants**

The President and/or Manager may request any legal, financial or insurance advice that may be needed in dealing with matters pertaining to the welfare of the Port. Individual Commissioners should direct requests for information from contracted service providers through the President and/or Manager to avoid incurring personal charges for unapproved contact. A quorum of the Commission may request information from Port consultants during any public meeting.

**N. Direct Use and Disposal of Real Estate and Property**

The Port has real estate holdings that are important strategic assets for the Port and the region. Therefore, the Port engages in acquisition, disposition and leasing of real property on a regular basis. The Commission will adopt procedures for management of public property by resolution.

**Section 7. Commissioner Orientation**

**A. Cooperation with Commission Candidates**

The Commission, through its Manager, will cooperate impartially with candidates for the Commission and provide them with information about policies, administrative regulations and other aspects of the operation of the Port.

**B. Orienting New Commissioners**

The Commission and its Manager will assist each new member-elect and appointee to understand the Commission's functions, policies, and procedures before he/she takes office. The following methods will be employed:

1. New Commissioners will be invited to attend and participate as a member of the audience in public Commission meetings prior to being sworn in.
2. New Commissioners will be invited to meet with the Manager to discuss services provided by the Port.
3. The Manager will provide material pertinent to Port meetings and respond to questions regarding such material upon request.
4. The Manager will provide each new Commissioner with access to:
  - a. A current copy of the Port's Policy and Procedure Manual, including all active ordinances and resolutions.
  - b. A copy of the Port's most recent Strategic Business Plan including Mission, Vision and Goals.
  - c. A copy of the Attorney General's "Public Records and Meetings Manual."
  - d. A list of all Port personnel by position and the Port Manager's employment contract.



- e. Copies of the minutes of all Commission meetings, except for executive sessions, for the preceding twelve (12) months.
- f. Copies of the Port's current and previous fiscal year budgets and financial audits.
- g. Copies of the Port's insurance policies upon request.
- h. Copies of all such documents as the Port's attorney may recommend with respect to any pending claims or lawsuits upon request.
- i. Such other materials as the Commission may direct or the Manager deems appropriate.

**Section 8. Reimbursements of Expenses**

**A. Commissioner Compensation, Travel Advancement and/or Reimbursement**

Commissioners will be advanced or reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official Port duties, as funds are available through the budget process following the same procedures as identified in the Port's Personnel Policy.

**B. Advancement/Reimbursement Documentation**

Commissioners incurring reimbursable expenses or requesting advancement must submit proper documentation of such expenses on a signed form to the Manager for reimbursement or advancement by the Port. Payment will be made following normal bill paying procedures.

**Section 9. Commissioners' Actions Authorized by Official Commission Action Only**

No individual Commissioner may speak for or act on behalf of the Commission or Port, except as authorized to do so by official Commission action as recorded in the official minutes or policies of the Port.

**Section 10. Bonding and Insurance**

The Port Commission will purchase a bond or other surety that addresses the fiduciary responsibility set forth in ORS 198.220 and the Port will pay the premium.

**Section 11. Political Activities**

The Port Commission may publicly discuss and advocate for a political position and may perform campaign activity at any time. The Commission is, however, prohibited from using any public employee's work time or other public resources to do so. Public funds may be used to inform the public regarding measures, provided the materials are informational only and do not advocate a position. (ORS 260.432).

**Section 12. Public Contracting**

All purchases of goods and services, and all construction projects of the Port, are subject to Oregon's public contracting laws. (ORS 279A, 279B, 279C). Contracts are subject to competitive bidding requirements, which are established by statute, administrative rule and by local resolution adopted by the Board of Commissioners acting as the Port's local contract review board.

**Section 13. Public Records**

The Port Commission must adopt a Public Records resolution in accordance with ORS 192.324.

**PART III. DUTIES OF COMMISSION OFFICERS**

**Section 14. Duties of the President**

- A. The President of the Commission will preside at meetings of the Board of Commissioners.
- B. The President will consult with the Clerk of the Commission regarding the preparation of each Commission meeting agenda.
- C. The President will have the same right as other members of the Commission to discuss and to vote on questions before the Commission.
- D. The President may call Special Meetings of the Commission as described here forth.
- E. The President will serve as Commission's media contact.
- F. The President will sign official Port documents on behalf of the Commission when authorized to do so by a majority of the Commission.
- G. The President will submit an annual report to the Commission. (ORS 777.140(2)).

**Section 15. Duties of the Vice President**

- A. The Vice President of the Commission will, in the President's absence, or during any disability of the President, have the powers and duties of the President of the Commission as prescribed in this Part.
- B. The Vice President will submit an annual report to the Commission. (ORS 777.140(2)).
- C. The Vice President will have such other powers and duties as a majority of the Commission may from time to time determine.

**Section 16. Duties of the Secretary/Treasurer**

- A. The Secretary/Treasurer will attest the signature of the President on all officially approved documents.
- B. The Secretary/Treasurer will ensure that minutes, documents and records created through public meetings are properly recorded and codified. These responsibilities have largely been delegated to staff.
- C. The Secretary/Treasurer will ensure that the Commission maintains accounting and financial statements. These responsibilities have largely been delegated to staff.
- D. The Secretary/Treasurer shall meet annually with the Port's auditor.
- E. The Secretary/Treasurer shall submit an annual report to the Commission. (ORS 777.140(2)).

**Section 17. Duties of Commissioners Generally**

- A. All Commissioners are eligible to sign checks upon approval. Public officials, however, are prohibited from signing checks paid to themselves, their relatives or businesses with which the official or their relatives are associated.
- B. All Commissioners will have such other powers and duties as a majority of the Commission may from time to time determine.

**Section 18. Duties of the Clerk of the Commission**

- A. The Clerk of the Commission will respond directly to routine correspondence.
- B. The Clerk will handle correspondence of special interest to the Commission as follows:
  - 1. Draft replies in advance, when possible, for Commission consideration.
  - 2. Seek instruction for reply when necessary.
  - 3. Prepare such correspondence as the Commission directs.
- C. The Clerk will prepare for Commission Meetings as follows:
  - 1. Prepare the agenda with the advice of the President.
  - 2. Maintain a calendar for the Commission's unfinished business.

66

3. Call to the Commission's attention legal requirements and those matters for which the Port is responsible.
  4. Draft policy motions at the request of the majority of the Commission.
  5. Prepare Commission meeting packets containing all available pertinent information.
- D. The Clerk will have the following Commission meeting duties:
1. Attend all Commission meetings or designate an alternate.
  2. Make physical arrangements for Commission meetings.
  3. Provide notice of Commission meetings in accordance with Public Meeting Laws.
  4. Record minutes of all official meetings or designate an alternate.
  5. Maintain and update the Port's Policy Manuals under the direction of the Commission.

### **Section 19. Election of Officers**

At the first regular meeting of July, the Commission will elect a President, Vice President and Secretary-Treasurer. Unless otherwise determined by the Port Commission, the Clerk of the Commission shall be the Port Manager.

- A. The order of nominations will be President, Vice President and Secretary/Treasurer.
- B. Process:
  1. Four of five Commissioners must be in attendance before an officer may be elected.
  2. A Commissioner may be elected as an officer upon receiving a nomination, a second and a vote of the majority in attendance. A Commissioner may not nominate or second their own nomination, but may vote on the nomination.
  3. If the nominated Commissioner does not receive a majority, the sitting Commission President will continue asking for nominations until the office is filled. If an office is unable to be filled, the sitting office holder will remain in the position (the office may become vacant if the most recent office holder is not available) until the next scheduled meeting. The business item will then be placed on the next agenda.
  4. In case of emergency, other processes may be used to appoint officers.
- C. The one-year term of office is from July 1 until June 30 of the following year.

## **PART IV. ETHICS AND CONFLICTS OF INTEREST**

### **Section 20. Public Officials**

Elected officials are public officials for purposes of Oregon's Ethics Laws. (ORS 244.020(15)).

### **Section 21. Prohibitions Regardless of Disclosure**

Under the Oregon Code of Ethics (ORS 244.040), the following are prohibited regardless of disclosure:

- A. Use of or an attempt to use official position or office to obtain financial gain or to avoid financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.
- B. Use of confidential information to attempt to further or further the personal gain of the public official, a relative or household member of the public official, or any business with which the public official, a relative or household member is associated;

- C. Solicit or receive, either directly or indirectly, a pledge or promise of future employment based on any understanding that the vote, official action, or judgment of the public official would be influenced by the pledge or promise;
- D. Receipt of gifts over \$50 in a calendar year received by a public official, relative or member of their household from anyone who has a legislative or administrative interest in the business of the district (ORS 244.025);
- E. A public official may not participate in any interview, discussion or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative as defined by ORS 244.020(16); or
- F. A person may not, for two years after they cease to hold a public official position, have a direct beneficial interest in a public contract that was authorized by:
  1. The person acting in the capacity of a public official; or
  2. The person participating as a member of the commission authorizing authorized the contract. (ORS 244.047).

**Section 22. Nepotism**

Commissioners cannot participate in any personnel action taken by the Port that would impact the employment of a relative or member of the Commissioner’s household. (ORS 244.177). The Commission is prohibited from hiring an applicant for the position of Port Manager if a member of the Commission is related to the applicant. The Commission should avoid appointing a Commissioner to fill a vacancy who is related to the Port Manager.

**Section 23. Financial Disclosure**

Commissioners are required to file Statements of Economic Interest (SEI) annually (ORS 244.050(s)).

**Section 24. Conflicts of Interest**

There are two types of Conflicts of Interest: potential and actual. There are also exceptions to these rules.

**A. Potential Conflict of Interest**

A potential conflict of interest is any official action of a public official that *could* result in private pecuniary benefit (money or something of economic value) or avoidance of detriment (relief from financial obligation or loss) to the person or the person’s relative or any business with which the person or the person’s relative is associated. When a Commissioner becomes aware that he or she has the opportunity to participate in an action either individually or as part of the Commission that has the potential to result in a personal pecuniary benefit to himself or one of his relatives or a business with which he or one of his relatives is associated, then the Commissioner must publicly disclose the nature of the conflict of interest. After publicly announcing the potential conflict of interest at the meeting where the matter giving rise to the conflict is being discussed or acted upon, the Commissioner may participate in the discussion and vote on that matter. The disclosure must be recorded in the meeting minutes. A Commissioner must announce a conflict of interest on each occasion when the matter giving rise to the conflict of interest is discussed or debated.

**B. Actual Conflict of Interest**

An actual conflict of interest is any official action of a public official that *will* result in private pecuniary benefit or avoidance of a cost for the person or the person’s relative or any business with which the person or the person’s relative is associated. As with potential conflicts of interests, the Commissioner must publicly disclose the nature of the conflict of interest at the

meeting where the matter giving rise to the conflict is being discussed or acted upon. The disclosure must be recorded in the meeting minutes. When facing an actual conflict of interest, the Commissioner must refrain from participating in any official action on the matter, including any discussion or vote. However, a Commissioner may participate in official actions when allowed by ORS 244.120(2)(b)(B). A Commissioner must announce an actual conflict of interest on each occasion when the matter giving rise to the conflict of interest is discussed or debated.

**C. Exceptions to Conflicts of Interest**

The conflict of interest requirements do not apply when the pecuniary benefit or detriment will affect to the same degree a class of entities or individuals that includes a Commissioner, a relative of a Commissioner, or a business with which the Commissioner or a relative of the Commission is engaged, is a member of, or is associated. The Commissioner is to contact the Oregon Government Ethics Commission to determine whether the class exemption exists in that particular situation. (ORS 244.020(12)(b)).

**PART V. COMMISSION MEETINGS**

**Section 25. Preparation for Meetings**

**A. Preparation of Agenda**

The Port Manager will draft the Agenda after conferring with the President. Any Commissioner may submit a request to the President or Port Manager for an item to be added to the agenda no later than seven days before a scheduled meeting.

**B. Distribution of Materials to Commissioners**

The Agenda, Port Manager's Report, updated financial reports and other materials related to Commission business will be given to each Commissioner at least five (5) days prior to any regularly scheduled Commission meeting. The Port will attempt to distribute materials electronically or digitally to conserve resources. At the same time, the Port Manager will provide members detailed information relative to the Agenda, including references to existing policy pertinent to Agenda items.

**C. Anonymous Communications**

Anonymous and unsigned communications will not be introduced in commission meetings or included in the board packet and record.

**D. Distribution of Agenda to the Public**

The proposed Agenda will be distributed via email to all Port offices and other facilities, local and other news media, and posted at the required locations convenient for review by Port personnel and the public.

**Section 26. Order of Business.**

The Order of Business may be modified from time to time at the discretion of the President, as necessary. The following order will be generally observed:

**A. Tentative Agenda**

1. Call Meeting to Order
2. Public Comments
3. Approval of Agenda and Minutes – Consent Items
4. Approval Financial Reports and Staff Reports
5. Action Items

6. Information Items
7. Commissioner Comments
8. Calendar – Next Regular Meeting Date
9. Adjournment

**B. Consent Items**

1. The purpose of the consent items is to expedite regular Commission meetings by grouping routine or uncontested items of business so that they may be approved by a single motion. The consent items may include any or all of the matters on the regular agenda. The Commission, by consensus, may add any item of business on the regular agenda to the consent items. Any Commissioner may remove any item from the proposed consent items for consideration during Action Items. Revisions or corrections to meeting minutes will be considered first, prior to voting on and without removing these items from the consent items. The remaining items on the consent items may then be considered for action by a single vote. A vote in favor of or opposition to the consent items is considered to be a vote on each of the individual items.
2. Consent items may not include action items related to Ordinance adoption.
3. If the consent item is used, public comment will be scheduled in advance of the consent item agenda.
4. The consent item will be considered prior to correspondence and presentations.

**Section 27. Notice and Location of Meetings**

**A. Application**

This policy applies to all meetings of the Board of Commissioners, and to any meetings of committees or advisory groups appointed by the Commission if such committees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Commission.

**B. Location of Meetings.**

All meetings must be held within the geographic boundaries of the Port District, except for training sessions held without any deliberative action. No meeting may be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced. All meetings must be held in ADA compliant facilities.

**C. Meetings Held by Telephone or E-Mail**

The Commission must refrain from e-mail exchanges or conference calls between a quorum of the Commission that may trigger public meeting rules. A series of one-on-one conversations between members of the Commission with the intent to discuss a vote or the outcome of a vote (a “serial” or “shuttle” meeting) could be considered an improperly noticed meeting and should be avoided.

**D. Regular Meetings**

Regular meetings of the Commission will be held monthly on the third Tuesday of each month. Such meetings will be held at the Port of Brookings Harbor’s Meeting Room at 6:00 p.m., or at such other location or time as designated in a resolution adopted by the Port Commission.

**E. Special Meetings**

The Commission may hold special meetings at the request of the President or any three members of the Commission. If the President is absent from the Port District, special Commission meetings

may be held at the request of the Vice-President. No special meeting may be held upon less than 24 hours' public notice.

**F. Work Sessions**

Work sessions may be called by the President or by any three members of the Commission. Notices of work sessions will be given and minutes taken the same as with special meetings. Work sessions may be held for the purpose of discussing port business that requires more time and exploration than a regular meeting would allow. Final decisions may not be made at a work session. However, a workshop may be held in conjunction with a regular or special meeting where a final decision may be made.

**G. Emergency Meetings**

Emergency meetings of the Commission may be held upon a call of the President or any three members of the Commission and require as much notice as possible under the circumstances. The minutes of the meetings must reflect the reason for the emergency meeting and explain why less than 24 hours' notice was given. Only such matters as pertain to the emergency may be discussed at such a meeting. Final action may be taken at an emergency meeting.

**H. Executive Sessions**

The President or any two members of the Commission may call an executive session. Only commissioners and persons specifically invited by a majority of the commission will be allowed to attend executive sessions. Any person present may not disclose any matter discussed during executive sessions during such session. Public notice must be given in the same manner as for regular, special and emergency meetings, except that the notice need only indicate the general subject matter to be considered by citing the statutory basis for call the executive session. The commission may not take any votes nor make any final decisions while in an executive session. (ORS 192.660(6)).

**I. Notice of Meetings**

1. The proposed Agenda will be distributed to all Port Commissioners and personnel, local and other news media, and posted at the required locations convenient for review by the public.
2. Notice of the time, place, and principal subjects to be considered will be given for all meetings. For regular meetings, the notice will be in the form of an agenda, which will be given to all Commissioners, local media, and to all persons or other media representatives having requested notice in writing of every meeting.
3. The agenda may be published in the local newspaper and will be on the Port's website.
4. E-mailed notice will also be sent to any persons whom the Port knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, notices will be issued or phone calls made to local media; and interested persons will be notified by e-mail or telephone. For emergency meetings, the Port will attempt to contact local media and other interested persons by telephone to inform them of the meeting. The Port will attempt to distribute Agendas and Notices via e-mail or the Port's website when possible.

**J. Social Gatherings, Public Functions and Training**

Gatherings or other functions in which the purpose is not to discuss business items or to receive background information on a potential future business item are not covered by Public Meeting Law. However, Commissioners should be warned that if during the course of the gathering a quorum of the Commission were to deliberate on a matter that would lead to a violation.

71

**Section 28. Quorum.**

Three members constitute a quorum of the Commission. If only a quorum is present, a unanimous vote will be required to take action, unless otherwise specified by State law. A lesser number may meet and adjourn from time to time and compel the attendance of absent members.

**Section 29. Roster**

The Clerk of the Commission is to request that all members of the public sign a public roster indicating agenda items of interest and affiliations. The roster will become part of the public record.

**Section 30. Minutes of Meetings**

**A. Minutes of Public Sessions**

The Commission must keep and approve written minutes of all of its meetings in accordance with the requirements of ORS 192.650. Minutes will be signed by the Secretary-Treasurer and codified within a book intended for such purpose. Minutes of public meetings must include at least the following information:

1. All members of the Commission present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. Results of all votes, including the vote of each member by name unless unanimous;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

**B. Minutes of Executive Sessions**

Minutes of executive sessions must be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required, unless otherwise provided by law. (ORS 192.650(2)).

**C. Disclosure of Executive Session Matters.**

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Commission. (ORS 192.650(2)).

**D. Amendments to Minutes**

Additions and corrections to minutes must be identified in the minutes of the meeting in which the additions and corrections were approved.

**E. Retention**

Officially approved minutes, resolutions, ordinances and a meeting packet will be retained indefinitely as part of the public record. (OAR 166-150-0005).

**F. Availability to the Public**

Draft and approved minutes of public meetings will be made available to the public within a reasonable time after the meeting. Every attempt will be made to post minutes to the Port's website to increase public access. (ORS 192.650(1)).

**PART VI: RULES OF ORDER**



**Section 31. Purpose**

The rules of order should be liberally construed and Commissioners should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Commission as a whole and confuse the audience at public meetings and the citizens in general.

**Section 32. Presiding Officer**

The President will preside at Commission meetings. In the President's absence, the Vice President will preside. If both the President and Vice President are absent, the Commissioners in attendance must select one of them to preside.

**Section 33. Convening the Meeting**

At or near the time appointed, the Presiding Officer is to immediately call the meeting to order. The Clerk of the Commission is to enter in the meeting minutes the names of the Commissioners present.

**Section 34. Recognition**

Every Commissioner, staff member and member of the public are to refrain from discussion until recognized by the Presiding Officer. The Presiding Officer reserves the right to lessen recognition requirements to encourage communication as long as the Clerk of the Commission can adequately record the proceedings.

**Section 35. Changes to the Agenda**

A request to add a business item to the agenda or to otherwise consider a special order of business may be requested by any Commissioner, but will require a majority concurrence of the members present.

**Section 36. Public Comment**

**A. Generally.**

Any member of the general public wishing to address the Commission on a matter of public concern may do so at the time set for public comment during each regular meeting. Public comment will be limited to three minutes per person. The Commission, in its sole discretion, may extend this time, or may request further information be presented to the Commission at a later date.

**B. Complaints and Suggestions to the Commission.**

When any citizen brings a complaint before or makes a suggestion to the Commission, other than for items already on the agenda, the President will first determine whether the issue is legislative or administrative in nature and then:

1. If legislative, and a complaint about the letter or intent of the legislative acts or suggestions for changes to such acts, and if the commission finds such complaint suggests a change to an ordinance or resolution of the Port, the Commission may refer the matter to staff for study and recommendation.
2. If administrative, and a complaint regarding staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of Port personnel, the President will then refer the complaint directly to the Port Manager for review, if the complaint has not already been reviewed. The commission may direct the Port Manager to report to the Commission when the review has been made. In a complaint against the Port Manager, the President may investigate and report back to the Commission at a later date.

**Section 37. Statement of Conflict of Interest/Ex Parte Contact**

If a Commissioner has a question as to whether he or she has a conflict of interest on a matter coming before the Commission, he or she should contact Port Counsel for further analysis. If a Commissioner has a potential conflict of interest, then prior to taking any action thereon, he or she shall publicly announce the nature of the potential conflict. If a Commissioner has an actual conflict of interest, then he or she must publicly announce the nature of the conflict and recuse himself or herself from any discussion, debate or vote on the matter. (ORS 244.120). Any disclosure of a potential or actual conflict of interest shall be recorded in the meeting minutes. (ORS 244.130). . In the event any member of the Commission has had any ex parte contact regarding a matter, the member shall identify the contact and the substance of the contact prior to participating in any vote on the matter.

### **Section 38. Forms of Action**

A motion is a procedural device to place a matter before the Commission for consideration and action. Each form of action listed below (except consensus) must be initiated by motion and be recorded in the official minutes kept for such purpose.

#### **A. Ordinances**

Ordinances have the force of law. They are generally used to enact rules and regulations that apply to residents or customers of the Port, and can be enforced by the Commission or by local law enforcement personnel. Adoption of ordinances is subject to statutory adoption procedures found in ORS 198.510 to 198.600. Except under emergency provisions, ordinances must be available for the public to comment on in two consecutive meetings. Ordinances are to be numbered consecutively without regard to year, signed by the President, attested by the Secretary-Treasurer, codified within a book intended for such purpose and a copy sent to the County Clerk.

#### **B. Resolutions**

Resolutions are used to establish policy, express a position of the Commission (often associated with a grant or agreement), form committees, incur debt, create rules and policies required by ordinance, set fees and create the budget. Many resolutions are updated annually or more frequently than would be required by an ordinance. Resolutions may be passed at a single meeting. Resolutions are to be numbered first by year and secondly in the order adopted within the year, signed by the President, attested by the Secretary-Treasurer and codified within a book intended for such purpose.

#### **C. Routine Decisions**

Routine decisions, decisions of an administrative nature, and other procedural matters may be decided by a simple vote of the Commissioners, which is recorded in the minutes.

#### **D. Consensus**

Minor questions of clarification, interpretation, implementation or procedure may be determined by a consensus of the Commission without motion. Consensus shall be used sparingly and not for determining business matters in front of the Commission.

### **Section 39. Motions**

- A. The Presiding Officer will entertain motions from the Commission, though the Presiding Officer may ask for a staff report in advance to suggest a recommended motion along with background material.

- B. No motion may be debated until it has been seconded and announced by the Presiding Officer. Before debate, the Clerk of the Commission may ensure the accuracy of the motion for the minutes.
- C. If a motion does not receive a second, then the issue is not considered. The Presiding Officer must allow an opportunity for the motion to be rephrased or otherwise discussed before moving on to the next business item.
- D. A motion may not be withdrawn without the consent of the Commissioner seconding it.
- E. If during discussion, the originator of the motion and the Commissioner seconding it agree, a friendly amendment may be moved forward.

**Section 40. Debate**

- A. Any Commissioner who has the floor must confine his or her comments to the question under debate and refrain from impugning the motives of any member argument or vote.
- B. Commissioners must limit their remarks on a subject to five minutes unless granted additional time by the majority of the Commission. No Commissioner will be allowed to speak more than once upon any one subject, until every other member choosing to speak thereon has spoken.
- C. Commissioners, once recognized, are not to be interrupted while speaking, unless called to order by the Presiding Officer, or unless a Commissioner raises a point of order while he or she is speaking, in which case, he or she must cease speaking immediately until the point is determined. Points of order focus on whether the rules are being followed or in the case of this section, which a Commissioner finds the speaker in violation of this Section. If ruled to be in order, he or she will be permitted to proceed; if ruled to be out of order, he or she must remain silent or alter his or her remarks as to comply with the ruling.
- D. Commissioners desiring to question the administrative staff must address his or her question to the Presiding Officer, who will be entitled to either answer the question or designate a staff member for that purpose.
- E. Citizens desiring to address the Commission must first be recognized by the Presiding Officer and are to limit remarks to the question then under discussion. All remarks and questions are to be addressed to the Commission as a whole and not to any individual Commissioner thereof. The Presiding Officer has full authority to allow or disallow public comments during debate.

**F. Subsidiary Motions**

When a question is before the commission, no motion shall be entertained except:

1. to postpone indefinitely (dispose the question without a vote);
2. to amend (make changes to the question);
3. to refer (establish a committee to further review);
4. to postpone (consider the question at a later time);
5. for the previous question (end discussion and vote);

These motions have precedence in the order listed. Any such motion, except a motion to amend, must be put to a vote without debate.

**Section 41. Voting**

**A. Votes Made Public**

Upon conclusion of discussion or when the previous question has been called for, the President will ask for Commissioners votes. After a vote has been taken, the presiding officer will announce the results of the vote. Modifications to this policy are allowed, but all individual votes must be made public and entered into the minutes.

**B. Voting Required**

When the vote has been called for, every present Commissioner has a duty indicate his or her vote, unless the Commissioner has recused himself or herself due to an actual conflict of interest... No Commissioner may vote by proxy.

**C. Minimum Votes Required**

The passage of any motion will require the affirmative vote of at least a quorum of the whole Commission, unless otherwise specifically provided by State law.

**Section 42. Recess**

The President may call a recess of a meeting for a specified time whenever it appears, in the opinion of the President, that a meeting will be unusually long or that a recess would be beneficial for other reasons. A recess may be called during debate or at any other time during the meeting.

**Section 43. Adjournment**

The meeting may be adjourned by decision of the President, a majority vote of the Commission, or as a result of the loss of a quorum. The time of adjournment is to be announced and recorded in the minutes.

**PART VII. ADMINISTRATIVE PROVISIONS**

**Section 44. Amendment.**

These bylaws may be amended by resolution.

**Section 45. Codify**

Staff is directed to organize these bylaws and potential future amendments to these bylaws into a generally accepted professional format for public use and viewing.

**Section 46. Repeal.**

Previously adopted policies that conflict with these bylaws are hereby repealed.

-###-

**BYLAWS FOR THE PORT OF BROOKINGS HARBOR  
BOARD OF COMMISSIONERS**

**APPENDIX A**

**AMENDMENTS TO THE BYLAWS**

RES. NO.	WORKING TITLE	ADOPTION
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77

## APPENDIX B

### RESOLUTIONS SUPPORTING BYLAWS

#### PERSONNEL RULES

Res. No.	Topic	Adoption
476	Port Manager's Annual Performance Evaluation .....	May 17, 2016
531	Port Employee Handbook.....	January 28, 2020

#### FORM COMMITTEES

Res. No.	Topic	Adoption
.....		
No current standing committees besides budget committee		

#### FINANCIAL/PAYMENT OF BILLS

Res. No.	Topic	Adoption
534	Financial Management Policy.....	January 28, 2020

#### NAMING REGISTERED AGENT/BUSINESS OFFICE

Res. No.	Topic	Adoption
501	Appointment of Registered Agent.....	January 15, 2019

#### MANAGEMENT OF PUBLIC PROPERTY

Res. No.	Topic	Adoption
.....		

#### PUBLIC CONTRACTING RULES

Res. No.	Topic	Adoption
368	Public Contracting Rules.....	March 21, 2005
370	Public Contracting Rules Amendment.....	March 21, 2005
484	Section 12 Personal Services Amendment.....	December 13, 2017
525-B	Section 4 Delegation Amendment.....	September 24, 2019

#### PUBLIC RECORDS RULES

Res. No.	Topic	Adoption
536	Public Records Policy.....	February 20, 2020

## **ACTION ITEM – C**

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**DATE:** September 15, 2020  
**RE:** Public Contracting Rules - Selection Process for Architect & Engineer  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Oregon Public Contracting Code (ORS 279A, 279B, 279C) revised the limit for Direct Appointment Process from \$50,000 to \$100,000 for architects and engineers.
- Resolution No. 544 would revise the POBH Rules and Procedures to increase the Direct Appointment Process from \$50,000 to \$100,000.
- With the amount of Port projects happening this year and the next few years, the current limit amount would be insufficient.
- Port legal counsel has reviewed the documents.
- Staff recommends increasing the amount to match Oregon Public Contracting Code.

### DOCUMENTS

- Draft Resolution No. 544 Amending Rules and Procedures for Public Contracting, 4 pages

### COMMISSIONER ACTION

- **Recommended Motion**  
Motion to approve Resolution No. 544 Amending Rules and Procedures for Public Contracting.

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

**RESOLUTION NO. 544**

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

**WHEREAS**, the Port of Brookings Harbor is an Oregon special district which is subject to Oregon Public Contracting Code (ORS 279A, 279B, 279C); and

**WHEREAS**, on December 13, 2017, the Port of Brookings Harbor Board of Commissioners adopted Resolution No. 484, new public contracting rules consistent with the revised Oregon Public Contracting Code and superseding only Section 12 of Resolution No. 368; and

**WHEREAS**, the Oregon Administrative Rules updated the "not to exceed" amounts for Architectural, Engineering, and Land Surveying and Related Services Contracts; and

**WHEREAS**, the Port Commission desires to match the "not to exceed" amounts in OAR 137-48-0200 and 0210.

**NOW THEREFORE, BE IT RESOLVED**, by the Port of Brookings Harbor Board of Commissioners that:

1. The rules and procedure for Selection Process for Architect & Engineers Consultants, attached hereto as Exhibit A, are hereby adopted by this reference.
2. The rules and procedures described in Exhibit A supersedes only Section 12, Selection Process for A&E Consultants of Resolution No. 484.

**ADOPTED** by the Port of Brookings Harbor Board of Commissioners this 15th day of September, 2020.

ATTEST:

\_\_\_\_\_  
*Roy C. Davis, President*

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



## EXHIBIT "A"

### RULES AND PROCEDURES FOR PUBLIC CONTRACTING INCLUDING PERSONAL SERVICES

#### Selection Process for A&E Consultants

- a. Direct Appointment Process (Up to \$100,000)  
A&E Consulting Services may be entered into a contract directly, when the estimated cost does not exceed \$100,000, as set forth in OAR 137-048-0200.
- b. Informal Selection Process (Up to \$250,000)  
When the estimated cost of A&E Consultant Services is not expected to exceed \$250,000, the informal selection procedure set forth in OAR 137-048-0210, shall be used.
- c. Formal Selecting Process (Over \$250,000)  
The formal procedure shall be used whenever the estimated cost of A&E Consultant Services exceeds \$250,000, using the formal selection procedure set forth in OAR 137-048-0220.

#### Procedures

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

#### Competitive Procurement

- a. Direct Appointment Process  
A&E Consultation Services may be appointed directly without completing the competitive procurement process if the contract is no more than \$100,000. The appointment can include, but not be limited to: District's current list of consultants (OAR 137-048-0120); or another public contracting agency's current list of consultants, pursuant to an interagency or intergovernmental agreement.
- b. Informal Selection Process  
When the estimated cost is equal to or less than \$250,000 the following informal selection process should be used:
  - i. Written Solicitation - Solicitations inviting written proposals shall be sent to a minimum of five (5) prospective A&E Consultants to include at least:
    - (1) Description of project
    - (2) Anticipated contract performance schedule
    - (3) Conditions or limitations
    - (4) Date and time proposals are due
    - (5) Criteria upon qualified consultant will be selected

- (6) Statement that proposer is responding at the own expense
- (7) Statement directing proposers to protest procedures set forth in Division 48 of these rules.

- ii. Review Proposals - All proposals shall be reviewed, and the three most qualified consultants selected and ranked.
- iii. Competitive Informal Selection - The informal selection procedure shall be competitive to the maximum extent practicable and the selection and ranking based on criteria which include, but not limited to consultant's capacity to perform; number of experienced staff; performance history; project approach and design philosophy; compensation information; geographic proximity to the project.
- iv. Negotiate Scope of Services- The District shall discuss and refine the scope of services for the project and shall negotiate conditions, including but not limited to a compensation and performance schedule with the highest ranked consultant.

Note: If the scope of a project is revised during negotiations and the estimated cost of the consultant's services exceeds \$250,000, then the informal process will be terminated, and the services of a qualified consultant shall be solicited using the formal selection process below.

c. Formal Selection Process

This formal procedure shall be used whenever the estimated cost of A&E consultant services exceeds \$250,000. The Board of Commissioners must authorize the solicitation for A&E consultant services when services exceed \$250,000.

- i. Request for Qualifications (RFQ) - Used to develop a short list of at least three qualified Consultants. Must be followed by a Request for Proposal.
- ii. Request for Proposal (RFP) - Whether preceded by an RFQ, the RFP shall describe or contain a project description, the evaluation process, whether interviews are anticipated, closing date and time, District's reservation to reject any or all proposals, contract requirements, and a sample contract.

(a) The Request for Proposals (RFP) is to include at a minimum:

- (1) Background information and project description;
- (2) Evaluation Criteria for Selection;
- (3) Conditions or Limitations;
- (4) Whether interviews are possible;
- (5) Proposal Due Date;

- (6) Reservation of the right to: seek clarification, negotiate, and reject any and all proposals;
- (7) Statement that Proposers responding at own expense;
- (8) Protest Procedures
- (9) Special Contract Requirements;
- (10) Statement of whether a pre-Proposal meeting will be held;
- (11) Sample Contract

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

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

d. Solicitation Requirements

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

## ACTION ITEM – D

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**DATE:** September 15, 2020  
**RE:** EMC Engineers / Scientists Contract Amendment  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- If Resolution No. 544 Amending Rules and Procedures for Public Contracting is approved. EMC Engineers/Scientists Contract limits should be increased to \$100,000.
- Upcoming projects that the Port will need continued engineering support from Jack Akin/ EMC Engineers/Scientists are:
  - Fuel Dock and Dock Repairs Project
  - Demolition of Zola's Pizzeria Building
  - Hazard Mitigation Grant Program
  - FEMA DR-4432 – Basin 2 Slope Repair
  - FEMA DR-4452 – Basin 1 & 2 Dredging
- Staff recommends increasing the contract limit for Jack Akin/EMC Engineers/Scientists because of his vast knowledge of this Port and his expertise in FEMA disaster management, civil construction, dredging, permitting process, environmental regulations and bidding processes.
- Port legal counsel has reviewed the documents.

### DOCUMENTS

- Draft EMC Engineers/Scientists Professional Agreement Amendment No. 1, 1 page

### COMMISSIONER ACTION

- **Recommended Motion**  
Motion to approve EMC Engineers/Scientists Professional Agreement Amendment No. 1.

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

DRAFT

This amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("POBH") and EMC-Engineers/Scientists, LLC, an Oregon limited liability company, herein referred to as (Contractor), to amend the terms of the Agreement for Professional Services dated April 16, 2020.

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

**A. Effective Date and Duration.** Paragraph 1.0, Effective Date and Duration, is hereby amended to read as follows:

This Agreement shall remain in full force and effect for one year from the effective date of Amendment No. 1.

**B. Compensation.** Subparagraph 3.01, Compensation, of Paragraph 3.0, Compensation & Billing, is hereby amended to read as follows:

Contractor will be compensated on a time and materials basis, not to exceed \$100,000, in accordance with Exhibit A, attached hereto and incorporated herein by this reference, except that hourly rates for project engineering and design engineering are reduced to \$100/hr, due to the long-standing relationship between the POBH and Contractor.

**C. Termination by Contractor.** Subparagraph 6.05, Termination by Contractor, is hereby added to Paragraph 6.0, Early Termination, to read as follows:

**6.05 Termination by Contractor.** Contractor may terminate this Agreement upon 60 days' written notice to the Port.

**2. OTHER TERMS AND CONDITIONS.** All other terms and conditions of the Professional Services 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>EMC-Engineers/Scientists, LLC</b>
Dated: _____	Dated: _____
By: _____ Roy C. Davis, President	By: _____ J.A. Akin, PE
ATTEST:	Its: Managing Member
_____ Sharon Hartung, Secretary / Treasurer	

## ACTION ITEM – E

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**DATE:** September 15, 2020  
**RE:** Tank Testers Service Contract – Fuel Dock Project  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Fuel Dock Repair Project scope of work involves the Port to remove the fuel lines from the access ramp to complete the structure replacement and then reconnect the fuel lines after the access ramp is reinstalled.
- Certified contractors are required to work on fuel lines. Staff contacted certified contractors in Oregon for this work. Only one contractor replied and agreed to do this work.
- Port legal counsel has reviewed the documents.

### DOCUMENTS

- Draft Tank Testers Fuel Line Service Agreement, 7 pages

### COMMISSIONER ACTION

- **Recommended Motion**  
Motion to approve Tank Testers Fuel Line Service Agreement.

**PORT OF BROOKINGS HARBOR  
FUEL LINE SERVICE CONNECTION / DISCONNECTION AGREEMENT**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2020, by and between the Port of Brookings Harbor, an Oregon special district, hereinafter referred to as "POBH" and Tank Testers, LLC, an Oregon Limited Liability Company, hereinafter referred to as "Contractor", duly authorized to perform such services in Oregon.

**WHEREAS**, the POBH requires construction and related services which Contractor is capable of providing, under terms and conditions hereinafter described; and

**WHEREAS**, the POBH solicited bids by contacting four (4) certified contractors to work on fuel lines and only one contractor responded.

**NOW, THEREFORE**, in consideration of the promises and covenants contained herein, the parties agree as follows:

**1.0. Scope of Work.** Contractor will perform the following scope of work under this Agreement: disconnecting and reconnecting fuel lines from the aboveground fuel tanks to the floating fuel dock in coordination with the POBH's Fuel Dock Repair Project. Contractor will be required to furnish all labor, tools, and equipment.

**2.0. Compensation & Billing.**

**2.01. Compensation.** Contractor will be compensated on an hourly basis at the rate of \$105.00 per hour, travel rate at \$77.00 per hour, and federal per diem rates for lodging and M&IE applicable to Brookings-Harbor, total not-to-exceed \$10,000.00.

**2.02. Invoicing.** Contractor must submit monthly invoices based on work completed. POBH will pay Contractor within 30 days of receipt of invoice. If there is a dispute as to one or more line items on the invoice, POBH will pay the undisputed portion within 30 days of receipt. The parties will exercise good faith and diligence in the resolution of any disputed invoice amounts and POBH will pay promptly upon resolution of the dispute.

**3.0. Effective Date and Duration.** This Agreement will become effective upon its execution, the submission of certificates of insurance to POBH and the issuance of a notice to proceed by the POBH. This Agreement will expire December 31, 2020 unless otherwise terminated or extended.

**4.0. Schedule for Performance.** Contractor is to disconnect the fuel lines on October 15, 2020 and reconnect the fuel lines after Legacy Contracting reconnects the fuel dock ramp, timing subject to change with Port approval.

**5.0. Prevailing Wage.** If the Project cost exceeds \$50,000 and this Agreement is not otherwise exempt, workers must be paid not less than the specified minimum hourly rate of wage in accordance with ORS 279C.838 and ORS 279C.840. The applicable prevailing wage rates may be accessed via the internet at: <https://www.oregon.gov/BOLI/WHD/PWR/Pages/index.aspx>. Hard copies of the prevailing wage rates publication may be obtained by contacting the Oregon Bureau of Labor and Industries via telephone at: (971) 673-0839. If this Project is subject to the Davis-Bacon Act and the state prevailing rate of wage is

higher than the federal prevailing rate of wage, the Contractor and every subcontractor on the Project must pay at least the state prevailing rate of wage as determined under ORS 279C.815.

**6.0. Public Works Bond.** The Contractor must have a public works bond filed with the Oregon Construction Contractors Board before starting work on the Project, unless exempt under ORS 279C.836 (4), (7), (8) or (9).

**7.0. Licensing and Certification.** Contractor is required to maintain, at its own expense, all license and certifications required by the State of Oregon to perform services under this Agreement.

**8.0. Status of Contractor as Independent Contractor.** Contractor acknowledges that for all purposes related to this Agreement, Contractor is and will be deemed to be an independent contractor as defined by ORS 670.600 and not an employee of the POBH, is not entitled to benefits of any kind to which an employee of the POBH is entitled and is solely responsible for all payments and taxes required by law. Furthermore, in the event that Contractor is found by a court of law or any administrative agency to be an employee of the POBH for any purpose, the POBH will be entitled to offset compensation due, or to demand repayment of any amounts paid to Contractor under the terms of this Agreement, to the full extent of any benefits or other remuneration Contractor receives (from the POBH or third party) as a result of said finding and to the full extent of any payments that the POBH is required to make (to Contractor or to a third party) as a result of said finding.

**9.0. Compliance with Public Contract Laws.** Contractor will observe all applicable state and local laws pertaining to public contracts. ORS Chapter 279 requires every public contract to contain certain provisions. Pursuant to ORS 279, the following provisions are part of this contract, as applicable, including without limitation the following:

**9.01. Compliance with Tax Laws.** Contractor represents and warrants that Contractor has complied with the tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318. Contractor covenants to continue to comply with the tax laws of this state or a political subdivision of this state during the term of this Agreement. Contractor understands that Contractor's failure to comply with the tax laws of this state or a political subdivision of this state before execution of this Agreement or during the term of this Agreement is a default for which POBH may terminate this Agreement and seek damages and other relief available under the terms of this Agreement or under applicable law.

**9.02. Compliance with Payment Provisions.** Contractor is required to:

- (a) Make payment promptly, as due, to all persons supplying to Contractor labor or material for the performance of the work provided for in this Agreement.
- (b) Pay all contributions or amounts due the Industrial Accident Fund from the Contractor or subcontractor incurred in the performance of this Agreement.
- (c) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.
- (d) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.

**9.03. Compliance with Wage and Hour Laws.** ORS 279C.520 is hereby incorporated by reference as though set forth in full. Contractor agrees to abide by ORS 279C.520, as applicable.

**9.04. Payment for Medical Care / Workers Compensation.** Contractor shall promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical,





surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the Contractor agrees to pay for the services and all moneys and sums that the Contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services.

**9.05. Environmental Laws.** As provided by ORS 279C.525, all applicable provisions of federal, state or local statutes, ordinances and regulations dealing with the prevention of environmental pollution and the preservation of natural resources that affect the work under this Agreement are by reference incorporated herein to the same force and affect as if set forth herein in full.

**9.06. Other Applicable Laws.** Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) ORS Chapter 659, as amended; (ix) all regulations and administrative rules established pursuant to the foregoing laws; and (x) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. A condition or clause required by law to be in this contract shall be considered included by these references.

**10.0. Drug Testing Program.** ORS 279C.505 requires that all public improvement contracts contain a provision requiring contractors to demonstrate that an employee drug-testing program is in place. The Contractor demonstrates that a drug-testing program is in place by signing of this Agreement. The drug testing program will apply to all employees and will be maintained for the duration of the Agreement. Failure to maintain a program constitutes a material breach of contract.

**11.0. Salvage, Composting or Mulching.** If this Agreement is for demolition work, Contractor must salvage or recycle construction and demolition debris, if feasible and cost-effective. If this is a contract for lawn and landscape maintenance, Contractor must compost or mulch yard waste material at an approved site, if feasible and cost-effective.

**12.0. Termination for Convenience.**

**12.01.** This Agreement may be terminated without cause prior to the expiration of the agreed upon term by mutual written consent of the parties and for the following reasons:

- (1) If work under the Contract is suspended by an order of a public agency for any reason considered to be in the public interest other than by a labor dispute or by reason of any third party judicial proceeding relating to the work other than a suit or action filed in regard to a labor dispute; or
- (2) If the circumstances or conditions are such that it is impracticable within a reasonable time to proceed with a substantial portion of the Contract.

**12.02.** Payment of Contractor will be as provided by ORS 279C.660 and will be prorated to and include the day of termination and will be in full satisfaction of all claims by Contractor against POBH under this Agreement.

**12.03.** Termination under any provision of this paragraph will not affect any right, obligation, or liability of Contractor or the POBH which accrued prior to such termination.

**13.0. Cancellation with Cause.**

**13.01.** The POBH may terminate this Agreement effective upon delivery of written notice to Contractor, or at such later date as may be established by the POBH, under any of the following conditions:

- (1) If Contractor disregards applicable laws and regulations pertaining to the performance of the work;
- (2) If POBH funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services this Agreement may be modified to accommodate a reduction in funds;
- (3) If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement;
- (4) If any license or certificate required by law or regulation to be held by Contractor, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, revoked, or not renewed; or
- (5) If Contractor becomes insolvent, if voluntary or involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

**13.02.** The POBH, by written notice of default (including breach of contract) to Contractor, may terminate the whole or any part of this Agreement:

- (1) If Contractor fails to provide services called for by this Agreement within the time specified herein or any extension thereof; or
- (2) If Contractor fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from the POBH, fails to correct such failures within ten (10) days or such other period as the POBH may specify.

**13.04.** The rights and remedies of the POBH provided herein related to defaults (including breach of contract) by Contractor are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

**13.05.** If the POBH terminates this Agreement under paragraph 13.01 or 13.02, Contractor will be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred, an amount which bears the same ratio to the total fees specified in this Agreement as the services satisfactorily rendered by Contractor bear to the total services otherwise required to be performed for such total fee; provided, that there is to be deducted from such amount the amount of damages, if any, sustained by the POBH due to breach of contract by Contractor. Damages for breach of contract will be those allowed by Oregon law, reasonable and necessary attorney fees, and other costs of litigation at trial and upon appeal.

**14.0. Access to Records.** Contractor will grant the POBH access to such books, documents, papers and records of Contractor as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts.

**15.0. Assignment & Delegation.** This Agreement, and all of the covenants and conditions hereof, will inure to the benefit of and be binding upon the POBH and the Contractor respectively and their legal representatives. Contractor may not assign any rights nor delegate any duties incurred by this contract, or any part hereof without the written consent of the POBH, and any assignment or delegation in violation hereof will be void.

**16.0. Force Majeure.** Neither the POBH nor Contractor will be considered in default because of any delays in completion of responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the party so disabled, including, but not restricted to, an act of God or of a public enemy, volcano, earthquake, fire, flood, epidemic, quarantine, restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or suppliers due to such cause; provided that the party so disabled must within ten (10) days from the beginning of such delay, notify the other party in writing of the causes of delay and its probable extent. Such notification may not be the basis for a claim for additional compensation. Each party must, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and, upon cessation of the cause, diligently pursue performance of its obligation under this Agreement.

**17.0. Nonwaiver.** The failure of the POBH to insist upon or enforce strict performance by Contractor of any of the terms of this Agreement or to exercise any rights hereunder may not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future occasion.

**18.0. Warranties.** All work must be guaranteed by the Contractor for a period of one year after the date of final acceptance of the work by the POBH, except that manufacturers' warranties and extended manufacturer warranties shall not be abridged. Contractor warrants that all practices and procedures, workmanship, and materials will be the best available unless otherwise specified in the profession. Neither acceptance of the work nor payment therefore will act to relieve Contractor from liability under warranties contained in or implied by this Agreement. Contractor also warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of a contractor's work by the POBH will not operate as a waiver or release.

**19.0. Attorney's Fees.** In case suit or action is instituted to enforce the provisions of this Agreement, the parties agree that the prevailing party will be entitled to an award of reasonable attorney's fees and court costs including attorney's fees and court costs on appeal.

**20.0. Governing Law.** The provisions of this Agreement will be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any questions arising under this Agreement must be brought in the Circuit Court of Curry County or the U. S. District Court in Medford.

**21.0. Indemnification.** Contractor agrees to indemnify, defend and hold harmless the POBH and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands (including reasonable attorney's fees and costs of suit) attributable in whole or in part to the acts or omissions of Contractor, and Contractor's officers, agents and employees, in performance of this contract.

**22.0. Insurance.** Contractor and its subcontractors must maintain insurance acceptable to the POBH in full force and effect throughout the term of this Agreement. Such insurance must cover all risks arising directly or indirectly out of Contractor's activities or work hereunder, including the operations of its

subcontractors of any tier. Such insurance must include provisions that such insurance is primary insurance with respect to the interests of the POBH and that any other insurance maintained by the POBH is excess and not contributory insurance with the insurance required hereunder. The policy or policies of insurance maintained by the Contractor and its subcontractors must provide at least the following limits and coverages:

- (a) Coverages: Contractor and its subcontractors must, at Contractor’s expense, maintain during the term of this Agreement, the following insurance policy types with the following minimum coverage limits:

Commercial General Liability Insurance	\$1,000,000.00 Each Occurrence Limit \$2,000,000.00 General Aggregate
Workers Compensation	Per Oregon Law (ORS 656.017)
Employer’s Liability	\$500,000 per accident
Comprehensive Automobile Liability Insurance	\$ 1,000,000.00 Each Occurrence CSL \$ 2,000,000.00 Aggregate BI/PD (including coverage for all owned, hired and non-owned vehicles)

- (b) Certificates of Insurance: As evidence of the insurance coverage required by the contract, Contractor must furnish a current Certificate of Insurance to the POBH prior to the commencement of work. The certificate must specify and document all of the required insurance provisions within this Agreement.
- (c) Primary Coverage Clarification: All parties to this Agreement hereby agree that Contractor's coverage will be primary in the event of a loss.
- (d) Effect of Insurance: The procuring of such required insurance may not be construed to limit Contractor’s liability hereunder. Notwithstanding said insurance, Contractor will be obligated for the total amount of any damage, injury, or loss caused by negligence or neglect connected with this Agreement.
- (e) POBH will procure and maintain at its sole cost a policy of USL&H insurance to cover the work done under this Agreement.

**24.0. Method and Place of Giving Notice, Submitting Bills and Making Payments.** All notices, bills and payments must be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

**If to Port of Brookings Harbor:**

Port of Brookings Harbor  
Attn: Port Manager  
PO Box 848  
16330 Lower Harbor Rd  
Brookings, OR 97415

**If to Contractor:**

Tank Testers, LLC  
Attn: Victor (Joe) Morrell  
P.O. Box 760  
Veneta, OR 97487

and when so addressed, will be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices, bills and payments will be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving written notice pursuant to this paragraph.

**25.0. Hazardous Waste.** If, as a result of performance of this Agreement, Contractor generates any hazardous wastes, Contractor will be responsible for disposal of any such hazardous wastes in compliance with all applicable federal and state requirements. Contractor must provide the POBH with documentation, including all required manifests, demonstrating proper transportation and disposal of any such hazardous wastes. Contractor agrees to defend, indemnify, and hold harmless the POBH for any disposal or storage of hazardous wastes generated pursuant to this Agreement and any releases or discharges of hazardous materials.

**26.0. Severability.** In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the remainder of this Agreement will remain in full force and effect and will in no way be affected or invalidated thereby.

**27.0. Complete Agreement.** This Agreement and the attached exhibits constitute the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

**28.0. Waiver and Amendment.** No waiver, consent, modification, or change of terms of this Agreement may bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change if made, will be effective only in specific instances and for the specific purpose given.

**29.0. Acknowledgment.** Contractor, by the signature of its authorized representative, hereby acknowledges that he has read this Agreement, understands it and agrees to be bound by its terms and conditions.

**IN WITNESS WHEREOF,** the parties have executed this Agreement on the date herein above first written.

**PORT OF BROOKINGS HARBOR  
BOARD OF COMMISSIONERS**

**CONTRACTOR: Tank Testers, LLC**

\_\_\_\_\_  
By: Roy C. Davis, Board President

By: \_\_\_\_\_

Name: Victor (Joe) Morrell

ATTEST:

Its: Managing Member

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

## INFORMATION ITEM – A

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**DATE:** September 15, 2020  
**RE:** Pacific Ocean Harvesters Lease Request  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- Port Office received Pacific Ocean Harvesters request for additional rental space adjacent to the existing rental footprint.
- Port Staff will review the site and prepare a draft lease or lease amendment for port legal counsel review prior to Board approval.

### DOCUMENTS

- Pacific Ocean Harvesters Letter, dated September 4, 2020, 1 page



September 4, 2020

Pacific Ocean Harvesters

Port of Brookings, OR

541-251-3643

[Pacificoceanharvesters@gmail.com](mailto:Pacificoceanharvesters@gmail.com)

To: Port of Brookings,

I Russell Burkman would like to propose to rent the adjoining piece of land on the upriver side of my building. The lot as I measured it is 33' x 24', I am proposing to pay the "bare land" rate for this lot. Pacific Ocean Harvesters would use this land to park our water trailer and boat. We will take full responsibility for fencing the lot with a 6' chain/lattice fence.

While you are considering this proposal please also consider our consistent and on time rent that we have paid in the last six years, down here at the Port of Brookings. We need your help to keep growing in the right direction by giving us the opportunity to expand our footprint.

Looking forward to hearing back from you as soon as possible.

Russell Burkman

Pacific Ocean Harvesters

Cell 541-661-7248

## INFORMATION ITEM – B

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**DATE:** September 15, 2020  
**RE:** Fueling During Construction October-November  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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### OVERVIEW

- The much-needed repairs to the access ramp structure will begin mid-October. The fuel lines will be disconnected to allow the demolition of the access structure Wednesday October 14. We expect the fuel dock could be closed 4 to 6 weeks.
- Tyree Oil plans to schedule a truck couple times a week to provide fuel. Details on scheduled days the truck will be here will be worked out with Travis and Tyree Oil. This information will be posted on our website and fuel dock prior to construction. Large fuel purchases can be scheduled separately.

### DOCUMENTS

- None