

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Tuesday, February 16, 2021 • 6:00pm
Teleconference / Meeting Room (limited capacity)

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

Meeting ID: 771 205 4017

Passcode: 02162021

(to mute/unmute: * 6)

TENTATIVE AGENDA

1. CALL MEETING TO ORDER

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

2. APPROVAL OF AGENDA

3. ELECTION OF NEW OFFICERS

4. APPROVAL OF MEETING MINUTES

Page

- A. Approve Minutes of Workshop Meeting Tuesday January 12, 2021.....2
- B. Approve Minutes of Regular Commissioner Meeting Tuesday January 19, 2021.....5
- C. Approve Minutes of Special Commissioner Meeting Wednesday January 27, 2021.....8

**** Sample motion: Motion to approve meeting minutes items A, B and C. ****

5. PUBLIC COMMENTS – (Limited to a maximum of three minutes per person. Please email your comments to danielle@portofbrookingsharbor.com prior to the meeting. *****Please wait to be called on before speaking*****)

6. MANAGEMENT REPORTS

- A. Financial Report – January 2021.....10
- B. Safety Report – January 2021.....31
- C. Harbormaster Report – January 2021.....32
- D. Port Manager Report – January 2021.....35

****Sample motion: Motion to approve management reports for January 2021 as discussed.****

7. ACTION ITEMS

- A. Appoint Budget Officer FY 2021/22.....39
- B. 2021 Port Events.....41
- C. RV Park Project.....43
- D. Business Credit Card.....62
- E. Roy Davis Memorial.....76

8. INFORMATION ITEMS

- A. Special District Election.....77
- B. RV Park Reservation Program.....79

9. COMMISSIONER COMMENTS

10. NEXT REGULAR MEETING DATE – Tuesday, March 16, 2021 at 6:00pm

11. ADJOURNMENT

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, January 12, 2021

The Port of Brookings Harbor District met in workshop session on the above date at 2:00 P.M. Open session via zoom teleconference.

1. CALL MEETING TO ORDER

- **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**
 - There was no modifications, additions, or changes to the agenda.
- **Declaration of Potential Conflicts of Interest**
 - Range declared a potential conflict with Information Item H, 2021 Events at the Port.

2. APPROVAL OF AGENDA

- *Hartung made a motion to approve the agenda as written. Second by Range. Motion passed 4-0.*

3. INFORMATION ITEMS

A. Delinquent Accounts

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

B. Blue Fin Realty Lease

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

C. DEQ Tier 1 Report

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

- D. FEMA Projects Update / Planning & Permitting, Phase 1**
 - I. Port Manager presented item.
 - II. Commission discussed item.

- E. Icehouse Pile and Catwalk Repair Cost**
 - I. Port Manager presented item.

- F. Garbage Reception Facilities at Ports Under MARPOL Annex V**
 - I. Port Manager presented item.

- G. Fuel Dock Project**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Harbormaster discussed item.

- H. 2021 Events at the Port**
 - I. Port Manager presented item.
 - II. Commission discussed item.

- I. Keypad Locks on Restroom Facilities**
 - I. Port Manager and Harbormaster presented item.
 - II. Commission discussed item.
 - III. Port Counsel discussed item.
 - IV. Harbormaster discussed item.

- J. Port Infrastructure Status**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Harbormaster discussed item.

- K. Port Holidays 2021 - 2025**
 - I. Port Manager presented item.

- L. Coronavirus Relief Fund**
 - I. Port Manager presented item.
 - II. Commission discussed item.

- M. RV Park Project Update**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Harbormaster discussed item.

- N. Financial Consultant Contract**
 - I. Port Manager presented item.

- O. Commissioner Meetings Under COVID-19**
 - I. Port Manager presented item.
 - II. Commission discussed item.

P. Sportshaven Beach Equipment Contribution

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

4. PUBLIC COMMENTS

- No public comments.

5. COMMISSIONER COMMENTS

- Commissioners commented on the meeting.

6. NEXT REGULAR MEETING DATE – Tuesday, January 19, 2021 at 6:00 P.M.

7. ADJOURNMENT

- Vice President adjourned the meeting at 3:48 pm.

Secretary/Treasurer, Sharon Hartung

Date Signed

An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: www.portofbrookingsharbor.com

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

Tuesday, January 19, 2021

The Port of Brookings Harbor District met in regular session on the above date at 6:00 P.M. Open session via zoom teleconference.

1. CALL MEETING TO ORDER

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

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MEETING MINUTES

- A. **Approve minutes of Supplemental Budget Hearing Tuesday, December 15, 2020.**
- B. **Approve minutes of Regular Commissioner Meeting Tuesday, December 15, 2020.**
 - I. *Heap made a motion to approve meeting minutes items for Tuesday December 15, 2020. Second by Hartung. Motion passed 5-0.*

4. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters on this meeting's agenda: Mike Murphy.

5. MANAGEMENT REPORTS

- A. **Financial Report – December 2020**
 - I. Port Manager presented item.
- B. **Safety Report – December 2020**
 - I. Safety Coordinator presented item.
 - II. Commission discussed item.
 - III. Harbormaster discussed item.

C. Harbormaster Report – December 2020

- I. Harbormaster presented item.
- II. Commission discussed item.

D. Port Manager Report – December 2020

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Heap made a motion to approve management reports for December 2020 as discussed. Second by Range. Motion passed 5-0.*

6. ACTION ITEMS

A. Blue Fin Realty Lease

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. *Heap made a motion to approve Blue Fin Realty Draft Commercial Lease Agreement. Second by Speir. Motion passed 5-0.*

B. Financial Consultant Contract

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Heap made a motion to approve draft Financial Consultant contract with Gerald Burns. Second by Speir. Motion passed 5-0.*

C. Mike Smith Account

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Commission discussed item.
- VI. Port Manager & Harbormaster discussed item.
- VII. *Heap made a motion to convert Michael Smith's accounts for both the Haida and Harbor Island to the annual commercial rate, that all required documentation, both insurance and commercial licenses, and payment be provided to the Port by January 26, 2021, should that not occur then ask the Port to begin the process of attaching liens to both vessels. Second by Range. Motion passed 5-0.*

D. Corey Sample Account

- I. Port Manager presented item.
- II. President allowed public comments.
- III. President moved discussion back to the board.
- IV. Commission discussed item.
- V. Harbormaster discussed item.
- VI. *Hartung made a motion that Corey Sample has until March 31, 2021 to bring his past due account paid in full on a yearly commercial rate and supply the Port all documents required for his moorage, if not then the*

*account will need to proceed forward with legal action. Second by Range.
Motion passed 5-0.*

E. Port Restroom Facilities

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. *Heap made a motion to approve installing keypad access on Kite Field restroom and retail restroom that will be open from 8am to 5pm for the public and available for tenant's and moorage holder's afterhours, if funds are available. Second by Speir. Motion passed 5-0.*

7. INFORMATION ITEMS

- A. **None**

8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.
- President allowed public comments.
- President moved discussion back to the board.

9. NEXT REGULAR MEETING DATE – Tuesday, February 16, 2021 at 6:00 P.M.

10. ADJOURNMENT

- President adjourned the meeting at 8:11 pm.

Secretary/Treasurer, Sharon Hartung

Date Signed

An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: www.portofbrookingsharbor.com.



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

Wednesday, January 27, 2021

The Port of Brookings Harbor District met in Special session on the above date at 2:00 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and 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 was absent. Commissioner Joseph Speir was tardy.
 - 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**
 - Add Action Item B, Fuel Dock – Fender Piles.
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Ed Schreiber

4. ACTION ITEMS

A. Resolution No. 2021-01 Port Signatures on PLA Deeds

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Counsel discussed item.
- IV. *Speir made a motion to approve draft Resolution No. 2021-01 Authorizing Signatures on Property Line Adjustment Deeds. Second by Hartung. Motion passed 4-0.*

B. Fuel Dock – Fender Piles

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Harbormaster discussed item.
- IV. *Heap made a motion to authorize port manager to work with the contractor to use the existing steel piles to be placed at the discretion of the Port. Second by Speir. Motion passed 4-0.*

5. INFORMATION ITEMS

A. None

6. COMMISSIONER COMMENTS

- Commissioners had nothing to reported.

7. NEXT REGULAR MEETING DATE – Tuesday, February 16, 2021 at 6:00 P.M.

8. ADJOURNMENT

- President adjourned the meeting at 2:18 pm.

Secretary/Treasurer, Sharon Hartung

Date Signed

An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: www.portofbrookingsharbor.com

FINANCIAL SUMMARY REPORT

Date: February 16, 2021
Period: Month End Report of Financial Activities for January 2021
To: Honorable Board President and Harbor District Board Members
Issued by: Gary Dehlinger, Port Manager

January 2021 Financial Reports

Overview / Comments

Balance Sheet

End of the month unrestricted cash and equivalents totaled \$224,894. Restricted cash and equivalents totaled \$904,975, with Total Assets (cash) at \$1,291,131.

January Profit & Loss

Total revenues from all funds were \$255,030. Total expenses were \$362,360*. The net income was negative \$107,330.

General Fund program revenues was \$199,658 and expenses was \$208,211.

Revenue Centers		Expenses
Marina**	\$59,490	\$93,237
Beachfront RV Park	\$96,587	\$14,364
Commercial / Retail	\$43,521	\$10,109
Fuel Dock	\$60.00	\$5,957

**Marina includes Administration costs.

Unusual expenses this month include:

1. \$126,000 Legacy Contracting submitted a pay request for the Fuel Dock Repair Project. Port paid Legacy and reimbursement from Business Oregon did not arrive this month.
2. \$33,200 Oregon Alarm to purchase security system and cameras.
3. \$14,622 EMC Engineering / Scientists for FEMA Planning & Permitting under DR-4432 & 4452.
4. \$8,026 Curry County Lodging Tax 4th Quarter 2020

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

Profit & Loss Report Note: Boat Yard revenues from haul-outs and Port equipment rental are now under Marine Services and part of the Marina category within Profit & Loss report. Also broke out storage and commercial retail revenues to show more detail.

* 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).

Fiscal Year Profit & Loss vs. Budget Performance

We have completed seven (7) months of the fiscal year; the year is 58.3% complete.

✓ **Income**

Any number above 58.3% is ahead of budget.

Total Income is 61.1% or 2.8% above budget.

General Fund Program Revenue is 62.1% or 3.8% above budget. Port general program revenues is on track to meet budgeted expectations.

✓ **Expenses**

Any number below 58.3% is ahead of budget.

Total Expense is 52.8% or 5.5% below budget. Port has expended less than budgeted.

General Fund Expenditure is 60.5% or 2.2% above budget. Port has expended more than budgeted expectations. Port will continue to monitor what it spends and purchase only what is necessary.

DOCUMENTS

- Port Balance Sheet, 2 pages
- Profit & Loss January 2021, 3 pages
- Profit & Loss and Budget Performance FY 2020-2021, July 2020 thru January 2021, 5 pages
- Check Register, 4 pages
- Vendor Expense Report for January 1, 2021, 5 pages

Port of Brookings Harbor
Balance Sheet
 As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · UNRESTRICTED CASH & EQUIVALENTS	
101 · GENERAL FUND CHECKING & LGIP	
10103 · General Funds Ckg Umpqua 3634	76,787.99
10105 · General Fund LGIP 6017	128,236.07
10107 · Dredging Fund LGIP 6254	17,981.20
Total 101 · GENERAL FUND CHECKING & LGIP	<u>223,005.26</u>
10101 · Petty Cash	388.59
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	<u>1,500.00</u>
Total 100 · UNRESTRICTED CASH & EQUIVALENTS	<u>224,893.85</u>
110 · RESTRICTED CASH & EQUIVALENTS	
104 · RESTRICTED MONEY MKT & CHECKING	
20104 · USDA BOND Umpqua MM 9529	2,519.83
30104 · Debt Service Umpqua MM 8627	2,513.42
40104 · Capital Projects Umpqua 8018	2,500.00
Total 104 · RESTRICTED MONEY MKT & CHECKING	<u>7,533.25</u>
105 · RESTRICTED LGIP	
20105 · USDA Bond Fund LGIP 6021	45,417.37
30105 · IFA Debt Service Fund LGIP 6020	44,251.97
50105 · Reserve Fund LGIP 6018	176,173.32
70105 · Capital Projects Fund 6273	631,598.96
Total 105 · RESTRICTED LGIP	<u>897,441.62</u>
Total 110 · RESTRICTED CASH & EQUIVALENTS	<u>904,974.87</u>
Total Checking/Savings	<u>1,129,868.72</u>
Accounts Receivable	
120 · ACCOUNTS RECEIVABLE	-16,292.44
Total Accounts Receivable	<u>-16,292.44</u>
Other Current Assets	
130 · DUE FROM TRANSFERS	
40130 · Due From Capital Projects	168,222.90
Total 130 · DUE FROM TRANSFERS	<u>168,222.90</u>
150 · Undeposited Funds	9,331.34
Total Other Current Assets	<u>177,554.24</u>
Total Current Assets	<u>1,291,130.52</u>
TOTAL ASSETS	<u><u>1,291,130.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Port of Brookings Harbor
Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
Accounts Payable	
200 · ACCOUNTS PAYABLE	
10201 · General Fund Accounts Payable	-0.45
Total 200 · ACCOUNTS PAYABLE	-0.45
Total Accounts Payable	-0.45
Credit Cards	
106 · RCU VISA ACCT	1,724.92
Total Credit Cards	1,724.92
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-114.58
Total 100222 · Payroll Liabilities	-114.58
10226 · Lodging Tax Payable	8,931.75
230 · DUE TO TRANSFERS	
40230 · Due To General from Capt Proj	168,222.90
Total 230 · DUE TO TRANSFERS	168,222.90
Total Other Current Liabilities	177,040.07
Total Current Liabilities	178,764.54
Total Liabilities	178,764.54
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	603,812.03
Net Income	508,553.95
Total Equity	1,112,365.98
TOTAL LIABILITIES & EQUITY	1,291,130.52

Port of Brookings Harbor
Profit & Loss

January 2021

	Jan 21
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10412 · Property Tax Current	5,664.99
10413 · Property Tax Prior	514.62
10414 · Interest General Fund	147.25
10418 · Miscellaneous	529.86
	6,856.72
Total 401 · GENERAL FUND REVENUES	6,856.72
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · MOORAGE	
10421.3 · Commercial Slip Rent	24,921.57
10421.4 · Recreational Slip Rent	17,598.12
10421.5 · Transient	963.30
10421.6 · Liveaboard	150.00
	43,632.99
Total 10421.2 · MOORAGE	43,632.99
10421.7 · BOAT LAUNCH	885.00
10421.8 · SHOWER REVENUE	167.50
10422 · STORAGE	
10422.1 · Gear Storage	8,226.66
10422.2 · Boat Storage	3,600.00
	11,826.66
Total 10422 · STORAGE	11,826.66
10423 · ADMINISTRATIVE FEES	119.00
10424 · MARINE SERVICES	
10424.1 · Travelift	155.00
10424 · MARINE SERVICES - Other	2,703.84
	2,858.84
Total 10424 · MARINE SERVICES	2,858.84
Total 10421 · MARINA	59,489.99
10426 · BEACHFRONT RV PARK	
10426.1 · Space Rental	93,767.43
10426.2 · Wood Sales	65.00
10426.3 · Transaction Fee	2,745.00
10426.4 · Other Fees	10.00
	96,587.43
Total 10426 · BEACHFRONT RV PARK	96,587.43
10427 · COMMERCIAL RETAIL	
10427.1 · Retail Property	24,221.01
10427.2 · Docks	17,265.54
10427.3 · Utilities	1,024.80
10427.4 · CPI and Other Fees	1,009.58
	43,520.93
Total 10427 · COMMERCIAL RETAIL	43,520.93
10428 · FUEL DOCK	60.02
	60.02
Total 402 · GENERAL FUND PROGRAM REVENUES	199,658.37
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	28.35
20419 · Transfer to USDA Bond Fund	10,843.00
	10,871.35
Total 420 · USDA REVENUE BOND FUND	10,871.35
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	26.99
30419 · Transfer to Debt Service Fund	30,291.71
	30,318.70
Total 430 · DEBT SERVICE FUND REVENUE	30,318.70
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	112.02
50419 · Transfer to Reserve Fund	2,000.00
	2,112.02
Total 450 · RESERVE FUND REVENUE	2,112.02
460 · DEBT SERV. RV PARK IMPROV. FUND	
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87
	4,809.87
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	4,809.87
470 · PORT CONSTRUCTION FUND REVENUE	

Port of Brookings Harbor
Profit & Loss

January 2021

	Jan 21
70414 · Interest Port Construction Fund	403.16
Total 470 · PORT CONSTRUCTION FUND REVENUE	403.16
Total 400 · REVENUES	255,030.19
Total Income	255,030.19
Gross Profit	255,030.19
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	6,989.10
10503 · RV Park Office Staff	2,195.36
10504 · Operations Staff	18,206.66
10505 · Overtime	
10505.1 · Office	106.34
10505.2 · Operations	70.26
Total 10505 · Overtime	176.60
10506 · Payroll Taxes/Costs/Benefits	
10506.1 · Paid Holidays	2,556.80
10506.2 · Sick Leave Benefit	
Families First COVID-19 Act	512.00
10506.2 · Sick Leave Benefit - Other	680.31
Total 10506.2 · Sick Leave Benefit	1,192.31
10506.3 · Vacation	1,627.14
10506.5 · SEP Retirement	
10506.6 · Office	1,269.72
10506.7 · Operations	1,488.27
10506.8 · Port Manager	653.06
Total 10506.5 · SEP Retirement	3,411.05
10506.9 · Personal Vehicle Allowance	313.06
10506 · Payroll Taxes/Costs/Benefits - Other	4,263.89
Total 10506 · Payroll Taxes/Costs/Benefits	13,364.25
10509 · Health Care and Dental	6,821.10
Total 500 · PERSONNEL SERVICES	53,970.67
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	623.26
10602 · REPAIRS & MAINTENANCE	
10602.1 · Maintenance & Repairs	3,287.90
10602.2 · Contracts and Agreements	2,790.00
10602.3 · Tools & Equipment Purchases	209.88
10602.4 · Supplies & Services	21,853.48
Total 10602 · REPAIRS & MAINTENANCE	28,141.26
10605 · UTILITIES	
10605.1 · Electric	9,786.96
10605.2 · RV Park Cable TV	571.25
10605.3 · Sanitary	6,731.87
10605.5 · Telecommunications	735.31
10605.6 · Waste Removal	3,589.43
10605.7 · Water	2,326.28
Total 10605 · UTILITIES	23,741.10
10606 · OFFICE EXPENSE	2,536.42
10607 · BANK SERVICE & FINANCE FEES	4,139.61
10608 · TRAINING & TRAVEL	66.51
10609 · PERMITS, LICENSES, TAXES & MISC	59.85
10610 · INSURANCE; PROP & CAS, BOND	9,216.36
10611 · PROFESSIONAL FEES	
10611.1 · Accounting	500.00
10611.2 · Attorney	1,221.00
10611.4 · Engineering/Consultant	1,970.00
10611.6 · Payroll Administration	781.01

Port of Brookings Harbor
Profit & Loss

January 2021

	<u>Jan 21</u>
10611.7 · IT/Computer Support	99.00
Total 10611 · PROFESSIONAL FEES	<u>4,571.01</u>
Total 601 · GENERAL FUND Material & Service	73,095.38
710 · GENERAL FUND CAPITAL OUTLAY	
10702 · Land Improvements	33,200.00
Total 710 · GENERAL FUND CAPITAL OUTLAY	<u>33,200.00</u>
Total 600 · GENERAL FUND EXPENDITURES	208,210.63
630 · DEBT SERVICE FUND EXPENDITURES	
801 · Principal	
30803P · 50 BFMII Travelift Principal	3,987.96
30804P · 2018 Genie Forklift Principal	1,131.21
Total 801 · Principal	<u>5,119.17</u>
810 · Interest Payments	
30813I · 50 BFMII Travelift Interest	671.04
30814I · 2018 Genie Forklift Interest	333.50
Total 810 · Interest Payments	<u>1,004.54</u>
Total 630 · DEBT SERVICE FUND EXPENDITURES	6,123.71
640 · CAPT. PROJ. EXPENDITURES	
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.2 · Materials & Services	140,622.50
Total 40702 · Land Improvement - Capt Proj	<u>140,622.50</u>
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	<u>140,622.50</u>
Total 640 · CAPT. PROJ. EXPENDITURES	140,622.50
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,139.89
60815I · RV Park Improv. Loan Interest	1,669.98
Total 660 · DEBT SERV. RV PARK EXPENDITURES	<u>4,809.87</u>
670 · PORT CONST FUND EXPENDITURES	
70100 · PORT CONST. CAPITAL OUTLAY	
70700 · Land Improvement - Port Const.	2,593.75
Total 70100 · PORT CONST. CAPITAL OUTLAY	<u>2,593.75</u>
Total 670 · PORT CONST FUND EXPENDITURES	<u>2,593.75</u>
Total Expense	362,360.46
Net Income	<u><u>-107,330.27</u></u>

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

	Jul '20 - Jan 21	Budget	% of Budget
Income			
400 · REVENUES			
401 · GENERAL FUND REVENUES			
10411 · Cash Carry Over	0.00	319,000.00	0.0%
10412 · Property Tax Current	227,285.55	245,000.00	92.8%
10413 · Property Tax Prior	7,691.39	9,500.00	81.0%
10414 · Interest General Fund	1,271.58	3,570.00	35.6%
10415 · Loans - General Fund	700,000.00	700,000.00	100.0%
10417 · Assets Sales	0.00	6,000.00	0.0%
10418 · Miscellaneous	19,370.48	29,652.00	65.3%
10419 · Transfer to General Fund	15,267.02		
10420 · Grants & Other Funding - GF	87,786.18	100,000.00	87.8%
Total 401 · GENERAL FUND REVENUES	1,058,672.20	1,412,722.00	74.9%
402 · GENERAL FUND PROGRAM REVENUES			
10421 · MARINA			
10421.2 · MOORAGE			
10421.3 · Commercial Slip Rent	73,148.44		
10421.4 · Recreational Slip Rent	206,428.98		
10421.5 · Transient	11,449.38		
10421.6 · Liveaboard	3,600.00		
Total 10421.2 · MOORAGE	294,626.80		
10421.7 · BOAT LAUNCH	18,535.55		
10421.8 · SHOWER REVENUE	3,017.89		
10422 · STORAGE			
10422.1 · Gear Storage	32,770.80		
10422.2 · Boat Storage	21,729.20		
Total 10422 · STORAGE	54,500.00		
10423 · ADMINISTRATIVE FEES			
10423.1 · Charter License Fee	3,700.00		
10423 · ADMINISTRATIVE FEES - Other	2,704.19		
Total 10423 · ADMINISTRATIVE FEES	6,404.19		
10424 · MARINE SERVICES			
10424.1 · Travelift	15,457.70		
10424.2 · 12 K Telehandler	5,029.80		
10424 · MARINE SERVICES - Other	25,298.55	70,000.00	36.1%
Total 10424 · MARINE SERVICES	45,786.05	70,000.00	65.4%
10425 · PROPERTY GROUND EVENT USE	-43.75	0.00	100.0%
10421 · MARINA - Other	0.00	640,000.00	0.0%
Total 10421 · MARINA	422,826.73	710,000.00	59.6%
10426 · BEACHFRONT RV PARK			
10426.1 · Space Rental	404,517.46		
10426.2 · Wood Sales	2,295.00		
10426.3 · Transaction Fee	19,190.00		
10426.4 · Other Fees	240.00		
10426 · BEACHFRONT RV PARK - Other	0.00	571,000.00	0.0%
Total 10426 · BEACHFRONT RV PARK	426,242.46	571,000.00	74.6%
10427 · COMMERCIAL RETAIL			
10427.1 · Retail Property	178,153.65		
10427.2 · Docks	115,607.51		

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

	Jul '20 - Jan 21	Budget	% of Budget
10427.3 · Utilities	5,266.73		
10427.4 · CPI and Other Fees	7,977.03		
10427 · COMMERCIAL RETAIL - Other	0.00	515,000.00	0.0%
Total 10427 · COMMERCIAL RETAIL	307,004.92	515,000.00	59.6%
10428 · FUEL DOCK	350,660.83	630,000.00	55.7%
Total 402 · GENERAL FUND PROGRAM REVEN...	1,506,734.94	2,426,000.00	62.1%
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	0.00	98,395.00	0.0%
20414 · Interest Revenue Bond Fund	497.97	2,000.00	24.9%
20419 · Transfer to USDA Bond Fund	75,901.00	130,120.00	58.3%
Total 420 · USDA REVENUE BOND FUND	76,398.97	230,515.00	33.1%
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	0.00	23,602.00	0.0%
30414 · Interest Debt Service Fund	395.74	1,500.00	26.4%
30419 · Transfer to Debt Service Fund	212,041.97	368,283.00	57.6%
Total 430 · DEBT SERVICE FUND REVENUE	212,437.71	393,385.00	54.0%
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	0.00	0.0%
40416.2 · FEMA Funding	0.00	120,000.00	0.0%
40416.3 · State Lottery Funding	173,113.00	570,000.00	30.4%
Total 40416 · Government Funding	173,113.00	690,000.00	25.1%
40419 · Transfer to Capital Project	-15,093.75	75,000.00	-20.1%
Total 440 · CAPITAL PROJECTS FUND REVEN...	158,019.25	767,500.00	20.6%
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	0.00	130,000.00	0.0%
50414 · Interest Reserve Fund	903.52	3,000.00	30.1%
50419 · Transfer to Reserve Fund	14,000.00	24,000.00	58.3%
Total 450 · RESERVE FUND REVENUE	14,903.52	157,000.00	9.5%
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	28,859.22	52,908.00	54.5%
Total 460 · DEBT SERV. RV PARK IMPROV. FU...	28,859.22	52,908.00	54.5%
470 · PORT CONSTRUCTION FUND REVENUE			
70414 · Interest Port Construction Fund	3,121.03	5,000.00	62.4%
70419 · Transfers to Port Const. Fund	684,000.00	684,000.00	100.0%
Total 470 · PORT CONSTRUCTION FUND REVE...	687,121.03	689,000.00	99.7%
Total 400 · REVENUES	3,743,146.84	6,129,030.00	61.1%
Total Income	3,743,146.84	6,129,030.00	61.1%
Gross Profit	3,743,146.84	6,129,030.00	61.1%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	999,708.44	1,334,311.00	74.9%
500 · PERSONNEL SERVICES			

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

	Jul '20 - Jan 21	Budget	% of Budget
10501 · Port Manager	49,661.04	84,500.00	58.8%
10502 · Port Office Staff	59,403.87	116,465.00	51.0%
10503 · RV Park Office Staff	23,349.45	48,194.00	48.4%
10504 · Operations Staff	136,251.40	256,620.00	53.1%
10505 · Overtime			
10505.1 · Office	1,629.92	863.00	188.9%
10505.2 · Operations	1,566.51		
10505 · Overtime - Other	0.00	9,137.00	0.0%
Total 10505 · Overtime	3,196.43	10,000.00	32.0%
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	9,824.00		
10506.2 · Sick Leave Benefit			
Families First COVID-19 Act	1,975.02		
10506.2 · Sick Leave Benefit - Other	1,933.78		
Total 10506.2 · Sick Leave Benefit	3,908.80		
10506.3 · Vacation	21,439.07		
10506.5 · SEP Retirement			
10506.6 · Office	10,180.31		
10506.7 · Operations	11,972.03		
10506.8 · Port Manager	5,605.10		
Total 10506.5 · SEP Retirement	27,757.44		
10506.9 · Personal Vehicle Allowance	2,504.48		
10507 · Payroll Taxes	5,350.08		
10506 · Payroll Taxes/Costs/Benefits - Other	24,466.45	141,785.00	17.3%
Total 10506 · Payroll Taxes/Costs/Benefits	95,250.32	141,785.00	67.2%
10508 · Workers Compensation	7,536.46	18,920.00	39.8%
10509 · Health Care and Dental	49,263.50	81,855.00	60.2%
Total 500 · PERSONNEL SERVICES	423,912.47	758,339.00	55.9%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	2,440.79	14,105.00	17.3%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Maintenance & Repairs			
10602.5 · Projects	123,638.92		
10602.1 · Maintenance & Repairs - Other	25,657.36	0.00	100.0%
Total 10602.1 · Maintenance & Repairs	149,296.28	0.00	100.0%
10602.2 · Contracts and Agreements	25,674.48		
10602.3 · Tools & Equipment Purchases	1,804.55		
10602.4 · Supplies & Services	110,674.25		
10602 · REPAIRS & MAINTENANCE - Other	0.00	342,586.00	0.0%
Total 10602 · REPAIRS & MAINTENANCE	287,449.56	342,586.00	83.9%
10603 · FUEL purchased for resale	281,897.41	580,000.00	48.6%
10605 · UTILITIES			
10605.1 · Electric	59,572.12		
10605.2 · RV Park Cable TV	4,445.37		
10605.3 · Sanitary	39,239.68		
10605.5 · Telecommunications	6,706.77		
10605.6 · Waste Removal	46,910.00		
10605.7 · Water	15,543.42		

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

	Jul '20 - Jan 21	Budget	% of Budget
10605 · UTILITIES - Other	0.00	319,483.00	0.0%
Total 10605 · UTILITIES	172,417.36	319,483.00	54.0%
10606 · OFFICE EXPENSE	33,451.31	61,011.00	54.8%
10607 · BANK SERVICE & FINANCE FEES	28,996.01	34,818.00	83.3%
10608 · TRAINING & TRAVEL	780.12	10,162.00	7.7%
10609 · PERMITS, LICENSES, TAXES & MISC	4,853.31	12,085.00	40.2%
10610 · INSURANCE; PROP & CAS, BOND	54,791.75	86,996.00	63.0%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting	3,500.00		
10611.2 · Attorney	10,485.00		
10611.3 · Audit	15,500.00		
10611.4 · Engineering/Consultant	40,385.00		
10611.6 · Payroll Administration	3,298.57		
10611.7 · IT/Computer Support	3,117.88		
10611 · PROFESSIONAL FEES - Other	0.00	97,463.00	0.0%
Total 10611 · PROFESSIONAL FEES	76,286.45	97,463.00	78.3%
Total 601 · GENERAL FUND Material & Service	943,364.07	1,558,709.00	60.5%
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	39,191.50	6,000.00	653.2%
10704 · Equipment	11,261.00	60,000.00	18.8%
Total 710 · GENERAL FUND CAPITAL OUTLAY	50,452.50	66,000.00	76.4%
920 · OPERATING CONTINGENCY	0.00	76,363.00	0.0%
Total 600 · GENERAL FUND EXPENDITURES	2,417,437.48	3,793,722.00	63.7%
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	76,090.59	76,112.00	100.0%
20810I · USDA Revenue Bond Interest	54,029.41	54,008.00	100.0%
Total 620 · USDA REVENUE BOND EXPENDITUR...	130,120.00	130,120.00	100.0%
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	11,380.38		
30802.2 · OBDD #525172/RV Park Prin.	10,262.76		
30802.3 · OBDD #525176/Green Bldg Prn	18,072.27		
30802.4 · OBDD #525181/EurekaFish Prn	11,738.94		
30802.5 · SPWF #L02009/Cold Strg Prin	57,254.58		
30802.6 · SPWF #L96003/RV Beach Prin	26,315.84		
30802.7 · SPWF L98004/Dock Impr Prin	22,473.24		
30802.8 · SPWF L02001/MarineFuel Dock Prn	42,104.60		
30802.9 · SPWF X03004/Eureka Fishery Prin	17,897.39		
30802P · IFA PRINCIPAL - Other	0.00	294,800.00	0.0%
Total 30802P · IFA PRINCIPAL	217,500.00	294,800.00	73.8%
801 · Principal			
30803P · 50 BFMII Travelift Principal	27,484.60	47,754.00	57.6%
30804P · 2018 Genie Forklift Principal	7,830.35	13,616.00	57.5%
Total 801 · Principal	35,314.95	61,370.00	57.5%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	5,128.40	8,154.00	62.9%
30814I · 2018 Genie Forklift Interest	2,422.62	3,959.00	61.2%

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

	Jul '20 - Jan 21	Budget	% of Budget
Total 810 · Interest Payments	7,551.02	12,113.00	62.3%
Total 630 · DEBT SERVICE FUND EXPENDITURES	260,365.97	368,283.00	70.7%
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	46.00		
40900 · Operating Transfers Out Capital	15,267.02		
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	26,200.00		
40702.2 · Materials & Services	284,775.13		
40702 · Land Improvement - Capt Proj - Other	0.00	765,000.00	0.0%
Total 40702 · Land Improvement - Capt Proj	310,975.13	765,000.00	40.7%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	310,975.13	765,000.00	40.7%
Total 640 · CAPT. PROJ. EXPENDITURES	326,288.15	765,000.00	42.7%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	18,724.35	34,540.00	54.2%
60815I · RV Park Improv. Loan Interest	10,134.87	18,368.00	55.2%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	28,859.22	52,908.00	54.5%
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.	71,522.07	689,000.00	10.4%
Total 70100 · PORT CONST. CAPITAL OUTLAY	71,522.07	689,000.00	10.4%
Total 670 · PORT CONST FUND EXPENDITURES	71,522.07	689,000.00	10.4%
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	45,000.00	0.0%
20930 · Unappropriated Balance-USDA	0.00	100,395.00	0.0%
30930 · Unappropriated Balance Debt	0.00	25,102.00	0.0%
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
50930 · Unappropriated Balance Reserve	0.00	157,000.00	0.0%
Total 930 · Fund Balances	0.00	329,997.00	0.0%
Total Expense	3,234,592.89	6,129,030.00	52.8%
Net Income	508,553.95	0.00	100.0%

Port of Brookings Harbor
Check Registers
As of January 31, 2021

Type	Num	Date	Name	Memo	Debit	Credit
100 · UNRESTRICTED CASH & EQUIVALENTS						
101 · GENERAL FUND CHECKING & LGIP						
10103 · General Funds Ckg Umpqua 3634						
Bill Pmt -Check	DEBIT	01/05/2021	US Bank Equipment Finance	Contract No. 500-0623925-000		223.20
Check	DEBIT	01/01/2021	ADP	Advice of Debit #570724763 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		180.35
Check	DEBIT	01/04/2021	Elavon	DECEMBER 2020 MERCHANT SERVICE FEE ACCT#316		658.91
Check	DEBIT	01/04/2021	Elavon	DECEMBER 2020 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch		26.56
Check	DEBIT	01/04/2021	Elavon	DECEMBER 2020 MERCHANT SERVICE FEE ACCT#902		29.99
Check	DEBIT	01/04/2021	Elavon	DECEMBER 2020 MERCHANT SERVICE FEE ACCT#951		190.14
Check	DEBIT	01/08/2021	ADP	Advice of Debit 5709234984 Payroll Date: 12/30/2020		131.58
Check	DEBIT	01/13/2021	Edward Jones	Employer Contribution 01/13/2021 ConfirmationR42J7-46QWZ		128.52
Check	DEBIT	01/13/2021	Edward Jones	Employer Contribution 01/13/2021 ConfirmationR42J7-47VGD		205.39
Check	DEBIT	01/13/2021	Edward Jones	Employer Contribution 01/13/2021 ConfirmationR42J7-47YPZ		137.56
Check	DEBIT	01/13/2021	Edward Jones	Employer Contribution 01/13/2021 ConfirmationR42J7-482BW		130.13
Check	DEBIT	01/13/2021	Edward Jones	Employer Contribution 01/13/2021 ConfirmationR42J7-4875J		128.00
Check	DEBIT	01/13/2021	Edward Jones	Employer Contribution 01/13/2021 ConfirmationR42J7-489WR		157.93
Check	DEBIT	01/13/2021	Edward Jones	Employer Contribution 01/13/2021 ConfirmationR42J7-48DFW		289.20
Check	DEBIT	01/13/2021	TD Ameritrade	Employer Contribution 01/13/2021 ConfirmationR42J7-48GT6		195.06
Check	DEBIT	01/13/2021	US Bank Sep- IRA	Employer Contribution 01/13/2021 ConfirmationR42J7-48K65		326.53
Sales Tax Pa...	DEBIT	01/11/2021	Oregon Lodging Tax	BIN: 0294055-3 4th QTR 2020		1,719.77
Check	DEBIT	01/22/2021	ADP	Advice of Debit 571675067 Payroll Date: 01/15/2021		131.58
Bill Pmt -Check	DEBIT	01/19/2021	Pitney Bowes, Inc.	Power Postage Acct# 8000-9000-0324-9186		399.92
Check	DEBIT	01/29/2021	ADP	Advice of Debit #5730734458 ezLaborManager/ADP 300 Timeclock (3 Timeclocks)		180.35
Check	DEBIT	01/27/2021	ADP	Advice of Debit 572175108 Processing Charges for Year End 2020		157.15
Check	DEBIT	01/27/2021	Edward Jones	Employer Contribution 01/27/2021 ConfirmationR5HYD-CCVRP		136.04
Check	DEBIT	01/27/2021	Edward Jones	Employer Contribution 01/27/2021 ConfirmationR5HYD-CF37G		202.04
Check	DEBIT	01/27/2021	Edward Jones	Employer Contribution 01/27/2021 ConfirmationR5HYD-CF800		135.63
Check	DEBIT	01/27/2021	Edward Jones	Employer Contribution 01/27/2021 ConfirmationR5HYD-CFBCZ		133.77
Check	DEBIT	01/27/2021	Edward Jones	Employer Contribution 01/27/2021 ConfirmationR5HYD-CFDTZ		129.04
Check	DEBIT	01/27/2021	Edward Jones	Employer Contribution 01/27/2021 ConfirmationR5HYD-CFHL5		174.13
Check	DEBIT	01/27/2021	Edward Jones	Employer Contribution 01/27/2021 ConfirmationR5HYD-CFM2T		289.20
Check	DEBIT	01/27/2021	TD Ameritrade	Employer Contribution 01/27/2021 ConfirmationR5HYD-CFVPV		186.35
Check	DEBIT	01/27/2021	US Bank Sep- IRA	Employer Contribution 01/27/2021 ConfirmationR5HYD-CFTGS		326.53
Bill Pmt -Check	DEBIT	01/26/2021	Intuit	8744861 Checks for General Fund		685.58
Bill Pmt -Check	DEBIT	01/29/2021	Intuit	8744861 Check Envelopes for General Fund		68.99
General Journal	DEBT 01/04	01/04/2021		Transfer to Debt Service Fund for Travelift Payment		4,659.00
General Journal	DEBT 01/04	01/04/2021		Transfer to Debt Service Fund for Fork Lift Payment		1,464.71
General Journal	DEBT 01/04	01/04/2021		Transfer to Debt Service Fund RV Park Improvement Fund		4,809.87
General Journal	DRED 01/04	01/04/2021		General Fund Internal Transfer from Umpqua General Fund to Dredging Fund LGIP 6...		2,561.26
General Journal	IFA 01/04	01/04/2021		Transfer to IFA Debt Service for 1st QTR 2021 Pmt		24,168.00
General Journal	RES 01/04	01/04/2021		Transfer to Reserve Fund		2,000.00
General Journal	USDA 01/04	01/04/2021		To transfer to USDA Revenue Bond Fund for November 2021 Payment		10,843.00
General Journal	CP 01/07	01/07/2021		Transfer to Capital Projects for payment to EMC inv#91009-2053		4,707.50
General Journal	PAY 01/13	01/13/2021		Rec 01/13/2021 payroll		15,312.13
General Journal	TAX 01/13	01/13/2021		Rec 01/13/2021 payroll		6,064.63
General Journal	USCG 1/22	01/22/2021		DEC 2020 LEASE Pmt	923.24	
General Journal	CP 01/25	01/25/2021		Transfer to Capital Projects for payment to EMC inv#91009-2056		9,915.00
General Journal	PAY 01/27	01/27/2021		Rec 01/27/2021 payroll		15,563.17
General Journal	TAX 01/27	01/27/2021		Rec 01/27/2021 payroll		6,180.98

4:54 PM
02/09/21
Cash Basis

Port of Brookings Harbor
Check Registers
As of January 31, 2021

Type	Num	Date	Name	Memo	Debit	Credit
General Journal	DEBT 1/28	01/28/2021		Transfer to Debt Service Fund for Travelift Payment		4,659.00
General Journal	DEBT 1/28	01/28/2021		REVERSAL OF TRANSFER - WRONG DATE OF TRANSFER	4,659.00	
Bill Pmt -Check	10193	01/08/2021	Oregon Alarm	HIKVISION PROFESSIONAL SERIES COMMERCIAL DIGITAL 64 CHANNEL - Vid...		33,200.00
Bill Pmt -Check	10206	01/08/2021	Gowman Electric, Inc.	Electrical Repairs		146.53
Bill Pmt -Check	10207	01/08/2021	Harbor Sanitary District	DECEMBER 2020 Sanitary Bill		6,731.87
Bill Pmt -Check	10208	01/08/2021	Harbor Water District P.U.D.	11/19/2020 - 12/22/2020 SERVICE/WATER BILL		2,326.28
Bill Pmt -Check	10209	01/08/2021	Pape Material Handling	Customer No. 1070715 Equipment Maintenance & Repair		613.60
Bill Pmt -Check	10210	01/08/2021	Rock Island Design	Port Apparel for Staff 2020		193.07
Bill Pmt -Check	10211	01/08/2021	Tank Testers, LLC	Dislocate fuel lines at Fuel Dock Gangway		2,217.50
Sales Tax Pa...	10212	01/15/2021	Curry County TLT	Curry County Lodging Tax 4th Qtr 2020		8,025.55
Bill Pmt -Check	10213	01/15/2021	BI-MART	Account #931481 Water & Supplies		25.76
Bill Pmt -Check	10214	01/15/2021	Black & Rice LLP	DECEMBER 2020 Legal Services		1,221.00
Bill Pmt -Check	10215	01/15/2021	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		623.26
Bill Pmt -Check	10216	01/15/2021	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		3,589.43
Bill Pmt -Check	10217	01/15/2021	Gowman Electric, Inc.	Electrical Repairs - Job Materials for fuel dock replacement.		3,180.59
Bill Pmt -Check	10218	01/15/2021	Les Schwab Tire Center	ACCT#24804672		16.99
Bill Pmt -Check	10219	01/15/2021	Quill Corporation	ACCT#1932158 Office Supplies		1,161.21
Bill Pmt -Check	10220	01/15/2021	Roberts & Associates Land S...	15-089A Property Line Adjustment with Righetti's		1,970.00
Bill Pmt -Check	10221	01/15/2021	Slice Recovery	660 Bundles FIREWOOD for Resale RV Park		1,914.00
Bill Pmt -Check	10222	01/15/2021	Spec Dist Assoc of OR- Healt...	Customer #: 03-0016414 - HEALTHCARE PREMIUM		7,562.24
Bill Pmt -Check	10223	01/15/2021	Thermo Fluids, Inc.	12/29/2020-Removal of USED OIL FROM GENERATOR & OILY WATER SERVICE		225.00
Bill Pmt -Check	10224	01/19/2021	Curry County Community Dev...	VOID: SIMPLE LLA PROCESSING FEE- PROPERTY LINE ADJUSTMENT Righetti	0.00	
Bill Pmt -Check	10225	01/25/2021	Alexandre EcoDairy Farms	LOADS OF FISH WASTE, September 12, 2020 - February 28, 2021		250.00
Bill Pmt -Check	10226	01/25/2021	Anchor Lock & Key	Purchase & Installation of Auto Lock at Port Shop		485.00
Bill Pmt -Check	10227	01/25/2021	BI-MART	Account #931481 Water & Supplies		56.90
Bill Pmt -Check	10228	01/25/2021	BOARDWALK MAIL SERVICE	DEQ Documents for 1200Z Permit - Postage		11.82
Bill Pmt -Check	10229	01/25/2021	Brookings Signs & Graphics	SIGNAGE - "NO ENTRY" at RV Park		67.00
Bill Pmt -Check	10230	01/25/2021	Bullet Rental	Customer#32581 Loader rental - graded gear storage road		1,181.47
Bill Pmt -Check	10231	01/25/2021	C.O. Construction	Installation of Gutters on Port Shop		535.00
Bill Pmt -Check	10232	01/25/2021	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		1,795.17
Bill Pmt -Check	10233	01/25/2021	Frank's Heating & Refrigeration	01/08/2021 & 01/11/2021- Service Call Repair to HVAC at Whales Tail - MATERIAL		891.79
Bill Pmt -Check	10234	01/25/2021	Freeman Rock, Inc.	3/4" - 1" CRUSHED RIVER RUN for Walkway at RV Park by river		268.76
Bill Pmt -Check	10235	01/25/2021	Gerald W. Burns, CPA	JAN Retain Bill #1-21		500.00
Bill Pmt -Check	10236	01/25/2021	Gowman Electric, Inc.	Electrical Repairs		356.34
Bill Pmt -Check	10237	01/25/2021	Grants Pass Water Lab, Inc.	DEQ Water Testing 1/13/2021		1,620.00
Bill Pmt -Check	10238	01/25/2021	GSS, Inc.	1/22/2021 Service on 2 roll up door		110.00
Bill Pmt -Check	10239	01/25/2021	Harbor Logging Supply, Inc.	Materials & Labor for Piling Hoops at Coast Guard dock		495.11
Bill Pmt -Check	10240	01/25/2021	John Kellum/John's Portable ...	01/14/2021-Fabricate piling hoops for USCG Dock		862.50
Bill Pmt -Check	10241	01/25/2021	NAPA Auto Part	ACCT#60285 Vehicle/Equip Maint. & Supplies		10.75
Bill Pmt -Check	10242	01/25/2021	Orcal Security Consulting LLC	Security Patrol for DECEMBER 2020		2,790.00
Bill Pmt -Check	10243	01/25/2021	Quill Corporation	ACCT#1932158 Purchase of 5 Prestige Marrett Fabric/Mesh Swivel Task Chair, Black		855.86
Bill Pmt -Check	10244	01/25/2021	Rogue Credit Union	ACCT #306-89 CREDIT CARD#2481		5,261.16
Bill Pmt -Check	10245	01/25/2021	Spec Dist Assoc of OR- Prop ...	Policy#31P16414-203 Customer ID: 01-16414 - 2019 PROPERTY & CASUALTY P...		9,216.36
Bill Pmt -Check	10246	01/27/2021	BOARDWALK MAIL SERVICE	Postage for Payment Check#310 to Legacy		11.13
Bill Pmt -Check	10247	01/27/2021	Fastenal Industrial Supplies	Customer No.ORBRK0013 Toiletries & Supplies		1,038.31
Bill Pmt -Check	10248	01/27/2021	Freeman Rock, Inc.	DISPOSAL YARD CLIPPINGS - bush/debris from basin cleanup		24.00
Bill Pmt -Check	10249	01/27/2021	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		1,540.46
Bill Pmt -Check	10250	01/27/2021	Quill Corporation	ACCT#1932158 Office Supplies		283.61
Bill Pmt -Check	10251	01/27/2021	ULine	Customer No. 15340135 OIL SORBENT BOOMS		398.40
Bill Pmt -Check	10252	01/27/2021	Coos-Curry Electric Cooperati...	ACCT # 67601 Electrical Service		9,786.96

Port of Brookings Harbor
Check Registers
As of January 31, 2021

Type	Num	Date	Name	Memo	Debit	Credit
Bill Pmt -Check	10253	01/27/2021	Thermo Fluids, Inc.	12/29/2020-Removal of USED OIL FROM GENERATOR & OILY WATER SERVICE		279.50
Total 10103 · General Funds Ckg Umpqua 3634					5,582.24	237,030.61
10105 · General Fund LGIP 6017						
Check	DEBIT	01/04/2021		LGIP Fees for DECEMBER 2020		0.70
General Journal	CP 01/22	01/22/2021		Transfer to Capital Projects for payment to Legacy Pay Estimate #2		126,000.00
Total 10105 · General Fund LGIP 6017					0.00	126,000.70
Total 101 · GENERAL FUND CHECKING & LGIP					5,582.24	363,031.31
10101 · Petty Cash						
Bill Pmt -Check	CASH	01/12/2021	Harbor Corner Market LLC	1/12/2021-ICE for holding water samples		2.99
Total 10101 · Petty Cash					0.00	2.99
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					5,582.24	363,034.30
110 · RESTRICTED CASH & EQUIVALENTS						
104 · RESTRICTED MONEY MKT & CHECKING						
20104 · USDA BOND Umpqua MM 9529						
Total 20104 · USDA BOND Umpqua MM 9529						
30104 · Debt Service Umpqua MM 8627						
Check	DEBIT	01/15/2021	Umpqua Bank/Loan#7470416...	Genie Reach Forklift Loan#747041620 Payment #35		1,464.71
Check	DEBIT	01/22/2021	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #51 - 50 BFMII Travelift		4,659.00
General Journal	DEBT 01/04	01/04/2021		Transfer to Debt Service Fund for Travelift Payment	4,659.00	
General Journal	DEBT 01/04	01/04/2021		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71	
General Journal	DEBT 1/28	01/28/2021		Transfer to Debt Service Fund for Travelift Payment	4,659.00	
General Journal	DEBT 1/28	01/28/2021		REVERSAL OF TRANSFER - WRONG DATE OF TRANSFER		4,659.00
Total 30104 · Debt Service Umpqua MM 8627					10,782.71	10,782.71
40104 · Capital Projects Umpqua 8018						
General Journal	USCG 1/22	01/22/2021		DEC 2020 LEASE Pmt		923.24
Total 40104 · Capital Projects Umpqua 8018					0.00	923.24
Total 104 · RESTRICTED MONEY MKT & CHECKING					10,782.71	11,705.95
105 · RESTRICTED LGIP						
20105 · USDA Bond Fund LGIP 6021						
General Journal	USDA 01/04	01/04/2021		To transfer to USDA Revenue Bond Fund for November 2021 Payment	10,843.00	
Total 20105 · USDA Bond Fund LGIP 6021					10,843.00	0.00
30105 · IFA Debt Service Fund LGIP 6020						
General Journal	IFA 01/04	01/04/2021		Transfer to IFA Debt Service for 1st QTR 2021 Pmt	24,168.00	
Total 30105 · IFA Debt Service Fund LGIP 6020					24,168.00	0.00
50105 · Reserve Fund LGIP 6018						

4:54 PM
02/09/21
Cash Basis

Port of Brookings Harbor
Check Registers
As of January 31, 2021

Type	Num	Date	Name	Memo	Debit	Credit
General Journal	RES 01/04	01/04/2021		Transfer to Reserve Fund	2,000.00	
Total 50105 · Reserve Fund LGIP 6018					2,000.00	0.00
Total 105 · RESTRICTED LGIP					37,011.00	0.00
Total 110 · RESTRICTED CASH & EQUIVALENTS					47,793.71	11,705.95
TOTAL					53,375.95	374,740.25

**Port of Brookings Harbor
Expenditures per Vendor
January 2021**

	<u>Balance</u>
Alexandre EcoDairy Farms	
Total Alexandre EcoDairy Farms	250.00
 AMAZON MKTPLACE	
Total AMAZON MKTPLACE	538.53
 Anchor Lock & Key	
Total Anchor Lock & Key	485.00
 BI-MART	
Total BI-MART	82.66
 Black & Rice LLP	
Total Black & Rice LLP	1,221.00
 BOARDWALK MAIL SERVICE	
Total BOARDWALK MAIL SERVICE	22.95
 Brookings Signs & Graphics	
Total Brookings Signs & Graphics	67.00
 Bullet Rental	
Total Bullet Rental	1,181.47
 C.O. Construction	
Total C.O. Construction	535.00
 CertifiedMailLabels.com	
Total CertifiedMailLabels.com	300.00
 CHEVRON	
Total CHEVRON	508.31
 Cole-Parmer	
Total Cole-Parmer	156.51
 Coos-Curry Electric Cooperative, Inc.	
Total Coos-Curry Electric Cooperative, Inc.	9,786.96
 Country Media, Inc.	
Total Country Media, Inc.	623.26
 Crow/Clay & Associates, Inc	
Total Crow/Clay & Associates, Inc	2,593.75

**Port of Brookings Harbor
Expenditures per Vendor
January 2021**

	<u>Balance</u>
Curry Transfer & Recycling	
Total Curry Transfer & Recycling	3,589.43
Dish Network	
Total Dish Network	571.25
EMC-Engineers/Scientists, LLC	
Total EMC-Engineers/Scientists, LLC	14,622.50
Fastenal Industrial Supplies	
Total Fastenal Industrial Supplies	2,833.48
Frank's Heating & Refrigeration	
Total Frank's Heating & Refrigeration	891.79
FRED MEYER	
Total FRED MEYER	45.57
Freeman Rock, Inc.	
Total Freeman Rock, Inc.	292.76
Gerald W. Burns, CPA	
Total Gerald W. Burns, CPA	500.00
Gold Beach Lumber Yard, Inc.	
Total Gold Beach Lumber Yard, Inc.	1,765.42
Gowman Electric, Inc.	
Total Gowman Electric, Inc.	3,683.46
Grants Pass Water Lab, Inc.	
Total Grants Pass Water Lab, Inc.	1,620.00
GSS, Inc.	
Total GSS, Inc.	110.00
Harbor Corner Market LLC	
Total Harbor Corner Market LLC	2.99
Harbor Logging Supply, Inc.	
Total Harbor Logging Supply, Inc.	495.11

**Port of Brookings Harbor
Expenditures per Vendor
January 2021**

	<u>Balance</u>
Harbor Sanitary District	
Total Harbor Sanitary District	6,731.87
Harbor Water District P.U.D.	
Total Harbor Water District P.U.D.	2,326.28
Heartsmart.com	
Total Heartsmart.com	381.22
Intuit	
Total Intuit	754.57
John Kellum/John's Portable Welding	
Total John Kellum/John's Portable Welding	862.50
Labor Law Posters Online	
Total Labor Law Posters Online	48.85
Legacy Contracting, Inc.	
Total Legacy Contracting, Inc.	126,000.00
Les Schwab Tire Center	
Total Les Schwab Tire Center	16.99
Microsoft	
Total Microsoft	99.99
NAPA Auto Part	
Total NAPA Auto Part	10.75
ONLINE Purchases	
Total ONLINE Purchases	218.66
Orcal Security Consulting LLC	
Total Orcal Security Consulting LLC	2,790.00
Oregon Alarm	
Total Oregon Alarm	33,200.00
Pacific Office Automation	
Total Pacific Office Automation	133.80
Pacific Rim Copy Center	
Total Pacific Rim Copy Center	161.90

**Port of Brookings Harbor
Expenditures per Vendor
January 2021**

	<u>Balance</u>
Pape Material Handling	
Total Pape Material Handling	613.60
Pitney Bowes, Inc.	
Total Pitney Bowes, Inc.	399.92
Quill Corporation	
Total Quill Corporation	2,300.68
Rentprep Enterprise/Fidelis Screening	
Total Rentprep Enterprise/Fidelis Screening	59.85
Roberts & Associates Land Surveying, Inc.	
Total Roberts & Associates Land Surveying, Inc.	1,970.00
Rock Island Design	
Total Rock Island Design	193.07
Rogue Credit Union	
Total Rogue Credit Union	5,261.16
SimpliSafe	
Total SimpliSafe	14.99
Slice Recovery	
Total Slice Recovery	1,914.00
Spec Dist Assoc of OR- Healthcare	
Total Spec Dist Assoc of OR- Healthcare	7,562.24
Spec Dist Assoc of OR- Prop & Cas	
Total Spec Dist Assoc of OR- Prop & Cas	9,216.36
Spectrum Business 8752 19 060 0025169	
Total Spectrum Business 8752 19 060 0025169	90.22
Spectrum Business 8752 19 060 0226494	
Total Spectrum Business 8752 19 060 0226494	94.98
Spectrum Business 8752 19 060 0247029	
Total Spectrum Business 8752 19 060 0247029	69.98

**Port of Brookings Harbor
Expenditures per Vendor
January 2021**

	Balance
Spectrum Business 8752 19 060 0251369	
Total Spectrum Business 8752 19 060 0251369	76.97
Tank Testers, LLC	
Total Tank Testers, LLC	2,217.50
Thermo Fluids, Inc.	
Total Thermo Fluids, Inc.	504.50
ULine	
Total ULine	398.40
US Bank Equipment Finance	
Total US Bank Equipment Finance	223.20
Valvoline	
Total Valvoline	45.99
VERIZON WIRELESS	
Total VERIZON WIRELESS	328.04
WebReserv	
Total WebReserv	99.00
WEEBLY-CHARGE.COM	
Total WEEBLY-CHARGE.COM	910.00
Zipty Fiber 541-469-5867-121516-5	
Total Zipty Fiber 541-469-5867-121516-5	75.12
Zoom Video Communications Inc.	
Total Zoom Video Communications Inc.	14.99
TOTAL	257,768.30

SAFETY MONTHLY REPORT

Date: February 16, 2021
Period: January 2021
To: Gary Dehlinger, Port Manager
Issued By: Danielle King, Safety Representative

Safety Meetings:

- Port staff was informed on reporting all incidents immediately and that Curry County is going down in risk level so Port Offices can reopen to the public on January 15. Staff was trained on general ergonomics, office ergonomics, slips, trips, & falls, & back injury prevention. Staff also performed general ergonomic and office ergonomic stretches that can be done before or during the workday.

Employee Accidents:

- No employee accidents for the month of January.

Accident / Incident Reports:

1. January 16, Port staff received a call regarding a sunken vessel in the Harbor, Basin II E 15, FV Poor Daddy. The vessel was not currently discharging any fluids, but Port staff boomed off the area in case it started to. It was unsure at the time what caused the vessel to sink. That evening the owner contacted insurance and the salvage company. Port staff worked with the salvage company and the vessel was removed from the water on January 18 by 3:00pm.
2. January 25, RV Park customer ran over a fire pit.

HARBORMASTER MONTHLY REPORT

Date: February 16, 2021
Period: January 2020
To: Gary Dehlinger, Port Manager
Issued By: Travis Webster, Harbormaster

RV Park

Staff completed 14 work orders throughout the park. Potholes and subgrade continue to degrade. Port staff continues to patch and repair what we can. The park encountered some high storm surge on different occasions. Minor amounts of debris were collected between the concrete wall and the ocean. Port staff immediately removed debris and was able to keep the pathways clear. Small amounts of over topping occurred at the north end of the park but had no impact on access or use. Large amounts of wood debris remain on the beach and we urge caution when using the beach access from port walkways.

Occupancy by Month & Year

RV Park	2020	2021	Change	Month	2020	2021	Change
January	7.45%	19%	11.45%	July	84.66%		
February	16%			August	70%		
March	16.4%			September	51%		
April	0%			October	68%		
May	5.7%			November	22%		
June	71.08%			December	15%		

Marina

Port staff continues to walk docks, inspect vessels, and correct issues that may arise. Staff made numerous trips in port work boat to pick up wood debris in the basin and docks, along with walking docks to inspect mooring lines, cleats, and to hopefully catch any boats that may be taking on water or be in danger of sinking. Staff has been weed eating and completing landscaping around the basins as weather permits.

Vessel sank on January 16 in basin 2. Vessel name was "Poor Daddy" Northwest Marine Service came to our port, de-watered and re-floated the vessel on January 18. Northwest Marine Services subcontracted with the port for our service and labor to do work. All claims will be submitted to insurance.

Staff went to all 1200z regulated discharge points and placed new sandbags and biochar bags. The purpose is to slow down water enough to let pollutants fallout or be caught before it reaches the discharge point. Staff was able to complete 1 out of our 4 DEQ 1200z water testing for the 2021 calendar year. We will continue to adjust and implement new measures to continue to lower our pollutant levels.

Fuel dock project is still ongoing. Contractors are working hard and making good progress. Weekly updates are provided to the port via zoom telephone meeting. Paving is to happen in the early part of February and all pilings are to be installed. The remainder of the work will include gangway placement at port work dock and fuel dock, reconnecting fuel, water, electrical, and sewer to gangway ramp and make connections, install piling hoops and re-build existing transient dock.

Boat Launches Paid through Launch Machine

Month	2020	2021	Change	Month	2020	2021	Change
January	5	27	22	July	1095		
February	102			August	768		
March	204			September	583		
April	244			October	713		
May	282			November	109		
June	697			December	40		

Commercial Receiving Dock

Port received an email complaint about graffiti on the steel wall were Pacific Seafoods operates. Staff found the vandalism and painted over it. Throughout the project there is an additional 4 steel pilings left over and we decided to use them as fender pilings. Two piles were installed at Hallmark and 2 piles at icehouse.

Legacy and Jack Akin were also contracted by Warrior 2 insurance company to fix the damaged piling at the icehouse. Pilings have been replaced and plans have been made to reconnect the catwalk. There will also be bumper that will be placed on the new piles, but that work will happen later due to ordering and availability.

Commercial Retail Building

Staff completed patching and painting of the interior of the old Visitor Center. Building is now ready and should have new tenet Blue Fin Reality in by February 1st. Repairs were made to the air conditioning unit at Whales' Tale. Other work by tenants were entry to catalyst seafood, new paint and seating arrangements at the bell and whistle, and toilet repair in the sheriff's station restroom.

Maintenance Crew

Port maintenance completed 86 work orders for the month of January. Staff also installed the new shelter by the launch machine. This will help protect and shelter the user from the elements on bad days along with our investment. All oil booms inside of catch basins were replaced throughout the port along with measurement of sediment that has accumulated. Port will subcontract with the City of Brookings in the summer to use their vac truck to clean out basins. Other staff work included installation of new on demand water heaters for restrooms in main office as well as a new sidewalk for employee and delivery entrance.

WORK ORDERS LOG
Port Of Brookings Harbor
January 2021

Date	Location	Description of Work	Corrective Action	Date Completed	Completed By	
12/12/20	Travellift	Local operating switches not functioning	toggles worn down, computer reprogrammed	1/5/21	Brent	
1/5/21	Basin II, P Dock	Sailboat had broken rope	contacted owner who will replace ropes	1/5/21	Brent	
1/6/21	RV Park, Site 88	Fix sewer riser	Completed	1/6/21	Shawn	
1/6/21	Basin I & Basin II	Walk docks	Completed	1/6/21	Shawn & Sean	
1/6/21	Port Property	Hang signs	Completed	1/6/21	Shawn & Sean	
12/17/20	Maintenance Shop	Install computer network and phones	Completed	1/6/21	Brent	
1/6/21	Maintenance Shop	Built Furniture	Completed	1/6/21	Shawn & Sean	
1/6/21	Port Roadways	Fill in potholes & grade	Completed	1/7/21	Brent	
1/7/21	Basin II D Dock, Side Tie	Vessel flopping around and power cord unplugged	Retied & plugged cord in	1/7/21	Brent	
1/7/21	Basin II C Dock	Derelict boat needs to be pumped	Completed	1/7/21	Brent	
1/7/21	Old Visitor Center	Clean up	Completed	1/7/21	Shawn & Sean	
1/7/21	Ice House	Place (3) concrete posts	Completed	1/7/21	Shawn & Sean	
1/7/21	Kitefield Restroom	Shed for EDIC CR2, Restroom Cleaner	Work in progress	1/7/21	Shawn & Sean	
1/8/21	Travis's Office	Install enclosure around internet infrastructure	Completed	1/8/21	Brent	
1/8/21	Maintenance Shop	Assemble EDIC CR2 Restroom Cleaner	Completed	1/8/21	Brent	
1/7/21	Whale's Tail Candy Shop	Heat pump not functioning	Thermostat defective, low on refrigerant	1/11/21	Orca Heating & Air	
1/10/21	RV Park	Weedeated along road and cleaned up trash	Completed	1/10/21	Marian	
1/10/21	Basin I & Basin II	Walked docks, checked cleats, and checked boat lines	Completed	1/10/21	Marian	
1/11/21	Basin I & Basin II	Check cleats & boats	Completed	1/11/21	Shawn, Sean & Marian	
1/11/21	Maintenance Shop	Hang pictures	Completed	1/11/21	Marian	
1/7/21	Oil Dump	Place hazardous material placard	Completed	1/12/21	Brent	
1/12/21	Port Property	Sewer inspections	Completed	1/12/21	Brent	
1/12/21	Basin II C Dock	Derelict boat needs to be pumped	Completed	1/12/21	Brent	
1/12/21	Port Vehicles and Equipment	Place 2021 daily checklist inside vehicles	Completed	1/13/21	Brent	
1/13/21	Launch Ramp Restroom	EDIC CR2 restroom cleaner not working	Opened machine, hose kinked	1/13/21	Brent	
1/13/21	Fuel Dock	Measure lines, cut 3" & 2" behind landing to be removed	Completed	1/13/21	Brent	
1/13/21	Commercial Bathroom	Access door to storage room will not close	Fixed	1/13/21	Brent	
1/13/21	Commercial Retail Restroom, Womens	Toilet not working	Fixed	1/13/21	Brent	
1/13/21	RV Park Exit	Pot holes	Filled	1/13/21	Shawn & Sean	
1/13/21	Basin I & Basin II	Walk docks	Completed	1/13/21	Shawn & Sean	
1/13/21	Port Vehicles	Replaced current registration	Completed	1/13/2021	Brent	
1/13/21	Basin I & Basin II	Clean debris from basins	Completed	1/13/21	Shawn & Sean	
1/14/21	Launch Ramp	Build shelter over kiosk machine	Completed	1/14/21	Shawn, Sean, Brent, & Travis	
1/13/21	Fuel Dock	Cut 3" main waterline	Completed	1/15/21	Brent	
1/13/21	RV Park, Site 68	Repair electrical pedestal access door	Completed	1/15/21	Brent	
1/15/21	Maintenance Shop	Clean & organize	Completed	1/15/21	Shawn & Sean	
1/15/21	RV Park Bathroom	Clean up sand	Completed	1/15/21	Shawn, Sean & Marian	
1/16/21	Basin II, E 15	Boat sank, deployed booms	Completed	1/16/21	Marian & Brent	
1/16/21	Secured Storage	Weedeated	Completed	1/16/21	Marian	
1/18/21	Gear storage	Weedeated	Completed	1/18/21	Marian	
1/19/21	Basin II, P & Q Dock	Triangles Broken	Replaced (2) triangles	1/19/21	Sean & Shawn	
1/19/21	Maintaince Shop	Organize shop	Completed	1/19/21	Shawn & Sean	
1/19/21	Retail Parking Lot	Cover up graffiti	Completed	1/19/21	Shawn	
1/20/21	Basin I & Basin II	Clean up debris	Completed	1/20/21	Brent & Sean	
1/20/21	Basin II E 17 Dock	it away from the sunken boat)	Completed	1/20/21	Brent & Sean	
1/20/21	RV Park, Site 49	move firepit back to original spot	Completed	1/20/21	Sean	
1/20/21	Retail & Boat Launch	Needs weed control	Areas weed killed	1/20/21	Sean A	
1/21/21	Boat Yard, Back Fence	Fence was torn down	Fixed	1/21/21	Shawn, Sean & Brent	
1/21/21	Commercial Bathrooms	(2) sinks and (1) toilet clogged	Fixed	1/21/21	Brent	
1/21/21	Port Office	Sidewalk / Entry Way	Digged and installed footings	1/21/21	Shawn & Sean	
1/21/21	Maintenance Shop	Organize shop	Work in progress	1/21/21	Shawn	
1/21/21	Port Office	Sidewalk & ramp to door	Prepared	1/21/21	Shawn & Sean	
1/22/21	Work Dock	Install piling hoops	Completed	1/22/21	Shawn, Sean & Brent	
1/23/21	RV Park Levy & Dry Camping Area	Weedeat	Completed	1/23/21	Marian	
1/24/21	RV Park, Front Row Parking	Weedeat	Completed	1/24/21	Marian	
1/24/21	RV Park, Front Row Parking	Clean curb	Completed	1/24/21	Marian	
1/25/21	Old Visitor Center	Hot water heater no functioning	Reset breaker, Fixed	1/25/21	Brent	
1/25/21	Maintenance Shop	Organize shop	Completed	1/25/21	Shawn	
1/25/21	RV Park	Loose fence boards	Completed, (10) need to be replaced	1/25/21	Shawn & Sean	
1/25/21	Basin I & Basin II	Walk docks	Completed	1/25/21	Shawn & Sean	
1/25/21	Port Office	Purchase rebar for sidewalk entry	Completed	1/25/21	Shawn	
1/25/21	Port Property	Check drains	Completed	1/25/21	Shawn & Sean	
1/25/21	RV Park	Wifi AP & bridge down	Breaker tripped, reset and functioning	1/25/21	Sean & Shawn	
1/25/21	Basin II	Logs on dock	Removed	1/25/21	Shawn & Sean	
1/25/21	Basin II C Dock	Derelict boat needs to be pumped	Completed	1/25/21	Brent	
1/25/21	Basin I & Basin II	Place notices on (4) vessels	Completed	1/25/21	Brent	
1/22/21	RV Park, Site 26	Electrical panel fell off	Replaced screws	1/25/21	Brent	
1/25/21	Kite Field & Commercial Basin	Weedeat along curb	Completed	1/25/21	Marian	
1/21/21	Port Office	Install hands free soap and sanitizer dispense	Completed	1/26/21	Brent	
1/26/21	Kite Field Restroom, Womens Side	Toilet not flushing	Fixed, handle assembly malfunctioned	1/26/21	Brent	
12/18/20	RV Park	Loose fence boards	Secured & removed 1 section due to r	1/26/02	Sean & Shawn	
1/26/21	Basin II	Remove boat from basin	Completed	1/26/21	Shawn, Sean, Brent, & Travis	
1/26/21	Basin I & Basin II	Walk docks	Completed	1/26/21	Shawn & Sean	
1/26/21	Sailboat in Yard	Strip Boat	Completed	1/26/21	Shawn & Sean	
1/26/21	Kite Field	Mow the lawn	Completed	1/26/21	Shawn	
1/27/21	Basin I & Basin II	Walk docks	Completed	1/27/21	Shawn & Sean	
1/28/21	Transient Dock Ramp	Dig out under ramp	Completed	1/28/21	Shawn & Sean	
1/28/21	Steel Wall	Removed graffiti	Completed	1/28/21	Shawn & Sean	
1/28/21	Basin I & Basin II	Clear debris	Completed	1/28/21	Shawn & Sean	
1/29/21	Boat Yard	Check boats in yard	Completed	1/29/21	Shawn & Sean	
1/29/21	Port Property	Replace booms, check sediment at storm dra	Completed	1/29/21	Shawn & Sean	
1/29/21	Real Estate Office	Paint steps	Completed	1/29/21	Shawn & Sean	
1/29/21	Basin I, A Dock	Replace cleats	Completed	1/29/21	Shawn & Sean	
1/31/21	RV Park	Weedeat along curbs	Completed	1/31/21	Marian	
1/31/21	Empty lot across the Street	Cut brushes and branches	Cleaned hillside	1/31/21	Marian	
1/31/21	Basin II	Remove dirt & weeds from drains	Completed	1/31/21	Marian	
					Total Work Orders	86

34

PORT MANAGER

MONTHLY REPORT

Date: February 16, 2021
Period: January 2021
To: Honorable Board President and Harbor District Board Members
Issued By: Gary Dehlinger, Port Manager

Curry County has dropped to the lowest COVID-19 risk level. Port Office is open to the public once again and the hours are 9am to noon and 1pm to 4pm.

Security

OrCal Security and POBH recorded 11 contacts/violations/incidents in January, (6) six overnight parking (public obeyed and left property), (2) two no camping and (3) three parking violations. January 2021 Security Log attached for your review.

Port Office

Catalyst Seafood installed a new concrete approach at the main entrance and repaired rotting porch pillars. This work was supervised and paid for by Catalyst Seafood.

The traffic counter at the RV Park recorded 37,624 vehicles for 27 days in January, average of 1,393 per day. Counting started on June 30, the 7-month total is 294,265 vehicles.

Met with County Building & Safety regarding RV Park electrical pedestals and floodplain code. The County does not have electrical engineer to review our plans, so everything gets sent to the State electrical engineer for review. State electrical engineer did a cursory review and recommended the Port to formally submit.

Met with Richard/County Roadmaster to discuss what they plan to do with new sediment entering the pipe on County right-of-way behind the port office. Richard contacted the property owner adjacent to the creek where a section of slope gave way and fell into the creek. The sediment from the slope failure ended up inside the pipe. The property owner did remove the sediment from the pipe entrance. Few days later more sediment entered the pipe from another rainstorm and again Richard/County Roadmaster was notified. This time no sediment was removed from the pipe. Richard said the County has plans to improve the infrastructure at these culverts but planning and funding will take some time (years). Richard was also reminded the sediment cleanout structure at the hotel was full.

Righetti and Port property lot line adjustment process with Curry County and Curry Title Company was completed. All costs will be compiled and split with Righetti per the agreement.

Darla with Slugs N Stones called to let us know about water puddling next to her building from the new parking lot. The new pavement is slightly higher than the old grade causing the water to puddle. The part of the building impacted is the enclosed deck seating section. Lots of water flows towards this building from the boardwalk and settles under the deck. 5R Excavation install a sump pump under the deck to pump the water out at a grade break to keep the water from puddling. Ensuing storms happened and the puddle has not returned.

Received a call from DEQ Enforcement regarding a complaint from a former employee that the Port had a procedure of dumping used Pine-Sol on the ground to empty the cleaning buckets. The Port does not have a procedure of dumping cleaning material on the ground. The Port has and follows our Best Management Practices for proper handling of all chemicals. The Port also purchased new cleaning

equipment for the restrooms and no longer uses mop/bucket cleaning method. DEQ closed the complaint file without further action. Port did follow-up with our current employees for a refresher training on Best Management Practices, Stormwater Pollution Control Plan and Spill Prevention Plan.

The most recent boat that sunk in Basin 2 on E Dock has wreckage removal insurance issues. We are working out the issues and hope to have it resolved where the insurance will fully cover the salvaging costs. We will be looking at strengthening the Port language for wreckage and pollution insurance coverage requirements during our Port rates review.

We also started reviewing our Best Management Practices (BMP) to check for possible revision to meet current standard practices. Once the review is completed and has revisions a draft will be provided to the Board for approval.

Next fiscal year budget cycle will begin soon with planning and preparing the budget. Reviewing Port rates will also be forefront of the planning. Expecting some workshop meetings in the next month.

DEQ 1200-Z Industrial Stormwater

Monthly inspections were completed as required by our Stormwater Pollution Control Plan (SWPCP).

Completed the 1st round of stormwater testing for the second year of testing. Test results again exceeded the State's benchmarks but there were some improvements. Tier 1 Report was completed and filed as required.

Completed DEQ 1200-Z 2nd Quarter DMR (Discharge Monitor Report) and submitted to DEQ as required.

Updated SWPCP with Port operation changes.

Port Upcoming Projects

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

- 1) Install fire hydrants at Basin 2 (Lower Harbor Road remaining)
- 2) General cleanup across Lower Harbor Road, Port property area
- 3) Repair travel lift ramp cross bracing
- 4) Repair Basin 2 commercial restroom roof and paint
- 5) Reorganize docks in Boat Yard
- 6) Separating main water source to Basin 1 Docks E, F & G. Adding a new water connection
- ~~7) Remove bushes from Basin 1 slopes, retail side~~
- 8) Clean all Port signage
- ~~9) Install protective cover for Boat Launch Machine~~
- ~~10) Repair broken Icehouse piling and catwalk (Legacy to perform work under insurance carrier)~~

Large projects include:

- 1) Fuel dock repair and transient dock repairs (Legacy Contracting)
 - a. Legacy mobilized their barge crane and started in-water work removing wood piles and installing steel piles. Weekly meetings are held with Legacy and Jack Akin to review the progress of the project and address any construction issues.
- 2) FEMA DR-4432 & 4452 Engineering and Permitting (Jack Akin EMC/Engineers)

2019 FEMA Disasters

Port received approval from Oregon Emergency Management for engineering and permitting for DR-4432 and DR-4452. Jack Akin/EMC Engineering continues working on construction method and drawings. We had several meetings with Jack Akin to review his latest draft set of drawings and discuss

the projects in more detail. Made some corrections and revisions to the drawings based on our conversations on expense and feasibility. We hope to have a draft set of drawings for review by end of February.

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

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

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
1	01/02/21	OrCal	Overnight Parking	Kite Field	994KGT	OR
2	01/04/21	OrCal	Overnight Parking	RV Park	510CXA	OR
3	01/06/21	OrCal	No Camping	Commercial Basin Lot	334CKA	OR
4	01/06/21	OrCal	No Camping	Commercial Basin Lot	HC21216	OR
5	01/16/21	OrCal	Parking Violation		53684T1	CA
6	01/16/21	OrCal	Parking Violation		7W58451	CA
7	01/17/21	OrCal	Overnight Parking		7USV766	CA
8	01/22/21	OrCal	Overnight Parking	RV Park	389LXT	OR
9	01/22/21	POBH	Parking Violation	RV Park	CXL578	OR
10	01/25/21	OrCal	Overnight Parking	Commercial Basin Lot	No Plate	Subarua/Outback
11	01/26/21	POBH	Overnight Parking	RV Park	417KPS	OR

ACTION ITEM – A

DATE: February 16, 2021
RE: Appoint Budget Officer
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Last several years Kim Boom been appointed Budget Officer.
- Budget calendar attached for meeting dates, notifications and submitting as required.
- There are two (2) vacancies on the Budget Committee and one (1) vacancy on the Board. This leaves seven (7) filled positions on the Budget Committee. To conduct budget business the quorum needed is six (6).
- Port is currently advertising to fill the two (2) vacancies on the Budget Committee and have not received any applicants.
- Recommend appointing Kim Boom for Budget Officer for the fiscal year 2021-22 budget.

DOCUMENTS

- FY 2020-21 Budget Calendar, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Kim Boom as the Budget Officer for fiscal year 2021-2022 budget.

PORT OF BROOKINGS HARBOR

BUDGET CALENDAR 2021-22

- | | |
|---|-------------------------------|
| 1. Appoint Budget Officer | February 16 (Regular Meeting) |
| 2. Appoint Budget Committee (BC) | March 16 (Regular Meeting) |
| 3. Prepare Proposed Budget | April 12 |
| 4. Publish 1 st Notice of BC Meeting (Newspaper & Website) | April 23 (Friday) |
| 5. Publish 2 nd Notice of BC Meeting (Newspaper & Website) | April 30 (Friday) |
| 6. BC meeting & Subsequent Meetings if needed | May 11 (Tuesday 6:00pm) |
| 7. Publish Notice of Budget Hearing (Newspaper & Website) | June 4 (Friday) |
| 8. Hold Budget Hearing | June 15 (Regular Meeting) |
| 9. Enact Resolutions to Adopt, etc. | June 15 (Regular Meeting) |
| 10. Submit Tax Certification Documents | by July 15 |
| 11. Send Copy of all Budget Documents to County Clerk | by Sept 30 |

ACTION ITEM – B

DATE: February 16, 2021
RE: 2021 Port Events
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Some event coordinators have asked if the Port will allow events this year.
- Curry County risk level is now at the lowest level.

DOCUMENTS

- Oregon Risk Matrix guidelines, 1 page

COMMISSIONERS ACTION

- **Option 1**
Recommended Motion:
Motion to approve outdoor events at the Port if event coordinators provide acceptable plan that would meet the Governor's Sector Risk Level guidelines.
- **Option 2**
Recommended Motion:
Motion to postpone outdoor events at the Port until further notice that would exceed Governor's Sector Risk Level guidelines.



Sector Risk Level Guidance Chart

Activities	Lower Risk	Moderate Risk	High Risk	Extreme Risk
Social and At-Home Gathering Size — Indoor	<ul style="list-style-type: none"> Maximum 10 people Recommended limit: 4 households 	<ul style="list-style-type: none"> Maximum 8 people Recommended limit: 2 households 	<ul style="list-style-type: none"> Maximum 6 people Recommended limit: 2 households 	<ul style="list-style-type: none"> Maximum 6 people Recommended limit: 2 households
Social and At-Home Gathering Size — Outdoor	Maximum 12 people	Maximum 10 people	Maximum 8 people	<ul style="list-style-type: none"> Maximum 6 people Recommended limit: 2 households
Eating and Drinking Establishments	<ul style="list-style-type: none"> Indoor dining allowed Indoor capacity: not to exceed 50% maximum occupancy Outdoor dining allowed Outdoor capacity: 300 people maximum Indoor and outdoor seating: 8 people per table maximum 12:00 a.m. closing time 	<ul style="list-style-type: none"> Indoor dining allowed Indoor capacity: not to exceed 50% maximum occupancy or 100 people, whichever is smaller Indoor seating: 6 people per table maximum Outdoor dining allowed Outdoor capacity: 150 people maximum Outdoor seating: 8 people per table maximum 11:00 p.m. closing time 	<ul style="list-style-type: none"> Indoor dining allowed Takeout highly recommended Indoor capacity: not to exceed 25% maximum occupancy or 50 people, whichever is smaller Outdoor dining allowed Outdoor capacity: 75 people maximum Indoor and outdoor seating: 6 people per party and per table maximum, limit 2 households 11:00 p.m. closing time 	<ul style="list-style-type: none"> Indoor dining prohibited Takeout highly recommended Outdoor dining allowed Outdoor capacity: 50 people maximum Outdoor seating: 6 people per party and per table maximum, limit 2 households. 11:00 p.m. closing time
Indoor Recreation and Fitness Establishments (includes gyms, indoor K-12 Sports, indoor collegiate sports, fitness organizations, indoor recreational sports, indoor pools)	Capacity: Maximum 50% occupancy	Capacity: Maximum 50% occupancy or 100 people total, whichever is smaller	Capacity: Maximum 25% occupancy or 50 people total, whichever is smaller	Prohibited
Indoor Entertainment Establishments (includes aquariums, indoor theaters/arenas/concert halls, indoor gardens, indoor museums, indoor entertainment activities of any kind)	Capacity: Maximum 50% occupancy	Capacity: Maximum 50% occupancy or 100 people total, whichever is smaller	Capacity: Maximum 25% occupancy or 50 people total, whichever is smaller	Prohibited
Retail Stores (includes street fairs/markets, grocery stores, convenience stores and pharmacies)	<ul style="list-style-type: none"> Capacity: Maximum 75% occupancy Curbside pick-up encouraged 	<ul style="list-style-type: none"> Capacity: Maximum 75% occupancy Curbside pick-up encouraged 	<ul style="list-style-type: none"> Capacity: Maximum 50% occupancy Curbside pick-up encouraged 	<ul style="list-style-type: none"> Capacity: Maximum 50% occupancy Curbside pick-up encouraged
Indoor and Outdoor Shopping Centers/Malls	<ul style="list-style-type: none"> Capacity: Maximum 75% occupancy Curbside pick-up encouraged 	<ul style="list-style-type: none"> Capacity: Maximum 75% occupancy Curbside pick-up encouraged 	<ul style="list-style-type: none"> Capacity: Maximum 50% occupancy Curbside pick-up encouraged 	<ul style="list-style-type: none"> Capacity: Maximum 50% occupancy Curbside pick-up encouraged
Faith Institutions*, Funeral Homes, Mortuaries, Cemeteries	<ul style="list-style-type: none"> Indoor Capacity: Maximum 75% occupancy Outdoor Capacity: 300 people maximum 	<ul style="list-style-type: none"> Indoor Capacity: Maximum 50% occupancy or 150 people total, whichever is smaller Outdoor Capacity: 250 people maximum 	<ul style="list-style-type: none"> Indoor Capacity: Maximum 25% occupancy or 150 people total, whichever is smaller Outdoor Capacity: 200 people maximum 	<ul style="list-style-type: none"> Indoor Capacity: Maximum 25% occupancy or 100 people total, whichever is smaller Outdoor Capacity: 150 people maximum Recommended: limit services to one hour
Offices	Limited office work available	Recommend remote work, if able	Recommend remote work, if able	<ul style="list-style-type: none"> Require remote work, if able Close offices to the public, if possible
Outdoor Recreation and Fitness Establishments (includes outdoor gyms, outdoor fitness organizations, outdoor K-12 Sports, outdoor collegiate sports, outdoor recreational sports, outdoor pools, outdoor parks and hiking trails**, outdoor campgrounds**)	Maximum 300 people	Maximum 150 people	Maximum 75 people	Maximum 50 people
Outdoor Entertainment Establishments (includes zoos, outdoor gardens, outdoor aquariums, outdoor theaters/stadiums)	Maximum 300 people	Maximum 150 people	Maximum 75 people	Maximum 50 people
Personal Services	Allowed	Allowed	Allowed	Allowed
Long-Term Care	Inside and outside visitation allowed	Inside and outside visitation allowed	Inside and outside visitation allowed	Outside visitation only

Effective Date: December 18, 2020

Authority: Executive Order No. 20-66, ORS 433.441, ORS 433.443, ORS 431A.010

Enforcement: To the extent this guidance requires compliance with certain provisions, it is enforceable as specified in Executive Order 20-66.

Definition:

Additional notes:

- "Maximum Occupancy" means the maximum occupancy permitted by law, or if the maximum occupancy is unknown the capacity equivalent to:
 - For 75% capacity: 86 square feet of space per person.
 - For 50% capacity: 120 square feet of space per person.
 - For 25% capacity: 240 square feet of space per person.

NOTE: *Capacity limits for faith institutions are recommended only.
**Capacity limits do not apply to this activity.

- All activities are subject to more detailed, sector-specific guidance.
- Subject to more detailed sector-specific guidance, all activities assume mask usage, minimum physical distancing, provisions for hand hygiene and enhanced cleaning protocols.
- Congregate homeless sheltering, Youth Programs, Childcare, K-12 Schools, Higher Education, Drive-In Operations and current Division 1 and Professional Athletics exemptions operate under sector specific guidance for all risk levels.
- Hookah bars and senior centers are **not allowed** to operate regardless of risk level.

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille Contact the Health Information Center at 1-971-673-2411, 711 TTY or COVID19.LanguageAccess@dhs.ohha.state.or.us

ACTION ITEM – C

DATE: February 16, 2021
RE: RV Park Project
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Crow/Clay & Associates revised drawings could be ready for bidding. There are two outstanding permitting issues. One with Harbor Sanitary on the sewer caps and two the electrical pedestals with County Building and Safety Division. Port received a favorable response from the County Building and Safety Division on the electrical pedestal submittal. The State electrical engineer said to go ahead and formally submit the Hypower Powerport RV pedestal.
- Harbor Sanitary District plans to perform the water submersion test on a spring self-closing lid to see how much water leaks through the cap.
- Another concern we have with the project is the budget and estimated construction cost. The electrical upgrades/changes and laundry room estimated costs are much higher than originally anticipated. Floodplain elevation impacts also complicated the project.
- Current remaining budget for this project is approximately \$618,000. Engineers basic bid estimate is \$724,920 (see attached for breakdown and alternate bid estimates).
 - Base Bid – Restroom/shower building, 10 pull-thru spaces, demolition of old restroom/shower building, demolition of small restroom, and earthwork, plumbing and electrical for all new construction.
 - Alternate Bid # 1 – Upgrade to electrical service in existing RV spaces 78 thru 103. This alternate bid would upgrade electrical wiring and pedestals for all pull-thru spaces.
 - Alternate Bid # 2 – Upgrade to electrical services to RV spaces 1 thru 6, 9 thru 27, and 32 thru 48. This alternate bid would upgrade electrical wiring and pedestals for all back-in spaces.
 - Alternate Bid # 3 – Build two new trash bin enclosures to store two 6-yard bins in each enclosure. One enclosure located next to the RV Office and the other next to the new restroom/shower building.
 - Alternate Bid # 4 – Laundry building, earthwork, plumbing, electrical and four each washers & dryers.
- Port staff recommends revisiting the scope of the project and reassess using the existing restroom to reduce construction costs and then upgrade more of the existing sites and electrical system.
- Since the installation of block seawall and public parking area was modified, we have noticed in some areas the RV's waiting for the public parking spaces to clear out before

they can pull out safely. We are also encountering more fire pits being run over by the RV leaving. Port staff would recommend slanting some front row sites to facilitate better access for the RV guests.

DOCUMENTS

- Current Crow/Clay Drawings, 13 pages
- Crow/Clay Construction Estimates October 13, 2020, 1 page
- Revised Construction Estimate, 1 page
- Estimated Revenue Income from New Sites, 2 pages

COMMISSIONERS ACTION

- **Option 1**
Recommended Motion:
Motion to proceed with basic bid to install the prefabricated restroom/shower and install 10 Pull-Thru sites.
- **Option 2**
Recommended Motion:
Motion to proceed with basic bid to install the prefabricated restroom/shower and install 10 Pull-Thru sites, also include alternate bid(s), and to seek more funding for the additional costs.
- **Option 3**
Recommended Motion:
Motion to revise the scope of the RV Park Project to refurbish the existing restroom, install 7 Pull-Thru sites and upgrade all remaining front row Pull-Thru site utilities.
- **Option 4**
Recommended Motion:
Motion to revise the scope of the RV Park Project to refurbish the existing restroom, install 7 Pull-Thru sites, upgrade all remaining front row Pull-Thru site utilities and angle Pull-Thru sites as funds allow.

DRAWING SHEET INDEX

ARCHITECTURAL

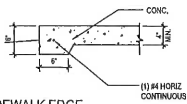
- A1 SITE PLAN
- A2 ENLARGED SITE PLAN
- A3 ENLARGED SITE PLAN
- A4 SHOWER BUILDING
- A5 LAUNDRY BUILDING & ENLARGED SITE PLAN
- TOPOGRAPHICAL SURVEY SHEET 1
- TOPOGRAPHICAL SURVEY SHEET 2

PLUMBING

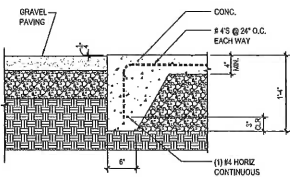
- P-1.0 DEMOLITION PLAN
- P-1.1 PLUMBING SITE PLAN
- P-1.2 SHOWER/LAUNDRY BUILDING PLAN

ELECTRICAL

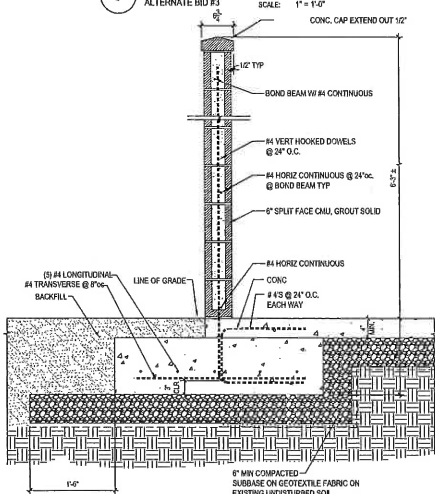
- E-1.0 DEMOLITION PLAN
- E-1.1 ELECTRICAL SITE PLAN
- E-1.2 LAUNDRY/PANEL SCHEDULES



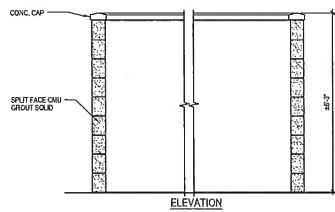
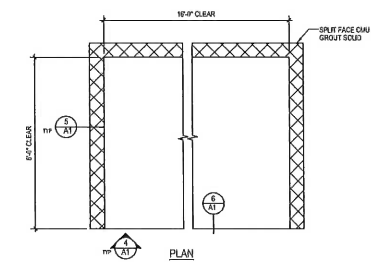
7 **SIDEWALK EDGE**
SCALE: 1" = 1'-0"



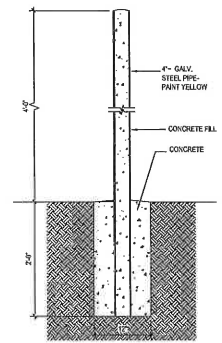
6 **TRASH ENCLOSURE ALTERNATE BID #3**
SCALE: 1" = 1'-0"



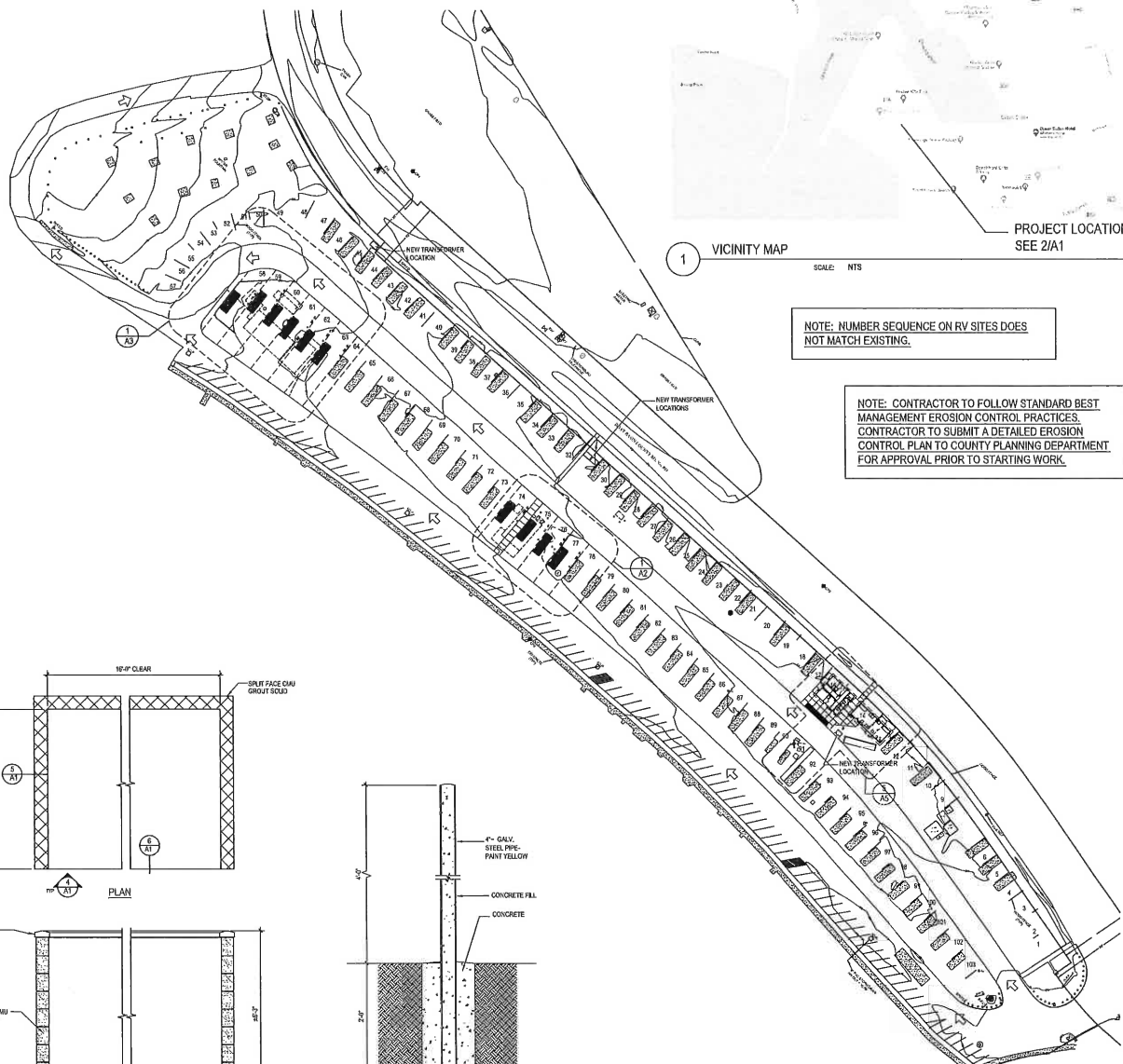
5 **TRASH ENCLOSURE ALTERNATE BID #3**
SCALE: 1" = 1'-0"



4 **TRASH ENCLOSURE PLAN & ELEVATION ALTERNATE BID #3**
SCALE: 1/2" = 1'-0"



3 **BOLLARD @ RELOCATED ELEC TRANSFORMERS**
SCALE: 1/2" = 1'-0"



1 **VICINITY MAP**
SCALE: NTS

NOTE: NUMBER SEQUENCE ON RV SITES DOES NOT MATCH EXISTING.

NOTE: CONTRACTOR TO FOLLOW STANDARD BEST MANAGEMENT EROSION CONTROL PRACTICES. CONTRACTOR TO SUBMIT A DETAILED EROSION CONTROL PLAN TO COUNTY PLANNING DEPARTMENT FOR APPROVAL PRIOR TO STARTING WORK.

2 **SITE PLAN**
SCALE: NTS



123 WEST CENTRAL AVENUE
SUITE 200 PORTLAND, OREGON 97205
TEL: (503) 948-9888
www.crowclay.com

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

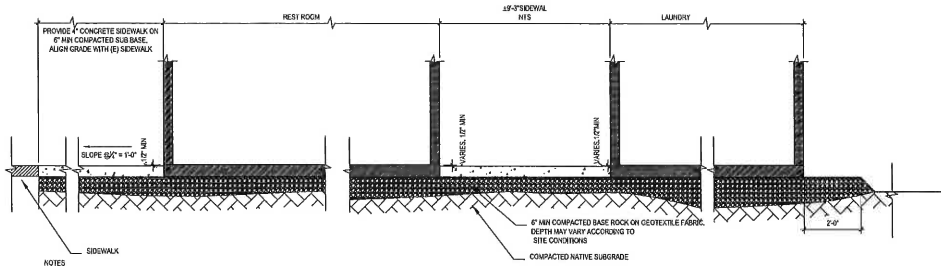


REGISTERED ARCHITECT
MICHAEL P. CHOU
2008 BAY, OREGON
STATE OF OREGON

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

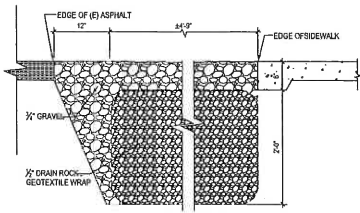
REVISIONS	DATE:
Revised:	
No:	
DECEMBER 2020	
PROJECT NO: 19005	

A1

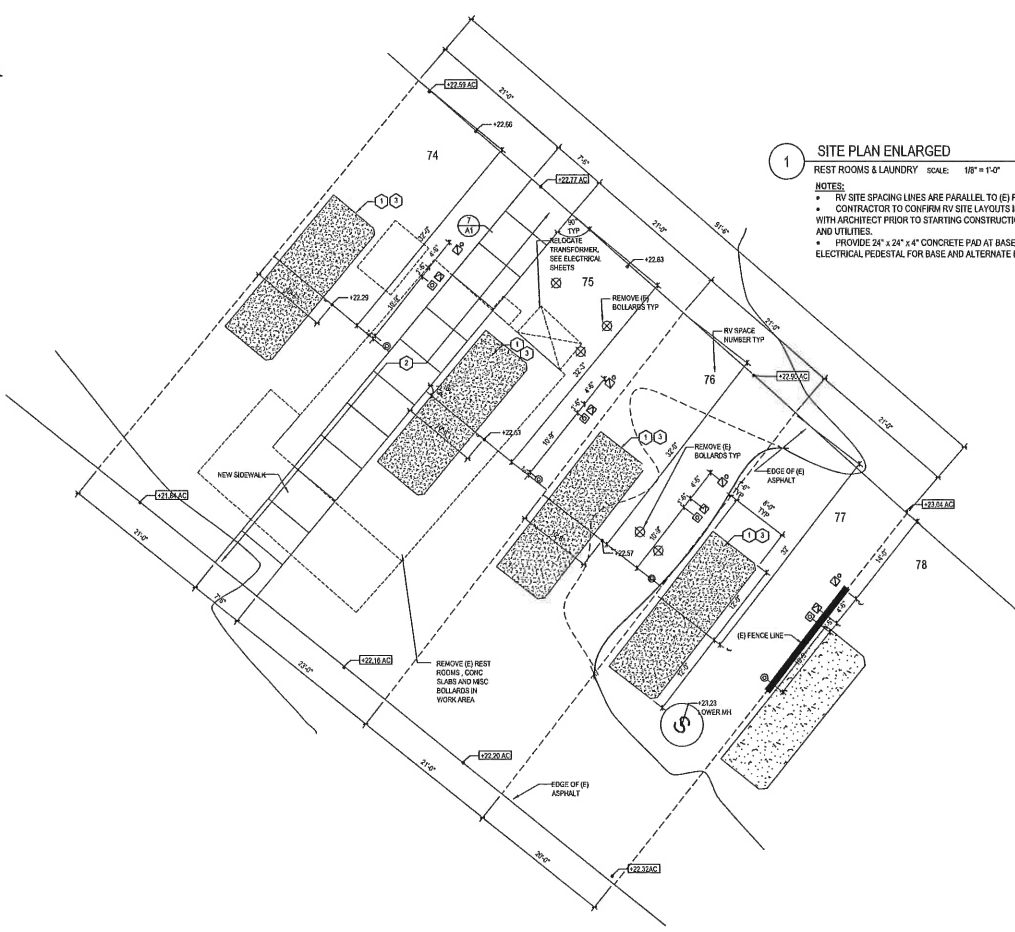


- NOTES:
1. REFER TO BUILDING HANDLING SHEET FOR BASE REQUIREMENTS DURING BUILDING PLACEMENT. NOTIFY ARCHITECT PRIOR TO CONSTRUCTION IF THERE ARE ANY DISCREPANCIES.
 2. GEOTECHNICAL ENGINEER TO REVIEW SUBGRADE CONDITIONS PRIOR TO BASE INSTALLATION.

2 SECTION @ GRADE
REST ROOMS/LAUNDRY SCALE: 1/2" = 1'-0"



3 FOOT RINSE DRYWELL
SCALE: 1" = 1'-0"



1 SITE PLAN ENLARGED
REST ROOMS & LAUNDRY SCALE: 1/8" = 1'-0"

- GENERAL NOTES
- CONSTRUCT (4) NEW RV SITES, 74, 75, 76, & 77 AS INDICATED
 - FILL DEMOLITION AREAS WITH GRAVEL PAVEMENT FLUSH TO INDICATED & EXISTING ADJACENT GRADES. NOTE: CONSTANT SLOPE FROM HIGH END TO LOW END GRADES.
 - ASBESTOS ABATEMENT HAS BEEN COMPLETED ON (E) STRUCTURES TO BE REMOVED. SURVEY & ABATEMENT INFORMATION AND DISPOSAL CERTIFICATES ARE AVAILABLE UPON REQUEST.
- KEYNOTES
- 1 6" THICK CONC. SLAB WITH 4" @ 12" OC EACH WAY ON GEOTEXTILE FABRIC ON 6" COMPACTED BASE COURSE. INSTALL FLUSH TO GRADE
 - 2 4" THICK CONC. SIDEWALK WITH THICKENED EDGES ON 6" COMPACTED BASE COURSE
 - 3 NEW SLAB TO BE FLUSH WITH EXISTING GRADE & NEW GRADES

LEGEND

- ⊕ CABLE POWER PANEL
- ⊕ WATER SERVICE WATER SHUT OFF VALVE
- ⊕ SANITARY SEWER CONNECTION
- INDICATES BUILDINGS & CONVE. TO BE REMOVED
- ▭ NEW SIDEWALK
- 23.15 NEW ELEVATION
- 23.16 EXISTING ELEVATION
- - - NEW CONTOUR
- - - ALTERED CONTOUR

151 WEST CENTRAL AVENUE
SUITE 200 BROOKINGS, OREGON 97415
TEL: (541) 768-9388
www.crowclay.com

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

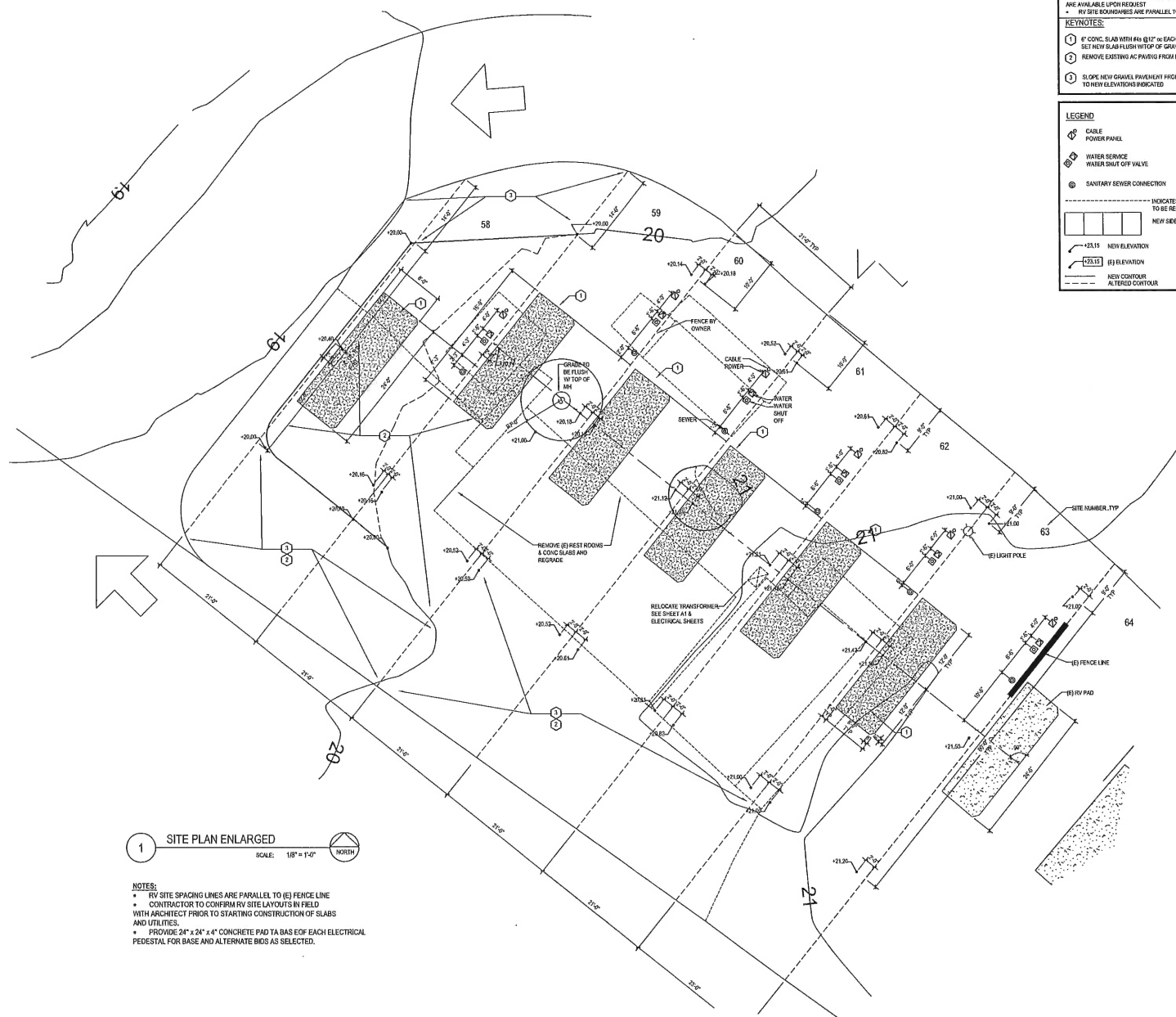
REGISTERED ARCHITECT
MICHAEL R. CHYZA
DOOR MARK, OREGON
STATE OF OREGON

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

REVISIONS	Date:
Rev:	
App:	
Check:	
Scale:	

DECEMBER 2020
PROJECT NO.: 19005

A2



GENERAL NOTE:

- KSEETER REMEDIATION HAS BEEN COMPLETED ON (E) STRUCTURES TO BE REMOVED. SURVEY & ADJUSTMENT INFORMATION & DISPOSAL CERTIFICATES ARE AVAILABLE UPON REQUEST.
- RV SITE BOUNDARIES ARE PARALLEL TO (E) FENCE LINE.

KEYNOTES:

- 1 6" CONC. SLAB WITH #4 @ 12" ON EACH WAY. SET NEW SLAB FLUSH W/ TOP OF GRAVEL PAVEMENT
- 2 REMOVE EXISTING AC PAVING FROM ROAD EDGE AT SITES 5A, 5A, 5A, 5A, 5A & 10A
- 3 SLOPE NEW GRAVEL PAVEMENT HIGH EDGE OF ROAD AC PAVING TO NEW ELEVATIONS INDICATED

LEGEND

- ⊕ CABLE POWER PANEL
- ⊕ WATER SERVICE WATER SHUT OFF VALVE
- ⊕ SANITARY SEWER CONNECTION
- INDICATES BUILDINGS & CONC. TO BE REMOVED
- ▭ NEW SIDEWALK
- +20.15 NEW ELEVATION
- +20.15 (E) ELEVATION
- NEW CONTOUR
- ALTERED CONTOUR

1 SITE PLAN ENLARGED
SCALE: 1/8" = 1'-0"
NORTH

NOTES:

- RV SITE SPACING LINES ARE PARALLEL TO (E) FENCE LINE
- CONTRACTOR TO CONFIRM RV SITE LAYOUTS IN FIELD WITH ARCHITECT PRIOR TO STARTING CONSTRUCTION OF SLABS AND UTILITIES.
- PROVIDE 24" x 24" x 4" CONCRETE PAD TA BAS EOP EACH ELECTRICAL PEDESTAL FOR BASE AND ALTERNATE BIDS AS SELECTED.

135 WEST CENTRAL AVENUE
COOS BAY, OREGON 97331
TEL: (541) 269-9398
www.crowclaw.com



REGISTERED ARCHITECT
JAMES B. CROW
COOS BAY, OREGON
STATE OF OREGON

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

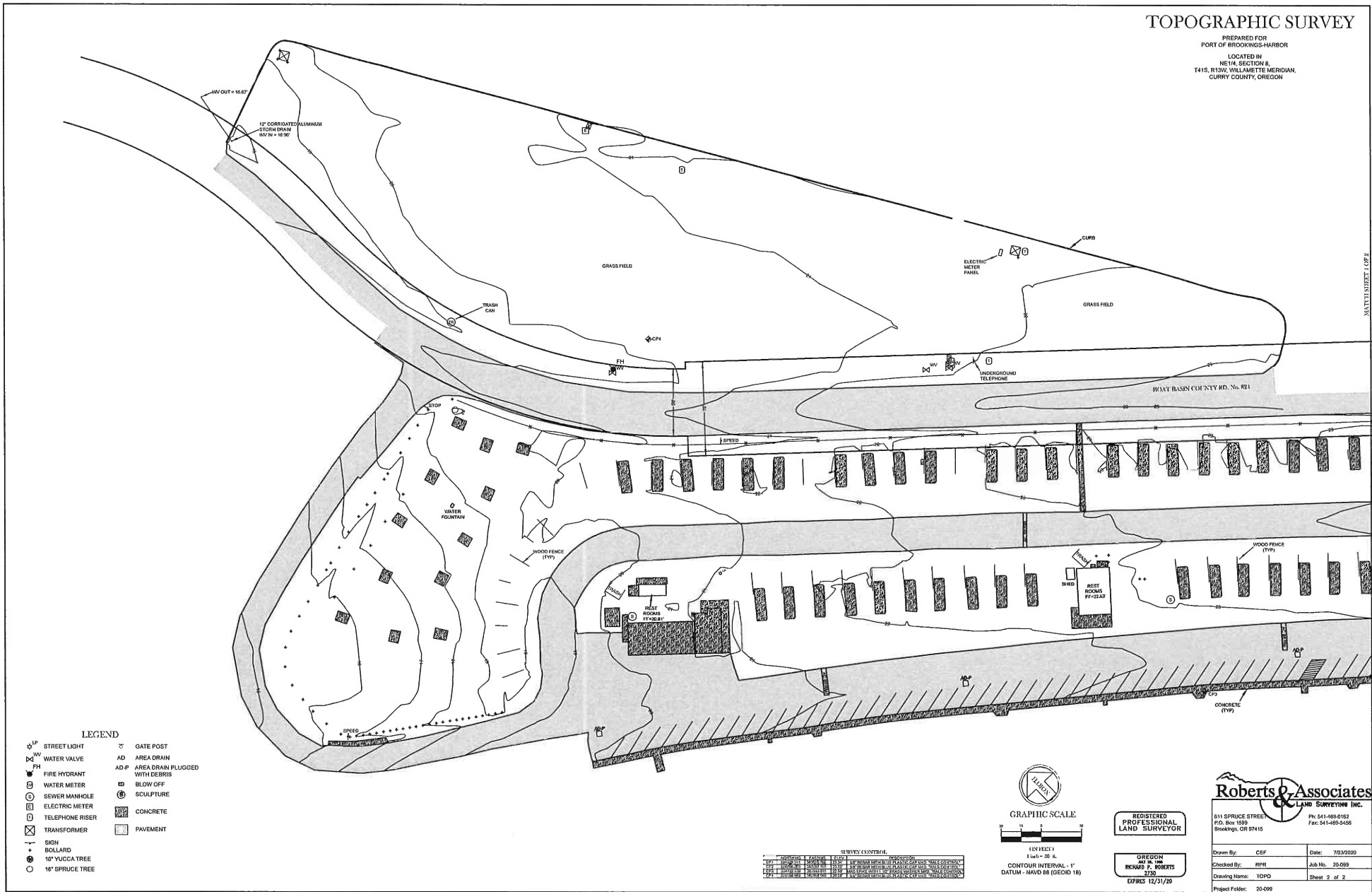
REVISIONS	DATE	BY	CHKD

DECEMBER 2020
PROJECT NO: 19005

A3

TOPOGRAPHIC SURVEY

PREPARED FOR
PORT OF BROOKINGS-HARBOR
LOCATED IN
NE1/4, SECTION 8,
T41S, R13W, WILLAMETTE MERIDIAN,
CURRY COUNTY, OREGON



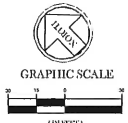
NATURALSHEET 1 OF 2

LEGEND

- | | | | |
|----|-----------------|------|--------------------------------|
| ⊕ | STREET LIGHT | ⊕ | GATE POST |
| W | WATER VALVE | AD | AREA DRAIN |
| FH | FIRE HYDRANT | AD-P | AREA DRAIN PLUGGED WITH DEBRIS |
| ⊕ | WATER METER | ⊕ | BLOW OFF |
| ⊕ | SEWER MANHOLE | ⊕ | SCULPTURE |
| ⊕ | ELECTRIC METER | ▢ | CONCRETE |
| ⊕ | TELEPHONE RISER | ▢ | PAVEMENT |
| ⊕ | TRANSFORMER | | |
| — | SIGN | | |
| + | BOLLARD | | |
| ⊕ | 10" YUCCA TREE | | |
| ⊕ | 16" SPRUCE TREE | | |

STUDY CONTROL

DATE	DESCRIPTION
12/31/20	FINAL SURVEY
12/31/20	FIELD SURVEY
12/31/20	OFFICE SURVEY
12/31/20	CONSTRUCTION



1 IN. FEET
1 IN. = 30 FT.
CONTOUR INTERVAL - 1'
DATUM - NAVD 88 (GEOID 18)

REGISTERED PROFESSIONAL LAND SURVEYOR

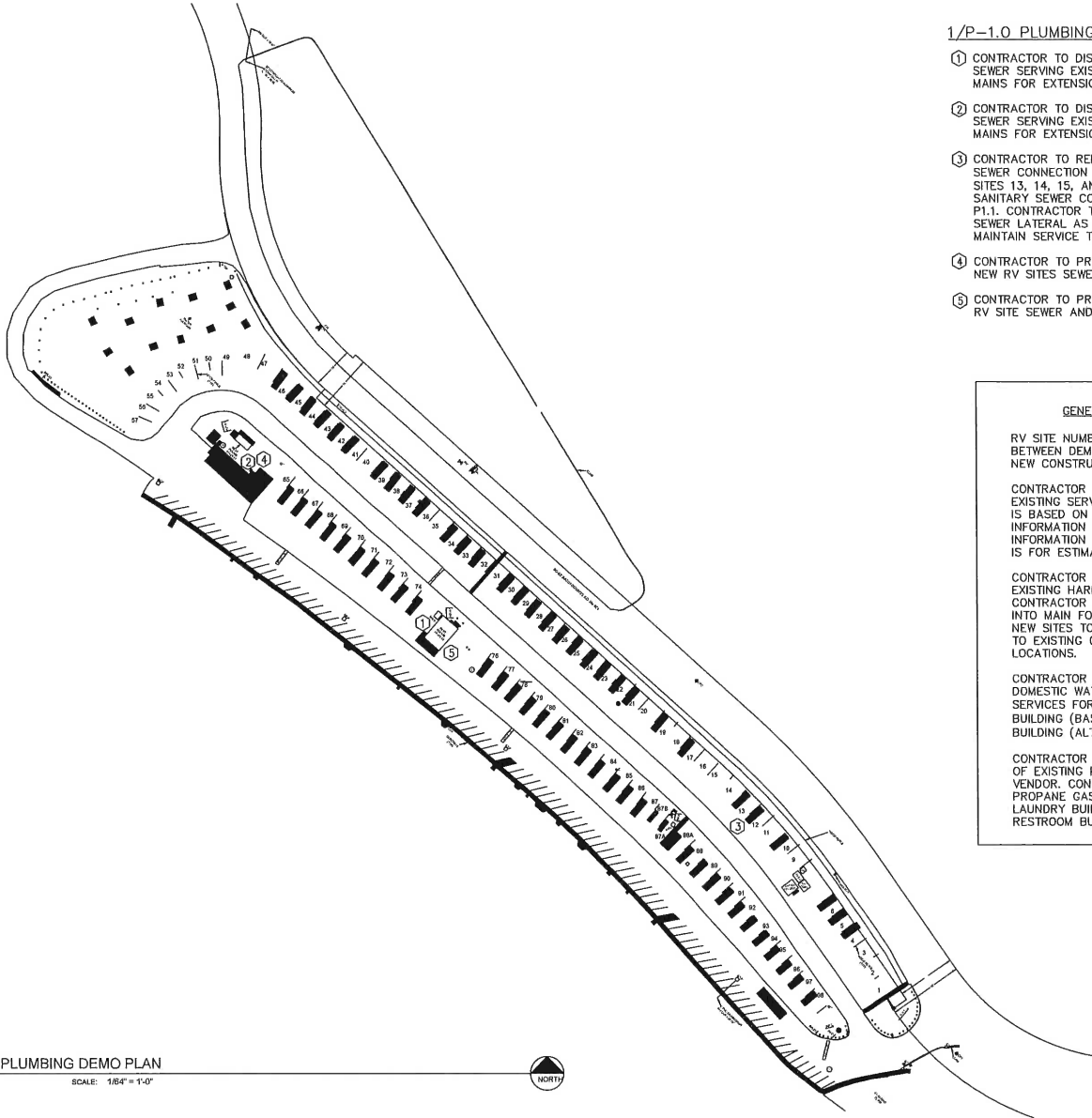
OREGON
RICHARD F. ROBERTS
2730
EXPIRES 12/31/20

Roberts & Associates
LAND SURVEYING INC.

611 SPRUCE STREET
P.O. Box 1059
Brookings, OR 97415

Ph: 541-469-0162
Fax: 541-469-5458

Drawn By: CEF	Date: 7/23/2020
Checked By: RFR	Job No. 20-029
Drawing Name: TOPD	Sheet 2 of 2
Project Folder: 20-099	



1 SITE PLUMBING DEMO PLAN
SCALE: 1/8" = 1'-0"



1/P-1.0 PLUMBING DEMO NOTES

- ① CONTRACTOR TO DISCONNECT EXISTING WATER AND SANITARY SEWER SERVING EXISTING BUILDING, PREPARE CONNECTION TO MAINS FOR EXTENSION TO RV SITES PER SHEET P1.1.
- ② CONTRACTOR TO DISCONNECT EXISTING WATER AND SANITARY SEWER SERVING EXISTING BUILDING, PREPARE CONNECTION TO MAINS FOR EXTENSION TO RV SITES AS SHOWN ON SHEET P1.1.
- ③ CONTRACTOR TO REMOVE EXISTING HOSE BIBS AND SANITARY SEWER CONNECTION BACK TO MAIN SERVING EXISTING (4) RV SITES 13, 14, 15, AND 16 BEING REMOVED. PROVIDE WATER AND SANITARY SEWER CONNECTIONS TO NEW BUILDINGS PER SHEET P1.1. CONTRACTOR TO REPLACE EXISTING SECTION OF SANITARY SEWER LATERAL AS REQUIRED TO CONNECT NEW BUILDINGS AND MAINTAIN SERVICE TO REMAINING RV SITES.
- ④ CONTRACTOR TO PREPARE OLD RESTAURANT LOCATION FOR 6 NEW RV SITES SEWER AND WATER HOOKUPS, SEE SHEET P1.1.
- ⑤ CONTRACTOR TO PREPARE OLD RESTROOM LOCATION FOR 4 NEW RV SITE SEWER AND WATER HOOKUPS, SEE SHEET P1.1.

GENERAL NOTES

RV SITE NUMBERING IS MODIFIED BETWEEN DEMOLITION DRAWINGS AND NEW CONSTRUCTION DRAWINGS.

CONTRACTOR TO SITE LOCATE ALL EXISTING SERVICES. INFORMATION SHOWN IS BASED ON SITE OBSERVATIONS AND INFORMATION PROVIDED BY OWNER. INFORMATION IS NOT GUARANTEED AND IS FOR ESTIMATING PURPOSES ONLY.

CONTRACTOR TO MINIMIZE IMPACT ON EXISTING HARBOR SANITARY SEWER MAIN. CONTRACTOR TO UTILIZE EXISTING TAPS INTO MAIN FOR NEW RV SITES. COMBINE NEW SITES TOGETHER IN COMMON DRAIN TO EXISTING CONNECTION, TYPICAL TWO LOCATIONS.

CONTRACTOR TO FIELD LOCATE EXISTING DOMESTIC WATER SUPPLY, CONNECT NEW SERVICES FOR RESTROOM/SHOWER BUILDING (BASE BID) AND LAUNDRY BUILDING (ALTERNATE #4).

CONTRACTOR TO COORDINATE REMOVAL OF EXISTING PROPANE TANK WITH VENDOR. CONTRACTOR TO REMOVE ALL PROPANE GAS PIPING SERVING EXISTING LAUNDRY BUILDING AND EXISTING RESTROOM BUILDING.

123 WEST CENTRAL AVENUE
SUITE 300
BROOKINGS, OREGON 97415
TEL: (541) 258-8388
WWW.CRAWCLAY.COM

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



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

NO.	REVISIONS	DATE

SEPT 2020
PROJECT NO: 19005

P1.0

FIXTURE SCHEDULE

DESIGNATION	FIXTURE TYPE	C.W.	H.W.	SAN/ WASTE	VENT	MANUFACTURER	MODEL	HARDWARE	NOTES
P-1	FLOOR SINK	N/A	N/A	4"	2"	JR SMITH	2005Y	8" NB GRATE WITH TRAP PRIMER	1,2
P-2	HOSE BIB	3/4"	N/A	N/A	N/A	WOODFORD	MODEL 24	R.P. BACKFLOW DEVICE ON SUPPLIES, KEYED HANDLE	
P-3	FLOOR DRAIN	N/A	N/A	2"	1-1/2"	JR SMITH	2005Y	8" NB GRATE WITH TRAP PRIMER	1
P-4	WASHING MACHINE	3/4"	3/4"	2"	1-1/2"	SPEED QUEEN	SPNDCASPI15TWD1	PROVIDE WITH WATER HAMMER ARRESTORS	
P-5	EXT. SHOWER	3/4"	N/A	N/A	N/A	MILNIGHT	WOOD-40A		
P-6	DRINKING FOUNTAIN	1/2"	N/A	2"	1-1/2"	ELKAY	WOODS		

1. PROVIDE WITH CABINET MODEL 9200REC
2. PROVIDE WITH PRECISION PLUMBING PRODUCTS PR-500 TRAP PRIMER

- GENERAL NOTES:**
- PROVIDE ANGLE STOPS OR SHUT-OFF VALVES AT ALL FIXTURES.
 - VERIFY ALL REQUIREMENTS WITH AHJ PRIOR TO ORDERING AND ROUGH IN.
 - ALL FIXTURES TO BE INSTALLED PER MANUFACTURER AS RECOMMENDED.
 - INSTALL WITH STAINLESS STEEL FLEXIBLE CONNECTIONS AT APPLIANCES.
 - PROVIDE TRAP PRIMERS FOR ALL FLOOR SINKS AND FLOOR DRAINS.
 - PROVIDE WATER HAMMER ARRESTOR ON WASHING MACHINE SUPPLIES.
 - SUBSTITUTIONS: KOHLER, AMERICAN STANDARD, TOTO OR APPROVED EQUAL.

LAUNDRY ROOM

FIXTURE	COUNT	FU/UNIT	DFU/UNIT	TOTAL FU	TOTAL DFU
WASHER	4	8	10	24	40
FLOOR DRAIN	2		2	4	4
HOSE BIB	1	2.5		2.5	
TOTALS				26.5	52

SHOWER ROOM

FIXTURE	COUNT	FU/UNIT	DFU/UNIT	TOTAL FU	TOTAL DFU
FLUSH VALVE WC	5	TABLE 6-7	4	115	20
FLUSH VALVE UR	1	TABLE 6-7	2	20	2
SHOWER	4		2	8	8
FLOOR DRAIN	8		2	16	16
DRINKING FOUNTAIN	1	.5		.5	.5
TOTALS				147.5	54.5

1/P-1.1 PLUMBING NOTES

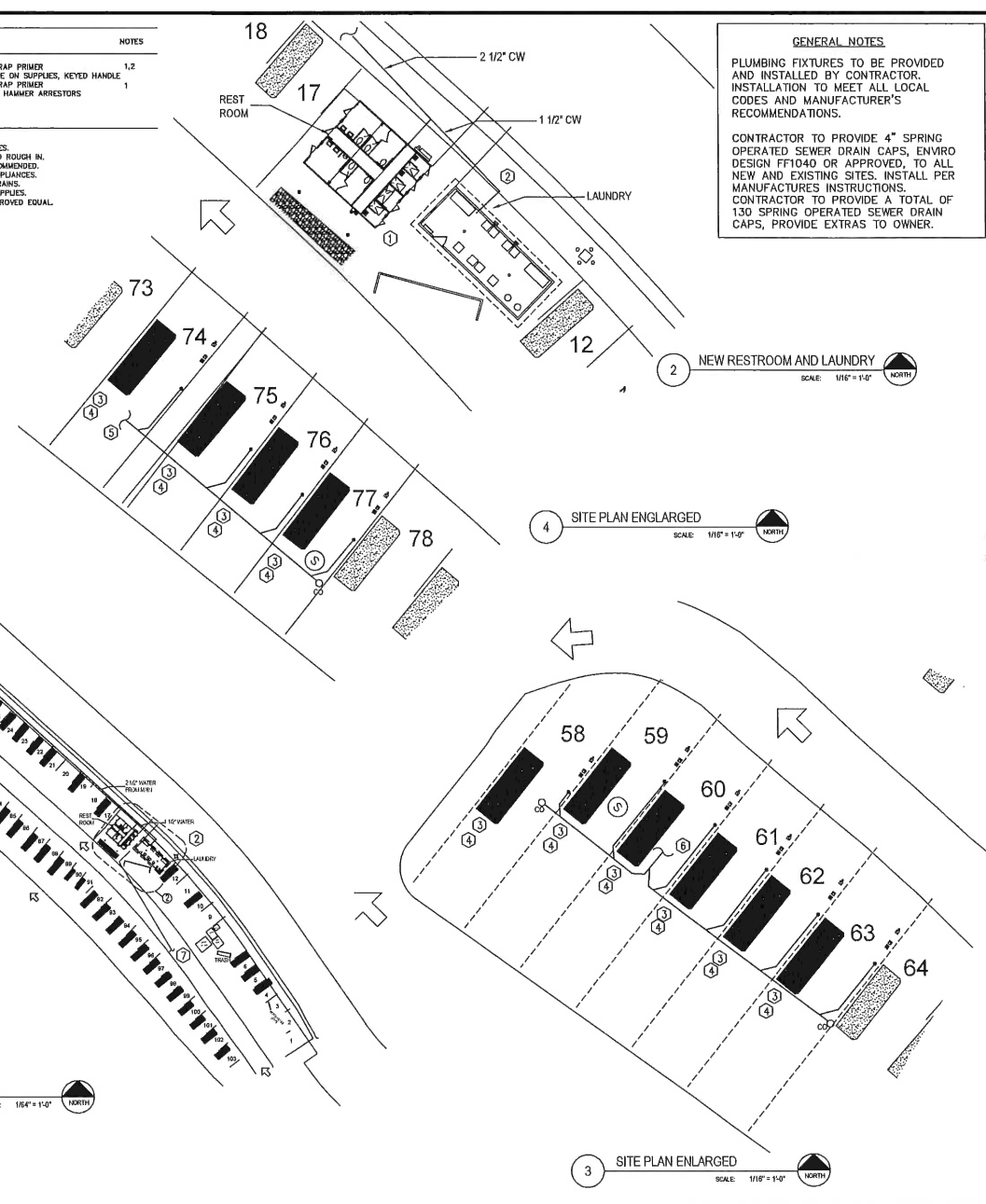
- CONTRACTOR TO CONNECT 2-1/2" WATER SUPPLY FROM MAIN LOCATED BEHIND SITE 37 AND 4" SANITARY SEWER FROM EXISTING LATERAL SERVING REMOVED RV SITES 13-16 TO NEW RESTROOM/SHOWER BUILDING. CONTRACTOR TO FIELD VERIFY LOCATION AND CONNECTION POINT.
- ALTERNATE BID #4: CONTRACTOR TO EXTEND 1-1/2" WATER SUPPLY FROM 2-1/2" WATER SUPPLY TO NEW RESTROOM/SHOWER BUILDING TO NEW LAUNDRY BUILDING. CONTRACTOR TO CONNECT 4" SANITARY SEWER TO EXISTING SANITARY SEWER LATERAL SERVING REMOVED RV SITES. CONTRACTOR TO FIELD VERIFY LOCATION AND CONNECTION POINT.
- CONTRACTOR TO PROVIDE (1) SANITARY YARD HYDRANT, WOODFORD S3, FOR EACH OF THE NEW RV SPOTS, 10 TOTAL. CONNECT TO WATER SERVICE IN DRIVEWAY, FIELD LOCATE, WITH 3/4" CW PIPE. INSTALL PER MANUFACTURER'S INSTRUCTIONS. REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS. FIELD LOCATE WATER MAIN.
- CONTRACTOR TO PROVIDE 4" SANITARY SEWER DRAIN TO EACH NEW RV SITE WITH SPRING LOADED CAP, SEE GENERAL NOTES. CONTRACTOR TO COMBINE DRAINS TO COMMON 4" SANITARY SEWER, CONNECT TO PRIVATE SANITARY SEWER LATERAL, FIELD VERIFY LOCATION.
- CONTRACTOR TO CONTINUE 4" SANITARY SEWER TO 4" PRIVATE SANITARY SEWER LATERAL. CONTRACTOR TO FIELD VERIFY LOCATION AND DEPTH OF PRIVATE SANITARY SEWER LATERAL AND CONNECTION POINT. EXISTING PRIVATE SANITARY LATERAL CONNECTION TO HARBOR SANITARY DISTRICT MAIN IS APPROXIMATELY 204' SOUTHEAST OF NORTH MANHOLE.
- CONTRACTOR TO CONTINUE 4" SANITARY SEWER TO 4" PRIVATE SANITARY SEWER LATERAL. CONTRACTOR TO FIELD VERIFY LOCATION AND DEPTH OF PRIVATE SANITARY SEWER LATERAL AND CONNECTION POINT. EXISTING PRIVATE SANITARY LATERAL CONNECTION TO HARBOR SANITARY DISTRICT MAIN IS APPROXIMATELY 29' SOUTHEAST OF NORTH MANHOLE.
- CONTRACTOR TO FIELD LOCATE EXISTING PRIVATE SANITARY SEWER LATERAL CROSSING BELOW ROAD TO CONNECT NEW RESTROOM BUILDING AND LAUNDRY BUILDING SANITARY SEWER LINES TO.

1 PLUMBING SITE PLAN
SCALE: 1/8" = 1'-0" NORTH

GENERAL NOTES

PLUMBING FIXTURES TO BE PROVIDED AND INSTALLED BY CONTRACTOR. INSTALLATION TO MEET ALL LOCAL CODES AND MANUFACTURER'S RECOMMENDATIONS.

CONTRACTOR TO PROVIDE 4" SPRING OPERATED SEWER DRAIN CAPS, ENVIRO DESIGN FF1040 OR APPROVED, TO ALL NEW AND EXISTING SITES. INSTALL PER MANUFACTURER'S INSTRUCTIONS. CONTRACTOR TO PROVIDE A TOTAL OF 130 SPRING OPERATED SEWER DRAIN CAPS, PROVIDE EXTRAS TO OWNER.



3 SITE PLAN ENLARGED
SCALE: 1/16" = 1'-0" NORTH

123 WEST CENTRAL AVENUE
GAINESVILLE, OREGON 97402
TEL: (503) 289-9888
WWW.COMBUSTION.COM

COMBUSTION & ASSOCIATES INC.
ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS

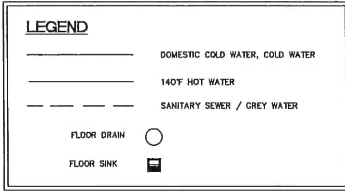


PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

NO.	DATE	REVISIONS

SEPT 2020
PROJECT NO: 19005

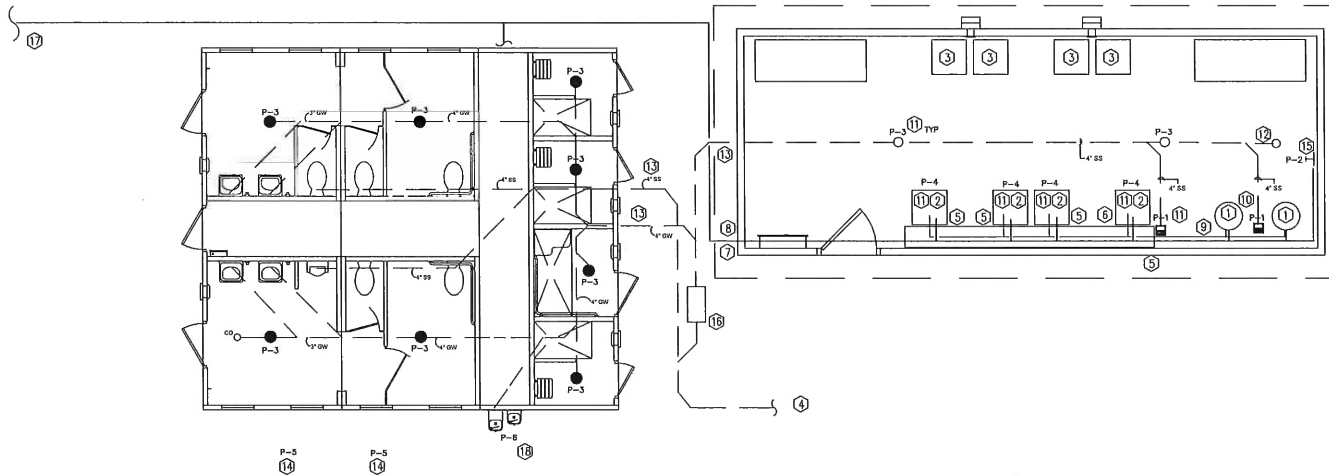
P1.1



GENERAL NOTE:
 CONTRACTOR TO FIELD LOCATE SEWER LATERAL PRIOR TO COMMENCING WORK. CONFIRM DEPTH AND LOCATION WITH ARCHITECT PRIOR TO COMMENCING WORK.

1/P-1.2 PLUMBING LAUNDRY ROOM NOTES

- ① ALTERNATE 4: CONTRACTOR TO PROVIDE (2) 50 GAL. HOT WATER HEATERS, AO SMITH DRE-52-12 GOLD SERIES 240 VOLT 1 PHASE 50 AMP. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR PRIOR TO ORDERING. PROVIDE DRAIN PAN WITH DRAIN ROUTED TO FLOOR SINK.
- ② ALTERNATE 4: CONTRACTOR TO PROVIDE COIN OPERATED WASHING MACHINE, SPEED QUEEN SFNCCASP115TW01 OR APPROVED. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR.
- ③ ALTERNATE 4: CONTRACTOR TO PROVIDE COIN OPERATED DRYER, SPEED QUEEN SDENCRGS173TW02 OR APPROVED. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR. PROVIDE 4" DRYER VENT TO STAINLESS STEEL HOODED WALL CAP, OLYMPIA CHIMNEY SUPPLY INC. DVV-4 OR APPROVED.
- ④ CONTRACTOR TO CONNECT 4" SANITARY SEWER TO EXISTING PRIVATE SANITARY SEWER LATERAL CROSSING ROAD APPROXIMATELY NEAR SITE 9B. CONTRACTOR TO FIELD VERIFY DEPTH AND LOCATION OF EXISTING LATERAL PRIOR TO ROUGH IN FOR NEW BUILDINGS AND SOLIDS TRAP. IF ALTERNATE 4 IS ACCEPTED THEN THE LAUNDRY ROOM WILL BE CONNECTED IN THE SAME MANNER.
- ⑤ ALTERNATE 4: CONTRACTOR TO PROVIDE (1) WATER HAMMER ARRESTOR, WATTS LF15M2 OR APPROVED, FOR EACH 3/4" CW AND 3/4" HW PIPE FEEDING WASHING MACHINES.
- ⑥ ALTERNATE 4: CONTRACTOR TO PROVIDE LINT TRAP TROUGH DRAIN, 18" WIDE 12" TALL 18" LONG H-M COMPANY OR APPROVED. PLUMB WASHING MACHINE DRAINS INTO TOP OF LINT TROUGH PER MANUFACTURE, ELBOW TROUGH DRAIN INTO FLOOR SINK. FIELD VERIFY DIMENSIONS PRIOR TO ORDERING. VERIFY WITH MANUFACTURE INSTALLATION REQUIREMENTS.
- ⑦ ALTERNATE 4: CONTRACTOR TO SUPPLY BUILDING WITH 1-1/2" WATER MAIN, 3/4" CW DROPS TO EACH WASHER. PROVIDE ISOLATION VALVE IN ACCESSIBLE LOCATION AS THE MAIN WATER SUPPLY ENTERS THE BUILDING.
- ⑧ ALTERNATE 4: CONTRACTOR TO PROVIDE REDUCE BACK FLOW PREVENTION DEVICE FOR 1-1/2" WATER SUPPLY.
- ⑨ ALTERNATE 4: CONTRACTOR TO CONNECT HOT WATER HEATERS TO WASHING MACHINE USING 1-1/2" MAIN PIPE AND 3/4" DROPS.
- ⑩ ALTERNATE 4: CONTRACTOR TO COMBINE FLOOR VENTS INTO COMMON 4" VENT FOR SANITARY SEWER, ROUTE OUT THROUGH ROOF.
- ⑪ ALTERNATE 4: CONTRACTOR TO PROVIDE EACH FLOOR DRAIN AND FLOOR SINK WITH A TRAP PRIMER.
- ⑫ ALTERNATE 4: CONTRACTOR TO PROVIDE SANITARY SEWER END OF LINE CLEAN OUT.
- ⑬ CONTRACTOR TO PROVIDE A TWO WAY CLEAN OUT ON SANITARY SEWER OUTSIDE OF BUILDING.
- ⑭ CONTRACTOR TO PROVIDE WILLOUGHBY WODS-ADA SERIES STAINLESS STEEL OUTDOOR FOOT SHOWER OR APPROVED. EXTEND 3/4" COLD WATER SUPPLY FROM RESTROOM/SHOWER BUILDING. NOTE: FOOT WASH DOES NOT CONNECT TO SANITARY SEWER.
- ⑮ ALTERNATE 4: CONTRACTOR TO PROVIDE HOSE BIB, WOODFORD MODEL 19 OR APPROVED. SUPPLY WITH 3/4" CW.
- ⑯ CONTRACTOR TO PROVIDE ZURN Z1187 SOLIDS TRAP SIZE 300 OR APPROVED IN GRAY WATER FROM RESTROOM/SHOWER BUILDING (CONTRACTOR TO DRAIN ALL FLOOR DRAINS AND SHOWERS THROUGH GRAY WATER DRAIN TO SOLIDS TRAP PRIOR TO CONNECTION TO SANITARY SEWER. ALTERNATE #4: CONNECT LAUNDRY BUILDING SANITARY SEWER UPSTREAM OF SOLIDS TRAP. CONTRACTOR TO CONNECT 4" DRAIN FROM SOLIDS TRAP TO 4" SANITARY SEWER CONNECTION TO REMOVED RV SITE.
- ⑰ CONTRACTOR TO ROUTE 2-1/2" COLD WATER SUPPLY FROM MAIN SERVICE LOCATED NEAR SITE 37 TO NEW RESTROOM/SHOWER BUILDING. VERIFY LOCATION OF CONNECTION TO BUILDING WITH BUILDING SUPPLIER. PROVIDE ISOLATION VALVE AT BUILDING CONNECTION IN ACCESSIBLE LOCATION AND AT MAIN SERVICE. STUB 1-1/2" COLD WATER TO LAUNDRY BUILDING WITH ISOLATION VALVE IN YARD BOX. CONTINUE TO BUILDING UNDER ALTERNATE #4.
- ⑱ PROVIDE 1/2" COLD WATER TO DRINKING FOUNTAIN WITH ISOLATION VALVE ON INSIDE OF BUILDING LABELED "DRINKING FOUNTAIN". PROVIDE 2" GREY WATER DRAIN TO 4" GREY WATER DRAIN. EXTEND 1-1/2" VENT UP THROUGH ROOF.



1 ENLARGED PLUMBING SHOWER AND LAUNDRY ROOM PLAN
 SCALE: 1/2" = 1'-0"

123 WEST CENTRAL AVENUE
 COOS BAY, OREGON 97420
 TEL: (541) 265-5388
 www.crowclaw.com

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

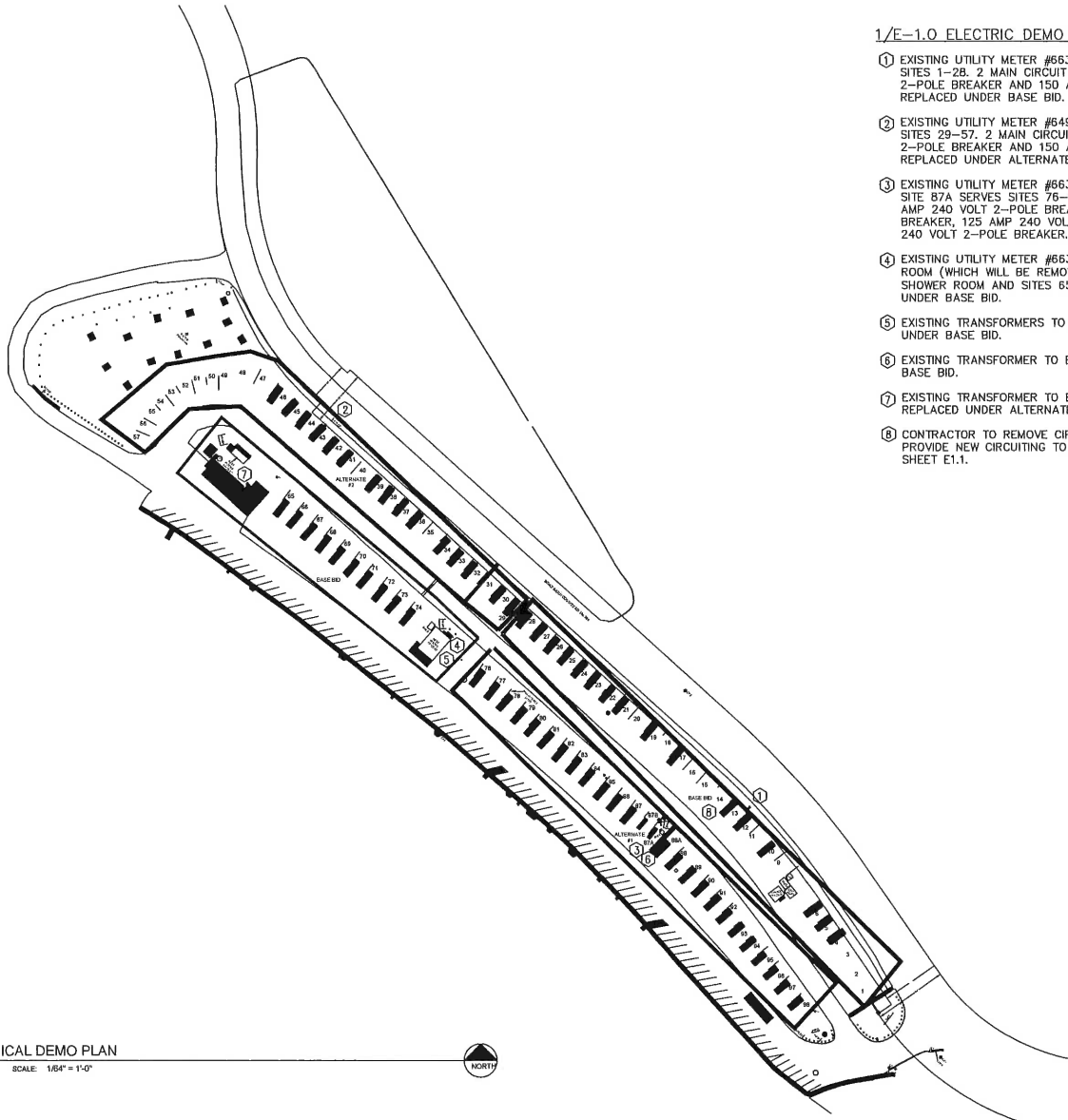


PORT OF BROOKINGS HARBOR
 RV PARK -
 BOAT BASIN ROAD
 BROOKINGS, OREGON 97415

NO.	REVISIONS	DATE

SEPT 2020
 PROJECT NO: 19005

P1.2



1 SITE ELECTRICAL DEMO PLAN
SCALE: 1/8" = 1'-0"

1/E-1.0 ELECTRIC DEMO NOTES

- ① EXISTING UTILITY METER #66347 LOCATED IN SITE 13 SERVES SITES 1-28. 2 MAIN CIRCUIT BREAKER: 125 AMP 240 VOLT 2-POLE BREAKER AND 150 AMP 240 VOLT 2-POLE BREAKER. REPLACED UNDER BASE BID.
- ② EXISTING UTILITY METER #64941 LOCATED IN SITE 43 SERVES SITES 29-57. 2 MAIN CIRCUIT BREAKER: 125 AMP 240 VOLT 2-POLE BREAKER AND 150 AMP 240 VOLT 2-POLE BREAKER. REPLACED UNDER ALTERNATE 2.
- ③ EXISTING UTILITY METER #66348 LOCATED IN SMALL SHED AT SITE 87A SERVES SITES 76-98. 4 MAIN CIRCUIT BREAKER: 125 AMP 240 VOLT 2-POLE BREAKER, 125 AMP 240 VOLT 2-POLE BREAKER, 125 AMP 240 VOLT 2-POLE BREAKER, AND 40 AMP 240 VOLT 2-POLE BREAKER. REPLACED UNDER BASE BID.
- ④ EXISTING UTILITY METER #66346 LOCATED IN EXISTING SHOWER ROOM (WHICH WILL BE REMOVED DURING RENOVATIONS) SERVES SHOWER ROOM AND SITES 65-74. REPLACED IN NEW LOCATION UNDER BASE BID.
- ⑤ EXISTING TRANSFORMERS TO BE REPLACED AND RELOCATED UNDER BASE BID.
- ⑥ EXISTING TRANSFORMER TO BE RELOCATED AND REPLACED UNDER BASE BID.
- ⑦ EXISTING TRANSFORMER TO BE RELOCATED UNDER BASE BID. REPLACED UNDER ALTERNATE BID #2.
- ⑧ CONTRACTOR TO REMOVE CIRCUITING SERVING RV SITES 13-16. PROVIDE NEW CIRCUITING TO RV SITES 1-12 AND 14-28 PER SHEET E1.1.

GENERAL NOTES

RV SITE NUMBERING IS MODIFIED BETWEEN DEMOLITION DRAWINGS AND NEW CONSTRUCTION DRAWINGS.

CONTRACTOR TO FIELD LOCATE ALL EXISTING SERVICES. INFORMATION SHOWN IS BASED ON SITE OBSERVATIONS AND INFORMATION PROVIDED BY OWNER. INFORMATION IS NOT GUARANTEED AND IS FOR ESTIMATING PURPOSES ONLY.

CONTRACTOR TO RELOCATE EXISTING TRANSFORMERS AS DESCRIBED ON SHEET E1.1. CONTRACTOR RESPONSIBLE FOR FIELD LOCATING EXISTING CONDUIT SERVING TRANSFORMERS AND RELOCATING TO NEW TRANSFORMER LOCATIONS. CONTRACTOR TO COORDINATE ALL WORK WITH COOS CURRY ELECTRIC PRIOR TO PERFORMING ANY WORK. CONTRACTOR TO PROVIDE VAULTS/PADS PER COOS CURRY ELECTRIC REQUIREMENTS.

CONTRACTOR TO REPLACE SERVICES AS DESCRIBED ON SHEET E1.1. ALL NEW SERVICES TO BE STAINLESS STEEL CABINETS DESIGNED FOR COASTAL ENVIRONMENT MOUNTED ON STAINLESS STEEL STRUT AND BACKBOARD SYSTEM. CONTRACTOR RESPONSIBLE FOR COORDINATION WITH COOS CURRY ELECTRIC FOR CONNECTION TO NEW TRANSFORMER.

CONTRACTOR TO UPDATE ALL PANEL SCHEDULES AT END OF CONSTRUCTION WITH NEW SITE NUMBERS.

CONTRACTOR TO COORDINATE RELOCATION OF WIFI REPEATER IN EXISTING RESTROOM BUILDING TO NEW LOCATION AT SITE 37. PROVIDE RECEPTACLE FOR LOW VOLTAGE TRANSFORMER AND WEATHER PROOF ENCLOSURE.

CONTRACTOR TO PROVIDE ADDITIONAL SPLITTERS TO EXTEND CABLE TELEVISION TO NEW SITES. RELOCATE TERMINATION TO NEW PEDESTALS.

135 WEST CENTRAL AVENUE
SUITE 400
SEASIDE, OREGON 97138
TEL: (503) 329-8388
www.crowdy.com

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



EXPIRES 12/31/2021

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

REVISIONS	DATE	BY	CHKD

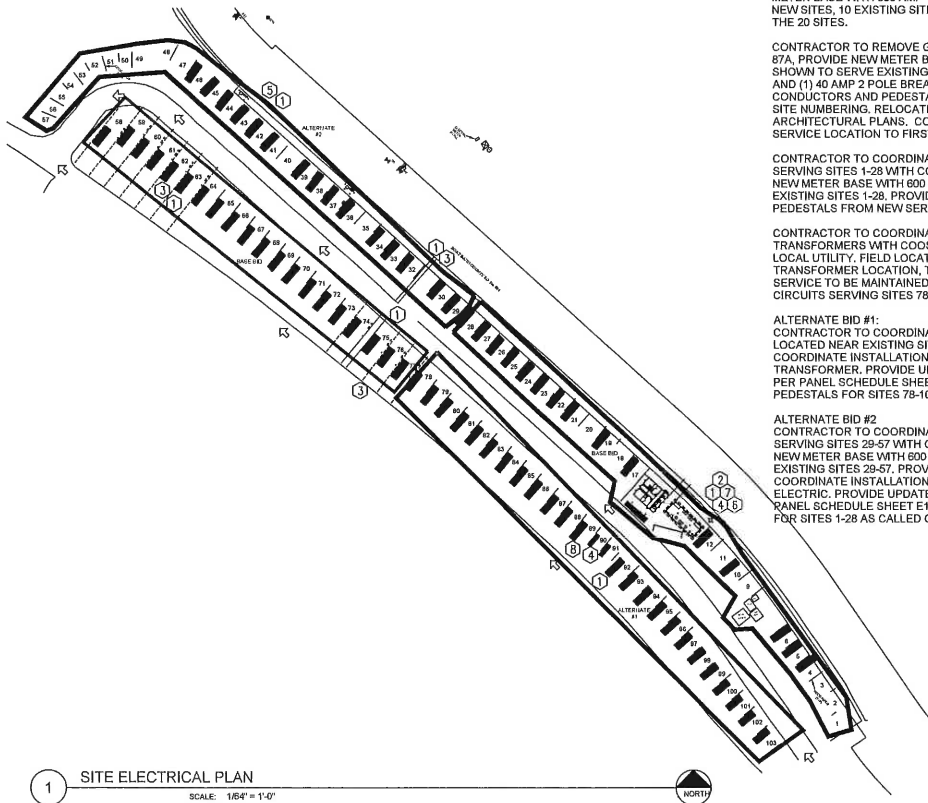
SEPT 2020
PROJECT NO: 19005

E1.0

55

1/E-1.1 ELECTRICAL NOTES

- ① CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR PLACEMENT OF NEW TRANSFORMERS. CONTRACTOR TO FIELD LOCATE EXISTING 4" (FIELD VERIFY) CONDUIT SERVING EXISTING TRANSFORMERS, REROUTE CONDUIT TO NEW TRANSFORMER LOCATIONS, SEE ARCHITECTURAL PLANS FOR NEW LOCATIONS.
- ② CONTRACTOR TO PROVIDE NEW 400 AMP SERVICE TO NEW LAUNDRY BUILDING UNDER ALTERNATE #4, PROVIDE NEW PANEL PER SCHEDULE.
- ③ CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR REPLACEMENT OF EXISTING TRANSFORMER WITH NEW 167 KVA TRANSFORMER. CONTRACTOR TO PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO SERVE 10 NEW SITES AND 10 EXISTING SITES 56-77, PROVIDE NEW 50 AMP PEDESTAL, HYPower POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, POWERSNAP PANEL WITH BREAKERS, 50 AMP, 30 AMP AND 20 AMP GFCI RECEPTACLES, CAP WITH LIGHT. PROVIDE 24"x24"x4" CONCRETE PAD FOR MOUNTING, ROUTE CABLE FOR TELEVISION THROUGH PEDESTAL.
- ④ REFER TO ARCHITECTURAL PLANS FOR LOCATION OF TRANSFORMER AND SERVICE GEAR. CONTRACTOR TO REMOVE EXISTING SERVICE GEAR IN ELECTRICAL SHED, PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO SERVE EXISTING SITES 78-103. CONTRACTOR TO PROVIDE (3) 125 AMP 2 POLE BREAKERS AND (1) 40 AMP 2 POLE BREAKER, MAINTAIN CONDUIT AND CONDUCTORS TO EXISTING SITES, LABEL PANEL WITH NEW SITE NUMBERS.
- ⑤ ALTERNATE #2: CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR REPLACEMENT OF EXISTING TRANSFORMER WITH NEW TRANSFORMER. PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO EXISTING SITES 29-57 AND PROVIDE NEW 50 AMP SERVICES TO EXISTING SITES 1-28. PROVIDE NEW 50 AMP PEDESTAL FOR SITES 1-48, HYPower POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, POWERSNAP PANEL WITH BREAKERS, 50 AMP, 30 AMP AND 20 AMP GFCI RECEPTACLES, CAP WITH LIGHT. PROVIDE 24"x24"x4" CONCRETE PAD FOR MOUNTING, ROUTE CABLE TELEVISION THROUGH PEDESTAL. MAINTAIN EXISTING CIRCUIT TO SITES 49-57, PROVIDE NEW BREAKER IN NEW SERVICE PANEL.
- ⑥ CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR REPLACEMENT OF EXISTING TRANSFORMER WITH NEW 167 KVA TRANSFORMER. CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC TO PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO 25 EXISTING SITES 1-28. PROVIDE 125 AMP AND 150 AMP BREAKERS TO MAINTAIN EXISTING 30 AMP SERVICES TO SITES 1-12 AND 17-28. CONTRACTOR RESPONSIBLE FOR PROVIDING NEW CONDUCTORS FROM NEW GEAR TO EXISTING PEDESTALS AT SITES 17 AND 12. FIELD VERIFY CIRCUITING PRIOR TO ROUGH IN. CONTRACTOR TO PROVIDE 200 AMP 120/240 VOLT SINGLE PHASE CIRCUIT FROM SERVICE TO NEW SHOWER BUILDING. (3) 250 MCM (1) #2 ALUMINUM IN 3" CONDUIT. VERIFY CIRCUIT SIZE AND LOCATION OF PANEL IN SHOWER BUILDING WITH BUILDING MANUFACTURER PRIOR TO ROUGH IN.
- ⑦ ALTERNATE #4: CONTRACTOR TO PROVIDE NEW 400 AMP 240/120 VOLT SERVICE TO LAUNDRY BUILDING PER E1.2. CONTRACTOR TO PROVIDE 200 AMP 240/120 VOLT SINGLE PHASE CIRCUIT FROM LAUNDRY BUILDING TO NEW SHOWER BUILDING. (3) 250MCM (1) #2 ALUMINUM IN 3" CONDUIT. VERIFY CIRCUIT SIZE AND LOCATION OF PANEL IN SHOWER BUILDING WITH BUILDING MANUFACTURER PRIOR TO ROUGH IN. SEE 1/E1.2.
- ⑧ ALTERNATE #1: PROVIDE NEW 50 AMP SERVICES TO 26 EXISTING SITES 78-103. PROVIDE NEW 50 AMP PEDESTAL, HYPower POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, POWERSNAP PANEL WITH BREAKERS, 50 AMP, 30 AMP AND 20 AMP GFCI RECEPTACLES, CAP WITH LIGHT. PROVIDE 24"x24"x4" CONCRETE PAD FOR MOUNTING. CONTRACTOR TO MAINTAIN CIRCUITS SERVING OTHER SERVICES. ROUTE CABLE TELEVISION THROUGH PEDESTAL. COORDINATE WITH COOS CURRY ELECTRIC FOR NEW 167 KVA TRANSFORMER.



1 SITE ELECTRICAL PLAN
SCALE: 1/8" = 1'-0"

GENERAL NOTES

- UNLESS OTHERWISE NOTED 120 VOLT 20 AMP BRANCH CIRCUITS SHALL BE (2) #12 THHN, (1) #12 GRND. 1/2" CONDUIT OR IN MC CABLE.
- CONTRACTOR TO VERIFY LOCATIONS OF EQUIPMENT AND DEVICES WITH ARCHITECTURAL DRAWINGS PRIOR TO ROUGH IN.
- CONTRACTOR TO FIELD VERIFY CIRCUITS PRIOR TO DEMOLITION.
- CONTRACTOR TO PROVIDE PERMANENT, TYPE WRITTEN PANEL SCHEDULES.
- CONTRACTOR TO COORDINATE INSTALLATION OF NEW ELECTRICAL COMPONENTS AND DEVICES WITH GENERAL CONTRACTOR. ALL NEW CONDUIT, BOXES AND COMPONENTS TO BE CONCEALED IN WALLS WHERE POSSIBLE. ALL EXPOSED EQUIPMENT AND WIRING TO BE STRAIGHT AND TRUE TO THE STRUCTURE AND INSTALLED IN RIGID CONDUIT.
- CONTRACTOR TO COORDINATE ELECTRICAL REQUIREMENTS WITH PLUMBING CONTRACTOR.
- CONTRACTOR TO FIELD LOCATE CIRCUITS TO EXISTING POLE LIGHTS, CONTRACTOR TO MAINTAIN POWER TO EXISTING POLE LIGHTS THROUGH EXISTING OR REPLACED PANELS.
- CONTRACTOR TO PROVIDE A STAINLESS STEEL STRUT AND BACKBOARD SYSTEM WITH POST EMBEDDED IN CONCRETE TO SUPPORT PANELS, METER BASES, AND OTHER ELECTRICAL COMPONENTS. CONTRACTOR TO KEEP EQUIPMENT ABOVE FLOOD ELEVATION AND WITHIN NEC, STATE AND COOS CURRY ELECTRICAL REQUIREMENTS.

BASE BID:
CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC TO REMOVE EXISTING TRANSFORMERS NEXT TO EXISTING SHOWER BUILDING, SEE SHEET E1.0. REMOVE EXISTING ELECTRICAL FROM EXISTING SHOWER BUILDING AND ELECTRICAL SERVING EXISTING SITES 84-74. COORDINATE INSTALLATION OF NEW 167KVA TRANSFORMER, WITH COOS CURRY ELECTRIC ACROSS THE ROAD BETWEEN SITES 30-32, SEE ARCHITECTURAL PLANS FOR LOCATION. CONTRACTOR TO FIELD LOCATE EXISTING 4" CONDUIT (FIELD VERIFY), ROUTE TO NEW TRANSFORMER LOCATION. CONTRACTOR TO PROVIDE NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE 10 NEW SITES, 10 EXISTING SITES. PROVIDE NEW 50 AMP PEDESTALS AS CALLED OUT FOR THE 20 SITES.

CONTRACTOR TO REMOVE GEAR FROM EXISTING ELECTRICAL SHED NEAR EXISTING SITE 87A, PROVIDE NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE EXISTING SITES 78-103. PROVIDE (3) NEW 125 AMP 2 POLE BREAKERS AND (1) 40 AMP 2 POLE BREAKER TO REPLACE EXISTING. MAINTAIN EXISTING CONDUIT, CONDUCTORS AND PEDESTALS AT EXISTING SITES. PROVIDE PANEL SCHEDULE WITH NEW SITE NUMBERING. RELOCATE TRANSFORMER AND GEAR TO NEW LOCATION PER ARCHITECTURAL PLANS. CONTRACTOR RESPONSIBLE FOR CONDUCTORS FROM NEW SERVICE LOCATION TO FIRST PEDESTAL ON CIRCUIT.

CONTRACTOR TO COORDINATE THE REMOVAL OF THE EXISTING 200 AMP SERVICE SERVING SITES 1-28 WITH COOS CURRY ELECTRIC. COORDINATE THE INSTALLATION OF A NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE EXISTING SITES 1-28. PROVIDE 125 AMP AND 150 AMP BREAKERS TO CIRCUIT EXISTING 30 AMP PEDESTALS FROM NEW SERVICE FOR SITES 1-28.

CONTRACTOR TO COORDINATE RELOCATION/REPLACEMENT OF EXISTING TRANSFORMERS WITH COOS CURRY ELECTRIC. PROVIDE VAULT/PAD AS REQUIRED BY LOCAL UTILITY. FIELD LOCATE EXISTING 4" CONDUIT AND REROUTE TO NEW TRANSFORMER LOCATION, TYPICAL OF (4). CONTRACTOR RESPONSIBLE FOR 200 AMP SERVICE TO BE MAINTAINED TO SITES 29-57 UNDER BASE BID, AND EXTENSION OF CIRCUITS SERVING SITES 78-103.

ALTERNATE BID #1:
CONTRACTOR TO COORDINATE THE REPLACEMENT OF THE EXISTING TRANSFORMER LOCATED NEAR EXISTING SITE 87A, SEE SHEET E1.0, WITH COOS CURRY ELECTRIC. COORDINATE INSTALLATION OF NEW 167 KVA 120/240 VOLT SINGLE PHASE TRANSFORMER. PROVIDE UPDATED CIRCUITS IN NEW PANEL PROVIDED UNDER BASE BID PER PANEL SCHEDULE SHEET E1.2 TO SERVE SITES 78-103. PROVIDE NEW 50 AMP PEDESTALS FOR SITES 78-103 AS CALLED OUT.

ALTERNATE BID #2
CONTRACTOR TO COORDINATE THE REMOVAL OF THE EXISTING 200 AMP SERVICE SERVING SITES 29-57 WITH COOS CURRY ELECTRIC. COORDINATE THE INSTALLATION OF A NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE EXISTING SITES 29-57. PROVIDE NEW 50 AMP PEDESTALS FOR SITES 29-48 AS CALLED OUT. COORDINATE INSTALLATION OF NEW 167KVA TRANSFORMER, WITH COOS CURRY ELECTRIC. PROVIDE UPDATED CIRCUITS IN NEW PANEL PROVIDED UNDER BASE BID PER PANEL SCHEDULE SHEET E1.2 TO SERVE SITES 1-28. PROVIDE NEW 50 AMP PEDESTALS FOR SITES 1-28 AS CALLED OUT.

123 WEST CENTRAL AVENUE
COOS BAY, OREGON 97330
TEL: (541) 266-8388
WWW.COOSWEB.COM

CRW/CRW & ASSOCIATES INC.
ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS



REGISTERED PROFESSIONAL ENGINEER
JEFFERY R. SMITH
81438
STATE OF OREGON
EXPIRES: 02/28/2020

EXPIRES: 02/28/2020

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

NO.	REVISIONS	DATE

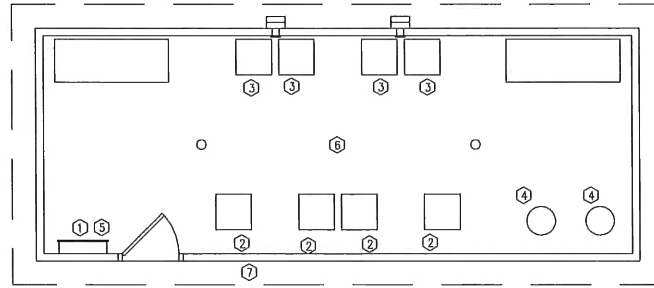
SEPT 2020
PROJECT NO: 19005

E1.1

56

ALTERNATE BID #4

Panel Name: L-1		Panel Amperage: 400		
Voltage & Phase: 120/240-1Ø		Panel A.I.C. Rating: 65kAIC		
Mounting: SURFACE		Other: MCB /		
Description	Bk	Phase	Bk	Description
WASHER	201	A	2	201/2 SHOWER BUILDING
WASHER	201	3	B	4
WASHER	201	5	A	6
WASHER	201	7	B	8
LAUNDRY BUILDING LIGHTS	201	9	A	10
LAUNDRY HOT WATER HEATER	202	11	B	12
LAUNDRY HOT WATER HEATER	13	A	14	30/2 DRYER
LAUNDRY HOT WATER HEATER	202	15	B	16
LAUNDRY HOT WATER HEATER	17	A	18	30/2 DRYER
LAUNDRY HOT WATER HEATER	201	19	B	20
LAUNDRY HOT WATER HEATER	201	21	A	22
LAUNDRY HOT WATER HEATER	23	B	24	
LAUNDRY HOT WATER HEATER	25	A	26	
LAUNDRY HOT WATER HEATER	27	B	28	
LAUNDRY HOT WATER HEATER	29	A	30	
LAUNDRY HOT WATER HEATER	31	B	32	
LAUNDRY HOT WATER HEATER	33	A	34	
LAUNDRY HOT WATER HEATER	35	B	36	
LAUNDRY HOT WATER HEATER	37	A	38	
LAUNDRY HOT WATER HEATER	39	B	40	
LAUNDRY HOT WATER HEATER	41	A	42	



1 ALT. BID #4 LAUNDRY ROOM ELECTRICAL PLAN
SCALE: 1/4" = 1'-0"

NOTE: CONTRACTOR TO VERIFY AVAILABLE FAULT CURRENT AT TRANSFORMER WITH COOS CURRY ELECTRIC PRIOR TO ORDERING EQUIPMENT.

ALL SERVICE EQUIPMENT TO BE GROUNDED PER NEC 250 WITH GROUND RODS.

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	1000	500	0	1500	1.25	1875
M = Motors	0	0	0	0	1.00	0
O = Other Load	40800	40800	0	81600	1.00	81600
R = Receptacles	0	0	0	0	1.00	0
Load Totals	41800	41300	0	83100	1.00	83475
Total VA Loads	42550	41425	0			
Load Balance	100.7%	95.3%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						83475
Amperage This Panel Per Largest Phase VA						350.4

BASE BID

Panel Name: S (NW)		Panel Amperage: 600		
Voltage & Phase: 120/240-1Ø		Panel A.I.C. Rating: 65kAIC		
Mounting: SURFACE		Other: MCB /		
Description	Bk	Phase	Bk	Description
SITES 58-64	250/2	1	A	2
SITES 58-64	250/2	3	B	4
SITES 65-70	250/2	5	A	6
SITES 65-70	250/2	7	B	8
SITES 65-70	9	A	10	
SITES 65-70	11	B	12	

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	10000	10000	0	20000	0.45	9000
M = Motors	0	0	0	0	1.00	0
O = Other Load	130000	130000	0	260000	0.45	117000
R = Receptacles	130000	130000	0	260000	0.45	117000
Load Totals	140000	140000	0	280000	0.45	126000
Total VA Loads	140000	140000	0			126000
Load Balance	89.0%	89.0%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						126000
Amperage This Panel Per Largest Phase VA						576.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS IN 4" CONDUIT.

Panel Name: S (SW)		Panel Amperage: 600		
Voltage & Phase: 120/240-1Ø		Panel A.I.C. Rating: 65kAIC		
Mounting: SURFACE		Other: MCB /		
Description	Bk	Phase	Bk	Description
SITES 78-83	250/2	1	A	2
SITES 78-83	250/2	3	B	4
SITES 84-89	250/2	5	A	6
SITES 84-89	250/2	7	B	8
SITES 84-89	9	A	10	
SITES 84-89	11	B	12	

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	0	0	0	0	1.25	0
M = Motors	0	0	0	0	1.00	0
O = Other Load	0	0	0	0	1.00	0
R = Receptacles	166000	130000	0	296000	0.42	125320
Load Totals	166000	130000	0	296000	0.42	125320
Total VA Loads	166000	130000	0			125320
Load Balance	67.2%	54.6%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						125320
Amperage This Panel Per Largest Phase VA						581.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS IN 4" CONDUIT.

METER BASES AND PANEL BOARDS:

PANEL BOARDS TO BE EATON OR APPROVED, TYPE 4X ENCLOSURE, 304 STAINLESS STEEL: WPRL42473-XN, SERVICE ENTRANCE PANEL, SURFACE MOUNTED. 250 AMP BREAKERS NEED TO SUPPORT 350 KCMIL AL.

METER BASES TO BE EATON OR APPROVED, CT RATED WITH TEST SWITCH BYPASS PROVISION, STAINLESS STEEL ENCLOSURE, SURFACE MOUNT, MEETING COOS CURRY ELECTRIC REQUIREMENTS.

Panel Name: S (SE)		Panel Amperage: 600		
Voltage & Phase: 120/240-1Ø		Panel A.I.C. Rating: 65kAIC		
Mounting: SURFACE		Other: MCB /		
Description	Bk	Phase	Bk	Description
SITES 22-28	250/2	1	A	2
SITES 22-28	250/2	3	B	4
SITES 18-21	250/2	5	A	6
SITES 18-21	250/2	7	B	8
SITES 18-21	9	A	10	RESTROOM/SHOWER BUILDING
SITES 18-21	11	B	12	

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	0	0	0	0	1.25	0
M = Motors	0	0	0	0	1.00	0
O = Other Load	0	0	0	0	1.00	0
R = Receptacles	164000	164000	0	328000	0.42	137680
Load Totals	164000	164000	0	328000	0.42	137680
Total VA Loads	164000	164000	0			137680
Load Balance	81.5%	81.5%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						137680
Amperage This Panel Per Largest Phase VA						574.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS IN 4" CONDUIT.

Panel Name: S (NE)		Panel Amperage: 600		
Voltage & Phase: 120/240-1Ø		Panel A.I.C. Rating: 65kAIC		
Mounting: SURFACE		Other: MCB /		
Description	Bk	Phase	Bk	Description
SITES 67-69	150/2	1	A	2
SITES 67-69	150/2	3	B	4
SITES 43-48	250/2	5	A	6
SITES 43-48	250/2	7	B	8
SITES 43-48	9	A	10	
SITES 43-48	11	B	12	

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	0	0	0	0	1.25	0
M = Motors	0	0	0	0	1.00	0
O = Other Load	0	0	0	0	1.00	0
R = Receptacles	164000	164000	0	328000	0.42	137680
Load Totals	164000	164000	0	328000	0.42	137680
Total VA Loads	164000	164000	0			137680
Load Balance	81.5%	81.5%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						137680
Amperage This Panel Per Largest Phase VA						574.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS IN 4" CONDUIT.

1/E-1.2 ALTERNATE BID #4 LAUNDRY BUILDING ELECTRICAL NOTES

- CONTRACTOR TO PROVIDE NEW 120/240 VOLT SINGLE PHASE 400 AMP SERVICE TO LAUNDRY BUILDING, COORDINATE WITH COOS CURRY ELECTRIC.
- PROVIDE DEDICATED 120 VOLT 20 AMP RECEPTACLE FOR WASHER, CIRCUIT PER PANEL SCHEDULE THIS SHEET.
- PROVIDE 240 VOLT 30 AMP CIRCUIT TO DRYER, CIRCUIT THROUGH PANEL L-1, REFER TO PANEL SCHEDULE THIS SHEET. (3) #10 THHN CU (1) #10 CU GROUND IN 3/4" CONDUIT. PROVIDE RECEPTACLE TO MATCH DRYER, COORDINATE WITH MECHANICAL CONTRACTOR.
- PROVIDE 240 VOLT 70 AMP CIRCUIT TO HOT WATER HEATER, CIRCUIT THROUGH PANEL L-1, REFER TO PANEL SCHEDULE THIS SHEET. (3) #4 THHN CU (1) #8 CU GROUND IN 1-1/2" CONDUIT.
- CONTRACTOR TO PROVIDE 240 VOLT 200 AMP CIRCUIT TO NEW SHOWER BUILDING. VERIFY REQUIREMENTS WITH BUILDING MANUFACTURER PRIOR TO ROUGH IN. (3) 250 MCM (1) #2 AL IN 3" CONDUIT.
- CONTRACTOR TO PROVIDE LIGHTING PER SPECIFICATIONS, SURFACE MOUNT, WET LOCATION, VANDAL RESISTANT, LED FIXTURES TO MATCH RESTROOM/SHOWER BUILDING, MINIMUM 30 FOOT CANDLES AT FLOOR, PROVIDE CEILING MOUNTED DUAL TECHNOLOGY OCCUPANCY SENSORS FOR COMPLETE ROOM COVERAGE.
- CONTRACTOR TO PROVIDE EXTERIOR LIGHTING FIXTURES ON BUILDING (REFER TO ARCHITECTURAL PLANS FOR LOCATIONS). MATCH FIXTURES ON RESTROOM/SHOWER BUILDING. CIRCUIT THROUGH PHOTOEYE FOR DUSK TILL DAWN OPERATION.

125 WEST CENTRAL AVENUE
COOS BAY, OREGON 97403
TEL: (541) 268-3388
www.crowclay.com

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



EXPIRES 02/1/2020

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

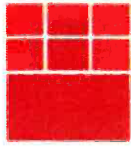
REV	DATE	DESCRIPTION

SEPT 2020

PROJECT NO: 19005

E1.2

57



CROW/CLAY & ASSOCIATES INC.

ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS

October 13, 2020

Beachfront RV Park
Construction Estimate

Basic Bid

Demolition/Grading	\$ 45,534.00
RV Slabs - 10 each	\$ 15,840.00
Trenching	\$ 4,500.00
Restroom/Shower	\$240,000.00
Plumbing	\$ 85,000.00
Electrical	\$105,000.00
Sidewalks	<u>\$ 14,400.00</u>
	\$510,274.00
Increase for Prevailing wage @ 5%	<u>1.05</u>
	\$535,788.00
Contractor - General Conditions 10%, Overhead 5% and Profit 8%	<u>1.23</u>
	\$659,019.00
Location & Estimating Contingency @ 10%	<u>1.10</u>
	\$724,920.00
Alternate Bid #1 - <i>ELECTRICAL UPGRADES 78 THRU 103</i>	\$123,422.00
Alternate Bid #2 " " <i>1-6, 9-27 + 32-48</i>	\$275,741.00
Alternate Bid #3 <i>2 EACH TRASH ENCLOSURES</i>	\$ 40,000.00
Alternate Bid #4 <i>LAUNDRY BUILDING</i>	\$350,000.00

Crow/Clay Construction Estimates

Port Proposed Revisions

Base Bid

Demolition / Grading	\$ 45,534.00
RV Slab - 10 each	\$ 15,840.00
Trenching	\$ 4,500.00
Prefab Restroom/Shower	\$ 240,000.00
Plumbing	\$ 85,000.00
Electrical	\$ 105,000.00
Sidewalks	\$ 14,400.00
	<u>\$ 510,274.00</u>

Demolition / Grading	\$ 45,534.00
RV Slab - 7 each	\$ 11,088.00
Trenching	\$ 4,500.00
Restore Restroom/Shower	\$ 100,000.00
Plumbing	\$ 85,000.00
Electrical	\$ 105,000.00
Sidewalks	\$ -
	<u>\$ 351,122.00</u>

Increase for Prevailing wage @ 5% 1.05
\$ 535,787.70

1.05
\$ 368,678.10

Contractor - General Conditions 10% 1.23
 Overhead 5% and Profit 8% \$ 659,018.87

1.23
\$ 453,474.06

Location & Estimating Contingency @ 10% 1.10
Base Bid Estimate Total \$ 724,920.76

1.10
\$ 498,821.47

Alternate Bid #1 \$ 123,422.00

Alternate Bid #1 \$ 123,422.00

Upgrade to electrical service in existing RV spaces 78 thru 103. This alternate bid would upgrade electrical wiring and pedestals for all remaining pull-thru spaces.

Alternate Bid #2 \$ 275,741.00

\$ -

Upgrade to electrical services to RV spaces 1 thru 6, 9 thru 27, and 32 thru 57. This alternate bid would upgrade electrical wiring and pedestals for all back-in spaces.

Alternate Bid #3 \$ 40,000.00

\$ -

Build two new trash bin enclosures to store two 6-yard bins in each enclosure. One enclosure located next to the RV Office and the other next to the new restroom/shower building.

Alternate Bid #4 \$ 350,000.00

\$ -

Prefab laundry building, earthwork, plumbing, electrical and four each washers & dryers.

Revised Base Bid Estimate Total \$ 622,243.47

ACTION ITEM – D

DATE: February 16, 2021
RE: Business Credit Card
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port currently has one credit card to make purchases online, pay recurring utilities and telecommunication bills and fuel purchases for port equipment. Somehow the credit card number was hacked or stolen. We found a pending charge that was not made by Port staff. The pending charge on the card was canceled and the bank issued a new credit card. This is the second time since late 2019 the port credit card number been hacked or stolen.
- Replacing credit card numbers to all the recurring bills is very time consuming.
- Port staff had an idea to acquire a business card for only online transactions and trip expenses. Multiple businesses cards could be used under this account to keep accurate expense per user. The business cards also have cash back features. Recommend having this card account limit set at \$10,000.
- The current credit card will only be used for reoccurring utility and telecommunication bills.
- We have applied for a Chevron fuel card for fueling port equipment only. This will help reduce credit card use and provide better control on fuel purchases. This card also provides fuel discount pricing. Total port equipment fuel purchase last year was \$4,200.
- Port staff is recommending Capital One business card.

DOCUMENTS

- Various types of business credit cards, 13 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve obtaining one account with Capital One for the Spark business credit card at a limit of \$10,000.

Credit Cards

Compare credit card offers (some of which are from WalletHub advertisers) and quickly find the one that best fits your needs. Once you've made your choice, click "Apply Now" and we'll redirect you to the credit card company's secure online application.

FILTER CARDS

Excellent Credit ▼

[Filter Cards](#)

[Ad Disclosure](#)

Ink Business Cash® Credit Card



★★★★☆ (841)

[Apply Now](#)

PURCHASE INTRO APR 0% for 12 months	TRANSFER INTRO APR N/A
REGULAR APR 13.24% - 19.24% (V)	ANNUAL FEE \$0
	REWARDS RATE 1 - 5% Cash Back
	REWARDS BONUS \$750
MINIMUM CREDIT ⓘ Good Credit	

[Show Details](#) ▼

The Blue Business® Plus Credit Card from American Express



★★★★☆ (418)

[Apply Now](#)

[Rates & Fees](#) | [Terms Apply](#)

PURCHASE INTRO APR 0% for 12 months	TRANSFER INTRO APR N/A
REGULAR APR	ANNUAL FEE



COMPARE

[RESET](#)

REWARDS RATE
1 - 2 points / \$1

MINIMUM CREDIT ⓘ
Good Credit

Show Details ▾

American Express Blue Business Cash™ Card



★★★★☆ (15)

Apply Now

[Rates & Fees](#) | [Terms Apply](#)

PURCHASE INTRO APR
0% for 12 months

TRANSFER INTRO APR
N/A

REGULAR APR
13.24% - 19.24% (V)

ANNUAL FEE
\$0

REWARDS RATE
1 - 2% Cash Back

MINIMUM CREDIT ⓘ
Good Credit

Show Details ▾

Ink Business Unlimited® Credit Card



★★★★☆ (17)

Apply Now

PURCHASE INTRO APR
0% for 12 months

TRANSFER INTRO APR
N/A

REGULAR APR
13.24% - 19.24% (V)

ANNUAL FEE
\$0

REWARDS RATE
1.5% Cash Back

REWARDS BONUS
\$750

MINIMUM CREDIT ⓘ
Good Credit



COMPARE

RESET

Costco Anywhere Visa® Business Card by Citi



★★★★☆ (183)

Apply Now

PURCHASE INTRO APR N/A	TRANSFER INTRO APR N/A
REGULAR APR 15.24% (V)	ANNUAL FEE \$0
MINIMUM CREDIT ⓘ Excellent Credit	REWARDS RATE 1 - 4% Cash Back

Rewards Details

- Discover the only business credit card designed exclusively for Costco members
- 4% cash back on eligible gas for the first \$7,000 per year and then 1% thereafter
- 3% cash back on restaurants and eligible travel purchases
- 2% cash back on all other purchases from Costco and Costco.com
- 1% cash back on all other purchases
- Receive an annual credit card reward certificate, which is redeemable for cash or merchandise at U.S. Costco warehouses, including Puerto Rico

Additional Info

- *No annual fee with your paid Costco membership and enjoy no foreign transaction fees on purchases
- Whether you're traveling for business or pleasure, enjoy no foreign transaction fees on purchases
- [See More Details & Reviews About The Costco Anywhere Visa® Business Card by Citi](#)

[Hide Details](#) ^

Citizens Bank Everyday Points® Business Mastercard®



★★★★☆ (139)

PURCHASE INTRO APR 0% for 6 months	TRANSFER INTRO APR N/A
REGULAR APR	ANNUAL FEE

65

2 points / \$1

REWARDS BONUS

25,000 points

MINIMUM CREDIT ⓘ
Excellent Credit

Show Details ▾

Capital One® Spark® Cash Select for Business



★★★★☆ (613)

PURCHASE INTRO APR
0% for 9 months

TRANSFER INTRO APR
N/A

REGULAR APR
13.99% - 23.99% (V)

ANNUAL FEE
\$0

REWARDS RATE
1.5% Cash Back

REWARDS BONUS
\$200

MINIMUM CREDIT ⓘ
Good Credit

Show Details ▾

Questions & Answers

Comparing false can be tough. But you've got the knowledgeable WalletHub community on your side. We encourage everyone to share their knowledge while respecting our [content guidelines](#). Please keep in mind that editorial and user-generated content on this page is not reviewed or otherwise endorsed by any financial institution. In addition, it is not the financial institution's responsibility to ensure all posts and questions are answered.



COMPARE

RESET

Ink Business Unlimited® Credit Card



Sponsored Card

★★★★☆ 17 User Reviews

By: Chase



EDITOR'S TAKE

Review: Ink Business Unlimited® Credit Card

The Ink Business Unlimited® Credit Card from Chase is an elite business credit card for everyday cash back rewards, offering 1.5% back on all purchases along with a \$0 annual fee. There's also a \$750 bonus for spending \$7,500 in the first 3 months after opening an account. If those rewards sound appealing and your credit score is at least 700, Chase Ink Business Unlimited might just be the right card for you. It's meant for small business owners with good or excellent credit, personally, and we recommend 700+ for decent approval odds.

Chase Ink Business Unlimited also has some early financing appeal, giving the introductory APR of 0% for 12 months on new purchases. However, Ink Business Unlimited's high regular APR means it's not the card for carrying a balance from month to month under normal circumstances. It's not the best card for international spending, either, with a foreign transaction fee of 3% of each transaction in U.S. dollars.

Below, you can learn more about what Chase's Unlimited Ink business credit card offers, how it compares to other top cards, and who should get it.

Ink Business Unlimited® Credit Card's Rewards

- Earn \$750 bonus cash back after you spend \$7,500 on purchases in the first 3 months from account opening
- Earn unlimited 1.5% cash back on every purchase made for your business

Chase Ink Business Unlimited Review Highlights

- **\$750 Initial Bonus.** Spending \$7,500 within 3 months of opening an account gets you this bonus. The average cash bonus is **\$205.48**.
- **Unlimited Cash Back.** All purchases yield 1.5% cash back with the Chase Ink Business Unlimited Card. And true to its name, there's no limit to the amount you can earn.
- **No Annual Fee.** The Ink Unlimited Card's \$0 annual fee makes it **\$18.3** per year cheaper than the average credit card. It also means you have the freedom not to use it if you don't want to. It could even be one business credit card among several in your wallet.
- **Free Employee Cards.** You can get an unlimited number of free cards for employees and set custom limits for each. All the rewards from employee cards go back to the business, too.
- **0% Introductory APR.** Offering 0% for 12 months on new purchases, Ink Business Unlimited is interest-free for slightly longer than average. Other cards offer 0% on purchases for about 10.5 months on average.
- **High Balance Transfer Fee.** Ink Business Unlimited is better for new purchases than balance transfers, thanks to this fee equal to 5% (min. \$5) of what you transfer.
- **High Regular APR.** Ink Unlimited's regular rate is 13.24% - 19.24% (V), depending on your overall creditworthiness. Even the low end – reserved for people with pristine credit, lots of income and little debt – is far from ideal. So it's best to pay your monthly bills in full when promotional financing terms are not in effect.
- **3% of each transaction in U.S. dollars Foreign Fee.** You may want to pair Ink Unlimited with a no foreign transaction fee business credit card for international travel as well as orders made online or by phone through foreign suppliers.
- **\$3K+ Credit Limit.** The Ink Unlimited Card's minimum credit limit is \$3,000 for all approved applicants, but even your starting limit could be a lot higher. Chase may need to contact you for more information if a limit of \$25,000 or higher is potentially in the cards.

- **Assorted Secondary Benefits.** In addition to \$0 liability for unauthorized transactions, Ink Unlimited provides perks such as complimentary rental car insurance and extended warranty protection. It has several travel-oriented benefits, too.
- **Approval Requirements Get Personal:** Like all other major business credit cards, Chase Ink Unlimited's underwriting focuses at least as much on the applicant's personal credit history and finances as his or her company's. We recommend that applicants have a personal credit score of 700 or higher – 750+ for the best approval odds.

Ink Business Unlimited® Credit Card's Key APRs & Fees

Purchase Intro APR ⓘ	Transfer Intro APR ⓘ	Regular APR ⓘ
0% for 12 months	Not Offered	13.24% - 19.24% (V)

ANNUAL FEE ⓘ

\$0

BALANCE TRANSFER FEE ⓘ

Either \$5 or 5% of the amount of each transfer, whichever is greater.

Ink Business Unlimited® Credit Card's Additional Info

MAX LATE FEE ⓘ

See Terms

- 0% introductory APR for 12 months on purchases

MAX OVERLIMIT FEE ⓘ

See Terms

- Employee cards at no additional cost

MAX PENALTY APR ⓘ

29.99% (V)

- No Annual Fee

GRACE PERIOD ⓘ

See Terms

ONLINE RESPONSE ⓘ

No

- Last updated on 1/20/2021

CASH ADVANCE APR ⓘ

24.99% (V)

CASH ADVANCE FEE ⓘ

Either \$15 or 5% of the amount of each transaction, whichever is greater.

FOREIGN TRANSACTION FEE ⓘ

3% of each transaction in U.S. dollars

SMART CHIP ⓘ

Yes, chip-and-signature

Capital One® Spark® Cash Select for Business



★★★★☆ 613 User Reviews

By: Capital One

Info about the Capital One® Spark® Cash Select for Business has been collected by WalletHub to help consumers better compare cards. The financial institution did not provide the details.

EDITOR'S TAKE

Review: Capital One® Spark® Cash Select for Business

Capital One® Spark® Cash Select for Business is a solid business rewards credit card with no annual fee. New cardholders who charge \$3,000 to Spark Cash Select within three months of opening an account get a \$200 bonus. All Spark Cash Select users also earn 1.5% Cash Back on all purchases, with no rewards limit. Small business owners with a credit score of 700 or higher should have good odds of approval.

Business credit cards in general aren't known for low interest rates, and the Spark Cash Select Card's regular APR isn't anything to write home about, either. But Spark Cash Select does have an interest-free promotion, giving 0% for 9 months on purchases to new cardholders. That could be a good source of savings as long as you pay off your balance before the regular rate takes effect.

Those are the most important factors to take into account if you're thinking about applying for the Capital One Spark Cash Select for Business credit card. Below, you can find additional details that should come in handy, too.

Capital One® Spark® Cash Select for Business' Rewards

- Earn unlimited 1.5% cash back for your business on every purchase, everywhere, no limits or category restrictions
- Earn a one-time \$200 cash bonus once you spend \$3,000 on purchases within the first 3 months from account opening
- Free employee cards, which also earn unlimited 1.5% cash back on all purchases
- Rewards won't expire for the life of the account, and you can redeem your cash back for any amount

Capital One Spark Cash Select Review Highlights:

- **Decent initial bonus for light-spenders.** The Capital One Spark Cash Select for Business Credit Card gives \$200 for spending \$3,000 within three months of opening an account. So if you plan on charging \$1,000 per month to your company credit card account, Spark Cash Select figures to be one of the most rewarding offers available to you. The market-average initial bonus is [\\$205.48](#).
- **Solid, but not fantastic, ongoing rewards.** Offering 1.5% cash back on all purchases, the Spark Cash Select for Business Card is a bit more rewarding than the average cash rewards card, which gives you [1.08% back](#) on all purchases. But there are dozens of cards (both business and personal) offering at least 1.5% cash back across the board. So this earning rate is far from special.
- **One of three Spark cards with no annual fee.** The Capital One Spark Cash Select, [Capital One® Spark® Miles Select for Business](#) and [Capital One® Spark® Classic for Business](#) cards do not charge annual fees. That makes them [\\$18.3 per year](#) cheaper than the average credit card.
- **0% intro rate, followed by a potentially high regular APR.** Spark Cash Select offers a 0% intro APR on new purchases for the first 9 months your account is open, which is shorter than the average 0% card's [10-month](#) intro period. Spark Cash Select's regular APR could also be well above the market average for good-credit credit cards. As a result, even if it weren't a bad idea to carry a balance from month to month with a business credit card (it is), Spark Cash Select might not be the best card to do it with.
- **Good credit or better required for approval.** You need at least good personal credit to qualify for the Capital One Spark Cash Select for Business Card – same as with the standard [Capital One® Spark® Cash for Business](#). So [check your credit score for free](#) on WalletHub and make sure you aren't leaving more valuable offers on the table before submitting an application.

The other important thing to point out about Capital One Spark Cash Select is that it has a lot of tough competition, from business credit cards with [rewards](#), [no annual fee](#) or both. So be sure to compare offers to ensure you get the best deal.

Capital One® Spark® Cash Select for Business' Key APRs & Fees

Purchase Intro APR ⓘ	Transfer Intro APR ⓘ	Regular APR ⓘ
0% for 9 months	Not Offered	13.99% - 23.99% (V)

ANNUAL FEE ⓘ	\$0
BALANCE TRANSFER FEE ⓘ	None

Capital One® Spark® Cash Select for Business' Additional Info

MAX LATE FEE ⓘ	\$39	<ul style="list-style-type: none"> • Save on interest with 0% intro APR on purchases for 9 months; 13.99% - 23.99% variable APR after that
MAX OVERLIMIT FEE ⓘ	None	
MAX PENALTY APR ⓘ	29.4% (V)	<ul style="list-style-type: none"> • No annual fee
GRACE PERIOD ⓘ	25 days	<ul style="list-style-type: none"> • \$0 Fraud Liability if your card is lost or stolen
ONLINE RESPONSE ⓘ	No	
CASH ADVANCE APR ⓘ	26.99% (V)	<ul style="list-style-type: none"> • No foreign transaction fees
CASH ADVANCE FEE ⓘ	3% (min \$10)	<ul style="list-style-type: none"> • Last updated on 1/26/2021
FOREIGN TRANSACTION FEE ⓘ	\$0	
SMART CHIP ⓘ	Yes, chip-and-signature	

Ink Business Cash® Credit Card



★★★★☆ 841 User Reviews

By: Chase



Sponsored Card

EDITOR'S TAKE

Review: Ink Business Cash® Credit Card

The Chase Ink Cash card is one of the most rewarding business credit cards on the market and a truly elite option for small business owners who want to earn cash back. The Chase Ink Cash card's eye-catching cash rewards start with a \$750 initial bonus for spending \$7,500 within 3 months of opening an account. That's 3.75 times more than the average cash rewards card offers. Chase Ink Cash also rewards you with up to 5% cash back on purchases. Ink Cash doesn't ask for too much in return, either, considering its \$0 annual fee.

The Chase Ink Cash Business Credit Card isn't for everyone, though. You need good personal credit to qualify. And exactly how rewarding it will be depends on how much you spend in its bonus rewards categories. You can find more specifics below.

Ink Business Cash® Credit Card's Rewards

- Earn \$750 bonus cash back after you spend \$7,500 on purchases in the first 3 months from account opening
- Earn 5% cash back on the first \$25,000 spent in combined purchases at office supply stores and on internet, cable and phone services each account anniversary year
- Earn 2% cash back on the first \$25,000 spent in combined purchases at gas stations and restaurants each account anniversary year
- Earn 1% cash back on all other card purchases with no limit to the amount you can earn

Chase Ink Cash Review Highlights

\$750 initial bonus

Spending at least \$7,500 within 3 months of opening a Chase Ink Cash account gets you a \$750 bonus. The average cash back card has a bonus of just \$205.48. So this alone makes Chase Ink Cash an elite cash back credit card.

5% cash back on office supplies and telecom

Chase Ink is an excellent option for small businesses that spend a lot on office supplies as well as phone, internet and cable TV services. It offers 5% cash back – nearly five times the [market average](#) – on the first \$25,000 that you spend on such items each year.

2% cash back at gas stations and restaurants

Ink Cash gives cardholders 2% cash back on the first \$25,000 they spend on gas and dining at restaurants, combined, each year. So if you're on the road or entertaining a lot for business, you can save as much as \$500 per year.

1% cash back on non-bonus spending

The Chase Ink Cash Business Card's base rewards rate of 1% cash back is standard for a cash rewards card. But it's obviously not as spectacular as the 2% and 5% bonus rates. As a result, you may want to get a card with a higher everyday rewards rate for purchases that don't qualify for bonus earnings.

No annual fee

The Chase Ink Cash Card's \$0 annual fee makes the Ink Cash Business Credit Card [\\$18.3 per year](#) cheaper than the average credit card, market-wide.

0% intro APR

Chase Ink Cash offers 0% introductory APRs on new purchases. That's better than average, according to WalletHub's latest Credit Card Landscape Report. But more than 250 other cards offer 0% for at least as long.

5% balance transfer fee

More than 200 cards have lower transfer fees than Ink's 5% (min \$5).

Cost-of-debt uncertainty

Personal credit cards are much better for financing than business credit cards. With personal cards, issuers have to wait until a cardholder is at least 60 days delinquent on payment before increasing the interest rate on an existing balance. But they can do so with business credit cards whenever they want.

Bad for international spending

The Ink Cash Card's 3% foreign transaction fee applies to the U.S. dollar amount of any purchase processed abroad. That includes purchases made while traveling internationally as well as online and phone purchases made through internationally based merchants when you're in the U.S.

Ink Business Cash® Credit Card's Key APRs & Fees

Purchase Intro APR ⓘ	Transfer Intro APR ⓘ	Regular APR ⓘ
0% for 12 months	Not Offered	13.24% - 19.24% (V)

ANNUAL FEE ⓘ

\$0

BALANCE TRANSFER FEE ⓘ

Either \$5 or 5% of the amount of each transfer, whichever is greater.

Ink Business Cash® Credit Card's Additional Info

MAX LATE FEE ⓘ

See Terms

- 0% introductory APR for 12 months on purchases

MAX OVERLIMIT FEE ⓘ

See Terms

- Employee cards at no additional cost

MAX PENALTY APR ⓘ

29.99% (V)

- No Annual Fee

GRACE PERIOD ⓘ

See Terms

ONLINE RESPONSE ⓘ

No

- Last updated on 1/27/2021

CASH ADVANCE APR ⓘ

24.99% (V)

CASH ADVANCE FEE ⓘ

Either \$15 or 5% of the amount of each transaction, whichever is greater.

FOREIGN TRANSACTION FEE ⓘ

3% of each transaction in U.S. dollars

SMART CHIP ⓘ

Yes, chip-and-signature

ACTION ITEM – E

DATE: February 16, 2021
RE: Roy Davis Memorial
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- There is interest to place a memorial for Roy Davis at the Port for his service on the Board of Commissioners.
- Some ideas on type of memorial:
 - Bench
 - Monument / Plaque
 - Plaque
 - Public Hoist
- Location of the memorial:
 - Boardwalk
 - Retail Courtyard
 - Basin 1 or 2 areas
 - RV Park
 - Boat Launch
 - Port Office
- Port staff proposes making a memorial donation fund for the expenses.

DOCUMENTS

- None

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Roy Davis memorial donation fund for expenses of a memorial for Roy Davis at the Port. Design, type and location of monument to be determined later and approved by the Board of Commissioners.

INFORMATION ITEM – A

DATE: February 16, 2021
RE: Special District Election
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Special District Election process has begun. Four (4) commissioner positions will be on the ballot this election cycle.

DOCUMENTS

- May 18, 2021 Special District Election information, 1 page

INFORMATION ITEM – B

DATE: February 16, 2021
RE: RV Park Reservation Program
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- We changed our web base reservation system little over a year ago. Many guests have complained about our web base reservation program being unfriendly. The complaints we received said the reservation system was confusing and difficult to see which sites are available for the date they are looking for without clicking on each individual site. Guests also felt our website was unsecured making payments which caused more phone reservations. The browser bar on our webpage says its unsecure, but the payment page is a secured webpage (entire new webpage reservation program will be secure).
- Port staff is also having difficult time getting certain financial and information reports from the current program.
- We are also looking at installing a kiosk outside the RV Park office for same day guests to self-help getting a RV space outside normal office hours.
- We normally have Port employee April split her time between the Port Office and RV Park Office during the summer. We found that this impacts our moorage management and front desk work. April will remain at the Port Office fulltime. The kiosk idea will be replacing April's part time being there. Our camp host will help any guests with issues outside the normal Monday-Friday workday schedule and weekends. Port maintenance phone number will also be posted for any maintenance issues during working hours.
- Port staff searched, reviewed and demoed user-friendly web base RV / campground reservation systems which were also kiosk usable. Staff found Firefly Reservations the best program fitting our needs. The website is secure, the program will produce reports we want, it appears user-friendly for the guests and the program is designed for kiosks.
- There are no contracts or terms limits for this program, only monthly payments similar to our previous reservation program.
- Port staff and Firefly Reservations are working on transitioning reservation information, building the interactive park map and installing a kiosk.

DOCUMENTS

- Firefly Reservation Features, 17 pages
- Program Comparison List, 1 page
- Print Screens of our RV Park Program (still under development), 5 pages



Features

There are many ways Firefly Reservations can reduce manual repetitive tasks through automation. Firefly offers an unmatched combination of features and ease of use!



MOONLIGHT
RV Park & Campground

145 Lookout Rd San Antonio TX, 20392

aerocodesoftware@gmail.com

(203) 987-2039

RESERVATION TYPE

SHORT TERM LONG TERM

Short Term: Pay for entire stay up front
Long Term: Pay monthly, departure date unknown

ARRIVAL AND DEPARTURE

May 28, 2019 - May 30, 2019

ADULTS CHILDREN PETS
- 2 + - 0 + - 0 +

Filter by Amenity

- 30 Amp
- 50 Amp
- Concrete pad
- Pull Thru
- Sewer Hookup

SEARCH AVAILABILITY



STANDARD RV SPACE 7

\$90.00

Our standard RV space has full hookups, a picnic table, and parking for 2 vehicles. The space is gravel covered.

Sewer Hookup Water 50 Amp 30 Amp Pull Thru

In Cart



DELUXE RV SPACE 1

\$95.63

Our deluxe RV space has full hookups, a picnic table, a grill, and parking for 2 vehicles. The space is concrete covered.

50 Amp Sewer Hookup 30 Amp Water Concrete pad Pull Thru

BOOK

Standard RV Space 7
5/28/2019 - 5/30/2019
\$90.00

CONTINUE →

Online Reservations

Increase your reservations by accepting reservations 24/7/365. Potential guests can view live availability any time of day or night. Already have a website? That's no problem, all you need to do is include a button or a link to direct them to the secure Firefly reservation portal. The online reservation portal is branded for your property with your contact information visible at all times if the guest has any questions.

LEARN MORE

MOONLIGHT
RV Park & Campground

145 Lookout Rd San Antonio TX, 20392
aerocodesoftware@gmail.com
(203) 987-2039
Submit Feedback

RESERVATION TYPE
SHORT TERM LONG TERM
Short Term: Pay for entire stay up front
Long Term: Pay monthly, departure date unknown

ARRIVAL AND DEPARTURE
Wed Aug 28, 2019 - Thu Aug 29, 2019

ADULTS CHILDREN PETS
- 2 + - 0 + - 0 +

SEARCH AVAILABILITY

Filter by Amenity
 30 Amp
 50 Amp
 Concrete pad
 Pull Thru
 Sewer Hookup
 Water
APPLY

List Map

Cabin 1 Close

Cabin 1 is a spacious cabin with room for 8
\$100.94
BOOK

Standard RV Space 6
8/28/2019 - 8/29/2019
\$45.00

CONTINUE →

Powered by Firefly Reservations

Interactive Map

With our easy interactive map editor, upload a map image and mark where each unit is on the map. Your map image can be a custom made map, or even just an overhead satellite image.

When users are searching for available units from the reservation portal, they can view all available units just by looking at the map. The easier it is for your guest to book, the more likely they will!

[LEARN MORE](#)

Storage Unit: 5'x5'

PRICE	QTY
\$ 45.00	- 1 +

Subtotal: 45.00
Tax ([Texas Tax](#)): 3.71
TOTAL: 48.71

CHARGE FREQUENCY *
Monthly

CREATE FIRST CHARGE ON * Jun 18, 2019 END RECURRING CHARGE ON [Clear](#)

OPTIONS

- Send email notification for every new charge created
- Auto Process Payment
- Send email notification of upcoming payment and process payment in - 1 + days

[CANCEL](#) [SAVE](#)

Automatic Recurring Payments

Who wants to keep track of when to charge your monthly guests or other recurring charges such as a storage unit fee? With Firefly Reservations, you can set up as many recurring charges as you want, with the option to automatically process payments and send upcoming payment emails. Goodbye manual labor!

LEARN MORE



MOONLIGHT RV Park & Campground

Hello Reagan,

Our records show your credit card on file will be expiring in **2** days.

Please visit the guest portal to update your credit card:

[Guest Portal](#)

Reservation Lookup code: **3G3QRG**

Expiring Card Details:

Card

1212

Automated Guest Emails

Communication is key - whether it's an expiring credit card, upcoming reservation, successful payment, or even a reservation departure email, you don't have to worry about any of them because they will automatically be sent to keep the guest in the loop. No more chasing down payments, no more uninformed guests!

Some of the available emails: Reservation arrival, reservation departure, upcoming payment, successful payment, overdue payment, unsuccessful payment, and expiring credit card.

LEARN MORE

Enter or scan item UPC		+
Coca-Cola 12 oz	2.50	T
1 @ 2.50 ea		
Smoes Kit	10.00	
2 @ 5.00 ea		
Firewood Bundle	10.00	
2 @ 5.00 ea		
Coca-Cola 16 oz	3.20	T
1 @ 3.20 ea		

SUMMARY	
Subtotal	\$25.70
Tax	\$0.37
Total	\$26.07

PAYMENTS	
\$20.00 Cash	⋮

DUE

\$6.07

ADD PAYMENT

Point-of-Sale

Use the Point-of-Sale (POS) register to quickly process transactions at your campground store. No need for a separate system, it is all built into Firefly!

[← Back to all reservations](#)

Belle Norris ● NOT CHECKED IN

Standard RV Space 2 (02) Options ▾

ZRZFZZ Complete

Units Add-ons Guest Charges Notes History

Add-on Items ADD ADD-ON

GOLF CART RENTAL	remove addon
✕ 1	⋮

\$ 60.00 /Week

📅 Nov 29, 2019 - Dec 06, 2019

\$60.00

[update date range](#)

[convert to ongoing](#)

[update qty/price](#)

FIREWOOD BUNDLE SALE

✖ 3

\$ 5.00

\$15.00

[remove addon](#)

[update qty/price](#)

Add-ons

Increase your campgrounds revenue with add-ons, whether it is a golf cart rental, a firewood bundle sale, or another fee such as an extra vehicle fee. Guests can select an add-on item on the reservation portal when they are making their reservation, or you can add it manually from the back end.

[LEARN MORE](#)

SAVE

03 Standard RV Space 3

<p>SELECT THE RESERVATION TO ADD THE CHARGE TOO</p> <p><input checked="" type="radio"/> Rebecca Castillo Wed, May 01 2019 (Ongoing) • 0</p> <p><input type="radio"/> Do not charge</p>	<table border="0"> <tr><td>PREVIOUS</td><td>CURRENT</td><td>TOTAL</td><td>OVERRIDE</td></tr> <tr><td style="border: 1px solid #ccc; text-align: center;">12560</td><td style="border: 1px solid #ccc; text-align: center;">16489</td><td style="text-align: center;">43.22</td><td style="border: 1px solid #ccc; text-align: center;">43.22</td></tr> <tr><td style="font-size: small;">May 17, 2019</td><td style="font-size: small;">Jun 17, 2019</td><td></td><td></td></tr> </table>	PREVIOUS	CURRENT	TOTAL	OVERRIDE	12560	16489	43.22	43.22	May 17, 2019	Jun 17, 2019			<p><input checked="" type="checkbox"/> Schedule payment for Jun 20, 2019 + send email receipt + send email notification 1 days before</p>
PREVIOUS	CURRENT	TOTAL	OVERRIDE											
12560	16489	43.22	43.22											
May 17, 2019	Jun 17, 2019													

SAVE

04 Standard RV Space 4

<p>SELECT THE RESERVATION TO ADD THE CHARGE TOO</p> <p><input type="radio"/> Maryam Wiggins Tue, May 28 2019 - Wed, Jun 05 2019 • S</p> <p><input type="radio"/> Ina Jennings Sun, Jun 09 2019 - Sat, Jun 22 2019 • S</p> <p><input checked="" type="radio"/> Do not charge</p>	<table border="0"> <tr><td>PREVIOUS</td><td>CURRENT</td></tr> <tr><td style="border: 1px solid #ccc; text-align: center;">9561</td><td style="border: 1px solid #ccc; text-align: center;">11256</td></tr> <tr><td style="font-size: small;">May 17, 2019</td><td style="font-size: small;">Jun 17, 2019</td></tr> </table>	PREVIOUS	CURRENT	9561	11256	May 17, 2019	Jun 17, 2019	
PREVIOUS	CURRENT							
9561	11256							
May 17, 2019	Jun 17, 2019							

SAVE

05 Standard RV Space 5



Record Utilities FAST

Do you dread the time of month you need to record utilities? Dread no more, with just a few clicks, you can record utilities with automatically calculated totals for every space by just entering the current reading, schedule a payment for each new charge, and schedule an upcoming charge notification. Does this currently take you all morning? It shouldn't.






LEARN MORE





SUBJECT

Guest Portal

MESSAGE

FILE ▾ EDIT ▾ VIEW ▾ INSERT ▾ FORMAT ▾ TABLE ▾

VERDANA ▾ 11PT ▾ **B** *I* U ~~S~~ A ▾ A ▾     

—    ▾ 

Hello `{{guest_firstname}}`,

We are pleased to announce we now offer a guest portal for you to manage your reservation. You can update your payment method, review past charges, and make a payment.

Here is the guest portal link: `{{guest_portal_link}}`
Your reservation lookup code: `{{reservation_lookup_code}}`

Your current balance due: `{{balance_due}}`

Enjoy your evening,
`{{property_name}}`

DIV

SEND EMAIL Send test email

Send Personalized Email To Guests

Sometimes you need to send a message to all your guests. And sometimes, you would like to even personalize all these emails. With Firefly, you can dynamically insert guest

like to even personalize all those emails. With Mailer, you can dynamically insert guest, reservation, payment, and even property variables into the email so every recipient receives a personalized email. Oh, and you can do this in the amount of time it takes to stir the sugar in your coffee.

LEARN MORE

Edit Template: Reservation Follow Up








Insert Placeholder

Guest	Payments	Property	Reservation
Guest address	Balance Due	Property Address	Reservation Lookup Code
Guest email	Payments	Property Email	Reservation SubTotal
Guest first name	Payments Total	Property Name	Reservation Tax
Guest last name		Property Phone	Reservation Total
Guest phone			Reservation Units
Guest Portal Link			

SUBJECT

Thank you for visiting us!

FILE ▾ EDIT ▾ VIEW ▾ INSERT ▾ FORMAT ▾ TABLE ▾

↶ ↷ VERDANA ▾ 11PT ▾ **B** *I* U ~~S~~ A ▾ A ▾       

<>

Thank you for your stay!

Hello {{guest_firstname}},

Thank you for choosing {{property_name}}. We hope you enjoyed your time, and please come back!

Your current balance due is {{balance_due}}

Please visit the guest portal to pay any outstanding balances or to review your reservation charges

Custom Email Templates

There is no reason for you to be stuck with canned email templates. You have full control over the contents of the automated email templates that get sent to your guests. Do you want to include a link for your guest to submit feedback on their stay on the Reservation Follow Up email? No problem!

LEARN MORE

Update payment method on file

[← Back to reservation](#)

Payment methods on file

Credit Card

[Set as default](#) • [Delete](#)

VISA ***4242 (EXPIRES 04/24)

Bank Account DEFAULT

[Delete](#)

STRIPE TEST BANK ***6789 VERIFIED

Add a new payment method

Credit Card

Bank Account

Add a new bank account

Multiple Payment Methods

If you want to store your guests preferred payment method on file for automatic payment processing, they have a choice: Credit card or bank transfer. You can add their payment method from the reservation page, or the guest can do this themselves from the guests portal. More options for your guests means a happier guest.

[LEARN MORE](#)

The screenshot shows the Firefly Reservations dashboard. On the left is a dark sidebar with navigation options: DASHBOARD, RESERVATIONS (with sub-items: Reservation Grid, Search Reservations, New Reservation, Record Utilities, Reservation Portal, Guest Portal), GUESTS, SETTINGS, and REPORTS. The main area displays a reservation grid for the month of May 2019. The grid has columns for days of the month and rows for different reservation types (RV Spaces and Cabins). Guest names are shown in colored bars across the grid cells. A modal window for 'CONAN BURKE' is open, showing arrival on Fri, May 24, 2019 and departure on Wed, May 29, 2019, with a note about 5 nights being OVERDUE for \$245.00. The top right shows the user 'Brady' and navigation buttons for 'MONTH' and 'YEAR' views.



LEARN MORE



MOONLIGHT
RV Park & Campground

📍 145 Lookout Rd San Antonio TX, 20392

✉ aerocodesoftware@gmail.com

☎ (203) 987-2039

RESERVATION DETAILS

PAYMENT METHOD

PAYMENT HISTORY

MAKE A PAYMENT

CONTACT US

Update payment method on file

Payment methods on file

Credit Card **DEFAULT** Delete
VISA ****4242 (EXPIRES 04/24)

Add a new payment method

Credit Card Bank Account

Add a new credit card

CREDIT CARD

🗑 Card number

MM / YY CVC

SAVE

Guest Portal

Why should your guest have to contact your when their credit card on file is expiring? In case your waiting for an answer, they shouldn't. Guests can log in to your guest portal 24/7 to update their payment method, make payments, view payment history, review their reservation details, and request changes to their reservation. That is what you call a win-win.

LEARN MORE

History

90

Email history

Sent	Subject	
5/31/2019 4:00:03 PM	Thank you for visiting us!	✔ OPENED
5/29/2019 2:00:02 AM	Your Credit Card is Expiring Soon	OPENED
5/28/2019 3:00:02 PM	Upcoming Reservation	OPENED
5/28/2019 2:38:23 PM	Moonlight RV Park Reservation Successful	OPENED

Reservation log

Event	Date
Reservation made	5/28/2019 2:38:23 PM

Reservation & Email History

View everything that has happened to this reservation as well as every email sent to the guest. If that wasn't cool enough already, the email history list shows you if the email was delivered, opened, or clicked. Click the email to preview the exact email sent.

[LEARN MORE](#)

Revenue By Unit

[← Back to reports](#)

DATE RANGE

📅 06/01/2019 - 06/30/2019

[RUN](#)

ALL UNITS: TOTAL

\$4,337.14

ALL UNITS: AVG

\$309.80

[CSV](#)

[EXCEL](#)

[PDF](#)

[PRINT](#)

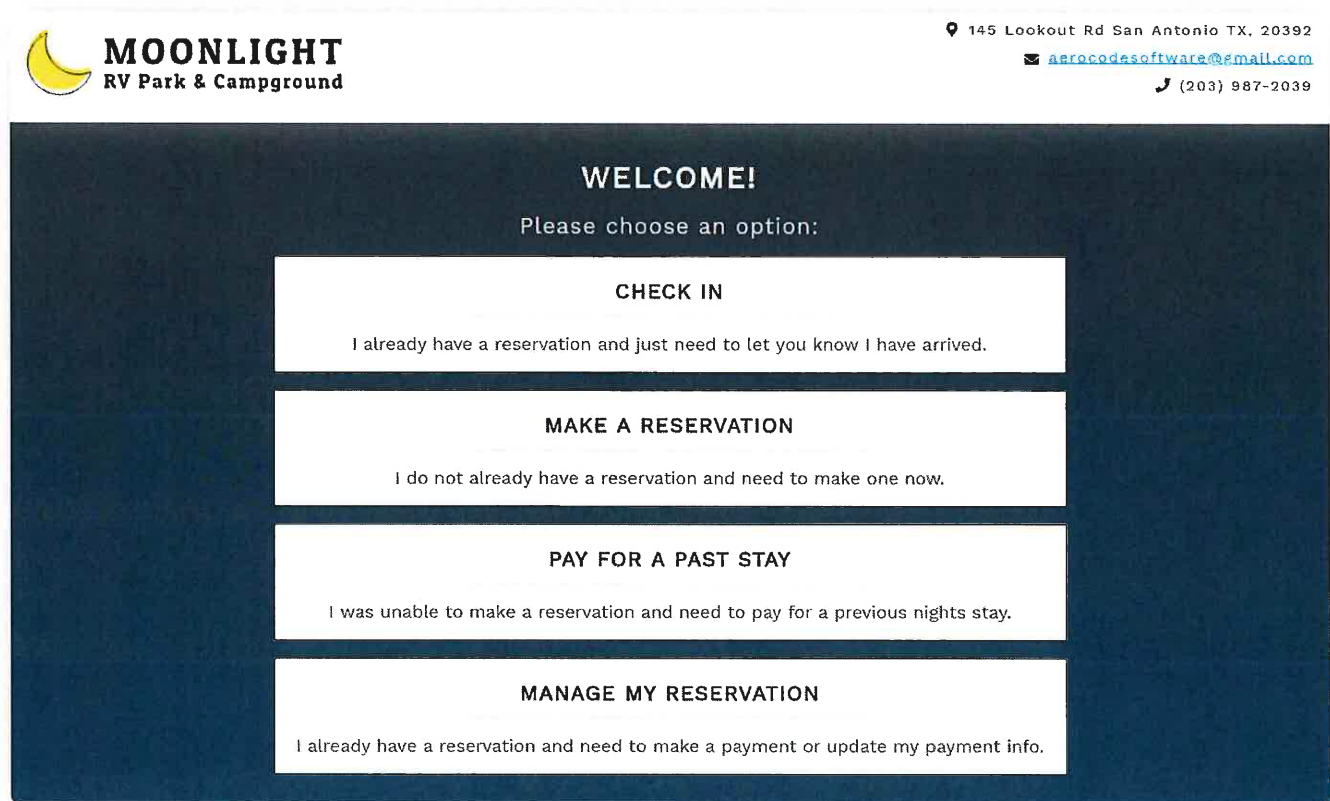
Search:

#	Unit	Revenue
01	Standard RV Space 1	\$195.00
02	Standard RV Space 2	\$0.00

Reports

Reports give you insight on your property that you may not realize without them. The available reports such as Revenue per unit and average revenue per unit can help you realize which units are under performing and which are over performing so you can adjust their rates accordingly.

LEARN MORE



Self Serve Kiosk

What happens when a guest arrives when the office is closed? Stand there at the door wondering what to do next? Drive off looking for the next RV Park? With the self serve kiosk, guests can make a reservation, pay for a past stay if they didn't have a chance to make a reservation, view the guest portal to manage their reservation, or just check in to

let you know they made it. 24/7/365 the kiosk works for you.

LEARN MORE

CURRENT OCCUPANCY

43%

RECENT PAYMENT ACTIVITY

GUEST	AMOUNT	STATUS
Alexandra Castillo	\$425.00	PAID on 8/10/2019
Uriel Vance	\$425.00	PAID on 8/10/2019
Tasha Leach	\$201.88	PAID on 8/10/2019
Rebecca Castillo	\$425.00	SCHEDULED for 8/11/2019
Caillin Booker	\$632.19	PAID on 8/10/2019
Hiel Montoya	\$135.00	PAID on 8/10/2019
Barry Luna	\$278.57	PAID on 8/10/2019
Maryam Wiggins	\$222.86	PAID on 8/10/2019
Conan Burke	\$245.00	PAID on 8/10/2019

UPCOMING RECURRING CHARGES

GUEST	AMOUNT	DATE
Alexandra Castillo	\$425.00	8/11/2019

OVERDUE CHARGES

GUEST	AMOUNT	DUE DATE
Patrick Bright	\$451.56	5/31/2019
Dara Castillo	\$250.71	5/20/2019
Felix Mcmillan	\$632.19	5/26/2019
Guy Gutierrez	\$302.81	5/19/2019
Dominique Weeks	\$1174.06	5/19/2019
Evelyn Tanner	\$180.00	6/24/2019
Hu Willis	\$290.00	6/6/2019
Drew Parker	\$302.81	6/17/2019
Joelle Banks	\$632.19	6/5/2019
Keyvn Head	\$195.00	6/3/2019
Rebecca Castillo	\$425.00	5/1/2019
Walker Christensen	\$100.94	6/2/2019
Ori Leblanc	\$45.00	6/7/2019

UPCOMING ARRIVALS

GUEST	UNIT	ARRIVAL
Hayfa Cochran	07 Standard RV Space 7	8/11/2019


UPCOMING DEPARTURES

GUEST	UNIT	DEPARTURE
Uriel Vance	05 Standard RV Space 5	8/11/2019

Dashboard

Upcoming and overdue charges, upcoming arrivals and departures, and current occupancy are all quick to find on the dashboard. It won't take you long to see whats going on at your property.

Unit Options

 The site you have chosen is not guaranteed. You can lock your site to guarantee the spot you have chosen.

SELECT THE UNITS YOU WOULD LIKE TO LOCK:

Standard RV Space 7b - \$10.00

Lock Fees

Increase your revenue with lock fees. When a guest makes a reservation, you can choose to allow them to pay extra to guarantee that space. If they do not pay the lock fee, they risk getting moved to a similar unit.

[LEARN MORE](#)

 50.00% All reservation types	Nights in stay Min: -- Max: --	Days till reservation Min: -- Max: 7	 
 75.00% All reservation types	Nights in stay Min: -- Max: --	Days till reservation Min: 8 Max: 15	 
 100.00% All reservation types	Nights in stay Min: -- Max: --	Days till reservation Min: 16 Max: --	 

Dynamic Deposits

Create multiple deposit rules for each unit. You can customize deposits depending on the reservation type, number of days in the stay, how far out the reservation was made, etc. Deposits can be a flat dollar amount or a percentage of the reservation. Have it how you want it!

[LEARN MORE](#)

GROUP CODE

SMITH-WEDDING

SEARCH AVAILABILITY

Easy Group Management

Set aside a group of units that can be reserved by individuals on the reservation portal that have the special group code. No more trying to perform a balancing act with groups, it is all done for you!

LEARN MORE



Availability Calendars

If your property stays booked solid, it may take quite a few searches for guests to be able to find an available date range. The availability calendar solves this problem and makes things much easier for your guest by allowing them to view a calendar to see the number of available units for each day. This means more bookings for you since they are able to more easily find an opening! Guests can also view an availability calendar for a specific unit if it is booked for the date range they requested.

[LEARN MORE](#)



Reservation Waitlist

Got too many customers and too few spots open? The reservation waitlist allows you to keep track of all the guests waiting to get in! Plus, they can even join the waitlist themselves.

[LEARN MORE](#)

	Firefly	Astra
Interactive Map (they build)	X (free)	X (Depends on which model)
Reminder Email	X	
Same Day, Real Time Reservations	X	X
Purchase/Request Options	X	X
Kiosk Ready	X	
Group Email	X	X
Group Text		X
Ease of use for Guest	X	X
Ease of use for Employee	X	
Guest can revise/cancel reservation themselves.	X	
Customizing Reports	X	
Cloud Based	X	
Software Based (downloaded onto computer)		X
Drop and drag abilities on reservation grid		x
Approx. set up time	A few days	2-3 weeks
Transfer existing reservations	X	
Automatically send arrival emails	X	



ARRIVING
Mon Jun 14, 2021

DEPARTING
Mon Jun 21, 2021

ADULTS 2 CHILDREN 0

RV LENGTH (FT) * 25 RV SLIDES * Both Sides

RV MANUFACTURE YEAR * 2002

[View availability calendar](#)

SEARCH AVAILABILITY

Filter

Amenity

- 30 AMP
- 50 AMP
- Cable
- Concrete Pad
- Fire pit
- Ocean View
- Palm Tree
- Picnic Table
- Public Walkway
- River View
- Sewer Hookup On Either Side

0 Units • \$0.00

Available units for 6/14/2021 to 6/21/2021
2 adults , 0 children

List Map



Powered by Firefly Reservations

CONTINUE →



Available units for 6/14/2021 to 6/21/2021
2 adults, 0 children

List Map

ARRIVING

Mon Jun 14, 2021

DEPARTING

Mon Jun 21, 2021

ADULTS

CHILDREN

- 2 + - 0 +

RV LENGTH (FT)

RV SLIDES

- 25 + Both Sides

RV MANUFACTURE YEAR

2002

[View availability calendar](#)

[SEARCH AVAILABILITY](#)

Filter

Amenity

- 30 AMP
- 50 AMP
- Cable
- Concrete Pad
- Fire pit
- Ocean View
- Palm Tree
- Picnic Table
- Public Walkway
- River View
- Sewer Hookup On Either Side



SITE 1, BACK IN FULL HOOKUP

up to 4 adults + 4 children 2 pets allowed

\$286.44
Avg \$40.92/night

30 AMP | Cable | Picnic Table | Wi-Fi | Water Hookup
Single Sewer | Fits RVs up to 59 ft | Slides allowed: Both sides

[BOOK](#)



SITE 2, BACK IN FULL HOOKUP

up to 4 adults + 4 children 2 pets allowed

\$286.44
Avg \$40.92/night

30 AMP | Cable | Picnic Table | Wi-Fi | Water Hookup
Single Sewer | Fits RVs up to 59 ft | Slides allowed: Both sides

[BOOK](#)



SITE 3, BACK IN FULL HOOKUP

up to 4 adults + 4 children 2 pets allowed

\$286.44
Avg \$40.92/night

30 AMP | Cable | Picnic Table | Wi-Fi | Water Hookup
Single Sewer | Fits RVs up to 59 ft | Slides allowed: Both sides

0 Units • \$0.00

[CONTINUE](#) →



Available units for 6/14/2021 to 6/21/2021
2 adults, 0 children

List Map

ARRIVING
 Mon Jun 14, 2021

DEPARTING
 Mon Jun 21, 2021

ADULTS 2 CHILDREN 0

RV LENGTH (FT) 25 RV SLIDES Both Sides

RV MANUFACTURE YEAR 2002

[View availability calendar](#)

SEARCH AVAILABILITY

Filter

Amenity

- 30 AMP
- 50 AMP
- Cable
- Concrete Pad
- Fire pit
- Ocean View
- Palm Tree
- Picnic Table
- Public Walkway
- River View
- Sewer Hookup On Either Side

Site 82, Pull Through Full Hookup

Up to 6 adults + 4 children 2 pets allowed

IMAGE COMING SOON

30 AMP | Cable | Concrete Pad | Picnic Table | Ocean View | Wi-Fi | Sewer Hookup On Either Side | Water Hookup

\$332.01
Avg \$47.43/night

BOOK

Legend:
 BACK IN
 DRY CAMPING (NO HOOK-UPS)
 PULL-THRU (FULL SERVICE)

Powered by Rusty Reservations

0 Units - \$0.00

CONTINUE →

1000



Available units for 6/14/2021 to 6/21/2021
2 adults, 0 children

List Map

ARRIVING

Mon Jun 14, 2021

DEPARTING

Mon Jun 21, 2021

ADULTS

-

2

+

CHILDREN

-

0

+

RV LENGTH (FT) *

-

25

+

RV SLIDES *

Both Sides

▼

RV MANUFACTURE YEAR *

2002

[View availability calendar](#)

SEARCH AVAILABILITY

Filter

Amenity

- 30 AMP
- 50 AMP
- Cable
- Concrete Pad
- Fire pit
- Ocean View
- Palm Tree
- Picnic Table
- Public Walkway
- River View
- Sewer Hookup On Either Side

3 Units • \$996.03

VIEW



Powered by Firsty Reservations

CONTINUE →



RESERVATION SUMMARY

Site 82, Pull Through Full Hookup	\$306.00
Mon, Jun 14 2021 - Mon, Jun 21 2021	+ \$26.01 tax
2 Adults	
Site 83, Pull Through Full Hookup	\$306.00
Mon, Jun 14 2021 - Mon, Jun 21 2021	+ \$26.01 tax
2 Adults	
Site 84, Pull Through Full Hookup	\$306.00
Mon, Jun 14 2021 - Mon, Jun 21 2021	+ \$26.01 tax
2 Adults	
Transaction Fee	\$5.00
x 1	
Transaction Fee	\$5.00
x 1	
Transaction Fee	\$5.00
x 1	
Subtotal	\$933.00
Taxes	\$78.03
TOTAL	\$1,011.03

DUE NOW: \$1,011.03

Policies

BEACHFRONT RV PARK Term & Conditions

Reservations Check In:

- * Check in time: 1:00 p.m.
- * Check out time: 12:00 p.m.
- * Reservations can only be made with credit cards.
- * Payment in full is required when you make your reservation.
- * Reservations are accepted up to 180 days (6 months) in advance.
- * Maximum stay is 14 nights and guests may return after spending at least 3 nights out of the park.
- * There is a non-refundable \$5.00 transaction fee.
- * You must be at least 18 years old to reserve a site. The registered guest is responsible for the activities of everyone at the site – sites may not be sublet.
- * Memorial Day, Fourth of July & Labor Day Weekend - Three night minimum. All other holidays - two night minimum.

Reservations Cancellation Policy:

- * Only the person who made the reservation may change or cancel a reservation.
 - * Transaction fees are non-refundable – no exceptions.
 - * If you cancel your reservation at least 3 days before your arrival date, you will receive a full refund less the reservation transaction fee.
 - * If you cancel your reservation less than 3 days before your arrival date, you will still be charged the first night plus the reservation transaction fee and refunded the remainder.
- Please contact the RV Park Office to cancel if there are less than 3 days to your arrival

← BACK

I ACCEPT →