

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Tuesday, June 15, 2021 • 6:00pm
Teleconference / Meeting Room (limited capacity)

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

Meeting ID: 771 205 4017

Passcode: 06152021

(to mute/unmute: * 6)

TENTATIVE AGENDA

| | PAGE |
|--|-------------|
| 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. APPROVAL OF MEETING MINUTES | |
| A. Approve Minutes of Special Commissioner Meeting Thursday May 6, 2021..... | 3 |
| B. Approve Minutes of Budget Committee Meeting Tuesday May 11, 2021..... | 6 |
| C. Approve Minutes of Regular Commissioner Meeting Tuesday May 18, 2021..... | 8 |
| *** Sample motion: Motion to approve meeting minutes items A, B and C. *** | |
| 4. PUBLIC COMMENTS – (Limited to a maximum of three minutes per person. Please email your comments to portmanager@portofbrookingsharbor.com prior to the meeting. ***Please wait to be called on before speaking***) | |
| 5. MANAGEMENT REPORTS | |
| A. Financial Report – May 2021..... | 12 |
| B. Safety Report – May 2021..... | 31 |
| C. Harbormaster Report – May 2021..... | 36 |
| D. Port Manager Report – May 2021..... | 39 |
| ***Sample motion: Motion to approve management reports for May 2021 as discussed.*** | |
| 6. ACTION ITEMS | |
| A. Supplemental Budget FY 2020-21, Resolution Adopting the Budget..... | 46 |
| B. Resolution to Adopt Fiscal Year Budget 2021-22..... | 60 |
| C. Beachfront Dry Camping Area..... | 73 |
| D. No Parking Zones..... | 79 |
| E. E Clampus Vitus Plaques – Monument Placement on Port Property..... | 97 |
| F. Hungry Clam Outdoor Storage Alteration..... | 115 |
| G. Crow/Clay RV Park Draft Construction Drawings..... | 117 |
| H. Brookings-Harbor Chamber of Commerce Membership Renewal..... | 229 |
| I. IT Security Policy..... | 233 |
| J. Aboveground Fuel Tank Capacity Change..... | 250 |
| K. Crown Plumbing Change Order..... | 252 |
| L. Delinquent Account Receivable Write Off..... | 257 |
| 7. INFORMATION ITEMS | |
| A. None | |

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.

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Tuesday, June 15, 2021 • 6:00pm
Teleconference / Meeting Room *(limited capacity)*

8. COMMISSIONER COMMENTS

9. NEXT REGULAR MEETING DATE – Tuesday, July 20, 2021 at 6:00pm

10. 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.

This Institution is an Equal Opportunity Provider

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

Thursday, May 6, 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 teleconference.

1. CALL MEETING TO ORDER

- **Roll Call**
 - Commissioner's present: Vice President Joseph Speir, Secretary/Treasurer Sharon Hartung, President Richard Heap, and Commissioner Kenneth Range.
 - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Admin/Safety Coordinator Danielle King.
- **Modifications, Additions, and Changes to the Agenda**
 - There was no modifications, additions, or changes to the agenda.
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENTS

- No public comments.

4. ACTION ITEMS

A. Pacific Seafood Processing Consent and Amended and Restated Lease

- I. Port Manager presented item.
- II. Port Counsel discussed item.
- III. Commission discussed item.
- IV. *Speir made a motion to approve Consent to Assignment of BC Fisheries Lease to Pacific Seafood Processing, LLC and the draft Amended and Restated Lease with Pacific Seafood Processing, LLC. Second by Hartung.*
- V. Commission discussed item.
- VI. **Motion passed 4-0.**

B. FEMA Projects DR-4432 & 4452 Construction Method and Drawing Approval

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

- VI. President allowed public comments.
- VII. President moved discussion back to the board.
- VIII. Commission discussed item.
- IX. Port Manager discussed item.
- X. Commission discussed item.
- XI. *Range made a motion to approve Motion to approve FEMA DR-4432 and DR-4452 projects as presented by EMC Engineering / Scientists. Approve Jack Akin/EMC Engineering / Scientists and Port Manager to continue pursuing FEMA funding and permitting for the repairs and mitigation work and authorize the Port Manager to sign all documents and agreements on the behalf of Port of Brookings Harbor to secure FEMA funding for these projects. FEMA projects included are repairs to Basin 2 slopes and dredging approximately 38,000 cubic yards from Basins 1 & 2, which also includes purchasing dredging equipment and system as described in the presentation. Mitigation measures included are RV Park and storm drainage on Kite Field, paving and storm drainage in the Boat Yard which includes boat washing water recycling unit, and paving and storm drainage in the gear storage and receiving dock areas. Second by Speir. Motion passed 4-0.*

EXECUTIVE SESSION per ORS 192.660 (2)(h) This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Any member of the media that is here may remain. However, the Board will require that any information derived from this meeting may not be disclosed pursuant to ORS 192.660(4).

ORS 192.660 (6) No executive session may be held for the purpose of taking any final action or making any final decision.

- I. Commission adjourned out of regular session and commenced into executive session.
- II. Commission adjourned out of executive session and reconvened into regular session.

C. Collect Northwest Collection

- I. President presented item.
- II. *Speir made a motion to authorize a counteroffer to be made by the collection for \$10,000 on the Lynette Clark Case. Second by Range. Motion passed 4-0.*

5. INFORMATION ITEMS

A. None

6. COMMISSIONER COMMENTS

- Commissioners had nothing to report at this time.

7. **NEXT REGULAR MEETING DATE** – Tuesday, May 18, 2021 at 6:00 P.M.

8. **ADJOURNMENT**

- President adjourned the meeting at 2:52 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 BUDGET COMMITTEE
PORT OF BROOKINGS HARBOR DISTRICT**

Tuesday, May 11, 2021

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

1. CALL MEETING TO ORDER

- **Pledge of Allegiance**
 - All participants stated the Pledge of Allegiance.
- **Roll Call**
 - Commissioner's present: Vice President Joseph Speir, Secretary/Treasurer Sharon Hartung, President Richard Heap, and Commissioner Kenneth Range.
 - Budget Committee present: Al Cornell, Richard Contestabile. Thomas Beene was absent.
 - Staff present: Port Manager Gary Dehlinger, Harbormaster Travis Webster, Financial Officer Kim Boom, and Administration Assistant Danielle King.

2. VOTE FOR BUDGET COMMITTEE PRESIDENT

- *Cornell made a motion to approve Richard Heap for Budget Committee President. Second by Hartung. Motion passed 6-0.*

3. RECEIVE BUDGET MESSAGE

- I. Port Manager presented item.
- II. Committee discussed item.
- III. Harbormaster discussed item.
- IV. Port Manager continued to present item.
- V. Committee discussed item.

4. PRESENTATION OF PROPOSED BUDGET FOR FISCAL YEAR 2021-2022

- I. Port Manager presented item.

5. BUDGET DISCUSSION BY BUDGET COMMITTEE AND PUBLIC COMMENTS

- I. Committee discussed item.
- II. Financial Officer discussed item.
- III. Committee discussed item.
- IV. Port Manager discussed item.
- V. Committee discussed item.
- VI. Port Manager and Harbormaster discussed item.
- VII. Committee discussed item.
- VIII. No public comments.

6. APPROVAL OF BUDGET

- I. *Cornell made a motion that the budget committee approve the proposed budget as presented for the Port of Brookings Harbor's 2021-2022 fiscal year. Second by Hartung. Motion passed 6-0.*

7. APPROVAL OF TAX RATE FOR THE PORT'S FY 2021-2022 TO SUBMIT TO ASSESSOR

- I. *Cornell made a motion that the Budget Committee approve the tax rate of 0.1316 per \$1000.00 upon the assessed value of the taxable property within the district for the tax year 2021-2022 for operating purposes in the General Fund. Second by Range. Motion passed 6-0.*

8. ADJOURNMENT

- President adjourned the meeting at 6:26 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, May 18, 2021

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

1. CALL MEETING TO ORDER

- **Pledge of Allegiance**
 - All participants stated the Pledge of Allegiance.
- **Roll Call**
 - Commissioner's present: Vice President Joseph Speir, Secretary/Treasurer Sharon Hartung, President Richard Heap, and Commissioner Kenneth Range.
 - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Admin/Safety Coordinator Danielle King.
- **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

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

3. APPROVAL OF MEETING MINUTES

- A. Approve minutes of Special Commissioner Meeting Tuesday, April 6, 2021.**
- B. Approve minutes of Special Commissioner Meeting Thursday, April 29, 2021.**
 - I. *Hartung made a motion to approve meeting minutes Tuesday April 6, 2021 and Thursday April 29, 2021. Second by Range. Motion passed 4-0.*

4. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters on this meeting's agenda: Gary Klein
- The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Steve McClintock with Harbor Rural Fire District

5. MANAGEMENT REPORTS

- A. Financial Report – April 2021**
 - I. Port Manager presented item.

- B. Safety Report – April 2021**
 - I. Safety Coordinator presented item.
- C. Harbormaster Report – April 2021**
 - I. Harbormaster discussed item.
 - II. Commission discussed item.
- D. Port Manager Report – April 2021**
 - I. Port Manager discussed item.
 - II. Commission discussed item.
 - III. Port Counsel discussed item.
 - IV. Harbormaster discussed item.
 - V. Commission discussed item.
 - VI. Port Counsel discussed item.
 - VII. Commission discussed item.
 - VIII. *Speir made a motion to approve financial report, safety report, harbormaster report and manager report for April 2021 as discussed. Second by Range. Motion passed 4-0.*

6. ACTION ITEMS

- A. ODFW Agreement of Confidentiality**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Port Manager discussed item.
 - IV. Commission discussed item.
 - V. *Range made a motion to approve Port Manager and/or designee authorization to sign ODFW Agreement of Confidentiality each year until otherwise stated. Second by Speir. Motion passed 4-0.*
- B. Oregon Life Homes Commercial Lease Agreement**
 - I. Port Manager presented item.
 - II. President allowed public comments.
 - III. President moved discussion back to the board.
 - IV. Commission discussed item.
 - V. Port Manager discussed item.
 - VI. Port Counsel discussed item.
 - VII. *Speir made a motion to approve Oregon Life Homes draft commercial lease agreement and outdoor sign and remove water & sewer from the lease. Second by Hartung. Motion passed 4-0.*
- C. Delinquent Account Write Off Request**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Port Manager discussed item.

- IV. *Hartung made a motion to approve delinquent account write-off of \$3,590.51 and any additional amounts from the eviction process from accounts receivable and submit to Port Collection agency. And approve delinquent account write-off of \$2,216.50 from accounts receivable and submit to Port collection agency. Second by Speir. **Motion passed 4-0.***

D. OSMB Intergovernmental Agreement

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Port Manager discussed item.
- IV. *Speir made a motion to approve OSMB Intergovernmental Agreement No. 250-192ADV-001 and authorize the Port Manager to sign the agreement. Second by Range. **Motion passed 4-0.***

E. Roy Davis Memorial

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Port Manager discussed item.
- IV. *Speir made a motion to approve Roy Davis Memorial at the south end of the boardwalk. Remove existing bench and improve the site with concrete, new bench, and plaque wording with a post as presented with donated funds. Second by Hartung. **Motion passed 4-0.***
- V. Commission discussed item.

F. The Roofers Change Order

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. *Speir made a motion to approve final payment to The Roofers LLC in the amount of \$6,327.84. Second by Range. **Motion passed 4-0.***

7. INFORMATION ITEMS

A. Pacific Seafood Receiving Docks

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

B. USACE Channel Dredging 2021

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

C. Travel Oregon Grant Application Status

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

D. Business Oregon Commercial Rent Relief Program

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

E. Emergency Response Team

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

8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

9. NEXT REGULAR MEETING DATE – Tuesday, June 15, 2021 at 6:00 P.M.

10. ADJOURNMENT

- President adjourned the meeting at 7:03 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: June 15, 2021
Period: Month End Report of Financial Activities for May 2021
To: Honorable Board President and District Board Members
Issued by: Gary Dehlinger, Port Manager

May 2021 Financial Reports

Overview / Comments

Balance Sheet

End of the month unrestricted cash and equivalents totaled \$490,169. Restricted cash and equivalents totaled \$929,088, with Total Assets (cash) at \$1,443,510.

May Profit & Loss

Total revenues from all funds were \$502,755. Total expenses were \$306,304*. The net income was \$196,451.

General Fund program revenues was \$226,888 and expenses was \$253,222.

| Revenue Centers | | Expenses |
|---------------------|----------|----------|
| Marina** | \$87,114 | \$84,157 |
| Beachfront RV Park | \$79,281 | \$12,298 |
| Commercial / Retail | \$30,806 | \$7,993 |
| Fuel Dock | \$33,096 | \$40,868 |

**Marina includes Administrative costs.

Unusual revenues this month include:

1. \$157,869 reimbursement from Business Oregon for the Fuel Dock Repair Project.
2. \$9,000 from Business Oregon tenant relief program.

No unusual expenses this month.

\$105,187 was transferred out of the General Fund to Debt, Capital Project and Reserve Funds.

Fiscal Year Profit & Loss vs. Budget Performance

We have completed eleven (11) months of the fiscal year; the year is 91.67% complete.

✓ **Income**

Any number above 91.67% is ahead of budget.

Total Income is 100.1% or 8.43% above budget.

* 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).

General Fund Program Revenue is 103.9% or 12.23% above budget. Port general program revenues is on track to meet budgeted expectations.

✓ **Expenses**

Any number below 91.67% is ahead of budget.

Total Expense is 77.2% or 14.47% below budget. Port has expended less than budgeted.

General Fund Expenditure is 88.6% or 3.07% above budget. Port has expended more than budgeted expectations.

Historical Financial Information from 2016

Why do we need history? History helps us understand change and how the society we live in came to be. The second reason history is inescapable as a subject of serious study follows closely on the first. The past causes the present, and so the future.

In September 2016, the Port was operating the RV Park, Boat Yard, Fuel Dock, Icehouse, Cold Storage, Moorage, Gear Storage, Commercial Retail, Commercial Docks and Events. Eight full-time and two part-time employees were on the payroll during this time providing services seven days a week. The Port Manager had recently resigned and had an interim Port Manager consultant. Port maintenance and infrastructure repairs been deferred for many years due to lack of funding. Debt payment (\$62,500) to IFA Business Oregon was two months behind. Accounts payable to vendors was at \$195,313. USDA debt payment (\$130,130) was due in couple of months. Ports checking accounts had \$54,887 available towards general expenses while the restricted fund had \$71,471 available for debt payments. There was no money in the reserve fund.

Few months later, the Port had a new Port Manager reviewing the finances and expenses. The monthly operating expenses (excluding repair projects) were trimmed down from \$254,671 to \$179,505. Only items being repaired were essential equipment vital to operations. Management instituted separate restricted accounts for debt payments and made weekly transfers to those accounts to ensure money was available for debt payments to be issued on time. Checking accounts had a total of \$44,680. Accounts payable was at \$39,396 and the Port had missed a quarterly payment to IFA Business Oregon.

Fast forward to today, the Port operates the RV Park, Fuel Dock, Gear Storage, Moorage, Commercial Retail, Commercial Docks and haul outs for the Boat Yard. Employs nine full-time and four part-time employees. Monthly operating expenses (excluding repair projects) averages \$185,000. Deferred infrastructure repairs and facility maintenance resumed with many areas getting done as more funding became available. Checking account for general operating expenses is at \$490,000. Debt checking account is at \$165,000. Debt payments are on time and a plan was established to make up missed payments from the 2011 tsunami event. Construction fund account is at \$579,000. Reserve Fund sits at \$184,000.

Per our Strategic Business Plan, one of the recommended goals on financial situation was to reach and maintain an operating reserve of 90 days of expenditures. This amount would be \$555,000 at our current operating expenses. With our general operating fund at \$490,000 and reserve fund at \$184,000, the Port has met this goal. The first time in six years.

There are other SBP goals the Port has met. Working with IFA Business Oregon to reduce its debt and making up past missed payments from the 2011 tsunami event. Repairing deferred maintenance / infrastructure throughout Port properties. Setting aside a dredging fund for future dredging needs. Not only are we setting aside funding for dredging, but we are planning to have a viable dredging operation to maintain navigational and operational depth within our basins.

DOCUMENTS

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

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

| | <u>May 31, 21</u> |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 100 · UNRESTRICTED CASH & EQUIVALENTS | |
| 101 · GENERAL FUND CHECKING & LGIP | |
| 10103 · General Funds Ckg Umpqua 3634 | 144,560.57 |
| 10104 · RCU Business Ownership 0687 | 17.49 |
| 10105 · RCU Business Savings 0600 | 5.00 |
| 10106 · General Fund LGIP 6017 | 322,734.38 |
| 10107 · Dredging Fund LGIP 6254 | 20,995.91 |
| Total 101 · GENERAL FUND CHECKING & LGIP | <u>488,313.35</u> |
| 10101 · Petty Cash | 355.68 |
| 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 | 490,169.03 |
| 110 · RESTRICTED CASH & EQUIVALENTS | |
| 104 · RESTRICTED MONEY MKT & CHECKING | |
| 20104 · USDA BOND Umpqua MM 9529 | 2,520.25 |
| 30104 · Debt Service Umpqua MM 8627 | 2,514.86 |
| 40104 · Capital Projects Umpqua 8018 | 2,487.50 |
| Total 104 · RESTRICTED MONEY MKT & CHECKING | <u>7,522.61</u> |
| 105 · RESTRICTED LGIP | |
| 20105 · USDA Bond Fund LGIP 6021 | 88,939.36 |
| 30105 · IFA Debt Service Fund LGIP 6020 | 68,546.25 |
| 50105 · Reserve Fund LGIP 6018 | 184,551.56 |
| 70105 · Capital Projects LGIP 6273 | |
| 70105.2 · Port Construction Fund | 579,528.07 |
| Total 70105 · Capital Projects LGIP 6273 | <u>579,528.07</u> |
| Total 105 · RESTRICTED LGIP | <u>921,565.24</u> |
| Total 110 · RESTRICTED CASH & EQUIVALENTS | <u>929,087.85</u> |
| Total Checking/Savings | 1,419,256.88 |
| Accounts Receivable | |
| 120 · ACCOUNTS RECEIVABLE | -34,341.36 |
| Total Accounts Receivable | -34,341.36 |
| Other Current Assets | |
| 130 · DUE FROM TRANSFERS | |
| 40130 · Due From Capital Projects | 49,969.23 |

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

| | May 31, 21 |
|---|---------------------|
| Total 130 · DUE FROM TRANSFERS | 49,969.23 |
| 150 · Undeposited Funds | 8,625.15 |
| Total Other Current Assets | 58,594.38 |
| Total Current Assets | 1,443,509.90 |
| TOTAL ASSETS | 1,443,509.90 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 200 · ACCOUNTS PAYABLE | |
| 60203 · Port Const. Accounts Payable | -70.00 |
| Total 200 · ACCOUNTS PAYABLE | -70.00 |
| Total Accounts Payable | -70.00 |
| Credit Cards | |
| 106 · RCU VISA ACCT | 715.79 |
| 106.1 · RCU Business Ownership 0687 | 17.49 |
| 106.2 · RCU Business Savings 0600 | 5.00 |
| Total Credit Cards | 738.28 |
| Other Current Liabilities | |
| 100222 · Payroll Liabilities | |
| 10222 · HealthCare Premium - Dependent | -342.66 |
| Total 100222 · Payroll Liabilities | -342.66 |
| 10226 · Lodging Tax Payable | 31,053.32 |
| 230 · DUE TO TRANSFERS | |
| 40230 · Due To General Fund from CP | 49,969.23 |
| Total 230 · DUE TO TRANSFERS | 49,969.23 |
| Total Other Current Liabilities | 80,679.89 |
| Total Current Liabilities | 81,348.17 |
| Total Liabilities | 81,348.17 |
| Equity | |
| 300 · Fund Balance | |
| 301 · Unappropriated Balance | |
| 10301 · General Fund Unappropriated Bal | 243,690.35 |
| 20301 · Revenue Bond Unappropriate Bal | 101,658.23 |
| 40301 · Capital Project Unappropriated | 97,193.65 |
| 50301 · Reserve Fund Unappropriated Bal | 161,269.80 |
| Total 301 · Unappropriated Balance | 603,812.03 |
| 302 · Appropriated Carryover | |
| 10302 · General Fund Appropriated Carry | -243,690.35 |

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

| | <u>May 31, 21</u> |
|---|----------------------------|
| 20302 · Revenue Bond Appropriated Carry | -68,565.91 |
| 30302 · Debt Service Appropriated Carry | -94,693.65 |
| 40302 · Capital Proj Appropriated Carry | -2,500.00 |
| 50302 · Reserve Fund Appropriated Carry | -194,362.12 |
| Total 302 · Appropriated Carryover | <u>-603,812.03</u> |
| Total 300 · Fund Balance | 0.00 |
| Net Income | 1,362,161.73 |
| Total Equity | <u>1,362,161.73</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,443,509.90</u></u> |

Port of Brookings Harbor
Profit & Loss
May 2021

| | May 21 |
|-------------------------------------|-----------|
| Income | |
| 400 · REVENUES | |
| 401 · GENERAL FUND REVENUES | |
| 10412 · Property Tax Current | 2,160.34 |
| 10413 · Property Tax Prior | 451.93 |
| 10414 · Interest General Fund | 143.94 |
| 10417 · Assets Sales | 575.00 |
| 10418 · Miscellaneous | 7.00 |
| 10420 · Grants & Other Funding - GF | 9,000.00 |
| Total 401 · GENERAL FUND REVENUES | 12,338.21 |
| 402 · GENERAL FUND PROGRAM REVENUES | |
| 10421 · MARINA | |
| 10421.2 · MOORAGE | |
| 10421.3 · Commercial Slip Rent | 9,577.75 |
| 10421.4 · Recreational Slip Rent | 58,047.89 |
| 10421.5 · Transient | 271.05 |
| 10421.6 · Liveaboard | 150.00 |
| 10421.7 · Daily Moorage/Kiosk | 585.00 |
| Total 10421.2 · MOORAGE | 68,631.69 |
| 10421.8 · BOAT LAUNCH | 1,880.00 |
| 10421.9 · SHOWER REVENUE | 146.25 |
| 10422 · STORAGE | |
| 10422.1 · Gear Storage | 6,039.82 |
| 10422.2 · Boat Storage | 3,166.00 |
| Total 10422 · STORAGE | 9,205.82 |
| 10423 · ADMINISTRATIVE FEES | 235.45 |
| 10424 · MARINE SERVICES | |
| 10424.1 · Travelift | 2,650.00 |
| 10424.2 · 12 K Telehandler | 647.00 |
| 10424 · MARINE SERVICES - Other | 258.80 |
| Total 10424 · MARINE SERVICES | 3,555.80 |
| 10425 · PROPERTY GROUND EVENT USE | 50.00 |
| Total 10421 · MARINA | 83,705.01 |
| 10426 · BEACHFRONT RV PARK | |
| 10426.1 · Space Rental | 75,045.66 |
| 10426.2 · Wood Sales | 680.00 |
| 10426.3 · Transaction Fee | 3,545.00 |
| 10426.4 · Other Fees | 10.00 |
| Total 10426 · BEACHFRONT RV PARK | 79,280.66 |
| 10427 · COMMERCIAL RETAIL | |
| 10427.1 · Retail Property | 21,515.03 |
| 10427.2 · Docks | 8,189.41 |
| 10427.3 · Utilities | 487.86 |
| 10427.4 · CPI and Other Fees | 613.27 |
| Total 10427 · COMMERCIAL RETAIL | 30,805.57 |
| 10428 · FUEL DOCK | 33,096.30 |

Port of Brookings Harbor
Profit & Loss
May 2021

| | May 21 |
|---|------------|
| Total 402 · GENERAL FUND PROGRAM REV... | 226,887.54 |
| 420 · USDA REVENUE BOND FUND | |
| 20414 · Interest Revenue Bond Fund | 45.05 |
| 20419 · Transfer to USDA Bond Fund | 10,843.00 |
| Total 420 · USDA REVENUE BOND FUND | 10,888.05 |
| 430 · DEBT SERVICE FUND REVENUE | |
| 30414 · Interest Debt Service Fund | 34.48 |
| 30419 · Transfer to Debt Service Fund | 30,291.71 |
| Total 430 · DEBT SERVICE FUND REVENUE | 30,326.19 |
| 440 · CAPITAL PROJECTS FUND REVENUE | |
| 40416 · Government Funding | |
| 40416.3 · State Lottery Funding | 157,869.00 |
| Total 40416 · Government Funding | 157,869.00 |
| 40419 · Transfer to Capital Project | 57,242.59 |
| Total 440 · CAPITAL PROJECTS FUND REVE... | 215,111.59 |
| 450 · RESERVE FUND REVENUE | |
| 50414 · Interest Reserve Fund | 93.93 |
| 50419 · Transfer to Reserve Fund | 2,000.00 |
| Total 450 · RESERVE FUND REVENUE | 2,093.93 |
| 460 · DEBT SERV. RV PARK IMPROV. FUND | |
| 60419 · Transfer OR FFC 2020 Debt Serv. | 4,809.87 |
| Total 460 · DEBT SERV. RV PARK IMPROV. F... | 4,809.87 |
| 470 · PORT CONSTRUCTION FUND REVENUE | |
| 70414 · Interest Port Construction Fund | 299.41 |
| Total 470 · PORT CONSTRUCTION FUND RE... | 299.41 |
| Total 400 · REVENUES | 502,754.79 |
| Total Income | 502,754.79 |
| Gross Profit | 502,754.79 |
| Expense | |
| 600 · GENERAL FUND EXPENDITURES | |
| 10900 · Operating Transfers Out General | 105,187.17 |
| 500 · PERSONNEL SERVICES | |
| 10501 · Port Manager | 6,217.60 |
| 10502 · Port Office Staff | 8,706.85 |
| 10503 · RV Park Office Staff | 2,760.50 |
| 10504 · Operations Staff | 19,592.38 |
| 10505 · Overtime | |
| 10505.1 · Office | 779.29 |
| 10505.2 · Operations | 61.82 |
| Total 10505 · Overtime | 841.11 |
| 10506 · Payroll Taxes/Costs/Benefits | |
| 10506.2 · Sick Leave Benefit | 655.82 |
| 10506.3 · Vacation | 4,673.29 |

Port of Brookings Harbor
Profit & Loss
May 2021

| | May 21 |
|--|-------------------|
| 10506.4 · Bereavement Leave/Jury Duty | 105.52 |
| 10506.5 · SEP Retirement | |
| 10506.6 · Office | 1,339.82 |
| 10506.7 · Operations | 1,862.02 |
| 10506.8 · Port Manager | 653.06 |
| Total 10506.5 · SEP Retirement | 3,854.90 |
| 10506.9 · Personal Vehicle Allowance | 313.06 |
| 10507 · Payroll Taxes | 4,747.20 |
| Total 10506 · Payroll Taxes/Costs/Benefits | 14,349.79 |
| 10509 · Health Care and Dental | 6,821.10 |
| Total 500 · PERSONNEL SERVICES | 59,289.33 |
| 601 · GENERAL FUND Material & Service | |
| 10601 · ADVERTISING & NOTIFICATIONS | 1,180.18 |
| 10602 · REPAIRS & MAINTENANCE | |
| 10602.1 · Maintenance & Repairs | |
| 10602.5 · Projects | 2,405.21 |
| 10602.1 · Maintenance & Repairs - Ot... | 2,527.10 |
| Total 10602.1 · Maintenance & Repairs | 4,932.31 |
| 10602.2 · Contracts and Agreements | 2,700.00 |
| 10602.4 · Supplies & Services | 5,511.42 |
| Total 10602 · REPAIRS & MAINTENANCE | 13,143.73 |
| 10603 · FUEL purchased for resale | 39,171.52 |
| 10605 · UTILITIES | |
| 10605.2 · RV Park Cable TV | 571.26 |
| 10605.3 · Sanitary | 3,715.31 |
| 10605.5 · Telecommunications | 1,040.14 |
| 10605.6 · Waste Removal | 4,238.54 |
| 10605.7 · Water | 2,015.64 |
| Total 10605 · UTILITIES | 11,580.89 |
| 10606 · OFFICE EXPENSE | 1,237.31 |
| 10607 · BANK SERVICE & FINANCE FEES | 4,928.07 |
| 10608 · TRAINING & TRAVEL | 86.24 |
| 10609 · PERMITS, LICENSES, TAXES & MI... | 2,427.95 |
| 10610 · INSURANCE; PROP & CAS, BOND | 9,216.36 |
| 10611 · PROFESSIONAL FEES | |
| 10611.1 · Accounting | 500.00 |
| 10611.2 · Attorney | 1,791.00 |
| 10611.4 · Engineering/Consultant | 740.00 |
| 10611.6 · Payroll Administration | 573.46 |
| 10611.7 · IT/Computer Support | 2,169.00 |
| Total 10611 · PROFESSIONAL FEES | 5,773.46 |
| Total 601 · GENERAL FUND Material & Service | 88,745.71 |
| Total 600 · GENERAL FUND EXPENDITURES | 253,222.21 |
| 630 · DEBT SERVICE FUND EXPENDITURES | |
| 801 · Principal | |
| 30803P · 50 BFMII Travelift Principal | 4,061.60 |

Port of Brookings Harbor
Profit & Loss
May 2021

| | May 21 |
|---|------------|
| 30804P · 2018 Genie Forklift Principal | 1,164.91 |
| Total 801 · Principal | 5,226.51 |
| 810 · Interest Payments | |
| 30813I · 50 BFMII Travelift Interest | 597.40 |
| 30814I · 2018 Genie Forklift Interest | 299.80 |
| Total 810 · Interest Payments | 897.20 |
| Total 630 · DEBT SERVICE FUND EXPENDITUR... | 6,123.71 |
| 640 · CAPT. PROJ. EXPENDITURES | |
| 40602 · Materials & Services Capt Proj | 12.50 |
| 740 · CAPT. PROJ. CAPITAL OUTLAY | |
| 40702 · Land Improvement - Capt Proj | |
| 40702.1 · Engineering/Consultants | 22,340.00 |
| 40702.2 · Materials & Services | 100.00 |
| Total 40702 · Land Improvement - Capt Proj | 22,440.00 |
| Total 740 · CAPT. PROJ. CAPITAL OUTLAY | 22,440.00 |
| Total 640 · CAPT. PROJ. EXPENDITURES | 22,452.50 |
| 660 · DEBT SERV. RV PARK EXPENDITURES | |
| 60806P · RV Park Improv. Loan Principal | 3,170.65 |
| 60815I · RV Park Improv. Loan Interest | 1,639.22 |
| Total 660 · DEBT SERV. RV PARK EXPENDITU... | 4,809.87 |
| 670 · PORT CONST FUND EXPENDITURES | |
| 70100 · PORT CONST. CAPITAL OUTLAY | |
| 70700 · Land Improvement - Port Const. | 19,695.72 |
| Total 70100 · PORT CONST. CAPITAL OUTLAY | 19,695.72 |
| Total 670 · PORT CONST FUND EXPENDITURES | 19,695.72 |
| Total Expense | 306,304.01 |
| Net Income | 196,450.78 |

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

| | Jul '20 - Jun 21 | Budget | % of Budget |
|--|---------------------|---------------------|---------------|
| Income | | | |
| 400 · REVENUES | | | |
| 401 · GENERAL FUND REVENUES | | | |
| 10411 · Cash Carry Over | 243,690.35 | 319,000.00 | 76.4% |
| 10412 · Property Tax Current | 240,101.88 | 245,000.00 | 98.0% |
| 10413 · Property Tax Prior | 8,531.56 | 9,500.00 | 100.3% |
| 10414 · Interest General Fund | 1,823.34 | 3,570.00 | 51.1% |
| 10415 · Loans - General Fund | 700,000.00 | 700,000.00 | 100.0% |
| 10417 · Assets Sales | 1,475.00 | 6,000.00 | 24.6% |
| 10418 · Miscellaneous | 32,980.59 | 29,652.00 | 111.2% |
| 10420 · Grants & Other Funding - GF | 104,786.18 | 100,000.00 | 104.8% |
| Total 401 · GENERAL FUND REVENUES | 1,334,388.90 | 1,412,722.00 | 94.5% |
| 402 · GENERAL FUND PROGRAM REVENUES | | | |
| 10421 · MARINA | | | |
| 10421.2 · MOORAGE | | | |
| 10421.3 · Commercial Slip Rent | 157,342.92 | | |
| 10421.4 · Recreational Slip Rent | 395,438.49 | | |
| 10421.5 · Transient | 13,302.20 | | |
| 10421.6 · Liveaboard | 5,100.00 | | |
| Total 10421.2 · MOORAGE | 571,183.61 | | |
| 10421.8 · BOAT LAUNCH | 24,565.55 | | |
| 10421.9 · SHOWER REVENUE | 3,751.51 | | |
| 10422 · STORAGE | | | |
| 10422.1 · Gear Storage | 80,935.22 | | |
| 10422.2 · Boat Storage | 35,617.20 | | |
| Total 10422 · STORAGE | 96,552.42 | | |
| 10423 · ADMINISTRATIVE FEES | | | |
| 10423.1 · Charter License Fee | 5,100.00 | | |
| 10423 · ADMINISTRATIVE FEES - Other | 3,772.07 | | |
| Total 10423 · ADMINISTRATIVE FEES | 8,872.07 | | |
| 10424 · MARINE SERVICES | | | |
| 10424.1 · Travelift | 21,501.70 | | |
| 10424.2 · 12 K Telehandler | 7,485.00 | | |
| 10424 · MARINE SERVICES - Other | 28,346.81 | 70,000.00 | 40.5% |
| Total 10424 · MARINE SERVICES | 57,333.51 | 70,000.00 | 81.9% |
| 10425 · PROPERTY GROUND EVENT USE | 256.25 | 0.00 | 100.0% |
| 10421 · MARINA - Other | 180.00 | 640,000.00 | 0.0% |
| Total 10421 · MARINA | 762,694.92 | 710,000.00 | 107.4% |
| 10426 · BEACHFRONT RV PARK | | | |
| 10426.1 · Space Rental | 767,328.97 | | |
| 10426.2 · Wood Sales | 3,860.00 | | |
| 10426.3 · Transaction Fee | 33,250.00 | | |
| 10426.4 · Other Fees | 260.00 | | |
| 10426 · BEACHFRONT RV PARK - Other | 0.00 | 571,000.00 | 0.0% |
| Total 10426 · BEACHFRONT RV PARK | 804,698.97 | 571,000.00 | 140.9% |
| 10427 · COMMERCIAL RETAIL | | | |
| 10427.1 · Retail Property | 293,364.96 | | |
| 10427.2 · Docks | 177,982.54 | | |
| 10427.3 · Utilities | 7,333.74 | | |
| 10427.4 · CPI and Other Fees | 9,017.59 | | |
| 10427 · COMMERCIAL RETAIL - Other | 0.00 | 515,000.00 | 0.0% |
| Total 10427 · COMMERCIAL RETAIL | 487,698.83 | 515,000.00 | 94.7% |
| 10428 · FUEL DOCK | 465,035.66 | 630,000.00 | 73.8% |
| Total 402 · GENERAL FUND PROGRAM REVENUES | 2,520,128.38 | 2,426,000.00 | 103.9% |
| 420 · USDA REVENUE BOND FUND | | | |
| 20411 · Cash Carry Over - USDA Revenue | 101,658.23 | 98,395.00 | 103.3% |
| 20414 · Interest Revenue Bond Fund | 848.38 | 2,000.00 | 32.4% |
| 20419 · Transfer to USDA Bond Fund | 130,116.00 | 130,120.00 | 100.0% |
| Total 420 · USDA REVENUE BOND FUND | 232,422.61 | 230,515.00 | 100.8% |
| 430 · DEBT SERVICE FUND REVENUE | | | |
| 30411 · Cash Carry Over - Debt Service | 94,693.65 | 23,602.00 | 401.2% |
| 30414 · Interest Debt Service Fund | 519.46 | 1,500.00 | 34.6% |

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

July 2020 through June 2021

| | Jul '20 - Jun 21 | Budget | % of Budget |
|--|---------------------|---------------------|---------------|
| 30419 · Transfer to Debt Service Fund | 363,500.52 | 368,283.00 | 98.7% |
| Total 430 · DEBT SERVICE FUND REVENUE | 458,713.63 | 393,385.00 | 116.6% |
| 440 · CAPITAL PROJECTS FUND REVENUE | | | |
| 40411 · Cash Carry Over - Capt Proj | 2,500.00 | 2,500.00 | 100.0% |
| 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 | 585,846.00 | 570,000.00 | 102.8% |
| Total 40416 · Government Funding | 585,846.00 | 690,000.00 | 84.9% |
| 40419 · Transfer to Capital Project | 73,094.96 | 75,000.00 | 97.5% |
| Total 440 · CAPITAL PROJECTS FUND REVENUE | 661,440.96 | 767,500.00 | 86.2% |
| 450 · RESERVE FUND REVENUE | | | |
| 50411 · Cash Carry Over - Reserve Fund | 161,269.80 | 130,000.00 | 124.1% |
| 50414 · Interest Reserve Fund | 1,281.76 | 3,000.00 | 42.7% |
| 50419 · Transfer to Reserve Fund | 24,000.00 | 24,000.00 | 100.0% |
| Total 450 · RESERVE FUND REVENUE | 186,551.56 | 157,000.00 | 118.8% |
| 460 · DEBT SERV. RV PARK IMPROV. FUND | | | |
| 60419 · Transfer OR FFC 2020 Debt Serv. | 52,908.57 | 52,908.00 | 100.0% |
| Total 460 · DEBT SERV. RV PARK IMPROV. FUND | 52,908.57 | 52,908.00 | 100.0% |
| 470 · PORT CONSTRUCTION FUND REVENUE | | | |
| 70414 · Interest Port Construction Fund | 4,405.16 | 5,000.00 | 88.1% |
| 70419 · Transfers to Port Const. Fund | 684,000.00 | 684,000.00 | 100.0% |
| Total 470 · PORT CONSTRUCTION FUND REVENUE | 688,405.16 | 689,000.00 | 99.9% |
| Total 400 · REVENUES | 6,134,959.77 | 6,129,030.00 | 100.1% |
| Total Income | 6,134,959.77 | 6,129,030.00 | 100.1% |
| Gross Profit | 6,134,959.77 | 6,129,030.00 | 100.1% |
| Expense | | | |
| 600 · GENERAL FUND EXPENDITURES | | | |
| 10900 · Operating Transfers Out General | 1,327,620.05 | 1,334,311.00 | 99.5% |
| 500 · PERSONNEL SERVICES | | | |
| 10501 · Port Manager | 77,640.24 | 84,500.00 | 91.9% |
| 10502 · Port Office Staff | 100,056.49 | 116,465.00 | 85.9% |
| 10503 · RV Park Office Staff | 35,217.41 | 48,194.00 | 73.1% |
| 10504 · Operations Staff | 222,656.32 | 256,620.00 | 86.8% |
| 10505 · Overtime | | | |
| 10505.1 · Office | 3,373.93 | 863.00 | 391.0% |
| 10505.2 · Operations | 2,046.83 | | |
| 10505 · Overtime - Other | 0.00 | 9,137.00 | 0.0% |
| Total 10505 · Overtime | 5,420.76 | 10,000.00 | 54.2% |
| 10506 · Payroll Taxes/Costs/Benefits | | | |
| 10506.1 · Paid Holidays | 11,102.40 | | |
| 10506.2 · Sick Leave Benefit | | | |
| Familles First COVID-19 Act | 1,975.02 | | |
| 10506.2 · Sick Leave Benefit - Other | 3,593.87 | | |
| Total 10506.2 · Sick Leave Benefit | 5,568.89 | | |
| 10506.3 · Vacation | 29,150.26 | | |
| 10506.4 · Bereavement Leave/Jury Duty | 105.52 | | |
| 10506.5 · SEP Retirement | | | |
| 10506.6 · Office | 15,890.12 | | |
| 10506.7 · Operations | 19,107.80 | | |
| 10506.8 · Port Manager | 8,543.87 | | |
| Total 10506.5 · SEP Retirement | 43,541.79 | | |
| 10506.9 · Personal Vehicle Allowance | 3,913.25 | | |
| 10507 · Payroll Taxes | 49,414.61 | | |
| 10506 · Payroll Taxes/Costs/Benefits - Other | 0.00 | 141,785.00 | 0.0% |
| Total 10506 · Payroll Taxes/Costs/Benefits | 142,796.72 | 141,785.00 | 100.7% |
| 10508 · Workers Compensation | 7,536.46 | 18,920.00 | 39.8% |
| 10509 · Health Care and Dental | 76,547.90 | 81,855.00 | 93.5% |

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

July 2020 through June 2021

| | Jul '20 - Jun 21 | Budget | % of Budget |
|--|---------------------|---------------------|---------------|
| Total 500 · PERSONNEL SERVICES | 667,872.30 | 758,339.00 | 88.1% |
| 601 · GENERAL FUND Material & Service | | | |
| 10601 · ADVERTISING & NOTIFICATIONS | 4,030.04 | 14,105.00 | 28.6% |
| 10602 · REPAIRS & MAINTENANCE | | | |
| 10602.1 · Maintenance & Repairs | | | |
| 10602.5 · Projects | 126,421.83 | | |
| 10602.1 · Maintenance & Repairs - Other | 57,808.17 | 0.00 | 100.0% |
| Total 10602.1 · Maintenance & Repairs | 184,230.00 | 0.00 | 100.0% |
| 10602.2 · Contracts and Agreements | 36,474.48 | | |
| 10602.3 · Tools & Equipment Purchases | 2,479.87 | | |
| 10602.4 · Supplies & Services | 158,141.39 | | |
| 10602 · REPAIRS & MAINTENANCE - Other | 0.00 | 342,586.00 | 0.0% |
| Total 10602 · REPAIRS & MAINTENANCE | 381,325.74 | 342,586.00 | 111.3% |
| 10603 · FUEL purchased for resale | 396,422.31 | 580,000.00 | 68.3% |
| 10605 · UTILITIES | | | |
| 10605.1 · Electric | 88,219.20 | | |
| 10605.2 · RV Park Cable TV | 6,730.41 | | |
| 10605.3 · Sanitary | 52,008.82 | | |
| 10605.5 · Telecommunications | 11,022.40 | | |
| 10605.6 · Waste Removal | 62,500.66 | | |
| 10605.7 · Water | 22,103.70 | | |
| 10605 · UTILITIES - Other | 0.00 | 319,483.00 | 0.0% |
| Total 10605 · UTILITIES | 242,585.19 | 319,483.00 | 75.9% |
| 10606 · OFFICE EXPENSE | 40,779.29 | 61,011.00 | 66.8% |
| 10607 · BANK SERVICE & FINANCE FEES | 48,045.37 | 34,818.00 | 138.0% |
| 10608 · TRAINING & TRAVEL | 1,077.37 | 10,182.00 | 10.6% |
| 10609 · PERMITS, LICENSES, TAXES & MISC | 7,520.66 | 12,085.00 | 62.2% |
| 10610 · INSURANCE; PROP & CAS, BOND | 91,882.19 | 86,998.00 | 105.6% |
| 10611 · PROFESSIONAL FEES | | | |
| 10611.1 · Accounting | 5,500.00 | | |
| 10611.2 · Attorney | 16,464.00 | | |
| 10611.3 · Audit | 15,500.00 | | |
| 10611.4 · Engineering/Consultant | 41,125.00 | | |
| 10611.6 · Payroll Administration | 5,347.06 | | |
| 10611.7 · IT/Computer Support | 5,661.35 | | |
| 10611 · PROFESSIONAL FEES - Other | 0.00 | 97,463.00 | 0.0% |
| Total 10611 · PROFESSIONAL FEES | 89,597.41 | 97,463.00 | 91.9% |
| Total 601 · GENERAL FUND Material & Service | 1,303,265.57 | 1,558,709.00 | 83.6% |
| 710 · GENERAL FUND CAPITAL OUTLAY | | | |
| 10702 · Land Improvements | 5,991.50 | 6,000.00 | 99.9% |
| 10704 · Equipment | 55,378.40 | 60,000.00 | 92.3% |
| Total 710 · GENERAL FUND CAPITAL OUTLAY | 61,369.90 | 66,000.00 | 93.0% |
| 920 · OPERATING CONTINGENCY | 0.00 | 76,363.00 | 0.0% |
| Total 600 · GENERAL FUND EXPENDITURES | 3,360,127.82 | 3,793,722.00 | 88.6% |
| 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 EXPENDITURES | 130,120.00 | 130,120.00 | 100.0% |
| 630 · DEBT SERVICE FUND EXPENDITURES | | | |
| 30802P · IFA PRINCIPAL | | | |
| 30802.1 · OBDD #520139/Boardwalk Prin | 15,173.84 | | |
| 30802.2 · OBDD #525172/RV Park Prin. | 13,683.68 | | |
| 30802.3 · OBDD #525176/Green Bldg Prn | 24,096.36 | | |
| 30802.4 · OBDD #525181/EurekaFish Prn | 15,651.92 | | |
| 30802.5 · SPWF #L02009/Cold Strg Prin | 76,339.44 | | |
| 30802.7 · SPWF L98004/Dock Impr Prin | 48,789.08 | | |
| 30802.8 · SPWF L02001/MarineFuel Dock Prn | 73,683.36 | | |
| 30802.9 · SPWF X03004/Eureka Fishery Prin | 22,582.32 | | |
| 30802P · IFA PRINCIPAL - Other | 0.00 | 294,800.00 | 0.0% |
| Total 30802P · IFA PRINCIPAL | 290,000.00 | 294,800.00 | 98.4% |
| 801 · Principal | | | |
| 30803P · 50 BFMII Travelift Principal | 43,627.43 | 47,754.00 | 91.4% |

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

| | Jul '20 - Jun 21 | Budget | % of Budget |
|--|------------------|--------------|-------------|
| 30804P · 2018 Genie Forklift Principal | 12,455.17 | 13,616.00 | 91.5% |
| Total 801 · Principal | 56,082.60 | 61,370.00 | 91.4% |
| 810 · Interest Payments | | | |
| 30813I · 50 BFMII Travelift Interest | 7,821.57 | 8,154.00 | 93.5% |
| 30814I · 2018 Genie Forklift Interest | 3,656.64 | 3,959.00 | 92.4% |
| Total 810 · Interest Payments | 11,278.21 | 12,113.00 | 93.1% |
| Total 630 · DEBT SERVICE FUND EXPENDITURES | 357,360.81 | 368,283.00 | 97.0% |
| 640 · CAPT. PROJ. EXPENDITURES | | | |
| 40602 · Materials & Services Capt Proj | 66.00 | | |
| 740 · CAPT. PROJ. CAPITAL OUTLAY | | | |
| 40702 · Land Improvement - Capt Proj | | | |
| 40702.1 · Engineering/Consultants | 85,870.00 | | |
| 40702.2 · Materials & Services | 622,974.59 | | |
| 40702 · Land Improvement - Capt Proj - Other | 0.00 | 765,000.00 | 0.0% |
| Total 40702 · Land Improvement - Capt Proj | 708,844.59 | 765,000.00 | 92.7% |
| Total 740 · CAPT. PROJ. CAPITAL OUTLAY | 708,844.59 | 765,000.00 | 92.7% |
| Total 640 · CAPT. PROJ. EXPENDITURES | 708,910.59 | 765,000.00 | 92.7% |
| 660 · DEBT SERV. RV PARK EXPENDITURES | | | |
| 60806P · RV Park Improv. Loan Principal | 31,360.48 | 34,540.00 | 90.8% |
| 60815I · RV Park Improv. Loan Interest | 16,738.22 | 18,368.00 | 91.1% |
| Total 660 · DEBT SERV. RV PARK EXPENDITURES | 48,098.70 | 52,908.00 | 90.9% |
| 670 · PORT CONST FUND EXPENDITURES | | | |
| 70100 · PORT CONST. CAPITAL OUTLAY | | | |
| 70700 · Land Improvement - Port Const. | 127,988.52 | 689,000.00 | 18.6% |
| Total 70100 · PORT CONST. CAPITAL OUTLAY | 127,988.52 | 689,000.00 | 18.6% |
| Total 670 · PORT CONST FUND EXPENDITURES | 127,988.52 | 689,000.00 | 18.6% |
| 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 | 4,732,806.44 | 6,129,030.00 | 77.2% |
| Net Income | 1,402,353.33 | 0.00 | 100.0% |

Port of Brookings Harbor
Check Registers
As of May 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 | 05/05/2021 | US Bank Equipment Finance | Contract No. 500-0629325-000 | | 223.20 |
| Bill Pmt -Check | DEBIT | 05/07/2021 | Tyrease Oil, Inc | Account # 56851 Fuel Purchase | | 19,218.40 |
| Check | DEBIT | 05/14/2021 | ADP | Advice of Debit 579778245 Payroll | | 252.74 |
| Check | DEBIT | 05/05/2021 | Edward Jones | Employer Contribution 05/05/2021 ConfirmationRHXV6-HZMWQ | | 191.46 |
| Check | DEBIT | 05/05/2021 | Edward Jones | Employer Contribution 05/05/2021 ConfirmationRHXV6-JOPVJ | | 260.65 |
| Check | DEBIT | 05/05/2021 | Edward Jones | Employer Contribution 05/05/2021 ConfirmationRHXV6-JOTGZ | | 134.15 |
| Check | DEBIT | 05/05/2021 | Edward Jones | Employer Contribution 05/05/2021 ConfirmationRHXV6-JOYB7 | | 139.10 |
| Check | DEBIT | 05/05/2021 | Edward Jones | Employer Contribution 05/05/2021 ConfirmationRHXV6-J11K5 | | 160.83 |
| Check | DEBIT | 05/05/2021 | Edward Jones | Employer Contribution 05/05/2021 ConfirmationRHXV6-J1419 | | 129.88 |
| Check | DEBIT | 05/05/2021 | Edward Jones | Employer Contribution 05/05/2021 ConfirmationRHXV6-J174X | | 289.20 |
| Check | DEBIT | 05/05/2021 | TD Ameritrade | Employer Contribution 05/05/2021 ConfirmationRHXV6-J1B44 | | 499.83 |
| Check | DEBIT | 05/05/2021 | US Bank Sep-IRA | Employer Contribution 05/05/2021 ConfirmationRHXV6-J1F8T | | 326.53 |
| Check | DEBIT | 05/03/2021 | Elavon | APRIL 2021 MERCHANT SERVICE FEE ACCT#8316 | | 915.42 |
| Check | DEBIT | 05/03/2021 | Elavon | APRIL 2021 MERCHANT SERVICE FEE ACCT#873 | | 77.70 |
| Check | DEBIT | 05/03/2021 | Elavon | APRIL 2021 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch | | 631.58 |
| Bill Pmt -Check | DEBIT | 05/12/2021 | Plitney Bowes, Inc. | Power Postage Acct# 8000-9000-0324-9186 | | 113.04 |
| Bill Pmt -Check | DEBIT | 05/24/2021 | Tyrease Oil, Inc | Account # 56851 Fuel Purchase | | 19,955.12 |
| Check | DEBIT | 05/12/2021 | BL/RV Park | REFUNDS issued 05/12/2021 | | 410.99 |
| Check | DEBIT | 05/19/2021 | Edward Jones | Employer Contribution 05/19/2021 ConfirmationRK7NT-DFMVG | | 130.18 |
| Check | DEBIT | 05/19/2021 | Edward Jones | Employer Contribution 05/19/2021 ConfirmationRK7NT-DGV4T | | 207.32 |
| Check | DEBIT | 05/19/2021 | Edward Jones | Employer Contribution 05/19/2021 ConfirmationRK7NT-DGZNO | | 147.35 |
| Check | DEBIT | 05/19/2021 | Edward Jones | Employer Contribution 05/19/2021 ConfirmationRK7NT-DH1PG | | 139.64 |
| Check | DEBIT | 05/19/2021 | Edward Jones | Employer Contribution 05/19/2021 ConfirmationRK7NT-DH4DD | | 171.80 |
| Check | DEBIT | 05/19/2021 | Edward Jones | Employer Contribution 05/19/2021 ConfirmationRK7NT-DH6Y9 | | 128.04 |
| Check | DEBIT | 05/19/2021 | Edward Jones | Employer Contribution 05/19/2021 ConfirmationRK7NT-DH9WF | | 289.20 |
| Check | DEBIT | 05/19/2021 | TD Ameritrade | Employer Contribution 05/19/2021 ConfirmationRK7NT-DHD4Z | | 183.41 |
| Check | DEBIT | 05/19/2021 | US Bank Sep-IRA | Employer Contribution 05/19/2021 ConfirmationRK7NT-DHHJG | | 326.53 |
| Bill Pmt -Check | DEBIT | 05/17/2021 | Chevron Business Card | Account #: 0498607075866 | | 586.88 |
| Bill Pmt -Check | DEBIT | 05/16/2021 | Oregon Department of Agriculture | Annual Licenses - Fuel Dock Meter Pumps | | 276.00 |
| Check | DEBIT | 05/28/2021 | ADP | Advice of Debit 580578042 Payroll Date: 05/19/2021 | | 140.37 |
| Check | DEBIT | 05/28/2021 | ADP | Advice of Debit #580769633 exLaborManager/ADP 300 Timeclock (3 Timeclocks) | | 180.35 |
| General Journal | DEBIT 05/03 | 05/03/2021 | | Transfer to Debt Service Fund for Travel Payment | | 4,659.00 |
| General Journal | DEBIT 05/03 | 05/03/2021 | | Transfer to Debt Service Fund for Fork Lift Payment | | 1,464.71 |
| General Journal | DEBIT 05/03 | 05/03/2021 | | Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#977480-40835 Payment | | 4,809.87 |
| General Journal | RES 05/03 | 05/03/2021 | | Transfer to IFA Debt Service for 2nd QTR 2021 Pmt | | 24,768.00 |
| General Journal | USDA 05/03 | 05/03/2021 | | Transfer to Reserve Fund | | 2,000.00 |
| General Journal | PAY 05/05 | 05/05/2021 | | To transfer to USDA Revenue Bond Fund for November 2021 Payment | | 10,843.00 |
| General Journal | TAX 05/05 | 05/05/2021 | | Rec 05/05/2021 payroll #2 | | 103.26 |
| General Journal | CP 05/06 | 05/06/2021 | | Rec 05/05/2021 payroll #1 | | 7,948.60 |
| General Journal | CP 05/07 | 05/07/2021 | | Rec 05/05/2021 payroll #2 | | 20.92 |
| General Journal | CRR 05/11 | 05/11/2021 | Mountain View Custom Cycles | Transfer to Capital Projects for payment to Legacy Pay Estimate #3,4,5 | | 57,242.59 |
| General Journal | CP 05/14 | 05/14/2021 | | Transfer to Capital Projects for payment to EMC Engineering inv#90019-2076 | | 2,667.50 |
| General Journal | PAY 05/19 | 05/19/2021 | | Transfer to Capital Projects for payment to EMC Engineering inv#91009-2077 | | 11,720.00 |
| General Journal | TAX 05/19 | 05/19/2021 | | Rec 05/19/2021 payroll | | 16,712.98 |
| General Journal | CRC 05/20 | 05/20/2021 | | Rec 05/19/2021 payroll | | 6,147.48 |
| General Journal | CP 05/21 | 05/21/2021 | Case, Charles | Deposit- Commercial Rent Relief received on behalf of Mountain View Custom Cycles | | 3,000.00 |
| General Journal | USCG 05/24 | 05/24/2021 | | MAY 2021 LEASE Pmt | | 6,000.00 |
| General Journal | CP 05/28 | 05/28/2021 | | Transfer to Capital Projects for payment to Curry County Planning Dept for JPA Application Review | | 923.24 |
| Bill Pmt -Check | 10387 | 05/07/2021 | Harbor Sanitary District | APRIL 2021 Sanitary Bill | | 100.00 |
| Bill Pmt -Check | 10388 | 05/07/2021 | Spec Dist Assoc of OR- Prop & Cas | Policy#31P16414-203 Customer ID: 01-18414 - 2021 PROPERTY & CASUALTY POLICY | | 3,715.31 |
| Bill Pmt -Check | 10399 | 05/07/2021 | Harbor Water District P.U.D. | 03/22/2021 - 04/21/2021 SERVICE/WATER BILL | | 9,216.36 |
| Bill Pmt -Check | 10390 | 05/07/2021 | Curry Equipment | Account#1052 Equip Repair & Maint. Supplies | | 2,015.84 |
| Bill Pmt -Check | 10391 | 05/07/2021 | Secure Information Security | 04/29/2021- Shredded stored documents | | 59.98 |
| Bill Pmt -Check | 10392 | 05/07/2021 | John Kellum/John's Portable Welding | 04/27 & 04/30 - Weld frames & hinges on transient dock | | 621.50 |
| Bill Pmt -Check | 10393 | 05/07/2021 | Orca Security Consulting LLC | Security Portal for APRIL 2021 | | 525.00 |
| Bill Pmt -Check | 10394 | 05/07/2021 | Spec Dist Assoc of OR- Healthcare | Customer # - 03-0016414 - HEALTHCARE PREMIUM | | 2,700.00 |
| Bill Pmt -Check | 10395 | 05/14/2021 | Association of Pacific Ports | Levy on 2020-2021 Port Member Dues Association of Pacific Ports | | 7,562.24 |
| Bill Pmt -Check | 10396 | 05/14/2021 | Country Media, Inc. | GLST# 38747 Curry Coastal Pilot Notices | | 165.00 |
| Bill Pmt -Check | 10397 | 05/14/2021 | Curry Equipment | Account#1052 Equip Repair & Maint. Supplies | | 505.18 |

Port of Brookings Harbor
Check Registers

As of May 31, 2021

12:10 PM
06/07/21

Cash Basis

| Type | Num | Date | Name | Memo | Debit | Credit |
|---|-------|------------|------------------------------------|---|------------|------------|
| Bill Pmt -Check | 10398 | 05/14/2021 | Curry Transfer & Recycling | Account #2040-2434-001 Trash Dumpsters | | 4,236.54 |
| Bill Pmt -Check | 10399 | 05/14/2021 | EMC-Engineers/Scientists, LLC | Engineering Assistance - Wastewater Treatment Facility | | 740.00 |
| Bill Pmt -Check | 10400 | 05/14/2021 | Gowman Electric, Inc. | Electrical Repairs | | 85.00 |
| Bill Pmt -Check | 10401 | 05/14/2021 | Grainger | ACCT# 822663001 SPILL KIT, DRUM, UNIVERSAL, 30" H X 23" W | | 252.70 |
| Bill Pmt -Check | 10402 | 05/14/2021 | Oregon Coast Magazine | Customer ID: 103331 AD ON PG 95 OF SPRING 2020 OREGON COAST & MILE-BY-MILE GUIDE ISSUE SIZE---- | | 673.00 |
| Bill Pmt -Check | 10403 | 05/14/2021 | Quill Corporation | ACCT#1932158 Office Supplies | | 137.65 |
| Bill Pmt -Check | 10404 | 05/14/2021 | Ventek International | Ventek Processing Services - Kiosk at Boat Launch - Annual Fee | | 2,070.00 |
| Bill Pmt -Check | 10405 | 05/14/2021 | Fastenal Industrial Supplies | Customer No. ORBRK0013 Toiletries & Supplies | | 2,277.20 |
| Bill Pmt -Check | 10406 | 05/21/2021 | Brammer, Teddy | REFUND for Unused Moorage 05/12/2021 - 03/17/2022 | | 950.00 |
| Bill Pmt -Check | 10407 | 05/21/2021 | Anchor Lock & Key | 05/15/2021 Installation of Door Closures - The Hungry Clam | | 255.00 |
| Bill Pmt -Check | 10408 | 05/21/2021 | BI-MART | Account #831481 Water & Supplies | | 75.68 |
| Bill Pmt -Check | 10409 | 05/21/2021 | Harbor View Windows, Heating & Air | 05/12/2021 - HVAC Repair - Bell & Whistle | | 387.50 |
| Bill Pmt -Check | 10410 | 05/21/2021 | In-Motion Graphics and Design, LLC | 03/02/2021 - Repair to RV Park Signage | | 330.00 |
| Bill Pmt -Check | 10411 | 05/21/2021 | Pape Material Handling | Customer No. 1070715 Equipment Maintenance & Repair | | 228.52 |
| Bill Pmt -Check | 10412 | 05/28/2021 | Rogue Credit Union | CC Acct#600189321 CREDIT CARD Ending#7681 | | 8,804.52 |
| Bill Pmt -Check | 10413 | 05/28/2021 | Gold Beach Lumber Yard, Inc. | Account #776 Hardware Supplies & Materials | | 76.68 |
| Bill Pmt -Check | 10414 | 05/28/2021 | Black & Rice LLP | APRIL 2021 Legal Services | | 1,791.00 |
| Bill Pmt -Check | 10415 | 05/28/2021 | Gerard W. Burns, CPA | MAY Bill #5-2021 | | 500.00 |
| Bill Pmt -Check | 10416 | 05/28/2021 | NAPA Auto Part | ACCT#60285 Vehicle/Equip Maint. & Supplies | | 16.58 |
| Bill Pmt -Check | 10417 | 05/28/2021 | Quill Corporation | ACCT#1932158 Office Supplies | | 510.90 |
| Bill Pmt -Check | 10418 | 05/28/2021 | Thermo Flutes, Inc. | Removal of 3 Blige Water Drums | | 171.60 |
| Bill Pmt -Check | 10419 | 05/28/2021 | Uline | Customer No. 15340135 OIL SORBENT BOOMS | | 139.19 |
| Total 10103 - General Funds Ckg Umpqua 3634 | | | | | 9,923.24 | 274,308.72 |
| 10103 - General Fund LGIP 6017 | | | | | | |
| Check | | 05/03/2021 | | LGIP Fees for APRIL 2021 | 157,869.00 | 0.20 |
| General Journal | | 05/13/2021 | | PAY NO. 1755767 LDA REQ-6 Port of Brookings Harbor C2019375 Draw #6 Doc No. YP078482 | 157,869.00 | 0.20 |
| Total 10105 - General Fund LGIP 6017 | | | | | 157,869.00 | 0.20 |
| Total 101 - GENERAL FUND CHECKING & LGIP | | | | | 167,792.24 | 274,308.92 |
| Bill Pmt -Check | | 05/28/2021 | Harbor Corner Market LLC | DURACELL C BATTERY | | 7.19 |
| Total 10101 - Petty Cash | | | | | 0.00 | 7.19 |
| Total 100 - UNRESTRICTED CASH & EQUIVALENTS | | | | | 167,792.24 | 274,316.11 |
| 110 - UNRESTRICTED CASH & EQUIVALENTS | | | | | | |
| 104 - RESTRICTED MONEY MKT & CHECKING | | | | | | |
| Check | | 05/17/2021 | Umpqua Bank/Loan#747041620 | Genie Reach Forklift Loan#747041620 Payment #39 | | 1,464.71 |
| General Journal | | 05/24/2021 | m2 Lease LLC | Customer #107104 Loan#110561 Pmt #55 - 50 BFMil Travelift | 4,659.00 | 4,659.00 |
| General Journal | | 05/03/2021 | | Transfer to Debt Service Fund for Travelift Payment | 1,464.71 | |
| General Journal | | 05/03/2021 | | Transfer to Debt Service Fund for Fork Lift Payment | | |
| Total 30104 - Debt Service Umpqua MM 8627 | | | | | 6,123.71 | 6,123.71 |
| 40104 - Capital Projects Umpqua 8018 | | | | | | |
| Check | | 05/28/2021 | Umpqua Bank (Service fees) | Miscellaneous Debit Maintenance Fee | | 12.50 |
| General Journal | | 05/24/2021 | | MAY 2021 LEASE Pmt | | 923.24 |
| Total 40104 - Capital Projects Umpqua 8018 | | | | | 0.00 | 935.74 |
| Total 104 - RESTRICTED MONEY MKT & CHECKING | | | | | 6,123.71 | 7,059.45 |
| 105 - RESTRICTED LGIP | | | | | | |
| 20105 - USDA Bond Fund LGIP 6021 | | | | | | |
| General Journal | | 05/03/2021 | | To transfer to USDA Revenue Bond Fund for November 2021 Payment | 10,843.00 | 0.00 |
| Total 20105 - USDA Bond Fund LGIP 6021 | | | | | 10,843.00 | 0.00 |
| 30105 - IFA Debt Service Fund LGIP 6020 | | | | | | |

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

12:10 PM
 06/07/21
 Cash Basis

| Type | Num | Date | Name | Memo | Debit | Credit |
|--|-----------|------------|------|------|-------------------|-------------------|
| General Journal | IFA 05/03 | 05/03/2021 | | | 24,168.00 | |
| Total 30105 - IFA Debt Services Fund LGIP 6020 | | | | | | |
| 50105 - Reserve Fund LGIP 6018 | | | | | | |
| General Journal | RES 05/03 | 05/03/2021 | | | 2,000.00 | |
| Total 50105 - Reserve Fund LGIP 6018 | | | | | | |
| Total 105 - RESTRICTED LGIP | | | | | 37,011.00 | 0.00 |
| Total 110 - RESTRICTED CASH & EQUIVALENTS | | | | | 43,134.71 | 7,989.45 |
| TOTAL | | | | | 210,926.95 | 281,375.56 |

Port of Brookings Harbor
Purchases by Vendor Summary
 January through May 2021

| | Jan - May 21 |
|---------------------------------------|--------------|
| 5-R Excavation, LLC | 5,970.00 |
| Absolute Golf Carts | 650.00 |
| Adobe | 29.98 |
| ADP | 2,829.50 |
| Alexandre EcoDairy Farms | 250.00 |
| AMAZON MKTPLACE | 1,749.59 |
| Anchor Lock & Key | 1,798.00 |
| Armoilo Display Solutions | 273.46 |
| Association of Pacific Ports | 165.00 |
| BI-MART | 567.47 |
| Black & Rice LLP | 7,200.00 |
| BOARDWALK MAIL SERVICE | 183.21 |
| Boat Launch Kiosk | 11.00 |
| BoomTech | 77.47 |
| Bronze Memorials Inc. | 1,157.48 |
| Brookings Signs & Graphics | 117.00 |
| Bullet Rental | 2,725.08 |
| C.O. Construction | 535.00 |
| CED | 379.50 |
| CertifiedMailLabels.com | 300.00 |
| CHEVRON | 1,186.98 |
| Chevron Business Card | 1,751.28 |
| Coastal Audio & Tint | 300.00 |
| Cole-Parmer | 156.51 |
| Coos-Curry Electric Cooperative, Inc. | 38,434.04 |
| Country Media, Inc. | 1,537.51 |
| Crescent ACE Hardware | 498.66 |
| Crow/Clay & Associates, Inc | 2,593.75 |
| Crown Plumbing | 1,922.50 |
| Curry County Community Development | 865.96 |
| Curry County Sheriff | 125.00 |
| Curry County Tax Collector | 2,110.05 |
| Curry Equipment | 206.86 |
| Curry Transfer & Recycling | 19,450.09 |
| Da-Tone Rock Products | 2,592.30 |
| Del-Cur Supply Co-op | 755.45 |
| Dish Network | 2,856.29 |
| Elavon | 1,260.74 |
| EMC-Engineers/Scientists, LLC | 53,370.00 |
| Englund Marine Supply | 323.62 |
| Fastenal Industrial Supplies | 10,138.80 |
| Ferguson Enterprises, Inc. | 21,521.62 |
| Firefly Reservations | 697.00 |
| Frank's Heating & Refrigeration | 1,667.57 |
| FRED MEYER | 49.56 |
| Freeman Rock, Inc. | 2,190.12 |
| Gerald W. Burns, CPA | 2,500.00 |
| Gold Beach Lumber Yard, Inc. | 13,689.53 |
| Gowman Electric, Inc. | 13,300.33 |
| Grainger | 252.70 |
| Grants Pass Water Lab, Inc. | 3,240.00 |
| Grating Pacific, LLC | 452.00 |
| GSS, Inc. | 110.00 |
| Harbor Corner Market LLC | 29.18 |
| Harbor Logging Supply, Inc. | 4,278.85 |
| Harbor Sanitary District | 20,008.51 |
| Harbor Truss and Supply LLC | 180.00 |
| Harbor View Windows, Heating & Air | 1,223.75 |
| Harbor Water District P.U.D. | 8,886.56 |
| Heartsmart.com | 546.11 |
| Home Depot | 3,481.00 |
| In-Motion Graphics and Design, LLC | 330.00 |
| Industrial Steel & Supply Co. Inc. | 313.00 |
| Intuit | 2,254.56 |
| iSecure Information Security | 621.50 |
| John Kellum/John's Portable Welding | 5,587.50 |

Port of Brookings Harbor
Purchases by Vendor Summary
 January through May 2021

| | Jan - May 21 |
|---|--------------|
| K&K Insurance Group, Inc. | 225.00 |
| Labor Law Posters Online | 48.85 |
| Legacy Contracting, Inc. | 469,975.59 |
| Les Schwab Tire Center | 16.99 |
| M & J Glazebrook Construction | 614.75 |
| Mascott Equipment | 2,343.38 |
| Mc Court Floor Coverings, Inc | 75.00 |
| McLennan Excavation, Inc. | 9,990.00 |
| Microsoft | 199.98 |
| NAPA Auto Part | 270.24 |
| Northwest Parking Equipment Company | 1,335.84 |
| ONLINE Purchases | 227.37 |
| Orcal Security Consulting LLC | 13,590.00 |
| Oregon Alarm | 42,690.00 |
| Oregon Coast Magazine | 675.00 |
| Oregon Department of Agriculture | 278.00 |
| Pacific Office Automation | 759.31 |
| Pacific Rim Copy Center | 303.40 |
| Palm Industries, Inc. | 2,479.99 |
| Pape Material Handling | 1,256.04 |
| Pitney Bowes Global Lease | 415.41 |
| Pitney Bowes, Inc. | 1,112.96 |
| Platt | 1,213.41 |
| Pump Pipe & Tank Services, LLC | 926.54 |
| Quill Corporation | 4,567.42 |
| Rentprep Enterprise/Fidelis Screening | 339.15 |
| Roberts & Associates Land Surveying, Inc. | 2,150.00 |
| Rock Island Design | 1,047.05 |
| SimpliSafe | 59.96 |
| Slice Recovery | 1,914.00 |
| SmartSign | 132.26 |
| SO Backflow Techs | 28.00 |
| Spec Dist Assoc of OR- Healthcare | 37,811.20 |
| Spec Dist Assoc of OR- Prop & Cas | 46,081.80 |
| Spectrum Business 8752 19 060 0025169 | 461.10 |
| Spectrum Business 8752 19 060 0226494 | 476.32 |
| Spectrum Business 8752 19 060 0247029 | 349.90 |
| Spectrum Business 8752 19 060 0251369 | 384.85 |
| Stericycle | 98.05 |
| Strahm's Sealcoat & Striping, Inc. | 20,126.00 |
| SUPPLYHOUSE.COM | 373.41 |
| Tank Testers, LLC | 8,497.50 |
| The Park Catalog | 1,247.73 |
| The Roofers, LLC | 10,327.84 |
| Thermo Fluids, Inc. | 854.30 |
| Tidewater Contractors, Inc. | 552.00 |
| Tyree Oil, Inc | 70,261.73 |
| U Printing | 257.83 |
| Uline | 1,007.89 |
| US Bank Equipment Finance | 1,116.00 |
| US Postal Service | 7.95 |
| US Relay/HD Relay | 139.00 |
| Valvoline | 45.99 |
| Ventek International | 2,070.00 |
| VERIZON WIRELESS | 1,640.50 |
| Vonage | 1,012.10 |
| Wayfair LLC | 285.99 |
| WebReserv | 495.00 |
| WEBLY-CHARGE.COM | 910.00 |
| Zipty Fiber 541-412-7930-102902-5 | 157.03 |
| Zipty Fiber 541-469-5867-121516-5 | 381.19 |
| Zoom Video Communications Inc. | 74.95 |
| TOTAL | 1,045,582.12 |

SAFETY MONTHLY REPORT

Date: June 15, 2021
Period: May 2021
To: Gary Dehlinger, Port Manager
Issued By: Danielle King, Safety Representative

Safety Meetings:

- Port maintenance staff was trained on Proper Protective Equipment (PPE), lawn mowing and trimming etiquette.

Employee Accidents:

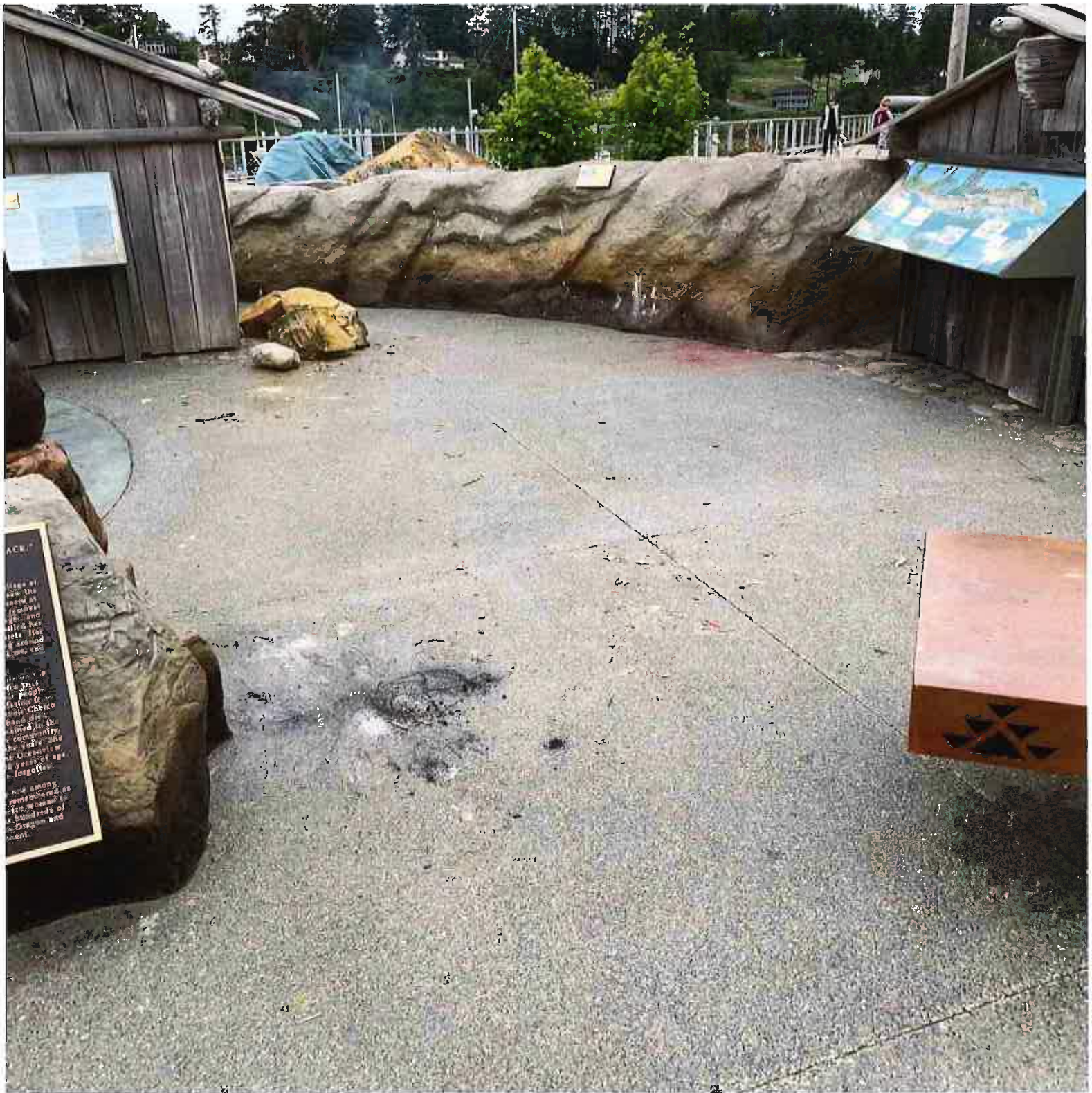
- No employee accidents for the month of May.

Accident / Incident Reports:

1. May 3, Staff found a hypodermic needle in the commercial basin parking lot near the road, the needle was carefully picked up and disposed of properly into the Port's hazardous waste container.
2. May 7, RV Park guest checked in with a 1988 Bouncer for a week. Later, the same RV guest bought a "new" RV, a 1994 Holiday Rambler, and placed inside the site without informing staff. RV Park Manager informed the guest that the new RV will not be allowed to stay in future stays due to its condition, which he understood. When staff did their rounds after the RV left found he had backed into the fence between site 52 and 53. Staff cleaned up fiberglass and reflectors from the site.
3. May 8, truck was doing donuts in the dry camping area, when staff tried to catch the person, the truck left the park. The truck came back in and got into a donut duel with another car. When staff attempted to catch the people, they both took off out of the park before contact could be made.
4. May 11, Kenny in the boat yard noticed a vessel was leaking diesel fuel onto the ground and notified Travis. The boat owner was doing his own boat work. Kenny tried to slow the leak by plugging the hole. Travis got onto the vessel and noticed the bilge was full of diesel and a line leaking from the fuel tank. He was able to turn the line off and stop the leak. Absorbent booms were placed around the spill and contact was made with the owner of the vessel. The owner of the vessel removed the contaminated soil and had it disposed of properly at CTR. DEQ 1200Z Spill/Release report was filled out, no other organizations had to be contacted.
5. May 13, RV Park guest informed staff that they are leaving early due to multiple noise disturbances. 1) A transient was parked in a parking spot along the ocean and started to yell and sing, curry county sheriffs could not do anything since the transient was not actually getting out of his vehicle and physically disturbing anyone. 2) A blue vehicle came into the dry camping area at a high rate of speed, heading towards a flock of seagulls, did a couple donuts, then parked into a dry camp site. Then a white car came into the dry camp site next to the blue vehicle, backed up did a few donuts and they both left the park. Another RV guest left earlier that morning due to the transient noise disturbance but did not tell staff. RV Park manager talked to another guest in that area who confirmed all the same noise disturbances.
6. May 14, Port staff noticed someone set up a tent in the Chetco Indian Memorial. Curry County Sheriffs were called to remove and trespass the transient from the memorial but asked that they clean up the spray paint overspray and charcoal marks on the Indian Memorial concrete before leaving. The transient, Jonnie Robertson cleaned up tent area, and clean up the overspray and charcoal marks.
7. May 17, Port Staff noticed that the transient, Jonnie Robertson, had set up camp Saturday May 15, on the concrete boardwalk but the Curry County Sheriffs could not locate the transient to

trespass him from Port property. Monday the tent and camp site was still set up and Port staff cleaned up the area and removed the tent and campsite. When Sheriffs find locate Mr. Robertson, he will be trespassing him from Port Property. On May 23 Curry County Sheriffs were able to trespass Robertson from Port Property for 6 months.

8. May 17, an RV showed up on Port grounds around 9:15 pm and parked in Basin II, the grassy driveway next to Lower Harbor Road, and was there overnight. The next morning Port staff placed a parking violation on the RV and when the RV left k-rail and delineators were placed to avoid any future camping.
9. May 17, a transient man was found sleeping “under” the bench at the top of Basin I, A – D dock ramp. Curry County Sheriffs were called and had the transient move on from Port Property.
10. May 22, Maintenance found (1) hypodermic needle in gear storage behind the fuel dock. It was properly picked up and disposed of in the Port’s hazardous waste container.
11. May 22, someone accidently ran into the concrete blocks in the RV park between public parking and walkway in front of site 69-70. Blocks were reset. One of the blocks has some damage to it.







HARBORMASTER MONTHLY REPORT

Date: June 15th, 2021
Period: May 2021
To: Gary Dehlinger, Port Manager
Issued By: Travis Webster, Harbormaster

RV Park

Port staff spent most of the month working on the restroom. Staff met our goal and restrooms were open for Memorial Day weekend. Restroom toilets and sinks worked great and have had no maintenance issues with the new equipment. Staff will continue to work on the shower areas. Port hopes to have a final inspection on the restroom sometime in July.

Occupancy by Month & Year

| RV Park | 2020 | 2021 | Change | Month | 2020 | 2021 | Change |
|----------|--------|--------|--------|-----------|--------|------|--------|
| January | 7.45% | 19% | 11.45% | July | 84.66% | | |
| February | 16% | 23% | 7% | August | 70% | | |
| March | 16.4% | 39% | 22.6% | September | 51% | | |
| April | 0% | 27.5% | 27.5% | October | 68% | | |
| May | 5.7% | 43.13% | 37.43% | November | 22% | | |
| June | 71.08% | | | December | 15% | | |

Marina

Staff walked docks inspect water lines, trip hazards, removed wood debris and cleared walkways. Staff completed a quarterly dock inspection and port manager, and I will make a list of repairs to be done in the next fiscal year. Fuel dock and transient dock are operating very well and have not had any issues. Staff will tighten all bolts on the dock. OSMB was on site to inspect Sani Sailors. The equipment was operating in good condition and all inspections passed.

Equipment services performed by Port staff

Telehandler, 7 jobs, 9.5 hrs billed
Travel Lift, 5 haul outs

Boat Launches Paid through Launch Machine

| Month | 2020 | 2021 | Change | Month | 2020 | 2021 | Change |
|----------|------|------|--------|-----------|------|------|--------|
| January | 5 | 27 | 22 | July | 1095 | | |
| February | 102 | 70 | (32) | August | 768 | | |
| March | 204 | 178 | (26) | September | 583 | | |
| April | 244 | 386 | 142 | October | 713 | | |
| May | 282 | 233 | (49) | November | 109 | | |
| June | 697 | | | December | 40 | | |

Commercial Receiving Dock

Quarterly inspections were done on receiving docks. No major issues to report. Port got word that the USACE dredge was to be here in early June. Staff has planned with receiving docks to work together while the dredging was happening. Port will install the bumper and remove it as soon as the work is completed.

Commercial Retail Building

Memorial weekend one of the retail sewer pumps went down. Staff responded and was able to clear the blockage. A/C unit was not working at the coffee shop. Harbor view was called and found a leaking freon fitting. Zola's has started their work and port has received copies of the permit.

Maintenance Crew

Maintenance completed 43 work orders throughout the port. Port's telehandler had a cracked air return line that was repaired by Pape. Pape also did a service on the Travel Lift. During the service, port staff and Pape made a of deteriorating hydraulic fittings. We now have them installed and will decide to change the parts out as needed.

WORK ORDERS LOG
Port Of Brookings Harbor
May 2021

| | Date | Location | Description of Work | Corrective Action | Date Completed | Completed By | |
|-----|---------|----------------------------------|---|---|----------------|-----------------------------|----|
| 343 | 5/3/21 | Fish Station | Dump Carcasses | Completed | 5/3/21 | Brent | 1 |
| 344 | 5/3/21 | RV Park Restroom | Prep Restroom | Completed | 5/3/21 | Shawn & Sean | 2 |
| 345 | 5/4/21 | Basin I A Dock Slip 33 | Electricity not working, socket burnt | Gowman cmae out and replaced breaker | 5/5/21 | Travis | 3 |
| 346 | 5/5/21 | RV Park Restroom | Install tongue and grove boards | Work in progress | 5/5/21 | Shawn, Sean, Brent & Travis | 4 |
| 347 | 5/6/21 | Basin I | Main water leaking | Repaired | 5/5/21 | Shawn & Sean | 5 |
| 348 | 5/6/21 | RV Park Restroom | Install tongue and grove boards | Work in progress | 5/6/21 | Shawn, Sean, Brent & Travis | 6 |
| 349 | 5/7/21 | RV Park Restroom | Install tongue and grove boards | Work in progress | 5/7/21 | Shawn, Sean, Brent & Travis | 7 |
| 350 | 5/1/21 | Port Property | Inspect sewer and septic systems | Completed | 5/7/21 | Brent | 8 |
| 351 | 5/10/21 | RV Park Restroom | Clean up and prep walls | Completed | 5/10/21 | Shawn & Sean | 9 |
| 352 | 5/10/21 | RV Park | Landscape dry camp & tent sites | Completed | 5/10/21 | Shawn & Sean | 10 |
| 353 | 5/11/21 | RV Park Restroom | Prep for FRP walls | Work in progress | 5/11/21 | Shawn & Sean | 11 |
| 354 | 5/11/21 | Travelift | Inspect travelift and full lube | Completed, found fittings to be replaced | 5/11/21 | Brent & Pape | 12 |
| 355 | 5/12/21 | Bell & Whistle | HVAC not working | refrigerant leaking, recharged | 5/12/21 | Brent & Harborview Heating | 13 |
| 356 | 5/12/21 | RV Park Restroom | Prep walls, hang FRP | Work in progress | 5/12/21 | Shawn, Sean & Travis | 14 |
| 357 | 5/13/21 | RV Park Restroom | Hang FRP | Work in progress | 5/13/21 | Shawn & Sean | 15 |
| 358 | 5/13/21 | RV Park, Site 41 | Fence board fell off back of site | Replaced board | 5/13/21 | Brent | 16 |
| 359 | 5/13/21 | RV Park, Site 13 | Electrical panel fell off | Reattached cover | 5/13/21 | Brent | 17 |
| 360 | 5/14/21 | RV Park | Replace (3) cable TV ends | Completed | 5/14/21 | Brent | 18 |
| 361 | 5/14/21 | RV Park Restroom | Hang FRP | Work in progress | 5/14/21 | Shawn & Sean | 19 |
| 362 | 5/15/21 | Boat/Trailer Storage behind Shop | Weedeat tall weeds | Completed | 5/15/21 | Marian | 20 |
| 363 | 5/16/21 | RV Park | Weedeat tall weeds | Completed | 5/16/21 | Marian | 21 |
| 364 | 5/17/21 | RV Park Restroom | Finish installing FRP in Restrooms | Completed | 5/17/21 | Shawn & Sean | 22 |
| 365 | 5/19/21 | RV Park Restroom | Install FRP in Shower Rooms | Work in progress | 5/19/21 | Shawn, Sean, & Travis | 23 |
| 366 | 5/20/21 | Kite Field Restroom, Womens | Latches missing in bathroom stalls | Added three latches | 5/20/21 | Brent | 24 |
| 367 | 5/20/21 | RV Park Restroom | Install FRP in Shower Rooms | Work in progress | 5/20/21 | Shawn & Sean | 25 |
| 368 | 5/17/21 | RV Park, Site 25 | Stripped hose bib | Fixed hose bib | 5/20/21 | Trenton | 26 |
| 369 | 5/20/21 | RV Park | New asphalt by exit needs to be swept | Completed | 5/21/21 | Trenton | 27 |
| 370 | 5/21/21 | Commercial Retail Restroom, Mens | Soap dispenser defective | Replaced board | 5/21/21 | Brent | 28 |
| 371 | 5/21/21 | Harbor Corner Market | Add weather striping on front door | Installed | 5/21/21 | Brent | 29 |
| 372 | 5/21/21 | Boatyard Gate | Latch wont work | Adjusted hinge bracket | 5/21/21 | Brent | 30 |
| 373 | 5/24/21 | RV Park Restroom | Finish installing FRP in Showers | Completed | 5/24/21 | Shawn & Sean | 31 |
| 374 | 5/25/21 | RV Park Restroom | Install Partitions | Work in progress | 5/25/21 | Shawn, Sean, Brent & Travis | 32 |
| 375 | 5/26/21 | RV Park Restroom | Install Partitions | Completed | 5/26/21 | Shawn, Sean & Travis | 33 |
| 376 | 5/27/21 | RV Park Restroom | Add finishing touches in restroom | Work in progress | 5/27/21 | Shawn, Sean, Brent & Travis | 34 |
| | 5/27/21 | Telehandler | DEF Alarm going off | Found inlet screen clogged, cleaned and alarm stopped | 5/27/21 | Brent | |
| | 5/28/21 | RV Park Restroom | Complete finishing touches & open restrooms | Completed | 5/28/21 | Shawn, Sean & Brent | 35 |
| 377 | 5/28/21 | RV Park Restroom | Install outside rinse station | Completed | 5/28/21 | Shawn & Sean | 36 |
| 378 | 5/25/21 | RV Park, Dry Camping Area | Put No Tent signs up | Completed | 5/28/21 | Trenton | 37 |
| 379 | 5/24/21 | RV Park, Partial Hookups | Firepits need to be cleaned out | Completed | 5/28/21 | Trenton | 38 |
| 380 | 5/28/21 | RV Park, Outside Perimeter | Garbage needs to be picked up | Completed | 5/30/21 | Trenton | 39 |
| 381 | 5/30/21 | RV Park | Power out to front row | Had Trenton reset breaker | 5/30/21 | Brent | 40 |
| | 5/30/21 | Commercial Basin Restroom | No water | Found Valve had been closed, opened valve | 5/30/21 | Brent | 41 |
| 383 | 5/31/21 | Fish Station | Dump Carcasses | Completed | 5/31/21 | Brent | 42 |
| 384 | 5/31/21 | Retail Restroom Septic | #2 Pump siezed | Pulled pump and removed debris | 5/31/21 | Brent & Travis | 43 |
| 385 | | | | | | Total Work Orders | 43 |

PORT MANAGER

MONTHLY REPORT

Date: June 15, 2021
Period: May 2021
To: Honorable Board President and District Board Members
Issued By: Gary Dehlinger, Port Manager

Security

OrCal Security and POBH recorded 79 parking violations in May, (62) sixty-two overnight parking, (4) four parking, (8) eight no camping, (4) four unhitched trailers and (1) trespassing issue. May 2021 Security Log attached for your review.

Port Office

Traffic counter at the RV Park recorded 39,954 vehicles in May, average of 1,427 per day. Counter started June 30 11-month total is 454,077 vehicles.

Port has filled the part-time position at the RV Park Office. This position covers the weekend office duties and provides additional maintenance two days of the week.

The same earmark for a wastewater treatment plant that was submitted to Congressman DeFazio office was also submitted to Senator Merkley's office. These applications are identical and would be supported by both offices if their Bills are moved along in the review committees in Washington D.C.

Budget Committee met this month and approved Fiscal Year 2021-22 Budget. Next step is the budget hearing and then final board approval.

Had several meetings with property owners adjacent to the planned dredge sediment storage area. Kim Kahl who owns Port Side Suites and Ken Brytus who owns the adjacent property. We discussed the Ports plan, and they expressed their concerns regarding possible dredge sediment smell. Kim Kahl was also present when we conducted the sample dredge smell test.

Travis and I hosted Joe Hogue and Dustin King from the City of St. Helens, Oregon Police Department reviewing our Port operations. St. Helens oversees a small port, and they were instructed by their superior to visit our port to learn what we do here regarding moorage of vessels.

Commissioner Richard Heap and I joined a virtual townhall meeting with Senator Merkley. First segment of the meeting was joined with local government leaders expressing their concerns and ideas. Second segment of the townhall was with the public.

Completed a tenant visit to check on how they are doing and to see if they have any issues with the buildings or Port operations. We had a few issues to repair. Broken window, door weatherstrip and air conditioning unit at the retail buildings. There were no complaints about Port operations.

Travis and I had a meeting with Ken Kudrna from E Clampus Vitus and Judy May-Lopez from Brookings-Harbor Chamber of Commerce regarding the I-25 Japanese memorial plan at the RV Park. We reviewed the possible locations for this monument and selected the best location we feel would work.

DEQ 1200-Z Industrial Stormwater

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

2019 FEMA Disasters

Port received approval from Oregon Emergency Management for engineering and permitting for DR-4432 and DR-4452. Budget amount for this work is \$120,000. Port submitted \$90,000 lump sum payment for this phase of work prior to expenditure.

Jack Akin/EMC Engineers prepared the Joint Permit Application and FEMA Scope of Work. Both applications were reviewed by staff and submitted to agencies for approvals.

- 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)

2021 Commissioner Meeting Summary

Attached summary shows action and information items the Port Commissioners have reviewed and acted upon this calendar year.

| # | Date | Reported By | Issue Type | Location | Vehicle Plate | Notes |
|-----|----------|-------------|-------------------|-------------------------|---------------|--|
| 76 | 05/04/21 | OrCal | Overnight Parking | RV Park | 384KTN | OR |
| 77 | 05/05/21 | OrCal | Trash | Kite Field | | At Restroom |
| 78 | 05/05/21 | OrCal | Overnight Parking | Retail Parking Lot | C36412M | WA |
| 79 | 05/05/21 | OrCal | No Camping | Retail Parking Lot | 5HDU317 | CA |
| 80 | 05/06/21 | OrCal | Overnight Parking | Retail Parking Lot | 635JXX | OR |
| 81 | 05/06/21 | OrCal | No Camping | Retail Parking Lot | 8VU5812 | WA |
| 82 | 05/07/21 | POBH | No Camping | Retail Parking Lot | | RV camped overnight and was not reported. Individual was informed camping was not allowed. |
| 83 | 05/11/21 | OrCal | Overnight Parking | Retail Parking Lot | 820LZV | OR |
| 84 | 05/13/21 | OrCal | Overnight Parking | Lower Harbor Road | YCDE519 | Parked in turnout since 5/7/21 |
| 85 | 05/15/21 | OrCal | Overnight Parking | RV Park | 405JTR | OR |
| 86 | 05/15/21 | OrCal | Overnight Parking | RV Park | 4VNB105 | CA |
| 87 | 05/17/21 | POBH | Overnight Parking | Commercial Basin Lot | BQK3405 | WA |
| 88 | 05/17/21 | OrCal | Overnight Parking | RV Park | HD31859 | OR |
| 89 | 05/22/21 | OrCal | Parking Violation | Commercial Basin Lot | AK21992 | AZ |
| 90 | 05/23/21 | OrCal | Overnight Parking | RV Park | C99797M | WA |
| 91 | 05/23/21 | OrCal | Overnight Parking | RV Park | 609EYB | OR |
| 92 | 05/23/21 | OrCal | Overnight Parking | RV Park | 444KGZ | OR |
| 93 | 05/23/21 | OrCal | Overnight Parking | RV Park | 522HFC | OR |
| 94 | 05/23/21 | OrCal | Overnight Parking | RV Park | GNQE | OR |
| 95 | 05/24/21 | OrCal | Overnight Parking | Retail Parking Lot | YCM072 | OR |
| 96 | 05/24/21 | POBH | Parking Violation | Commercial Basin Lot | 52671 | OR |
| 97 | 05/24/21 | OrCal | No Camping | Retail Parking Lot | 735LXT | OR |
| 98 | 05/24/21 | OrCal | Trespassing | Boat Launch Parking Lot | | Sleeping in restroom |
| 99 | 05/25/21 | OrCal | Overnight Parking | Commercial Basin Lot | SL52671 | OR |
| 100 | 05/25/21 | OrCal | No Camping | Commercial Basin Lot | ZFE451 | OR |
| 101 | 05/26/21 | OrCal | Overnight Parking | Transient / Fuel Dock | 336JHB | OR |
| 102 | 05/26/21 | OrCal | Overnight Parking | Transient / Fuel Dock | 8W76878 | |
| 103 | 05/26/21 | OrCal | Overnight Parking | Retail Parking Lot | YCM072 | OR |
| 104 | 05/27/21 | OrCal | Overnight Parking | Commercial Basin Lot | XLD560 | OR |
| 105 | 05/28/21 | OrCal | Overnight Parking | Commercial Basin Lot | CK53436 | OR |
| 106 | 05/28/21 | OrCal | Overnight Parking | Retail Parking Lot | 160LMB | OR |
| 107 | 05/28/21 | OrCal | Overnight Parking | Retail Parking Lot | CO4454U | WA |
| 108 | 05/28/21 | POBH | Unhitched Trailer | Boat Launch Parking Lot | | No Plate # |
| 109 | 05/28/21 | POBH | Unhitched Trailer | Boat Launch Parking Lot | | Kayak trailer |
| 110 | 05/28/21 | OrCal | Overnight Parking | RV Park | CA80772 | OR |
| 111 | 05/28/21 | OrCal | Overnight Parking | RV Park | 762HGA | OR |
| 112 | 05/28/21 | OrCal | Overnight Parking | RV Park | 9Q7941 | OR |
| 113 | 05/28/21 | OrCal | Overnight Parking | RV Park | 084LWG | OR |
| 114 | 05/28/21 | OrCal | Overnight Parking | Commercial Basin Lot | 921JCE | OR |

| # | Date | Reported By | Issue Type | Location | Vehicle Plate | Notes |
|-----|----------|-------------|-------------------|-------------------------|---------------|------------------|
| 115 | 05/28/21 | OrCal | Overnight Parking | Commercial Basin Lot | 8W76878 | CA |
| 116 | 05/28/21 | OrCal | Overnight Parking | Commercial Basin Lot | YCM072 | OR |
| 117 | 05/28/21 | OrCal | Overnight Parking | Retail Parking Lot | AE44951 | AZ |
| 118 | 05/28/21 | POBH | Parking Violation | RV Park | New truck | No Plate # |
| 119 | 05/29/21 | OrCal | Overnight Parking | Commercial Basin Lot | 964GKD | OR |
| 120 | 05/29/21 | OrCal | Overnight Parking | Retail Parking Lot | 014MDM | OR |
| 121 | 05/29/21 | OrCal | Overnight Parking | Retail Parking Lot | CO4454U | WA |
| 122 | 05/29/21 | OrCal | Lights Out | Retail Parking Lot | | Retail Courtyard |
| 123 | 05/29/21 | OrCal | No Camping | Retail Parking Lot | 6X51167 | CA |
| 124 | 05/29/21 | OrCal | Overnight Parking | Retail Parking Lot | A1301459 | OR |
| 125 | 05/29/21 | OrCal | Overnight Parking | Retail Parking Lot | 713BJJ | OR |
| 126 | 05/29/21 | OrCal | Overnight Parking | Boat Launch Parking Lot | 7S46153 | CA |
| 127 | 05/29/21 | OrCal | Overnight Parking | Retail Parking Lot | 536HLT | OR |
| 128 | 05/29/21 | OrCal | Parking Violation | Kite Field | 23485RVC | NM |
| 129 | 05/29/21 | OrCal | No Camping | Kite Field | | No Plate # |
| 130 | 05/29/21 | OrCal | Overnight Parking | Kite Field | 975EVY | OR |
| 131 | 05/29/21 | OrCal | Overnight Parking | Kite Field | ZRQ473 | OR |
| 132 | 05/29/21 | OrCal | Overnight Parking | Kite Field | D61973 | OR |
| 133 | 05/29/21 | OrCal | Overnight Parking | RV Park | 664BBT | OR |
| 134 | 05/29/21 | OrCal | Overnight Parking | RV Park | 6EAU045 | CA |
| 135 | 05/29/21 | OrCal | Overnight Parking | Kite Field | ZRQ473 | OR |
| 136 | 05/29/21 | OrCal | Overnight Parking | Kite Field | GW12826 | OR |
| 137 | 05/29/21 | OrCal | Overnight Parking | Commercial Basin Lot | WC05564 | OR |
| 138 | 05/29/21 | OrCal | Overnight Parking | Commercial Basin Lot | 4XWX111 | CA |
| 139 | 05/29/21 | OrCal | Overnight Parking | Commercial Basin Lot | DB745GU | CA |
| 140 | 05/29/21 | OrCal | Overnight Parking | Commercial Basin Lot | 8W76878 | CA |
| 141 | 05/29/21 | OrCal | Unhitched Trailer | Retail Parking Lot | U495566 | OR |
| 142 | 05/29/21 | OrCal | Unhitched Trailer | Retail Parking Lot | U55753 | OR |
| 143 | 05/29/21 | OrCal | Overnight Parking | Retail Parking Lot | CO4454U | WA |
| 144 | 05/30/21 | OrCal | Overnight Parking | Kite Field | ZRQ473 | OR |
| 145 | 05/31/21 | OrCal | No Camping | Commercial Basin Lot | | No Plate # |
| 146 | 05/31/21 | OrCal | Overnight Parking | Commercial Basin Lot | A1509888 | OR |
| 147 | 05/31/21 | OrCal | Overnight Parking | Commercial Basin Lot | 8W76878 | CA |
| 148 | 05/31/21 | OrCal | Overnight Parking | Commercial Basin Lot | 258HTY | OR |
| 149 | 05/31/21 | OrCal | Overnight Parking | Commercial Basin Lot | 773CLM | OR |
| 150 | 05/31/21 | OrCal | Overnight Parking | Retail Parking Lot | 635JXK | OR |
| 151 | 05/31/21 | OrCal | Overnight Parking | Retail Parking Lot | 777CZL | OR |
| 152 | 05/31/21 | OrCal | Overnight Parking | Retail Parking Lot | 433FLC | OR |
| 153 | 05/31/21 | OrCal | Overnight Parking | RV Park | GGVG | OR |
| 154 | 05/31/21 | OrCal | Overnight Parking | RV Park | 1A409FC | ID |
| 155 | 05/31/21 | OrCal | Overnight Parking | Commercial Basin Lot | 258HTY | OR |
| 156 | 05/31/21 | OrCal | Overnight Parking | Retail Parking Lot | 635JXK | OR |

2021 Commissioner Meeting Review

| # | Meeting Date | Action Item | Information Item | Commission Vote | Notes |
|----|------------------------------|--|---|-----------------|-------------------------------------|
| 1 | Tuesday, January 12, 2021 | | Delinquent Accounts | | |
| 2 | | Blue Fin Realty Lease | | | |
| 3 | | DEQ Tier 1 Report | | | |
| 4 | | FEMA Projects Update / Planning & Permitting, Phase I | | | |
| 5 | | Icehouse Pile and Catwalk Repair Cost | | | |
| 6 | | Garbage Reception Facilities at Ports Under MARPOL Annex V | | | |
| 7 | | Fuel Dock Project | | | |
| 8 | | 2021 Events at the Port | | | |
| 9 | | Keypad Locks on Restroom Facilities | | | |
| 10 | | Port Infrastructure Status | | | |
| 11 | | Port Holidays 2021 – 2025 | | | |
| 12 | | Coronavirus Relief Fund | | | |
| 13 | | RV Park Project Update | | | |
| 14 | | Financial Consultant Contract | | | |
| 15 | | Commissioner Meetings Under COVID-19 | | | |
| 16 | | Spothaven Beach Equipment Contribution | | | |
| 17 | Tuesday, January 19, 2021 | Blue Fin Realty Lease | | Approved | |
| 18 | | Financial Consultant Contract | | Approved | |
| 19 | | Mike Smith Account | | Approved | Reduce amount if paid by Jan 26 |
| 20 | | Corey Sample Account | | Approved | Reduce amount if paid by Mar 31 |
| 21 | | Port Restroom Facilities | | Approved | Install keypads when funds avail. |
| 22 | Wednesday, January 27, 2021 | Resolution No. 2021-01 Port Signatures on PLA Deeds | | Approved | Righetti Property Line Adjustment |
| 23 | | Fuel Dock Fender Piles | | Approved | Add piles at Hallmark & Icehouse |
| 24 | Thursday, February 4, 2021 | Commissioner Roy Davis | | Approved | Position # 3 vacant |
| 25 | | Commissioner Roy Davis | | Approved | Leave Position # 3 vacant |
| 26 | | Fuel Dock Project | | Approved | Eliminated concrete structure |
| 27 | Wednesday, February 10, 2021 | | DEQ Tier 1 Report | | |
| 28 | | | FEMA Projects Update / Planning & Permitting, Phase I | | |
| 29 | | | Fuel Dock Project | | |
| 30 | | | 2021 Events at the Port | | |
| 31 | | | Coronavirus Relief Fund | | |
| 32 | | | Righetti / Port Property Line Adjustment | | |
| 33 | | | Business Credit Card | | |
| 34 | | | Appoint Budget Officer FY 2021/22 | | |
| 35 | | | Roy Davis Memorial | | |
| 36 | | | RV Park Project | | |
| 37 | Tuesday, February 16, 2021 | Appoint Budget Officer FY 2021/22 | | Approved | |
| 38 | | 2021 Port Events | | Approved | Approved with additional conditions |
| 39 | | RV Park Project | | Hold | Request additional information |
| 40 | | Business Credit Card | | Approved | |
| 41 | | Roy Davis Memorial | | Approved | Start memorial fund |
| 42 | | | Special District Election | | |
| 43 | | | RV Park Reservation Program | | |
| 44 | | | Blue Fin Realty Lease | | |

43

2021 Commissioner Meeting Review

| # | Meeting Date | Action Item | Information Item | Commission Vote Approve / Fail / Hold | Notes |
|----|---------------------------|--|---|--|-------------------------|
| 45 | Friday, February 26, 2021 | RV Park Restroom Restoration | | Approved | Restore old restroom |
| 46 | | RV Park Project | | Approved | Change Scope of Project |
| 47 | | Eviction of Seal Cove Realty | | Approved | Begin legal process |
| 48 | | | Potholes in Dry Camp | | Exit road condition |
| 49 | Thursday, March 11, 2021 | | Hallmark Lease Renewal | | |
| 50 | | | Audit Engagement Letter | | |
| 51 | | | Budget Committee | | |
| 52 | | | Pithitude and Harbor Corner Market Security Gate | | |
| 53 | | | Whale's Tail Candy & Gifts Lessor's Consent Agreement | | |
| 54 | | | DEQ Stormwater Tier 1 Report | | |
| 55 | | | RV Park Exit Road | | |
| 56 | | | Fishing Pier Sinkholes | | |
| 57 | | | Boardwalk Condition Update | | |
| 58 | | | Ocean Acidification, Salmon Study & Ropeless Fishing System | | |
| 59 | | | Crow/Clay Associates Contract Amendment No. 4 | | |
| 60 | | | Business Oregon Commercial Rent Relief Program | | |
| 61 | | | Abandon & Derelict Vessels | | |
| 62 | | | Sheriff K-9 Training at Port | | |
| 63 | | | Port Rates 2021-22 | | |
| 64 | | | Harbor Sanitary District Agreement | | |
| 65 | | | Pacific Seafood | | |
| 66 | | | FLOATING OFFSHORE WIND IN OREGON | | |
| 67 | Tuesday, March 16, 2021 | Hallmark Lease Renewal | | Approved | |
| 68 | | Audit Engagement Letter | | Approved | |
| 69 | | Appoint Budget Committee | | Approved | |
| 70 | | Pithitude and Harbor Corner Market Security Gate | | Approved | |
| 71 | | Whale's Tail Candy & Gifts Lessor's Consent Agreement | | Approved | |
| 72 | | Crow/Clay & Associates Contract Amendment No. 4 | | Approved | |
| 73 | | Port Rates 2021-22 | | Approved | |
| 74 | | Harbor Sanitary District Agreement | | Approved | |
| 75 | | | Salmon Season Review | | |
| 76 | Monday, March 29, 2021 | Blue Fin Sign | | Approved | |
| 77 | | Zola's on the Water Construction Plan | | Approved | |
| 78 | | | Sinkhole Repair at Fishing Pier | | |
| 79 | | | Asphalt Repair at RV Park and Fishing Pier | | |
| 80 | | | MARPOL Certificate of Adequacy Form C | | |
| 81 | | | Seal Cove Realty Eviction | | |
| 82 | Tuesday, April 6, 2021 | Draft Resolution No. 2021-02 Business Oregon Commercial Rent Relief Program | | Approved | |
| 83 | | Draft Resolution No. 2021-03 Supporting Funding Efforts for a Wastewater Treatment Plant | | Approved | |
| 84 | | Draft Resolution No. 2021-04 Port Rates Fiscal Year 2021-22 | | Approved | |
| 85 | | Port Employee SDIS Health Care Plan Application Renewal | | Approved | |
| 86 | | | Roy Davis Memorial Fund Update | | |
| 87 | | | Regular Commissioner Meeting April 20, 2021 | | |
| 88 | | | Special Meeting April 13, 2021 at 6pm | | |

2021 Commissioner Meeting Review

| # | Meeting Date | Action Item | Information Item | Commission Vote Approve / Fail / Hold | Notes |
|-----|--------------------------|--|---|--|---------------------|
| 89 | | | Special Meeting April 29, 2021 at 2pm | | |
| 90 | Thursday, April 29, 2021 | | FEMA Projects Planning & Permitting, Phase I Presentation | Hold | |
| 91 | | Pacific Seafood Consent to Assignment | | Hold | Documents not ready |
| 92 | | Pacific Seafood Restated Lease | | Hold | Documents not ready |
| 93 | | Legacy Contracting Change Order No. 2 | | Approved | |
| 94 | | Spoorthaven Beach Equipment | | Approved | |
| 95 | | US Relay Contract - Bar Cam | | Approved | |
| 96 | | | Roy Davis Memorial | | |
| 97 | | | Travel Oregon Competitive Grant | | |
| 98 | | | SDAO Call to Action | | |
| 99 | | | Salmon Season Review | | |
| 100 | | | Umpqua Joe Chapter 1859 Monument | | |
| 101 | | | Hungry Clam Proposed Storage Plan | | |
| 102 | | | Business Oregon Commercial Rent Relief Program | | |
| 103 | | | Seal Cove Realty Eviction | | |
| 104 | | | 2022 Community Funding - DeFazio Application | | |
| 105 | | | Oregon DEQ Regulation Changes | | |
| 106 | | | Fred Meyer Container Storage | | |
| 107 | | | Public Hoist | | |
| 108 | | | Curry County Potholing Storm Drain | | |
| 109 | | | Catalyst Seafood Building Expansion | | |
| 110 | Thursday, May 6, 2021 | Pacific Seafood Consent and Restated Lease | | Approved | |
| 111 | | FEMA Projects Planning & Permitting, Phase I | | Approved | Scope of Work |
| 112 | | Collect Northwest Collection | | Approved | |
| 113 | Tuesday, May 11, 2021 | Review and approved FY2021-22 Budget | | Approved | Budget Committee |
| 114 | Tuesday, May 18, 2021 | ODFW Agreement of Confidentiality | | Approved | |
| 115 | | Oregon Life Homes Commercial Lease | | Approved | |
| 116 | | Delinquent Account Write Off | | Approved | |
| 117 | | OSMB IGA - Demo Abandon Boats | | Approved | |
| 118 | | Roy Davis Memorial | | Approved | |
| 119 | | The Roofers Change Order | | Approved | |
| 120 | | | Pacific Seafood Receiving Docks | | |
| 121 | | | USACE Channel Dredging 2021 | | |
| 122 | | | Travel Oregon Grant Application Status | | |
| 123 | | | Business Oregon Commercial Rent Relief Program | | |
| 124 | | | Emergency Response Team | | |

45

ACTION ITEM – A

DATE: June 15, 2021
RE: Supplemental Budget FY 2020-21
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- The governing body of any municipal corporation, under certain circumstances, may make a supplemental budget for the fiscal year for which the regular budget has been prepared. Generally, these circumstances involve unanticipated resources or occurrences that require additional appropriation authority.
- Supplemental budgets may involve changes that increase the appropriation of any fund by 10% or more of the total current appropriation. By law, a notice of the date and time of a public hearing on the proposed supplemental budget must be published in a local newspaper. In addition, the public notice must contain summary information describing the new revised fund totals. For increases to funds of less than 10%, publication of the changes in revenues and expenditures is required, but no public hearing must be held. The governing body may adopt these changes simply by resolution. Transfers of appropriation authority between appropriation categories within a fund do not require a supplemental budget process, a public hearing or publication. They may be accomplished through governing body resolution at any time during the year.
- In the General Fund, revenues changed based on current financial data:
 1. Interest reduced by \$1,070.
 2. Admin / Marina / Moorage & Storage was increased by \$120,000.
 3. Beachfront RV Park was increased by \$229,000.
 4. Fuel Dock was reduced by \$100,000.
 5. Miscellaneous was increased by \$20,348. We are expecting reimbursement from OSMB for demolition of two delict boats and possible sale of abandon boats.
 6. Grant & Other funding was increased by \$5,000.
- In the Debt Service Fund, updated data from the Business Oregon refund during the COVID relief agreement.
- In the Capital Projects Fund, updated data based on the current status on the FEMA projects and completed Fuel Dock Project costs.
- A budget hearing meeting will be conducted prior to the regular commissioner meeting for review and allow public comments on budget changes.
- After supplemental budget changes are approved, a resolution is needed to memorialize the approval.

DOCUMENTS

- Draft Resolution No. 2021-05, Resolution Adopting the Supplemental Budget FY 2020-21, 2 pages
- Supplemental Budget Details, 10 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Resolution No. 2021-05, Resolution Adopting the Supplemental Budget for FY 2020-21.

RESOLUTION No. 2021-05
RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET

DRAFT

BE IT RESOLVED that the Board of Directors of the Port of Brookings Harbor hereby adopts the supplemental budget for fiscal year 2020-21 in the amount of \$6,460,808. This supplemental budget is now on file at 16330 Lower Harbor Road, Brookings Oregon or on the Port of Brookings Harbor website: <https://www.portofbrookingsharbor.com/>.

GENERAL FUND

Revised Total Resources \$4,112,000 for revenue adjustments for the following; Program Revenues: Administration/Moorage \$760,000, Beachfront RV Park \$800,000, Fuel Dock \$530,000 and General Revenues: Miscellaneous \$50,000 and Grants & Other Funding \$105,000. Decrease interest to be received \$2,500. Revised Total Requirements \$4,112,000 for the following: Increase Personnel Services to \$776,554 for adjustment in SEP IRA and Payroll Taxes. Increase Materials and Services to \$1,578,772. Increase to Total Appropriations \$3,832,000. Increase Unappropriated Ending Fund Balance to \$280,000.

DEBT SERVICE FUND

Revised Total Resources \$465,885. Increase Cash Carryover to \$96,102. This increase represents the refund of 2nd quarter 2020 IFA Loan Payment received in July 2020. Increase principal to \$362,500 to pay 2nd quarter 2020 IFA Loan Payment. Revised Total Requirements \$465,855.

RV PARK IMPROVEMENT DEBT SERVICE FUND

No adjustments to RV Park Improvement Debt Service Fund. Total Resources \$52,908. Total Requirements \$52,908.

CAPITAL PROJECTS FUND

Revised Total Resources \$753,000. Increase State Lottery Funds received for Project No. C20190375 Dock Repair and Improvement to \$586,000. Decrease FEMA matching funds to \$0. The matching funds are to be received at a later date. Decrease requirement \$14,000 for Project No. C20190375 Dock Repair and Improvement to \$631,000 based on actuals. Revised Total Requirements \$753,000.

PORT CONSTRUCTION FUND

No adjustments to Port Construction Fund. Total Resources \$689,000. Total Requirements \$689,000.

RESERVE FUND

No adjustments to Reserve Fund. Total Resources \$157,000. Total Requirements \$157,000.

RESOLUTION MAKING APPROPRIATIONS

General Fund

| | <u>Existing</u> | <u>Changes</u> | <u>Adjusted</u> |
|---|-----------------|----------------|-----------------|
| <u>Port Operations</u> | | | |
| Total Port Operations..... | 2,383,048 | 38,278 | 2,421,326 |
| <u>Not Allocated to General Port Operating Fund</u> | | | |
| Transfers Out..... | 1,334,311 | - | 1,334,311 |
| Contingency..... | 76,363 | - | 76,363 |
| Subtotal..... | 1,410,674 | - | 1,410,674 |
| Total Appropriations | 3,793,722 | 38,278 | 3,832,000 |
| Total Unappropriated and Reserve Amounts | 45,000 | 235,000 | 280,000 |
| General Fund Total Requirements | 3,838,722 | 273,278 | 4,112,000 |

Revenue Bond Debt Service Fund

| | | | |
|--|---------|---|---------|
| Total Appropriations | 130,120 | - | 130,120 |
| Total Unappropriated and Reserve Amounts | 100,395 | - | 100,395 |
| Revenue Bond Debt Service Total Requirements . . | 230,515 | - | 230,515 |

Debt Service Fund

| | | | |
|--|---------|--------|---------|
| Total Appropriations | 368,283 | 72,500 | 440,783 |
| Total Unappropriated and Reserve Amounts | 25,102 | - | 25,102 |
| Debt Service Total Requirements | 393,385 | 72,500 | 465,885 |

RV Park Improvement Debt Service Fund

| | | | |
|--|--------|---|--------|
| Total Appropriations | 52,908 | - | 52,908 |
| Total Unappropriated and Reserve Amounts | - | - | - |

Capital Projects Fund

| | | | |
|--|----------------|-----------------|----------------|
| Capital Outlay..... | 765,000 | (14,000) | 751,000 |
| Total Appropriations | 765,000 | (14,000) | 751,000 |
| Total Unappropriated and Reserve Amounts | 2,500 | - | 2,500 |
| Capital Projects Total Requirements | 767,500 | (14,000) | 753,500 |

Port Construction Fund

| | | | |
|--|----------------|----------|----------------|
| Capital Outlay..... | 689,000 | | 689,000 |
| Total Appropriations | 689,000 | - | 689,000 |
| Total Unappropriated and Reserve Amounts | - | - | - |

Reserve Fund

| | | | |
|--|----------|----------|----------|
| Capital Outlay..... | - | | - |
| Total Appropriations | - | - | - |
| Total Unappropriated and Reserve Amounts | 157,000 | - | 157,000 |

| | | | |
|--|------------------|----------------|------------------|
| Total APPROPRIATIONS, All Funds | 5,799,033 | 96,778 | 5,895,811 |
| Total Unappropriated and Reserve Amounts, All | 329,997 | 235,000 | 564,997 |
| TOTAL ADOPTED BUDGET | 6,129,030 | 331,778 | 6,460,808 |

The above resolution statements were approved and declared adopted on June 15, 2021.

ATTEST:

X _____
Richard Heap, President

X _____
Sharon Hartung, Treasurer/Secretary

DRAFT



Supplemental Budget June 15, 2021

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GENERAL FUND

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DEBT SERVICE FUND

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RV PARK IMPROVEMENT DEBT SERVICE FUND

| | |
|----------------------------|---|
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CAPITAL PROJECTS FUND

| | |
|----------------------------|---|
| Resources and Requirements | 7 |
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PORT CONSTRUCTION FUND

| | |
|----------------------------|---|
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|----------------------------|---|

RESERVE FUND

| | |
|----------------------------|---|
| Resources and Requirements | 9 |
|----------------------------|---|

**RESOURCES
GENERAL FUND**

Port of Brookings Harbor

| | Historical Data | | | RESOURCE DESCRIPTION | Budget for Next Year 2020-21 | | | | | |
|----|-------------------------------------|------------------------------------|---|----------------------|--|---|--------------------------------------|------------------|----|---|
| | Actual | | Adopted Budget This Year Year 2019/20 | | Adopted Budget 06/16/2020 Res. No. 540 | Supplemental Budget 12/15/2020 Res. | Supplemental Budget 06/15/2021 | | | |
| | Second Preceding Year 2017/18 | First Preceding Year 2018/19 | | | | | | | | |
| 1 | 107,287 | 167,030 | 285,000 | 1 | Cash Carryover | 60,000 | 319,000 | 319,000 | 1 | |
| 2 | 14,343 | 6,767 | 9,000 | 2 | Previously levied taxes estimated to be received | 9,500 | 9,500 | 9,500 | 2 | |
| 3 | 1,400 | 6,211 | 7,304 | 3 | Interest | 3,570 | 3,570 | 2,500 | 3 | (1,070) adjustment based on actuals |
| 4 | | 656,985 | 795,500 | 4 | Interfund Transfer from Capital Projects | | - | | 4 | |
| 5 | | | | 5 | OTHER RESOURCES | | - | | 5 | |
| 6 | 558,401 | 723,837 | 654,707 | 6 | Administration/Marina/Moorage & Storage | 675,255 | 640,000 | 760,000 | 6 | 120,000 adjustment based on actuals |
| 7 | 573,446 | 594,985 | 606,869 | 7 | Beachfront RV Park | 546,700 | 571,000 | 800,000 | 7 | 229,000 adjustment based on actuals |
| 8 | 90,249 | 85,856 | 93,974 | 8 | Boatyard | 120,720 | 70,000 | 70,000 | 8 | |
| 9 | 517,939 | 504,262 | 519,402 | 9 | Commercial Retail | 515,000 | 515,000 | 515,000 | 9 | |
| 10 | 480,047 | 621,242 | 844,000 | 10 | Fuel Dock | 900,000 | 630,000 | 530,000 | 10 | (100,000) adjustment based on actuals |
| 11 | 8,330 | 7,629 | 8,926 | 11 | Land Use Events | 8,540 | | | 11 | |
| 12 | | | | 12 | | | - | - | 12 | |
| 13 | | | | 13 | | | - | - | 13 | |
| 14 | 79,427 | 51,908 | 5,066 | 14 | Asset Sales | 6,000 | 6,000 | 6,000 | 14 | |
| 15 | 81,854 | 25,216 | 20,657 | 15 | Miscellaneous | 29,652 | 29,652 | 50,000 | 15 | estimated reimbursement to be received from OSMB & other 20,348 |
| 16 | 100,000 | | 700,000 | 16 | Long Term Debt Borrowings | 715,000 | 700,000 | 700,000 | 16 | |
| 17 | | | | 17 | Grants & Other Funding | | 100,000 | 105,000 | 17 | 5,000 adjustment based on actuals |
| 18 | | | | 18 | | | - | | 18 | |
| 19 | | | | 19 | | | - | | 19 | |
| 20 | | | | 20 | | | - | | 20 | |
| 21 | | | | 21 | | | - | | 21 | |
| 22 | | | | 22 | | | - | - | 22 | |
| 23 | 2,612,723 | 3,451,928 | 4,550,405 | 23 | Total resources, except taxes to be levied | 3,589,937 | 3,593,722 | 3,867,000 | 23 | |
| 24 | | | 225,000 | 24 | Taxes estimated to be received | 230,000 | 245,000 | 245,000 | 24 | |
| 25 | 223,279 | 229,043 | | 25 | Taxes collected in year levied | | | | 25 | |
| 26 | 2,836,002 | 3,680,971 | 4,775,405 | 26 | TOTAL RESOURCES | 3,819,937 | 3,838,722 | 4,112,000 | 26 | 273,278 Total increase in Resources |

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND

Port of Brookings Harbor

| | Historical Data | | | REQUIREMENT TOTALS | Budget For Next Year 2020-21 | | | | |
|--|----------------------------------|---------------------------------|---|--------------------|---|--|-----------------------------------|------------------|----|
| | Actual | | Adopted Budget This Year Year 2019/20 | | Adopted Budget 06/15/2020 Res. No. 540 | Supplemental Budget 12/15/2020 Res. No. 549 | Supplemental Budget 06/15/2021 | | |
| | Second Preceding Year 2017/18 | First Preceding Year 2018/19 | | | | | | | |
| PERSONNEL SERVICES | | | | | | | | | |
| 1 | 96,300 | 45,436 | 84,018 | 1 | Salary Port Manager | 84,500 | 84,500 | 84,500 | 1 |
| 2 | 94,970 | 126,196 | 153,838 | 2 | Hourly / Port Office Staff | 116,465 | 116,465 | 116,465 | 2 |
| 3 | 40,297 | 38,356 | 45,585 | 3 | Hourly / RV Park Office Staff | 48,194 | 48,194 | 48,194 | 3 |
| 4 | 123,087 | 131,145 | 248,577 | 4 | Hourly / Operations Staff | 192,838 | 256,620 | 256,620 | 4 |
| 5 | 16,520 | 8,602 | 10,828 | 5 | Overtime | 6,145 | 10,000 | 10,000 | 5 |
| 6 | 112,935 | 122,339 | 157,710 | 6 | Costs & Benefits | 129,350 | 141,785 | 160,000 | 6 |
| 7 | 22,395 | 3,748 | 14,205 | 7 | Workers Comp | 18,920 | 18,920 | 18,920 | 7 |
| 8 | 68,638 | 64,768 | 85,964 | 8 | Health Care & Dental | 63,665 | 81,855 | 81,855 | 8 |
| 9 | 667,342 | 540,590 | 801,725 | 9 | TOTAL PERSONNEL SERVICES | 680,075 | 758,339 | 776,554 | 9 |
| 10 | 9 | 9 | 13 | 10 | TOTAL FULL-TIME EQUIVALENT (FTE) | 9.5 | 10.5 | | 10 |
| MATERIALS AND SERVICES | | | | | | | | | |
| 11 | 12,051 | 14,038 | 12,928 | 11 | Advertising & Notifications | 14,105 | 14,105 | 14,105 | 11 |
| 12 | 282,518 | 305,244 | 558,284 | 12 | Repairs and Maintenance | 288,372 | 342,588 | 432,000 | 12 |
| 13 | 414,282 | 530,515 | 750,000 | 13 | Fuel Purchased for resale | 600,000 | 580,000 | 480,000 | 13 |
| 14 | 272,957 | 258,928 | 281,292 | 14 | Utilities | 319,483 | 319,483 | 319,483 | 14 |
| 15 | 44,290 | 53,526 | 40,000 | 15 | Office Expense | 61,011 | 61,011 | 61,011 | 15 |
| 16 | 25,404 | 32,419 | 35,131 | 16 | Bank Services & Finance Fees | 34,818 | 34,818 | 49,818 | 16 |
| 17 | 2,685 | 2,691 | 11,500 | 17 | Travel & Training | 10,162 | 10,162 | 10,162 | 17 |
| 18 | 34,333 | 35,020 | 29,317 | 18 | Permit, Licenses, Taxes, Misc. | 12,085 | 12,085 | 12,085 | 18 |
| 19 | 16,436 | | | 19 | Bad Debt | | | | 19 |
| 20 | 15,000 | | | 20 | Harbor RFPD Service | | | | 20 |
| 21 | 88,543 | 93,503 | 83,941 | 21 | Insurance - Property, Liability & Bond | 86,996 | 86,996 | 100,108 | 21 |
| 22 | 105,390 | 105,803 | 114,570 | 22 | Professional Fees | 81,463 | 97,463 | 100,000 | 22 |
| 23 | 1,315,869 | 1,451,787 | 1,814,963 | 23 | TOTAL MATERIALS AND SERVICES | 1,708,496 | 1,668,709 | 1,678,772 | 23 |
| CAPITAL OUTLAY | | | | | | | | | |
| 24 | | | | 24 | Golf Carts | | | | 24 |
| 25 | 143,227 | 16,736 | | 25 | 2018 Genie Forklift | | | | 25 |
| 26 | 20,553 | | | 26 | 2018 Ford F150 Truck | | | | 26 |
| 27 | | | 30,000 | 27 | Staff Vehicles | | | | 27 |
| 28 | | | | 28 | Installation of Electrical Basin 1 Dock D | | | | 28 |
| 29 | | | | 29 | Security System | | 49,000 | 49,000 | 29 |
| 30 | | | 50,000 | 30 | RV Park Restroom & Laundry Facility | 715,000 | | | 30 |
| 31 | | | | 31 | Boat Launch Kiosk Shelter | | 6,000 | 6,000 | 31 |
| 32 | | | | 32 | Fuel Pump | | 11,000 | 11,000 | 32 |
| 33 | 163,780 | 16,736 | 80,000 | 33 | TOTAL CAPITAL OUTLAY | 715,000 | 66,000 | 66,000 | 33 |
| 34 | 2,046,991 | 2,009,113 | 2,796,688 | 34 | TOTAL ALLOCATED REQUIREMENTS | 3,083,570 | 2,383,048 | 2,421,326 | 34 |
| REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS | | | | | | | | | |
| 35 | | | | 35 | GENERAL FUND per Department Totals | | | | 35 |
| 36 | 1,095,109 | 1,023,787 | 1,318,996 | 36 | Administration/Marina/Moorage & Storage | 1,103,530 | 1,327,098 | 1,450,286 | 36 |
| 37 | 224,937 | 220,421 | 316,067 | 37 | Beachfront RV Park | 819,660 | 204,660 | 219,660 | 37 |
| 38 | 105,514 | 55,284 | 118,014 | 38 | Boat Yard | 84,428 | 84,428 | 84,428 | 38 |
| 39 | 170,180 | 101,214 | 226,489 | 39 | Commercial Retail | 132,218 | 132,218 | 132,218 | 39 |
| 40 | 446,046 | 606,089 | 814,615 | 40 | Fuel Dock | 841,114 | 632,114 | 532,114 | 40 |
| 41 | 5,205 | 2,328 | 4,507 | 41 | Property Ground/Events | 2,820 | 2,820 | 2,620 | 41 |
| 42 | | | | 42 | | | | | 42 |
| 43 | | | | 43 | | | | | 43 |
| 44 | 2,046,991 | 2,009,113 | 2,796,688 | 44 | TOTAL ALLOCATED REQUIREMENTS | 3,083,570 | 2,383,048 | 2,421,326 | 44 |

adjustment for SEP (RA) and Payroll Taxes

16,215 adjustment based on actuals

89,414 adjustment based on actuals

(100,000) adjustment based on actuals

15,000 adjustment based on actuals

13,112 adjustment based on actuals

2,537 adjustment based on actuals

20,063 adjustment based on actuals

123,278 adjustment based on actuals

15,000 adjustment based on actuals

(100,000) adjustment based on actuals

Total Allocated Requirement Increase

52

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND

Port of Brookings Harbor

| | Historical Data | | | REQUIREMENTS DESCRIPTION | Budget For Next Year 2020-21 | | | |
|----|----------------------------------|---------------------------------|---|---|---|--|-----------------------------------|----|
| | Actual | | Adopted Budget This Year Year 2019/20 | | Adopted Budget 06/16/2020 Res. No. 540 | Supplemental Budget 12/15/2020 Res. No. 549 | Supplemental Budget 06/16/2021 | |
| | Second Preceding Year 2017/18 | First Preceding Year 2018/19 | | | | | | |
| | | | | PERSONNEL SERVICES NOT ALLOCATED | | | | |
| 1 | | | | 1 | | | | 1 |
| 2 | | | | 2 | | | | 2 |
| 3 | - | - | - | 3 | - | - | - | 3 |
| 4 | | | | 4 | | | | 4 |
| | | | | MATERIALS AND SERVICES NOT ALLOCATED | | | | |
| 5 | | | | 5 | | | | 5 |
| 6 | | | | 6 | | | | 6 |
| 7 | - | - | - | 7 | - | - | - | 7 |
| | | | | CAPITAL OUTLAY NOT ALLOCATED | | | | |
| 8 | | | | 8 | | | | 8 |
| 9 | - | - | - | 9 | - | - | - | 9 |
| | | | | DEBT SERVICE | | | | |
| 10 | | | | 10 | | | | 10 |
| 11 | - | - | - | 11 | - | - | - | 11 |
| | | | | SPECIAL PAYMENTS | | | | |
| 12 | | | | 12 | | | | 12 |
| 13 | | | | 13 | | | | 13 |
| 14 | - | - | - | 14 | - | - | - | 14 |
| | | | | INTERFUND TRANSFERS | | | | |
| 15 | 168,177 | 167,313 | 130,120 | 15 | 130,120 | 130,120 | 130,120 | 15 |
| 16 | 324,617 | 468,051 | 397,248 | 16 | 427,247 | 368,283 | 368,283 | 16 |
| | | | | Transfer to RV Park Improvement Debt Service Fund | | 52,908 | 52,908 | |
| 17 | 118,187 | 734,245 | 625,000 | 17 | 75,000 | 75,000 | 75,000 | 17 |
| 18 | | | | 18 | | 684,000 | 684,000 | 18 |
| 19 | 11,000 | 21,473 | 126,200 | 19 | 24,000 | 24,000 | 24,000 | 19 |
| 20 | 621,981 | 1,391,082 | 1,278,568 | 20 | 656,367 | 1,334,311 | 1,334,311 | 20 |
| 21 | | | 10,149 | 21 | 35,000 | 76,363 | 76,363 | 21 |
| 22 | 621,981 | 1,391,082 | 1,288,717 | 22 | 691,367 | 1,410,674 | 1,410,674 | 22 |
| 23 | 2,046,991 | 2,009,113 | 2,796,688 | 23 | 3,083,670 | 2,383,048 | 2,421,326 | 23 |
| 24 | | | 4,085,405 | 24 | 3,774,937 | 3,793,722 | 3,832,000 | 24 |
| 25 | 167,030 | 280,776 | 690,000 | 25 | 45,000 | 45,000 | 280,000 | 25 |
| 26 | 2,836,002 | 3,680,971 | 4,775,405 | 26 | 3,819,937 | 3,838,722 | 4,112,000 | 26 |

Total increase in
36,278 ORG/PROG Requirements
Total increase in
36,278 Appropriations
Increase for ending fund
235,000 balance
Total increase in
273,278 requirements

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FORM
LB-35

RESOURCES AND REQUIREMENTS
REVENUE BOND DEBT SERVICE FUND - USDA

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Port of Brookings Harbor

| | Historical Data | | | DESCRIPTION OF RESOURCES AND REQUIREMENTS | | Budget For Next Year 2020-21 | | | | |
|--|----------------------------------|---------------------------------|---|--|---|--|---|--------------------------------------|----------------|-----------|
| | Actual | | Adopted Budget This Year Year 2019/20 | | | Adopted Budget 06/16/2020 Res. No. 540 | Supplemental Budget 12/15/2020 Res. No. 549 | Supplemental Budget 06/15/2021 | | |
| | Second Preceding Year 2017/18 | First Preceding Year 2018/19 | | | | | | | | |
| Resources | | | | | | | | | | |
| 1 | 60,044 | 98,825 | 98,395 | 1 | Cash Carry Over | 98,395 | 98,395 | 98,395 | 1 | |
| 2 | 724 | 1,880 | 700 | 2 | Interest | 2,000 | 2,000 | 2,000 | 2 | |
| 3 | 168,177 | 167,313 | 130,120 | 3 | Transferred from General Fund | 130,120 | 130,120 | 130,120 | 3 | |
| 4 | 228,945 | 268,018 | 229,215 | 4 | TOTAL RESOURCES | 230,515 | 230,515 | 230,515 | 4 | |
| Requirements | | | | | | | | | | |
| Bond Principal Payments | | | | | | | | | | |
| | | | | Issue Date | | Budgeted Payment Date | | | | |
| 5 | 65,730 | 69,016 | 72,487 | 5 | November 6, 2000 | November 6, 2020 | 76,112 | 76,112 | 76,112 | 5 |
| 6 | | | | 6 | | | | | | 6 |
| 7 | 65,730 | 69,016 | 72,487 | 7 | TOTAL PRINCIPAL | | 76,112 | 76,112 | 76,112 | 7 |
| Bond Interest Payments | | | | | | | | | | |
| | | | | Issue Date | | Budgeted Payment Date | | | | |
| 8 | 64,390 | 61,104 | 57,633 | 8 | November 6, 2000 | November 6, 2020 | 54,008 | 54,008 | 54,008 | 8 |
| 9 | | | | 9 | | | | | | 9 |
| 10 | 64,390 | 61,104 | 57,633 | 10 | TOTAL INTEREST | | 54,008 | 54,008 | 54,008 | 10 |
| Unappropriated Balance for Following Year By | | | | | | | | | | |
| | | | | Issue Date | | Payment Date | | | | |
| 11 | | 38,000 | | 11 | Transfer to Capital Projects RES#506 | | | | | 11 |
| 12 | | 168,120 | 130,120 | 12 | Total Appropriations | | 130,120 | 130,120 | 130,120 | 12 |
| 13 | 98,825 | 99,898 | 99,095 | 13 | UNAPPROPRIATED ENDING FUND BALANCE | | 100,395 | 100,395 | 100,395 | 13 |
| 14 | 228,945 | 268,018 | 229,215 | 14 | TOTAL REQUIREMENTS | | 230,515 | 230,515 | 230,515 | 14 |

*If this form is used for revenue bonds, property tax resources may not be included.

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RESOURCES AND REQUIREMENTS

Debt Service Fund

Debt Payments are for:
 Revenue Bonds or
 General Obligation Bonds

Port of Brookings Harbor

| Historical Data | | | | DESCRIPTION OF RESOURCES AND REQUIREMENTS | Budget For Next Year 2020-21 | | | | | | |
|--|---------------------------------|---|---|---|--|-----------------------------------|----------------|----------------|----------------|---|---------------------------------------|
| Actual | | Adopted Budget This Year Year 2019/20 | Adopted Budget 08/15/2020 Res. No. 540 | | Supplemental Budget 12/15/2020 Res. No. 549 | Supplemental Budget 06/15/2021 | | | | | |
| Second Preceding Year 2017/18 | First Preceding Year 2018/19 | | | | | | | | | | |
| Resources | | | | | | | | | | | |
| 1 | 13,689 | 24,069 | 23,802 | 1 | Cash Carryover | 23,602 | 23,602 | 96,102 | 1 | Moneys refunded & received in July 2020 for 2nd quarter 2020 IFA Library Debt Pmt | |
| 2 | 507 | 1,025 | 600 | 2 | Interest | 1,500 | 1,500 | 1,500 | 2 | | |
| 3 | 324,617 | 468,051 | 397,248 | 3 | Transferred IN from General Fund | 427,247 | 368,283 | 368,283 | 3 | | |
| 4 | | | | 4 | | | | | 4 | | |
| 5 | 338,813 | 493,145 | 421,450 | 5 | TOTAL RESOURCES | 452,349 | 393,385 | 465,885 | 5 | 72,500 Total Increase in Resources | |
| Requirements | | | | | | | | | | | |
| Principal Payments | | | | | | | | | | | |
| | | | | Issue Date | Budgeted Payment Date | | | | | | |
| 6 | 864 | 864 | 14,500 | 6 | Tidewinds | Monthly | | | 6 | | |
| 7 | 3,889 | 12,060 | 12,803 | 7 | Genie 2018 Forklift | Monthly on the 15th | 13,616 | 13,616 | 13,616 | 7 | |
| 8 | 40,888 | 42,676 | 45,202 | 8 | 50 BFMII Travellift Lease | Monthly on the 22nd | 47,754 | 47,754 | 47,754 | 8 | |
| 9 | | | 9,327 | 9 | RV Park Restroom/Laundry Facility & Upgrade | Monthly | 38,529 | | | 9 | |
| 10 | 249,769 | 344,128 | 294,500 | 10 | IFA Loans | Quarterly | 290,000 | 290,000 | 362,500 | 10 | 72,500 Re-Payment of 2nd QTR 2020 |
| 11 | | | | 11 | IFA Sale of Assets | | 4,800 | 4,800 | 4,800 | 11 | |
| 12 | 295,410 | 399,728 | 376,332 | 12 | TOTAL PRINCIPAL | | 394,699 | 356,170 | 428,670 | 12 | 72,500 Total Increase in Principal |
| Interest Payments | | | | | | | | | | | |
| | | | | Issue Date | Budgeted Payment Date | | | | | | |
| 13 | 1,970 | 5,516 | 4,773 | 13 | Genie 2018 Forklift | Monthly on the 15th | 3,959 | 3,959 | 3,959 | 13 | |
| 14 | 15,533 | 13,232 | 10,706 | 14 | 50 BFMII Travellift Lease | Monthly on the 22nd | 8,154 | 8,154 | 8,154 | 14 | |
| 15 | | | 5,105 | 15 | RV Park Restroom/Laundry Facility & Upgrade | Monthly | 20,435 | | | 15 | |
| 16 | 1,831 | 3,663 | - | 16 | IFA Loans | Quarterly | - | - | - | 16 | |
| 17 | | | | 17 | | | | | | 17 | |
| 18 | 19,334 | 22,411 | 20,584 | 18 | TOTAL INTEREST | | 32,548 | 12,113 | 12,113 | 18 | |
| Unappropriated Balance for Following Year By | | | | | | | | | | | |
| | | | | Issue Date | Payment Date | | | | | | |
| 19 | | | | 19 | | | | | | 19 | |
| 20 | | 50,000 | | 20 | Transfer to Capital Projects RES #506 | | | | | 20 | |
| 21 | | 472,139 | 396,916 | 21 | Total Appropriations | | 427,247 | 368,283 | 440,783 | 21 | |
| 22 | 24,069 | 21,006 | 24,534 | 22 | UNAPPROPRIATED ENDING FUND BALANCE | | 25,102 | 25,102 | 25,102 | 22 | |
| 23 | 338,813 | 493,145 | 421,450 | 23 | TOTAL REQUIREMENTS | | 452,349 | 393,385 | 465,885 | 23 | Total Increase in requirements 72,500 |

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FORM
LB-35

RESOURCES AND REQUIREMENTS

RV Park Improvement Debt Service Fund

Debt Payments are for:

- Revenue Bonds or
- General Obligation Bonds

Port of Brookings Harbor

| Historical Data | | | DESCRIPTION OF RESOURCES AND REQUIREMENTS | Budget For Next Year 2020-21 | | | | | |
|----------------------------------|---------------------------------|---|--|---|--|-----------------------------------|---------------|---------------|----|
| Actual | | Adopted Budget This Year Year 2019/20 | | Adopted Budget 06/16/2020 Res. No. 540 | Supplemental Budget 12/15/2020 Res. No. 549 | Supplemental Budget 06/15/2021 | | | |
| Second Preceding Year 2017/18 | First Preceding Year 2018/19 | | | | | | | | |
| | | | Resources | | | | | | |
| | | | 1 | Cash Carryover | | - | | 1 | |
| | | | 2 | Interest | | - | | 2 | |
| | | | 3 | Transferred IN from General Fund | | 52,908 | 52,908 | 3 | |
| | | | 4 | | | | | 4 | |
| | - | - | - | 5 | TOTAL RESOURCES | - | 52,908 | 52,908 | 5 |
| | | | Requirements | | | | | | |
| | | | Principal Payments | | | | | | |
| | | | Issue Date | | Budgeted Payment Date | | | | |
| | | | 6 | RV Park Restroom/Laundry Facility & Upgrade | Monthly | | 34,540 | 34,540 | 6 |
| | | | 7 | | | | | | 7 |
| | - | - | - | 8 | TOTAL PRINCIPAL | - | 34,540 | 34,540 | 8 |
| | | | Interest Payments | | | | | | |
| | | | Issue Date | | Budgeted Payment Date | | | | |
| | | | 9 | RV Park Restroom/Laundry Facility & Upgrade | Monthly | | 18,368 | 18,368 | 9 |
| | | | 10 | | | | | | 10 |
| | - | - | - | 11 | TOTAL INTEREST | - | 18,368 | 18,368 | 11 |
| | | | Unappropriated Balance for Following Year By | | | | | | |
| | | | Issue Date | | Payment Date | | | | |
| | | | 12 | | | | | | 12 |
| | | | 13 | Total Appropriations | | - | 52,908 | 52,908 | 13 |
| | | | 14 | UNAPPROPRIATED ENDING FUND BALANCE | | | - | - | 14 |
| | - | - | - | 15 | TOTAL REQUIREMENTS | - | 52,908 | 52,908 | 15 |

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RESOURCES AND REQUIREMENTS

CAPITAL PROJECTS FUND

Port of Brookings Harbor

| | Historical Data | | | RESOURCES AND REQUIREMENTS | Budget For Next Year 2020-21 | | | | |
|--------------|----------------------------------|---------------------------------|---|----------------------------|--|--|-----------------------------------|----------------|----|
| | Actual | | Adopted Budget This Year Year 2019/20 | | Adopted Budget 06/16/2020 Res. No. 540 | Supplemental Budget 12/15/2020 Res. No. 549 | Supplemental Budget 06/15/2021 | | |
| | Second Preceding Year 2017/18 | First Preceding Year 2018/19 | | | | | | | |
| RESOURCES | | | | | | | | | |
| 1 | 46,509 | 3,897 | 11,000 | 1 | Cash Carryover | 2,500 | 2,500 | 2,500 | 1 |
| 2 | 350 | 6 | | 2 | Interest | | - | - | 2 |
| 3 | 118,187 | 734,245 | 625,000 | 3 | Interfund Transfer from General Funds | 75,000 | 75,000 | 75,000 | 3 |
| 5 | | 38,000 | | 5 | Interfund Transfer from Revenue Bond Fund | | - | - | 5 |
| 6 | | 50,000 | | 6 | Interfund Transfer from Debt Service Fund | | - | - | 6 |
| 8 | 4,785 | 4,825 | 4,785 | 8 | OSMB MAP Grant | 4,825 | | | 8 |
| 9 | 270,613 | 3,591 | | 9 | OSMB Boarding Dock Agreement #1587 | | - | - | 9 |
| 10 | | 3,601 | | 10 | FEMA PW22 Storm Damage | | - | - | 10 |
| 11 | | 618,371 | 182,000 | 11 | FEMA DR-2458 PW319 Basin 1 Piling Project | | - | - | 11 |
| 12 | | | | 12 | FEMA DR-4432-OR DREDGING | 656,250 | | | 12 |
| 13 | | | | 13 | FEMA DR-4432-OR SLOPE REPAIR | 566,250 | | | 13 |
| 14 | | | | 14 | FEMA DR-4452-OR | 1,327,500 | | | 14 |
| 15 | | | | 15 | FEMA DHS Grant Security System | 75,000 | | | 15 |
| 16 | | | | 16 | FEMA Matching Funds | 850,000 | 30,000 | - | 16 |
| 17 | | | | 17 | FEMA DR-4432 & DR 4452 Phase 1 Engineering & Permitting | | 90,000 | 90,000 | 17 |
| 18 | | 39,244 | | 18 | State Lottery Funds - IFA L16010 Dock Renovation | | - | - | 18 |
| 19 | | | 600,000 | 19 | State Lottery Funds - C2019375 Dock Repair & Improvement | 570,000 | 570,000 | 586,000 | 19 |
| 20 | 440,444 | 1,496,780 | 1,422,785 | 20 | TOTAL RESOURCES | 4,127,325 | 767,600 | 753,600 | 20 |
| REQUIREMENTS | | | | | | | | | |
| 21 | 205 | 3,897 | 4,785 | 21 | OSMB MAP Grant | 4,825 | | | 21 |
| 22 | 401,586 | 3,296 | | 22 | OSMB Boarding Dock Agreement #1587 | | - | - | 22 |
| 23 | 33,527 | 766,257 | | 23 | FEMA DR-2458 PW319 Basin 1 Piling Project | | - | - | 23 |
| 24 | | | 5,000 | 24 | FEMA DR-4432-OR DREDGING | 875,000 | | | 24 |
| 25 | | | 5,000 | 25 | FEMA DR-4432-OR SLOPE REPAIR | 755,000 | | | 25 |
| 26 | | | 10,000 | 26 | FEMA DR-4452-OR | 1,770,000 | | | 26 |
| 27 | | | | 27 | FEMA DHS Grant Security System | 100,000 | | | 27 |
| 28 | | | | 28 | FEMA DR-4432 & DR 4452 Phase 1 Engineering & Permitting | | 120,000 | 120,000 | 28 |
| 29 | | 39,244 | | 29 | State Lottery Funds - IFA L16010 Dock Renovation | | - | - | 29 |
| 30 | | 1,232 | 600,000 | 30 | State Lottery Funds - C2019375 Dock Repair & Improv | 620,000 | 645,000 | 631,000 | 30 |
| 31 | 1,229 | 14,933 | | 31 | FEMA Forced Labor Expenses | | - | - | 31 |
| 32 | | 357 | | 32 | OSMB Grant Forced Labor Expenses | | - | - | 32 |
| 33 | | 656,985 | 795,500 | 33 | Interfund Transfer to General Funds | | - | - | 33 |
| 34 | 436,547 | 1,486,201 | 1,420,285 | 34 | Total Appropriations | 4,124,825 | 765,000 | 751,000 | 34 |
| 35 | 3,897 | 10,579 | 2,500 | 35 | UNAPPROPRIATED ENDING FUND BALANCE | 2,500 | 2,500 | 2,500 | 35 |
| 36 | 440,444 | 1,496,780 | 1,422,785 | 36 | TOTAL REQUIREMENTS | 4,127,325 | 767,500 | 753,600 | 36 |

matching funds to be
(30,000) received at a later date

16,000 adjustment based on actuals
(14,000) Total increase in Resources

(14,000) adjustment based on actuals

Total increase in
(14,000) Appropriations

Total increase in
(14,000) requirements

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RESOURCES AND REQUIREMENTS

Port Construction Fund

Port of Brookings Harbor

| | Historical Data | | | RESOURCES AND REQUIREMENTS | Budget For Next Year 2020-21 | | | | |
|----|----------------------------------|---------------------------------|---|----------------------------|--|---|-----------------------------------|----------------|-----------|
| | Actual | | Adopted Budget This Year Year 2019/20 | | Adopted Budget 06/16/2020 Res. No. 540 | Supplemental Budget 12/15/2020 Res. No. 549 | Supplemental Budget 06/15/2021 | | |
| | Second Preceding Year 2017/18 | First Preceding Year 2018/19 | | | | | | | |
| | | | | RESOURCES | | | | | |
| 1 | | | | 1 | Cash Carryover | | - | | 1 |
| 2 | | | | 2 | Interest | | 5,000 | 5,000 | 2 |
| 3 | | | | 3 | Interfund Transfer from General Funds | | 684,000 | 684,000 | 3 |
| 4 | | | | 4 | | | - | - | 4 |
| 5 | - | - | - | 5 | TOTAL RESOURCES | - | 689,000 | 689,000 | 5 |
| | | | | | REQUIREMENTS | | | | |
| 6 | | | | 6 | RV Park Restroom/Laundry Facility & Improvements | | 689,000 | 689,000 | 6 |
| 7 | | | | 7 | | | - | - | 7 |
| 8 | | | | 8 | | | - | - | 8 |
| 9 | | | | 9 | | | - | - | 9 |
| 10 | | | | 10 | | | - | - | 10 |
| 11 | | | | 11 | | | - | - | 11 |
| 12 | | | | 12 | Total Appropriations | - | 689,000 | 689,000 | 12 |
| 13 | | | | 13 | UNAPPROPRIATED ENDING FUND BALANCE | | - | - | 13 |
| 14 | - | - | - | 14 | TOTAL REQUIREMENTS | - | 689,000 | 689,000 | 14 |

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**FORM
LB-11**

RESOURCES AND REQUIREMENTS

Resolution #307 established this fund in 1998 for dock maintenance and future dock replacements. Eq, Land and Buildings (See attached Schedule C)

RESERVE FUND

Port of Brookings Harbor

| | Historical Data | | | DESCRIPTION | Budget For Next Year 2020-21 | | | | |
|----|----------------------------------|---------------------------------|---|--|------------------------------|---|--|-----------|--------------------------------|
| | Actual | | Adopted Budget This Year Year 2019/20 | | RESOURCES AND REQUIREMENTS | Adopted Budget 06/16/2020 Res. No. 540 | Supplemental Budget 12/15/2020 Res. No. 549 | | Supplemental Budget 5/18/21 |
| | Second Preceding Year 2017/18 | First Preceding Year 2018/19 | | | | | | | |
| | | | | RESOURCES | | | | | |
| 1 | | 11,908 | 24,390 | 1 Cash Carryover | 130,000 | 130,000 | 130,000 | 1 | |
| 2 | 98 | 521 | 2,500 | 2 Interest | 3,000 | 3,000 | 3,000 | 2 | |
| 3 | 11,000 | 21,473 | 126,200 | 3 Transferred IN from General Fund | 24,000 | 24,000 | 24,000 | 3 | |
| 4 | | | - | 4 | | - | - | 4 | |
| 5 | | | - | 5 | | - | - | 5 | |
| 6 | | | | 6 | | | | 6 | |
| 7 | 11,098 | 33,902 | 153,090 | 7 TOTAL RESOURCES | 157,000 | 157,000 | 157,000 | 7 | |
| | | | | REQUIREMENTS | | | | | |
| 8 | | | | 8 Transferred OUT to General Fund | | | | 8 | |
| 9 | | | | 9 Transferred OUT to Capital Projects Fund | | | | 9 | |
| 10 | | | | 10 | | | | 10 | |
| 11 | | | | 11 | | | | 11 | |
| 12 | | | | 12 | | | | 12 | |
| 13 | | | | 13 | | | | 13 | |
| 14 | - | - | - | 14 Total Appropriations | - | - | - | 14 | |
| 15 | 11,908 | 33,902 | 153,090 | 15 UNAPPROPRIATED ENDING FUND BALANCE | 157,000 | 157,000 | 157,000 | 15 | |
| 16 | 11,908 | 33,902 | 153,090 | 16 TOTAL REQUIREMENTS | 157,000 | 157,000 | 157,000 | 16 | |

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ACTION ITEM – B

DATE: June 15, 2021
RE: Resolution to Adopt FY Budget 2021-2022
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Budget Committee approved the proposed Fiscal Year Budget 2020-2021 at the Budget Committee meeting on May 11, 2021.
- Budget Committee approved the tax rate of 0.1316 per \$1,000.00 upon the assessed value of all taxable property within the district for the tax year 2021-2022 for operating purposes in the General Fund at the meeting on May 11, 2021.
- The next step of the budget process is the Budget Hearing for public comments on the proposed budget on June 15, 2021 at 5:30pm.
- Staff is recommending some changes to the Budget after receiving additional information since the Budget Committee meeting:
 1. Increase RV Park revenues (*based on current financial data*)
 2. Increase Repairs & Maintenance cost (*based on current financial data*)
 3. Reduce Operating Contingency
 4. Reduce Unappropriated Ending Fund Balance
 5. Increase interfund transfer to Port Construction Fund (*based on current market estimates to complete the RV Park remodel*)
 6. Add Capital Outlay Security Cameras (*add cameras for more Port coverage*)
 7. Add Capital Outlay Transient Electrical Building (*based on new information received from Coos-Curry Electric and current state of infrastructure*)

DOCUMENTS

- Draft Resolution No. 2021-06 Adopting FY 2021-22 Budget, 1 page
- Revised Budget FY 2021-22 Details, 10 pages
- Budget Calendar, 1 page

COMMISSIONER ACTION

- **Recommended Action:**
Motion to approve Resolution No. 2021-06 Adopting Fiscal Year 2021-2022 Budget.

RESOLUTION No. 2021-06
RESOLUTION ADOPTING THE BUDGET

DRAFT

BE IT RESOLVED that the Board of Directors of the Port of Brookings Harbor hereby adopts the budget for fiscal year 2021-22 in the total amount of \$7,087,128. This budget is now on file at 16330 Lower Harbor Road in

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021, for the following purposes:

General Fund

Port Operations

Total Port Operations..... \$ 2,688,457

Not Allocated to General Port Operating Fund

Subtotal..... \$ 795,323

Total General Fund Appropriations \$ 3,483,780

Capital Projects Fund

Capital Outlay..... \$ 2,060,000

Port Construction Fund

Capital Outlay..... \$ 677,000

Reserve Fund

Capital Outlay \$ -

Debt Service Fund

Debt Service

Total Debt Service..... \$ 423,485

USDA Revenue Bond Fund

Debt Service

Principal..... 79,917

Interest..... 50,203

Total Debt Service..... \$ 130,120

RV Park Improvement Debt Service Fund

Debt Service

Principal..... 38,751

Interest..... 18,967

Total Debt Service..... \$ 57,718

Total APPROPRIATIONS, All Funds . . . \$ 6,832,103

Total Unappropriated and Reserve Amounts, All Funds . . . \$ 405,025

TOTAL ADOPTED BUDGET . . . \$ 7,237,128

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2021-22: In the amount at the rate of \$0.1316 per \$1000 of assessed value for permanent rate tax;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....\$ 0.1316/\$1,000

Excluded from Limitation

APPROVED BY THE BUDGET COMMITTEE on May 11, 2021
 AND ADOPTED BY THE BOARD OF COMMISSIONERS on June 15, 2021.

ATTEST:

X _____
 Richard Heap, President

X _____
 Sharon Hartung, Secretary/Treasurer



DRAFT

Port of Brookings Harbor Budget FY 2021-22

Table of Contents

GENERAL FUND

| | |
|---|---|
| Resources | 1 |
| Requirements Summary by Fund, Organizational Unit or Program | 2 |
| Requirements Summary Not Allocated to an Organizational Unit or Program | 3 |

REVENUE BOND DEBT SERVICE FUND - USDA

| | |
|----------------------------|---|
| Resources and Requirements | 4 |
|----------------------------|---|

DEBT SERVICE FUND

| | |
|----------------------------|---|
| Resources and Requirements | 5 |
|----------------------------|---|

RV PARK IMPROVEMENT DEBT SERVICE FUND

| | |
|----------------------------|---|
| Resources and Requirements | 6 |
|----------------------------|---|

CAPITAL PROJECTS FUND

| | |
|----------------------------|---|
| Resources and Requirements | 7 |
|----------------------------|---|

PORT CONSTRUCTION FUND

| | |
|----------------------------|---|
| Resources and Requirements | 8 |
|----------------------------|---|

RESERVE FUND

| | |
|----------------------------|---|
| Resources and Requirements | 9 |
|----------------------------|---|

**RESOURCES
GENERAL FUND**

Port of Brookings Harbor

| | Historical Data | | | RESOURCE DESCRIPTION | Budget for Next Year 2021-22 | | | | |
|----|----------------------------------|---------------------------------|---|----------------------|---|---------------------------------|----------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year Year 2020/21 | | Proposed By Budget Officer | Approved By Budget Committee | Adjustment to Approved Budget | Adopted By Governing Body | |
| | Second Preceding Year 2018/19 | First Preceding Year 2019/20 | | | | | | | |
| 1 | 167,030 | 280,776 | 319,000 | 1 | Cash Carryover | 300,000 | 300,000 | 300,000 | 1 |
| 2 | 6,767 | 9,752 | 9,500 | 2 | Previously levied taxes estimated to be received | 9,000 | 9,000 | 9,000 | 2 |
| 3 | 6,211 | 2,904 | 3,570 | 3 | Interest | 2,000 | 2,000 | 2,000 | 3 |
| 4 | 656,985 | 220,427 | - | 4 | Interfund Transfer from Capital Projects | | | | 4 |
| 5 | | | - | 5 | OTHER RESOURCES | | | | 5 |
| 6 | 723,837 | 714,734 | 640,000 | 6 | Administration/Marina/Moorage & Storage | 735,000 | 735,000 | 735,000 | 6 |
| 7 | 594,985 | 594,084 | 571,000 | 7 | Beachfront RV Park | 700,000 | 700,000 | 750,000 | 7 |
| 8 | 85,856 | 113,898 | 70,000 | 8 | Boatyard | | | | 8 |
| 9 | 504,262 | 514,366 | 515,000 | 9 | Commercial Retail | 566,280 | 566,280 | 566,280 | 9 |
| 10 | 621,242 | 780,640 | 630,000 | 10 | Fuel Dock | 770,000 | 770,000 | 770,000 | 10 |
| 11 | 7,629 | 5,634 | | 11 | Land Use Events | | | | 11 |
| 12 | | | - | 12 | | | | | 12 |
| 13 | | | - | 13 | | | | | 13 |
| 14 | 51,908 | 5,742 | 6,000 | 14 | Asset Sales | 50,000 | 50,000 | 50,000 | 14 |
| 15 | 25,216 | 31,035 | 29,652 | 15 | Miscellaneous | 31,500 | 31,500 | 31,500 | 15 |
| 16 | | | 700,000 | 16 | Long Term Debt Borrowings | | | | 16 |
| 17 | | | 100,000 | 17 | Grants & Other Funding | 80,000 | 80,000 | 80,000 | 17 |
| 18 | | | - | 18 | | | | | 18 |
| 19 | | | - | 19 | | | | | 19 |
| 20 | | | - | 20 | | | | | 20 |
| 21 | | | - | 21 | | | | | 21 |
| 22 | | | - | 22 | | | | | 22 |
| 23 | 3,451,928 | 3,273,992 | 3,593,722 | 23 | Total resources, except taxes to be levied | 3,243,780 | 3,243,780 | 3,293,780 | - |
| 24 | | | 245,000 | 24 | Taxes estimated to be received | 240,000 | 240,000 | 240,000 | 24 |
| 25 | 229,043 | 235,946 | | 25 | Taxes collected in year levied | | | | 25 |
| 26 | 3,680,971 | 3,509,940 | 3,838,722 | 26 | TOTAL RESOURCES | 3,483,780 | 3,483,780 | 3,533,780 | - |

Adjustment to Approved Budget
50,000

Adjustment to Approved Budget
50,000

Total Resources Adjustment to Approved Budget
50,000

FORM
LB-30

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND**

Port of Brookings Harbor

| | Historical Data | | | REQUIREMENT TOTALS | Budget for Next Year 2021-22 | | | | |
|---|----------------------------------|---------------------------------|---|--|-------------------------------|---------------------------------|-----------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year Year 2020/21 | | Proposed By Budget Officer | Approved By Budget Committee | Adjustments to Approved Budget | Adopted By Governing Body | |
| | Second Preceding Year 2018/19 | First Preceding Year 2019/20 | | | | | | | |
| PERSONNEL SERVICES | | | | | | | | | |
| 1 | 45,436 | 78,755 | 84,500 | 1 Salary Port Manager | 88,470 | 88,470 | 88,470 | - | 1 |
| 2 | 126,196 | 123,472 | 116,465 | 2 Hourly / Port Office Staff | 116,170 | 116,170 | 116,170 | - | 2 |
| 3 | 38,356 | 28,653 | 48,194 | 3 Hourly / RV Park Office Staff | 54,120 | 54,120 | 54,120 | - | 3 |
| 4 | 131,145 | 232,707 | 256,820 | 4 Hourly / Operations Staff | 253,570 | 253,570 | 253,570 | - | 4 |
| 5 | 8,602 | 7,377 | 10,000 | 5 Overtime | 7,255 | 7,255 | 7,255 | - | 5 |
| 6 | 122,339 | 154,405 | 141,785 | 6 Costs & Benefits | 148,400 | 148,400 | 148,400 | - | 6 |
| 7 | 3,748 | 16,908 | 18,920 | 7 Workers Comp | 11,810 | 11,810 | 11,810 | - | 7 |
| 8 | 64,768 | 82,135 | 81,655 | 8 Health Care & Dental | 86,500 | 86,500 | 86,500 | - | 8 |
| 9 | 540,590 | 724,412 | 758,339 | 9 TOTAL PERSONNEL SERVICES | 766,295 | 766,295 | 766,295 | - | 9 |
| 10 | 9 | 9 | 10.5 | 10 TOTAL FULL-TIME EQUIVALENT (FTE) | 11.5 | 11.5 | 11.5 | - | 10 |
| MATERIALS AND SERVICES | | | | | | | | | |
| 11 | 14,038 | 7,997 | 14,105 | 11 Advertising & Notifications | 8,680 | 8,680 | 8,680 | - | 11 |
| 12 | 305,244 | 533,431 | 342,586 | 12 Repairs and Maintenance | 422,797 | 422,797 | 452,797 | 30,000 | 12 |
| 13 | 530,815 | 689,074 | 580,000 | 13 Fuel Purchased for resale | 725,000 | 725,000 | 725,000 | - | 13 |
| 14 | 268,928 | 279,335 | 319,483 | 14 Utilities | 279,173 | 279,173 | 279,173 | - | 14 |
| 15 | 63,526 | 44,221 | 61,011 | 15 Office Expense | 52,827 | 52,827 | 52,827 | - | 15 |
| 16 | 32,419 | 41,401 | 34,818 | 16 Bank Services & Finance Fees | 40,482 | 40,482 | 40,482 | - | 16 |
| 17 | 2,691 | 9,535 | 10,162 | 17 Travel & Training | 4,486 | 4,486 | 4,486 | - | 17 |
| 18 | 35,020 | 10,757 | 12,065 | 18 Permit, Licenses, Taxes, Misc. | 13,000 | 13,000 | 13,000 | - | 18 |
| 19 | 93,503 | 96,009 | 86,996 | 19 Insurance - Property, Liability & Bond | 95,292 | 95,292 | 95,292 | - | 19 |
| 20 | 105,603 | 97,961 | 97,463 | 20 Professional Fees | 95,425 | 95,425 | 95,425 | - | 20 |
| 21 | 1,451,787 | 1,809,721 | 1,558,709 | 21 TOTAL MATERIALS AND SERVICES | 1,737,162 | 1,737,162 | 1,767,162 | 30,000 | 21 |
| CAPITAL OUTLAY | | | | | | | | | |
| 22 | 16,736 | | | 22 2018 Genie Forklift | - | - | - | - | 22 |
| 23 | | | | 23 Fire Hydrants | 15,000 | 15,000 | 15,000 | - | 23 |
| 24 | | 29,724 | | 24 Vehicle/s and Equipment | 50,000 | 50,000 | 50,000 | - | 24 |
| 25 | | | 49,000 | 25 Security System | - | - | 40,000 | 40,000 | 25 |
| 26 | | | 6,000 | 26 Boat Launch Kiosk Shelter | - | - | - | - | 26 |
| 27 | | | 11,000 | 27 Fuel Pump | - | - | - | - | 27 |
| | | | | Electrical Building | | | 50,000 | 50,000 | 28 |
| 28 | 16,736 | 29,724 | 66,000 | 28 TOTAL CAPITAL OUTLAY | 65,000 | 65,000 | 165,000 | 90,000 | 28 |
| 29 | 2,009,113 | 2,663,857 | 2,383,048 | 29 TOTAL ALLOCATED REQUIREMENTS | 2,668,457 | 2,668,457 | 2,668,457 | 120,000 | 29 |
| REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAM | | | | | | | | | |
| 30 | | | | 30 GENERAL FUND per Department Totals | | | | | 30 |
| 31 | 1,023,767 | 1,382,513 | 1,327,008 | 31 Administration/Marina/Moorage & Storage | 1,488,807 | 1,488,807 | 1,508,807 | 120,000 | 31 |
| 32 | 220,421 | 174,171 | 204,660 | 32 Beachfront RV Park | 206,000 | 206,000 | 206,000 | - | 32 |
| 33 | 55,284 | 66,595 | 84,428 | 33 Boat Yard | | | | | 33 |
| 34 | 101,214 | 226,806 | 132,218 | 34 Commercial Retail | 121,160 | 121,160 | 121,160 | - | 34 |
| 35 | 686,099 | 712,127 | 632,114 | 35 Fuel Dock | 752,490 | 752,490 | 752,490 | - | 35 |
| 36 | 2,329 | 1,645 | 2,620 | 36 Property Ground/Events | | | | | 36 |
| 37 | 2,009,113 | 2,563,857 | 2,383,048 | 37 TOTAL ALLOCATED REQUIREMENTS | 2,668,457 | 2,668,457 | 2,668,457 | 120,000 | 37 |

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FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND

Port of Brookings Harbor

| | Historical Data | | | REQUIREMENTS DESCRIPTION | Budget for Next Year 2021-22 | | | | |
|--------------------------------------|----------------------------------|---------------------------------|---|--------------------------|---|---------------------------------|-----------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year Year 2020/21 | | Proposed By Budget Officer | Approved By Budget Committee | Adjustments to Approved Budget | Adopted By Governing Body | |
| | Second Preceding Year 2018/19 | First Preceding Year 2019/20 | | | | | | | |
| PERSONNEL SERVICES NOT ALLOCATED | | | | | | | | | |
| 1 | | | | 1 | | | | | 1 |
| 2 | | | | 2 | | | | | 2 |
| 3 | - | - | - | 3 | TOTAL PERSONNEL SERVICES | - | - | - | 3 |
| 4 | | | | 4 | TOTAL FULL-TIME EQUIVALENT (FTE) | | | | 4 |
| MATERIALS AND SERVICES NOT ALLOCATED | | | | | | | | | |
| 5 | | | | 5 | | | | | 5 |
| 6 | | | | 6 | | | | | 6 |
| 7 | - | - | - | 7 | TOTAL MATERIALS AND SERVICES | - | - | - | 7 |
| CAPITAL OUTLAY NOT ALLOCATED | | | | | | | | | |
| 8 | | | | 8 | | | | | 8 |
| 9 | - | - | - | 9 | TOTAL CAPITAL OUTLAY | - | - | - | 9 |
| DEBT SERVICE | | | | | | | | | |
| 10 | | | | 10 | | | | | 10 |
| 11 | - | - | - | 11 | TOTAL DEBT SERVICE | - | - | - | 11 |
| SPECIAL PAYMENTS | | | | | | | | | |
| 12 | | | | 12 | | | | | 12 |
| 13 | | | | 13 | | | | | 13 |
| 14 | - | - | - | 14 | TOTAL SPECIAL PAYMENTS | - | - | - | 14 |
| INTERFUND TRANSFERS | | | | | | | | | |
| 15 | 167,313 | 130,120 | 130,120 | 15 | Transfer to Bond Debt Service Fund | 130,120 | 130,120 | 130,120 | 15 |
| 16 | 468,051 | 383,464 | 368,283 | 16 | Transfer to Debt Service Fund | 423,485 | 423,485 | 423,485 | 16 |
| | | | 52,908 | | Transfer to RV Park Improvement Debt Service Fu | 57,718 | 57,718 | 57,718 | |
| 17 | 734,245 | 62,609 | 75,000 | 17 | Transfer to Capital Projects Fund | - | - | - | 17 |
| 18 | | | 684,000 | 18 | Transfer to Port Construction Fund | - | - | 100,000 | 18 |
| 19 | 21,473 | 126,200 | 24,000 | 19 | Transfer to Reserve Fund | 34,000 | 34,000 | 34,000 | 19 |
| 20 | 1,391,082 | 702,393 | 1,334,311 | 20 | TOTAL INTERFUND TRANSFERS | 645,323 | 645,323 | 745,323 | 20 |
| 21 | | | 76,363 | 21 | OPERATING CONTINGENCY | 70,000 | 70,000 | 50,000 | 21 |
| 22 | 1,391,082 | 702,393 | 1,410,674 | 22 | TOTAL REQUIREMENTS NOT ALLOCATED | 715,323 | 715,323 | 795,323 | 22 |
| 23 | 2,009,113 | 2,563,857 | 2,383,048 | 23 | TOTAL ORG./PROG. REQUIREMENTS | 2,568,457 | 2,568,457 | 2,688,457 | 23 |
| 24 | | | 3,793,722 | 24 | Total Appropriations | 3,283,780 | 3,283,780 | 3,483,780 | 24 |
| 25 | 260,776 | 243,690 | 45,000 | 25 | UNAPPROPRIATED ENDING FUND BALANCE | 200,000 | 200,000 | 50,000 | 25 |
| 26 | 3,680,971 | 3,509,940 | 3,838,722 | 26 | TOTAL REQUIREMENTS | 3,483,780 | 3,483,780 | 3,533,780 | 26 |

increase Adjustment to Approved Budget
100,000

Total Interfund Transfers Increase Adjustment to Approved Budget
100,000

Decrease Adjustment to Approved Budget
(20,000)

increase Adjustment to Approved Budget
80,000

increase Adjustment to Approved Budget
120,000

Total Appropriations Increase Adjustment to Approved Budget
200,000

Total Decrease Adjustment Unappropriated Ending Fund Balance to Approved Budget
(150,000)

Total increase adjustment for Requirements
50,000

65

FORM
LB-35

RESOURCES AND REQUIREMENTS
REVENUE BOND DEBT SERVICE FUND - USDA

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Port of Brookings Harbor

| | Historical Data | | | DESCRIPTION OF RESOURCES AND REQUIREMENTS | Budget for Next Year 2021-22 | | | | | |
|---|----------------------------------|------------------------------------|---|--|---|---------------------------------|---------------------------------|----------------|------------|-------------|
| | Actual | | Adopted Budget This Year Year 2020/21 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | | |
| | Second Preceding Year 2018/19 | First Preceding Year 2019/20 | | | | | | | | |
| Resources | | | | | | | | | | |
| 1 | 98,825 | 99,898 | 98,395 | 1 | Cash Carry Over | 102,380 | 102,380 | | 1 | |
| 2 | 1,880 | 1,760 | 2,000 | 2 | Interest | 500 | 500 | | 2 | |
| 3 | 167,313 | 130,120 | 130,120 | 3 | Transferred from General Fund | 130,120 | 130,120 | | 3 | |
| 4 | 268,018 | 231,778 | 230,515 | 4 | TOTAL RESOURCES | 233,000 | 233,000 | | - 4 | |
| Requirements | | | | | | | | | | |
| Bond Principal Payments | | | | | | | | | | |
| | | | | | Issue Date | Budgeted Payment Date | | | | |
| 5 | 69,016 | 72,467 | 76,112 | 5 | November 6, 2000 | November 6, 2021 | 79,917 | 79,917 | | 5 |
| 6 | | 57,653 | | 6 | | | | | | 6 |
| 7 | 69,016 | 130,120 | 76,112 | 7 | TOTAL PRINCIPAL | | 79,917 | 79,917 | | - 7 |
| Bond Interest Payments | | | | | | | | | | |
| | | | | | Issue Date | Budgeted Payment Date | | | | |
| 8 | 61,104 | | 54,008 | 8 | November 6, 2000 | November 6, 2021 | 50,203 | 50,203 | | 8 |
| 9 | | | | 9 | | | | | | 9 |
| 10 | 61,104 | - | 54,008 | 10 | TOTAL INTEREST | | 50,203 | 50,203 | | - 10 |
| Unappropriated Balance for Following Year By | | | | | | | | | | |
| | | | | | Issue Date | Payment Date | | | | |
| 11 | 38,000 | | | 11 | Transfer to Capital Projects RES#506 | | | | | 11 |
| 12 | 168,120 | 130,120 | 130,120 | 12 | Total Appropriations | | 130,120 | 130,120 | | - 12 |
| 13 | 99,898 | 101,658 | 100,395 | 13 | UNAPPROPRIATED ENDING FUND BALANCE | | 102,880 | 102,880 | | 13 |
| 14 | 268,018 | 231,778 | 230,515 | 14 | TOTAL REQUIREMENTS | | 233,000 | 233,000 | | - 14 |

*If this form is used for revenue bonds, property tax resources may not be included.

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RESOURCES AND REQUIREMENTS

Debt Payments are for:

FORM
LB-35

- Revenue Bonds or
- General Obligation Bonds

Debt Service Fund

Port of Brookings Harbor

| Historical Data | | | | DESCRIPTION OF RESOURCES AND REQUIREMENTS | Budget for Next Year 2021-22 | | | |
|----------------------------------|---------------------------------|---|-------------------------------|---|---|---------------------------------|----------------|----------------|
| Actual | | Adopted Budget This Year Year 2020/21 | Proposed By Budget Officer | | Approved By Budget Committee | Adopted By Governing Body | | |
| Second Preceding Year 2018/19 | First Preceding Year 2019/20 | | | | | | | |
| | | | | Resources | | | | |
| 1 | 24,069 | 21,006 | 23,602 | 1 | Cash Carryover | 27,420 | 27,420 | 1 |
| 2 | 1,025 | 1,082 | 1,500 | 2 | Interest | 450 | 450 | 2 |
| 3 | 468,051 | 383,464 | 368,283 | 3 | Transferred IN from General Fund | 423,485 | 423,485 | 3 |
| 4 | | | | 4 | | | | 4 |
| 5 | 493,145 | 405,552 | 393,385 | 5 | TOTAL RESOURCES | 451,355 | 451,355 | - 5 |
| | | | | Requirements | | | | |
| | | | | Principal Payments | | | | |
| | | | | Issue Date | Budgeted Payment Date | | | |
| 6 | 864 | 15,192 | | 6 | Tidewinds | Monthly | | 6 |
| 7 | 12,060 | 12,802 | 13,616 | 7 | Genie 2018 Forklift | Monthly on the 15th | 14,469 | 14,469 |
| 8 | 42,676 | 45,079 | 47,754 | 8 | 50 BFMII Travelift Lease | Monthly on the 22nd | 50,447 | 50,447 |
| 9 | 344,128 | 222,122 | 290,000 | 9 | IFA Loans | Quarterly | 310,000 | 310,000 |
| 10 | | | 4,800 | 10 | IFA Sale of Assets | | 40,000 | 40,000 |
| 11 | 399,728 | 295,195 | 356,170 | 11 | TOTAL PRINCIPAL | | 414,916 | 414,916 |
| | | | | Interest Payments | | | | |
| | | | | Issue Date | Budgeted Payment Date | | | |
| 12 | 5,516 | 4,775 | 3,959 | 12 | Genie 2018 Forklift | Monthly on the 15th | 3,108 | 3,108 |
| 13 | 13,232 | 10,829 | 8,154 | 13 | 50 BFMII Travelift Lease | Monthly on the 22nd | 5,461 | 5,461 |
| 14 | 3,663 | 59 | - | 14 | IFA Loans | Quarterly | | |
| 15 | | | | 15 | | | | |
| 16 | 22,411 | 15,663 | 12,113 | 16 | TOTAL INTEREST | | 8,569 | 8,569 |
| | | | | Unappropriated Balance for Following Year By | | | | |
| | | | | Issue Date | Payment Date | | | |
| 17 | | | | 17 | | | | |
| 18 | 50,000 | | | 18 | Transfer to Capital Projects RES #506 | | | |
| 19 | 472,139 | 310,858 | 368,283 | 19 | Total Appropriations | 423,485 | 423,485 | - 19 |
| 20 | 21,006 | 94,694 | 25,102 | 20 | UNAPPROPRIATED ENDING FUND BALANCE | 27,870 | 27,870 | 20 |
| 21 | 493,145 | 405,552 | 393,385 | 21 | TOTAL REQUIREMENTS | 451,355 | 451,355 | - 21 |

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FORM
LB-35

RESOURCES AND REQUIREMENTS

RV Park Improvement Debt Service Fund

Debt Payments are for:

- Revenue Bonds or
- General Obligation Bonds

Port of Brookings Harbor

| Historical Data | | | DESCRIPTION OF RESOURCES AND REQUIREMENTS | Budget for Next Year 2021-22 | | | | |
|----------------------------------|---------------------------------|---|--|---|---------------------------------|------------------------------|---------------|-------------|
| Actual | | Adopted Budget This Year Year 2020/21 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | |
| Second Preceding Year 2018/19 | First Preceding Year 2019/20 | | | | | | | |
| | | | Resources | | | | | |
| 1 | | | 1 | Cash Carryover | - | - | | 1 |
| 2 | | | 2 | Interest | - | - | | 2 |
| 3 | | 52,908 | 3 | Transferred IN from General Fund | 57,718 | 57,718 | | 3 |
| 4 | | | 4 | | | | | 4 |
| 5 | - | - | 5 | TOTAL RESOURCES | 57,718 | 57,718 | - | 5 |
| | | | Requirements | | | | | |
| | | | Principal Payments | | | | | |
| | | | Issue Date | | Budgeted Payment Date | | | |
| 6 | | | 6 | July 15, 2020 | Monthly on the 15th | 38,751 | 38,751 | 6 |
| 7 | | 34,540 | 7 | RV Park Restroom/Laundry Facility & Upgrade | | | | 7 |
| 8 | - | - | 8 | TOTAL PRINCIPAL | | 38,751 | 38,751 | - 8 |
| | | | Interest Payments | | | | | |
| | | | Issue Date | | Budgeted Payment Date | | | |
| 9 | | | 9 | July 15, 2020 | Monthly on the 15th | 18,967 | 18,967 | 9 |
| 10 | | 18,368 | 10 | RV Park Restroom/Laundry Facility & Upgrade | | | | 10 |
| 11 | - | - | 11 | TOTAL INTEREST | | 18,967 | 18,967 | - 11 |
| | | | Unappropriated Balance for Following Year By | | | | | |
| | | | Issue Date | | Payment Date | | | |
| 12 | | | 12 | | | | | 12 |
| 13 | | 52,908 | 13 | Total Appropriations | | 57,718 | 57,718 | 13 |
| 14 | | | 14 | UNAPPROPRIATED ENDING FUND BALANCE | | | | 14 |
| 15 | - | - | 15 | TOTAL REQUIREMENTS | | 57,718 | 57,718 | - 15 |

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RESOURCES AND REQUIREMENTS

CAPITAL PROJECTS FUND

Port of Brookings Harbor

| | Historical Data | | | RESOURCES AND REQUIREMENTS | Budget for Next Year 2021-22 | | | | |
|----|----------------------------------|---------------------------------|---|----------------------------|---|---------------------------------|------------------------------|---|----|
| | Actual | | Adopted Budget This Year Year 2020/21 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | |
| | Second Preceding Year 2018/19 | First Preceding Year 2019/20 | | | | | | | |
| | | | | RESOURCES | | | | | |
| 1 | 3,897 | 10,579 | 2,500 | 1 | Cash Carryover | 62,500 | 62,500 | | 1 |
| 2 | 6 | | | 2 | Interest | - | - | | 2 |
| 3 | 734,245 | 62,609 | 75,000 | 3 | Interfund Transfer from General Funds | | | | 3 |
| 5 | 38,000 | | | 5 | Interfund Transfer from Revenue Bond Fund | | | | 5 |
| 6 | 50,000 | | | 6 | Interfund Transfer from Debt Service Fund | | | | 6 |
| 8 | 4,825 | 4,825 | | 8 | OSMB MAP Grant | | | | 8 |
| 9 | 3,591 | | | 9 | OSMB Boarding Dock Agreement #1587 | | | | 9 |
| 10 | 3,601 | | | 10 | FEMA PW22 Storm Damage | | | | 10 |
| 11 | 619,371 | 182,173 | | 11 | FEMA DR-2458-OR PW319 Basin 1 Piling Project | | | | 11 |
| 12 | | | | 12 | FEMA DR-4432-OR and DR-4452-OR DREDGING | 300,000 | 300,000 | | 12 |
| 13 | | | | 13 | FEMA DR-4432-OR SLOPE REPAIR | 566,250 | 566,250 | | 13 |
| 14 | | | | 14 | FEMA DR-4432-OR and DR-4452-OR Build Sediment Enclosure | 262,500 | 262,500 | | 14 |
| 15 | | | | 15 | FEMA HMGP - RV Park and Boatyard Restoration | 371,250 | 371,250 | | 15 |
| 16 | | | 30,000 | 16 | FEMA Matching Funds | 500,000 | 500,000 | | 16 |
| 17 | | | 90,000 | 17 | FEMA DR-4432-OR and DR-4452-OR Phase 1 Engineering & Permitting | | | | 17 |
| 18 | 39,244 | | | 18 | State Lottery Funds - IFA L16010 Dock Renovation | | | | 18 |
| 19 | | 14,154 | 570,000 | 19 | State Lottery Funds - C2019375 Dock Repair & Improvement | | | | 19 |
| 20 | 1,496,780 | 274,340 | 767,500 | 20 | TOTAL RESOURCES | 2,062,500 | 2,062,500 | - | 20 |
| | | | | | REQUIREMENTS | | | | |
| 21 | 3,897 | 2,499 | | 21 | OSMB MAP Grant | | | | 21 |
| 22 | 3,296 | | | 22 | OSMB Boarding Dock Agreement #1587 | | | | 22 |
| 23 | 766,257 | | | 23 | FEMA DR-2458 PW319 Basin 1 Piling Project | | | | 23 |
| 24 | | | | 24 | FEMA DR-4432-OR and DR-4452-OR DREDGING | 400,000 | 400,000 | | 24 |
| 25 | | | | 25 | FEMA DR-4432-OR SLOPE REPAIR | 755,000 | 755,000 | | 25 |
| 26 | | | | 26 | FEMA DR-4432-OR and DR-4452-OR Build Sediment Enclosure | 350,000 | 350,000 | | 26 |
| 27 | | | | 27 | FEMA HMGP - RV Park and Boatyard Restoration | 350,000 | 350,000 | | 27 |
| 28 | | 2,830 | 120,000 | 28 | FEMA DR-4432-OR and DR-4452-OR Phase 1 Engineering & Permitting | 60,000 | 60,000 | | 28 |
| 29 | 39,244 | | | 29 | State Lottery Funds - IFA L16010 Dock Renovation | | | | 29 |
| 30 | 1,232 | 46,084 | 645,000 | 30 | State Lottery Funds - C2019375 Dock Repair & Improv | | | | 30 |
| 31 | 14,933 | | | 31 | FEMA Forced Labor Expenses | 145,000 | 145,000 | | 31 |
| 32 | 357 | | | 32 | OSMB Grant Forced Labor Expenses | | | | 32 |
| 33 | 656,985 | 220,427 | - | 33 | Interfund Transfer from Capital Projects (Due to/From) | | | | 33 |
| 34 | 1,486,201 | 271,840 | 765,000 | 34 | Total Appropriations | 2,060,000 | 2,060,000 | - | 34 |
| 35 | 10,579 | 2,500 | 2,500 | 35 | UNAPPROPRIATED ENDING FUND BALANCE | 2,500 | 2,500 | | 35 |
| 36 | 1,496,780 | 274,340 | 767,600 | 36 | TOTAL REQUIREMENTS | 2,062,500 | 2,062,500 | - | 36 |

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RESOURCES AND REQUIREMENTS

Port Construction Fund

Port of Brookings Harbor

| Historical Data | | | RESOURCES AND REQUIREMENTS | Budget for Next Year 2021-22 | | | | | |
|----------------------------------|---------------------------------|---|----------------------------|--|---------------------------------|-----------------------------------|------------------------------|-------------|--|
| Actual | | Adopted Budget This Year Year 2020/21 | | Proposed By Budget Officer | Approved By Budget Committee | Adjustments to Approved Budget | Adopted By Governing Body | | |
| Second Preceding Year 2018/19 | First Preceding Year 2019/20 | | | | | | | | |
| | | | RESOURCES | | | | | | |
| 1 | | | 1 | Cash Carryover | 575,000 | 575,000 | 575,000 | 1 | |
| 2 | | 5,000 | 2 | Interest | 2,000 | 2,000 | 2,000 | 2 | |
| 3 | | 684,000 | 3 | Interfund Transfer from General Funds | | | 100,000 | 3 | 100,000 Increase Adjustment to Approved Budget |
| 4 | | - | 4 | | | | | 4 | |
| 5 | - | - | 5 | TOTAL RESOURCES | 577,000 | 677,000 | 677,000 | - 5 | 100,000 Total Resources Increase Adjustment to Approved Budget |
| | | | REQUIREMENTS | | | | | | |
| 6 | | 689,000 | 6 | RV Park Restroom/Laundry Facility & Improvements | 577,000 | 577,000 | 677,000 | 6 | 100,000 Increase Adjustment to Approved Budget |
| 7 | | | 7 | | | | | - 7 | |
| 8 | | | 8 | | | | | - 8 | |
| 9 | | | 9 | | | | | - 9 | |
| 10 | | | 10 | | | | | - 10 | |
| 11 | | | 11 | | | | | - 11 | |
| 12 | | 689,000 | 12 | Total Appropriations | 577,000 | 577,000 | 677,000 | - 12 | 100,000 Increase Adjustment to Approved Budget |
| 13 | | | 13 | UNAPPROPRIATED ENDING FUND BALANCE | | | | - 13 | |
| 14 | - | - | 14 | TOTAL REQUIREMENTS | 577,000 | 577,000 | 677,000 | - 14 | 100,000 Total Requirements Increase Adjustment to Approved Budget |

**FORM
LB-11**

RESOURCES AND REQUIREMENTS

Resolution #307 established this fund in 1998 for dock maintenance and future dock replacements. Eq, Land and Buildings (See attached Schedule C)

RESERVE FUND

Port of Brookings Harbor

| | Historical Data | | | DESCRIPTION | Budget for Next Year 2021-22 | | | | |
|----|----------------------------------|---------------------------------|---|---------------------|---|-------------------------------|---------------------------------|--|------------------------------|
| | Actual | | Adopted Budget This Year Year 2020/21 | | RESOURCES AND REQUIREMENTS | Proposed By Budget Officer | Approved By Budget Committee | | Adopted By Governing Body |
| | Second Preceding Year 2018/19 | First Preceding Year 2019/20 | | | | | | | |
| | | | | RESOURCES | | | | | |
| 1 | 11,908 | 33,092 | 130,000 | 1 | Cash Carryover | 186,575 | 186,575 | | 1 |
| 2 | 521 | 1,978 | 3,000 | 2 | Interest | 1,200 | 1,200 | | 2 |
| 3 | 21,473 | 126,200 | 24,000 | 3 | Transferred IN from General Fund | 24,000 | 24,000 | | 3 |
| 4 | | | | 4 | Transferred IN from General Fund (20% Asset Proceeds) | 10,000 | 10,000 | | 4 |
| 5 | | | | 5 | | | | | 5 |
| 6 | | | | 6 | | | | | 6 |
| 7 | 33,902 | 161,270 | 157,000 | 7 | TOTAL RESOURCES | 221,775 | 221,775 | | - 7 |
| | | | | REQUIREMENTS | | | | | |
| 8 | | | | 8 | Transferred OUT to General Fund | | | | 8 |
| 9 | | | | 9 | Transferred OUT to Capital Projects Fund | | | | 9 |
| 10 | | | | 10 | | | | | 10 |
| 11 | | | | 11 | | | | | 11 |
| 12 | | | | 12 | | | | | 12 |
| 13 | | | | 13 | | | | | 13 |
| 14 | - | - | - | 14 | Total Appropriations | - | - | | - 14 |
| 15 | 33,902 | 161,270 | 157,000 | 15 | UNAPPROPRIATED ENDING FUND BALANCE | 221,775 | 221,775 | | 15 |
| 16 | 33,902 | 161,270 | 157,000 | 16 | TOTAL REQUIREMENTS | 221,775 | 221,775 | | - 16 |

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 – C

DATE: June 15, 2021
RE: Beachfront Dry Camping Area
TO: Honorable Board President and Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Dry camping area been used for overflow camping since the beginning of the RV Park. Over the years the area changed to designated paid dry camping sites for fully contained campers (sites have no water, power or sewer).
- While this area is designated for paid dry camping, the same area is used for public parking during the day. Guests staying in these sites have complained to staff of vehicles tearing up the grounds, leaving trash and feeling unsafe.
- During the day, public vehicles (RV's) use the same sites all day and then leave at night only to return the next day. This is repeated day after day (sometimes by the same vehicle) for months and years.
- The Port has within the Ordinance, Section 4.39.6 "Travel trailers may not be parked, at any time, on Port properties, except in designated areas at the Recreational Vehicle Park at the Port of Brookings Harbor".
- We are proposing to separate the areas between dry camping and day use. The least impact to the ground is using concrete blocks. If this does not work, the blocks could be removed and the area reopened as before.
- Dry camping area will be closed a few days sometime in August (weather permitting and at lowest tide) for the Coast Guard to replace the river marker. They plan to use a helicopter to pour a concrete base and stage in the gravel area. During this timeframe, the traffic on the exit road will be stop temporarily.

DOCUMENTS

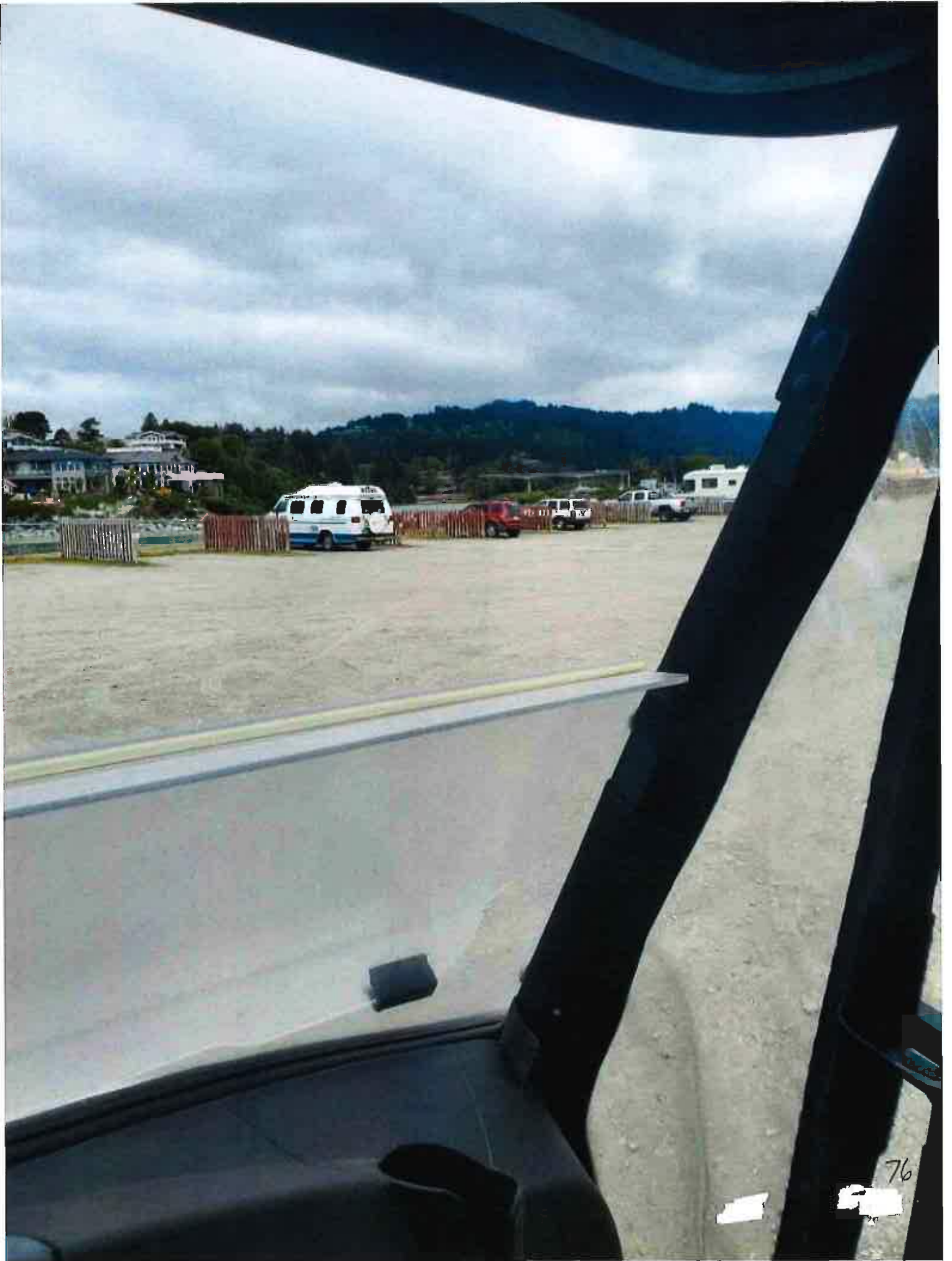
- Photos, 3 pages
- Separating Area Plan, 2 pages

COMMISSIONERS ACTIONS

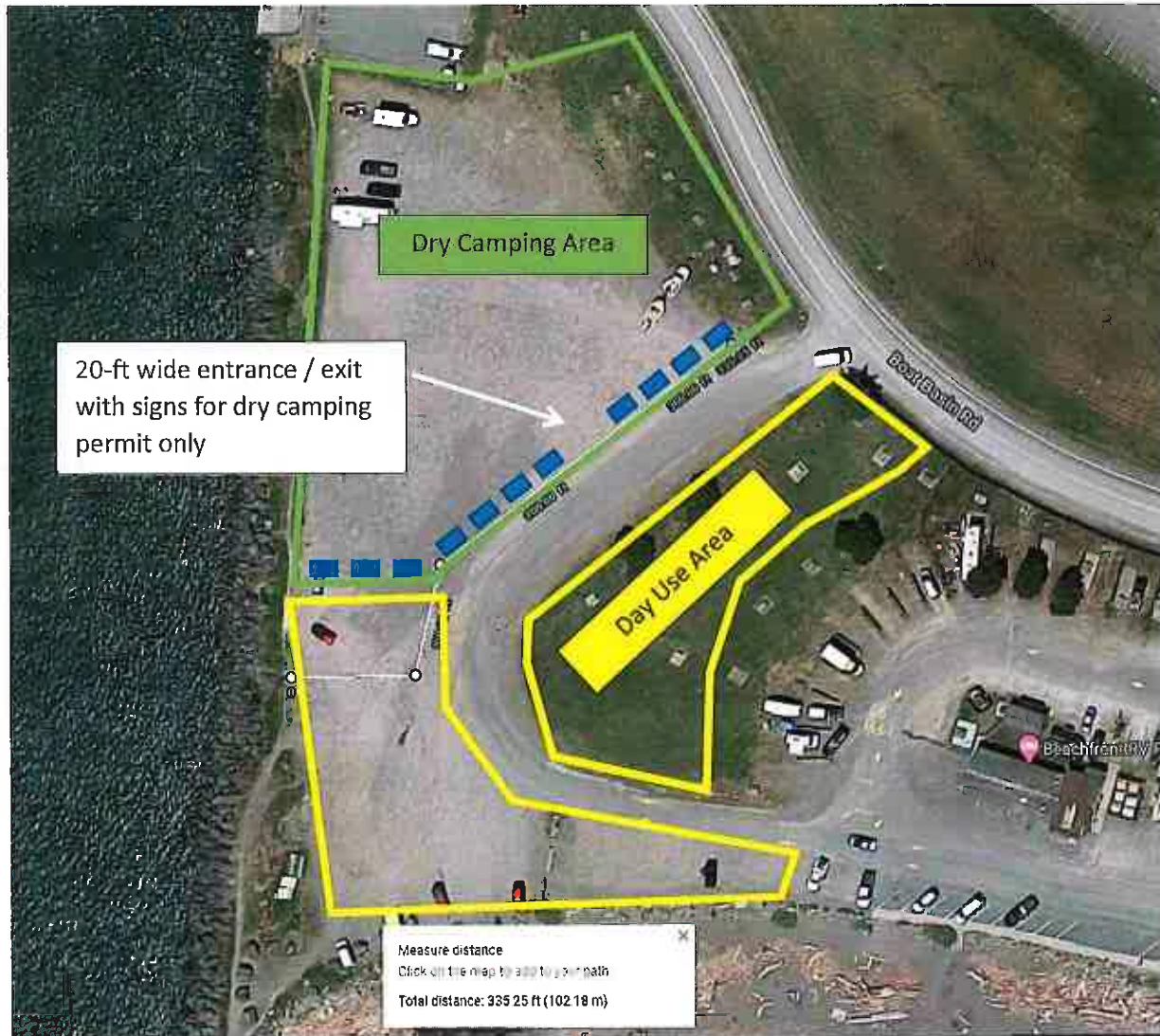
- **Recommended Motion:**
Motion to approve separating dry camping sites and day use area using concrete blocks and any necessary signage to accomplish the delineation.







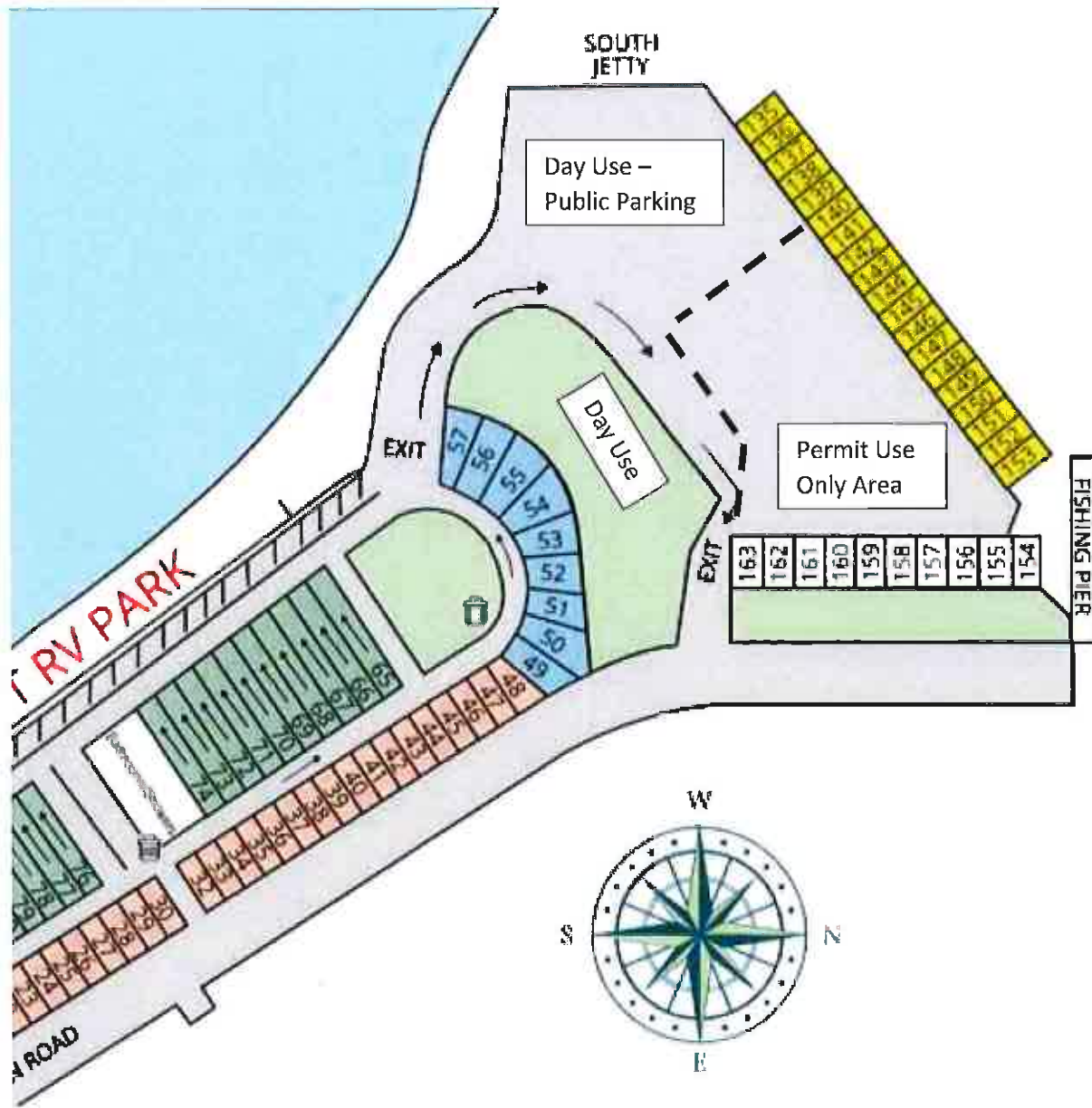
Beachfront RV Park Dry Camping and Day Use Area



Place concrete blocks 5 to 6-ft apart to help delineate the paid dry camping area.

If approved, purchase approximately 30 concrete blocks and install signs at the entrance / exit.
Approximate expense \$3,200.

Beachfront RV Park Dry Camping and Day Use Areas



ACTION ITEM – D

DATE: June 15, 2021
RE: No Parking Zones
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

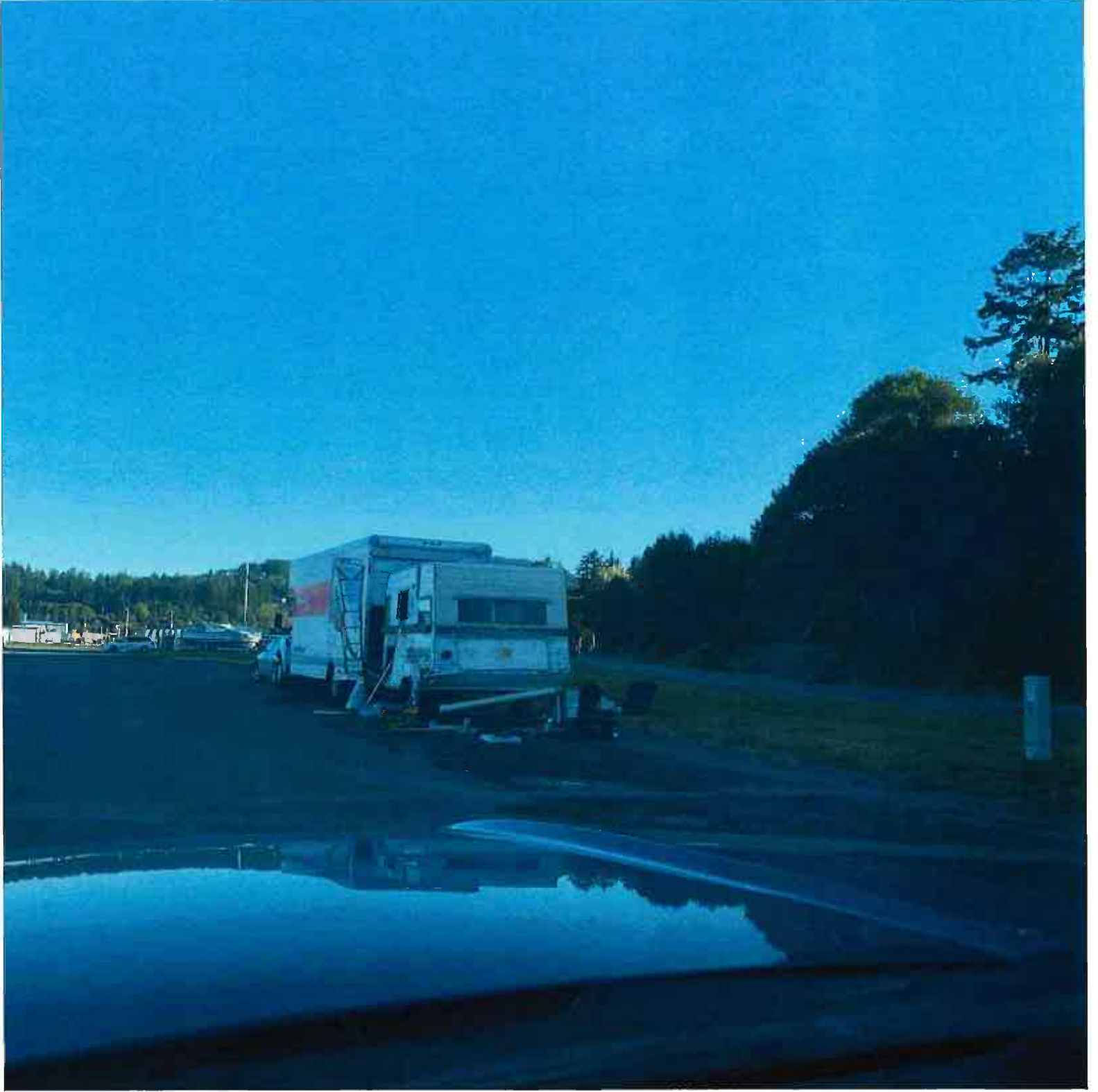
- In 2019 the Port had over 500 parking violations, in 2020 over 300 and in 2021 so far 200+, 100 in the past week. 2021 is on pace to have over 400 parking violations.
- Increasing amounts of roaming RV's and campers parking throughout Port areas are mostly at commercial basin parking lot, kite field parking lot and dry camping areas. Occasionally these RV's camp overnight.
- The commercial basin and kite field parking lots are for moorage holders and commercial crew members parking. The parking areas are long and narrow designed for two rows of parking. The Port provides parking tags for moorage holders and for commercial crew members at no charge.
- Customer parking around the boat launch entrance and "ready area" are also becoming a problem. Signage may need to be added for the "ready area" and entrance to the boat launch parking lot. Painting curbs red for no parking may help delineate no parking areas. Additional boat launch parking signage may be needed throughout the boat parking areas.
- OSMB received complaints recently of other than recreational boaters parking in the parking lot. Email is attached for your review. Port staff has increased the patrol for parking and paid violations.
- Installing no RV parking signs at commercial basin and kite field parking lots could help reduce congestion and overnight camping. There are no fines for parking violations, only repeat violators will be trespassed. The Port does have \$250 impound fee, plus towing charges for vehicles abandoned on the Port properties.

DOCUMENTS

- Photos of parking lots, 11 pages
- Email from OSMB, 6 pages

COMMISSIONERS ACTIONS

- **Recommended Motion:**
Motion to approve updating Port parking signs at the commercial basin and kite field parking lots. Install sign at boat "ready area" for boat ready parking only and paint curbs red along the entrance roadway into the boat launch ramp and parking lot. Consult with OSMB regarding signage prior to installing the additional signs at the boat launch parking lot. Authorize Port Manager to initiate changing the boat launch parking lot agreement with OSMB to allow other than recreational boat parking during specific times of a 24-hour period.



COMMERCIAL BASIN PARKING LOT









KITE FIELD





Parking Report

#546666542

Issue Type

Overnight Parking

Reported Detail

Property

Port Of Brookings- Harbor
16330 Lower Harbor Road
Harbor, OR 97415

Location

Commercial Boat Basin(Basin 2)

Reported By/Address

16330 Lower Harbor Road

| | | |
|--------------|---------------------|--------|
| Created | 06/01/2021 02:50 AM | sckslk |
| Assigned To | 06/01/2021 02:58 AM | sckslk |
| Acknowledged | 06/01/2021 02:58 AM | sckslk |
| Arrived At | 06/01/2021 02:58 AM | sckslk |
| Closed | 06/01/2021 02:58 AM | sckslk |

Issue Status **Closed**

Assigned By sckslk

Tracking Number A54BF4EA-90B4-4AB3-88DA-B7724A42D25F

Passcode GGAAD

Appeal #

Invoice#

Appeal Exp DTM 6/11/2021 2:50:20 AM

Payment Due DTM 6/22/2021 2:50:20 AM

Payment DTM

Original Fee \$0.00

Discount \$0.00

Total Fee \$0.00

Valid Vehicle

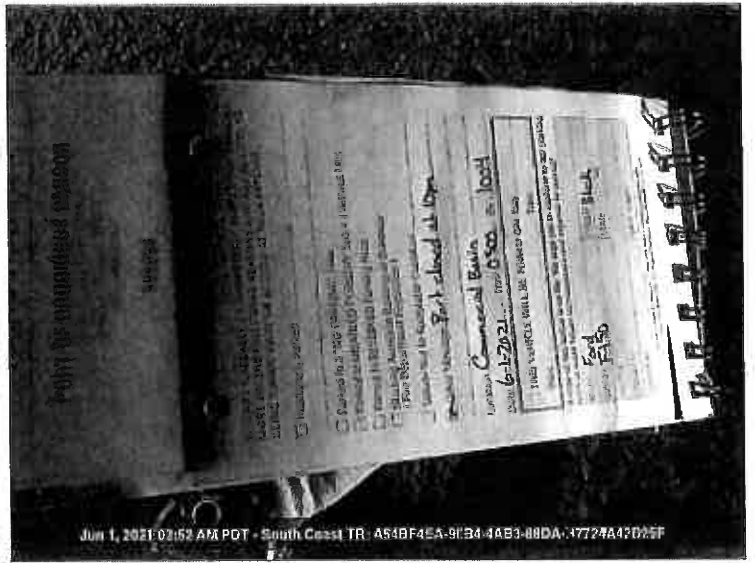
License Plate
Plate State
Make Of Vehicle
Model Of Vehicle
Vehicle Color
Vehicle Year
VIN

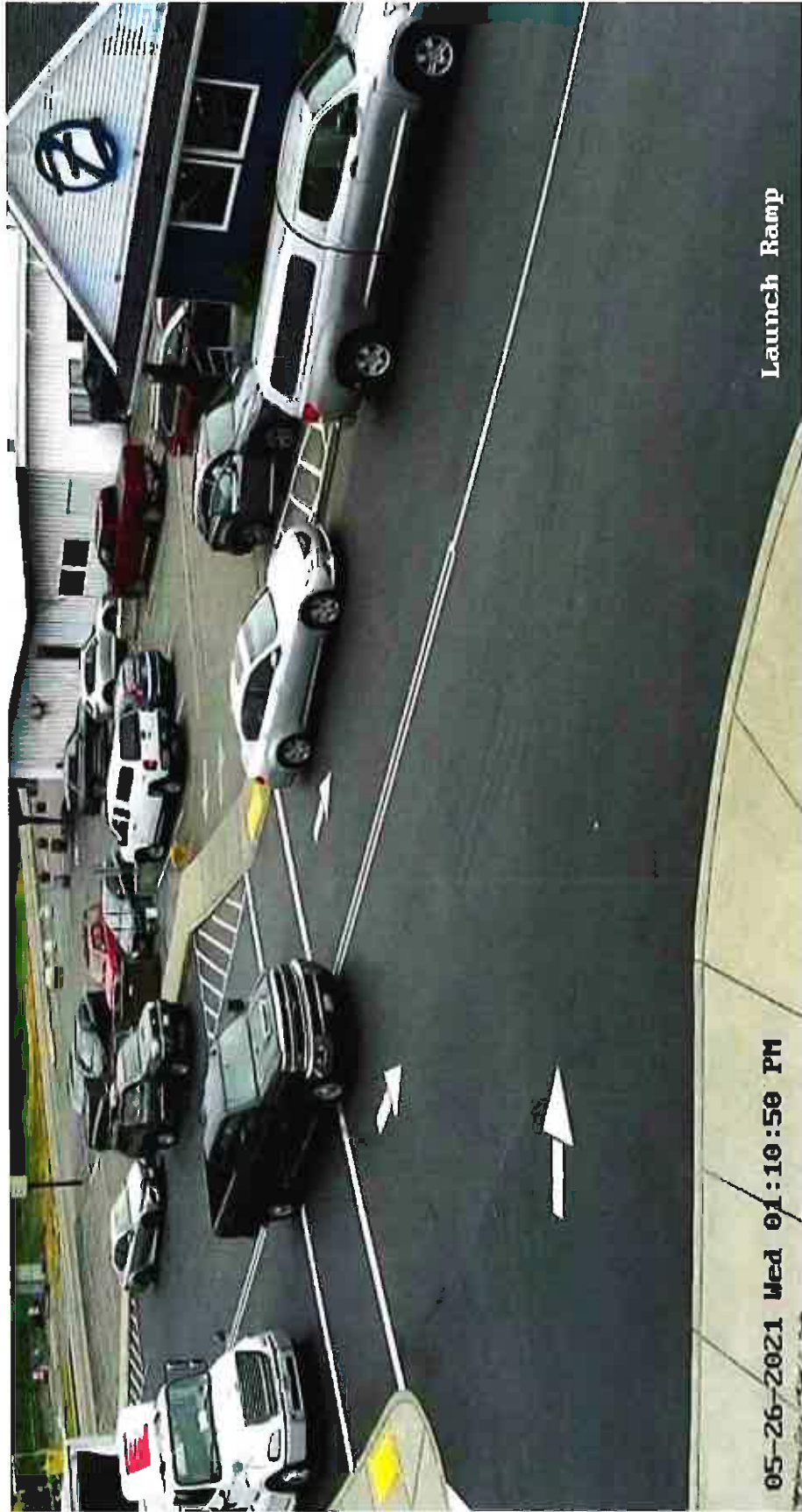
Violating Vehicle

License Plate UNKNOWN
Plate State
Make Of Vehicle Ford
Model Of Vehicle f150
Vehicle Color Black
Vehicle Year
VIN

Notes

86





Launch Ramp

05-26-2021 Wed 01:10:50 PM



Proposed No Parking Zones

Install sign "Ready Area Only Parking"



From: BELLEQUE Janine * OSMB <Janine.BELLEQUE@oregon.gov>
Sent: Tuesday, June 8, 2021 10:57 AM
To: portmanager@portofbrookingsharbor.com
Cc: travis@portofbrookingsharbor.com
Subject: Boat Ramp parking complaints
Attachments: 3.jpg; 4-ready area.jpg; 2.jpg; 10.jpg; 14.jpg

Hi Gary,

We are receiving several complaints about use of the boat trailer parking only spaces and the ready area by single cars. Many of the complaints indicated the people are going into Zola's or using other adjacent businesses. See attached photos. The areas identified are in orange on the image below. Additional concerns identified Zola's customers parking into the travel lane impeding access to the boat ramp and parking at the fish market blocking access to the far boat ramp launch lane. Both of these areas are in red on the image below.

Does the Port have the ability to ticket or tow vehicles parked incorrectly? I would encourage the Port to post signs that identify the parking area is for use of the boat ramp only and let the nearby businesses know they should post a sign and tell their customers not to park in the boat trailer parking spaces or risk being ticketed/towed. Please let me know what mechanisms the Port has to enforce parking and plans to educate/inform the adjacent businesses.



Sincerely,

Janine Belleque, Boating Facilities Manager
Oregon State Marine Board
Tel: 503-378-2628 Cell: 503-877-7580
www.boat.oregon.gov











ACTION ITEM – E

DATE: June 15, 2021
RE: E Clampus Vitus Plaques – Monument Placement on Port Property
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- The Board showed interested in a I-25 Japanese Submarine Events of September 9, 1942 monument presented by Umpqua Joe Chapter 1859 at the special commissioner meeting April 29, 2021.
- The preferred location would be Beachfront RV Park along the ocean sidewalk. Attached maps pinpoints the location Port staff and Ken Kudrna propose to install the monument.
- Type of monument is still uncertain, but we discussed a 3 to 4-foot-high concrete base with plaque anchored into the existing concrete slab. Port staff recommends the plaque to be of Japanese I-25 Submarine.
- Umpqua Joe Chapter 1859 would repair any future monument damage from mother nature or public.

DOCUMENTS

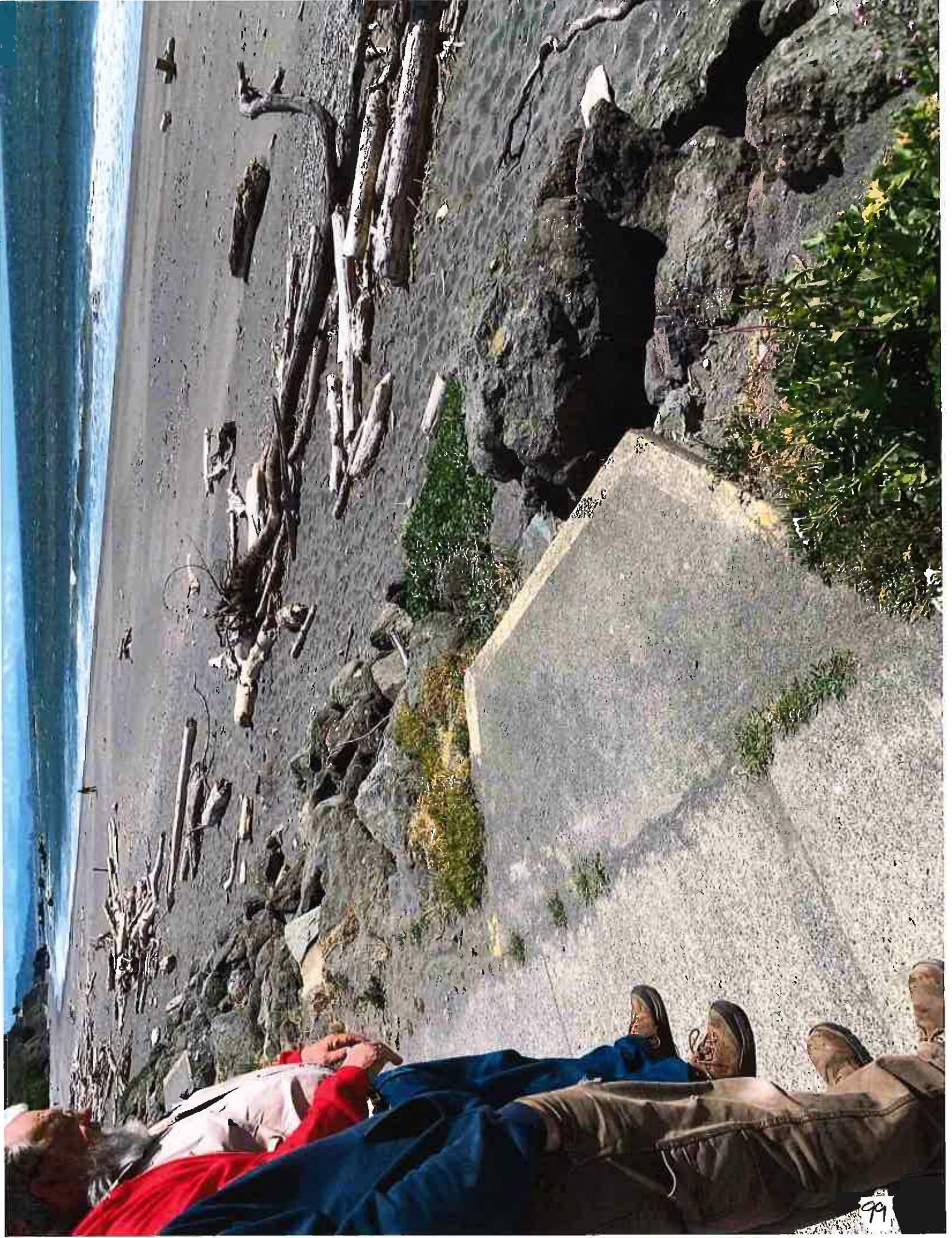
- Proposed location maps and photos, 3 pages
- Proposal of Japanese I-25 Submarine Event Monument, 12 pages
Updated Draft Plaque Language, 2 pages

COMMISSIONERS ACTIONS

- **Recommended Motion:**
Motion to approve installing the Japanese I-25 Submarine monument at Beachfront RV Park location as presented.

Beachfront RV Park Proposed Monument Placement





99

19 May 2021

Gary Dehlinger
Port Manager

Port of Brookings Harbor
16330 Lower Harbor Rd.,
P.O. Box 848
Harbor, Oregon 97415

re : proposal of Japanese I-25 Submarine event monument placement on Port of Brookings property

Mr. Dehlinger,

This is a request/proposal by E Clampus Vitus to place a monument depicting the only enemy bombing of the continental United States. On September 9th, 1942 the Japanese submarine I-25 surfaced off the coast of Brookings, launching a small airplane equipped with two bombs, one which started a fire on Wheeler Ridge east of Brookings.

E Clampus Vitus is dedicated to preserving history as well as public awareness. It is important to note that the land owner is very instrumental in deciding the type of monument, location as well as verbiage. Wording here could go on to include information on the bomb site, Fujita dedicating his sword & visit to Brookings and/or etc. Also, appreciation for the Port of Brookings Harbor and Brookings - Harbor Chamber will be inscribed on the plaque.

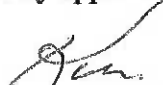
Umpqua Joe 1859 (the Southern Oregon Chapter) has dedicated an adequate amount of money for the I-25 monument project including construction and a verbiage plaque. Unfortunately, time is of the essence and the project must be completed by the Fall/Winter of 2021.

Attached/included please find :

1. *E Clampus Vitus Plaques 2008 - 2012* booklet with 3 pictures of Chapter 1859 monuments (pre-addressed, stamped envelope for return of booklet once finished)
2. the story of the events of September 9th, 1942 and flight of Nubuo Fujita
3. map of waterfront with four possible locations for project (very open to other ideas)
4. information sheet on E Clampus Vitus and Umpqua Joe Chapter 1859

Gary, this presentation is a limited introduction to an I-25 Japanese Submarine monument. Please feel free to contact me at your convenience. I am more than willing to come to Brookings to meet with you.

Sincerely appreciate your time with our proposal for placing a historical marker.


Kenneth (Ken) Kudrna
P.O. Box 598
Wilderville, Oregon 97543
541-218-4848
rdt@usfastnet.net

P.S. Plaque booklet is hard to replace. Once finished, please place in pre-stamped envelope and return to me... *Thank you, Ken*





Topsy Trail Klamath River Mile Post 45 on Hwy. 66



Kerbyville Museum in Kerby, Oregon



Perkinsville Ferry Crossing Between 6th & 7th Streets on Rogue River in Grants Pass, Oregon 102

Google Maps



Imagery ©2021 Maxar Technologies, State of Oregon, USDA Farm Service Agency, Map data ©2021 200 ft

Possible Monument Locations :

(walkway between beach and Beachfront R.V. Park)

1. South end of walkway... No parking area blocked by posts...
- 1 & ½ . Next to # 1. Opening in walkway with existing block of cement that could be replaced with monument - still blocking cars from access to the beach...
2. Several breaks in parking barrier with slabs of concrete. These could be reinforced and monument placed at one of these points...
3. North end of park near the jetty is not developed, but visitors must pass by this area to exit the view point and park. A historical marker sign could be placed directing folks to the monument. The monument can be moved, so with future development it could be placed where needed...

1. South end of walkway... No parking area blocked by posts...



This area of the parking lot, south end of walkway, already has structures preventing traffic and not in use... The monument would come to attention of visitors to the beach. Once safely parked, easy access for viewing.

Also, by the walkway to the beach, people walking from campsites, the restaurant or the hotel enroute would pass directly by the plaque...

1 & ½ . Next to # 1. Opening in walkway with existing block of cement that could be replaced with monument - still blocking cars from access to the beach...



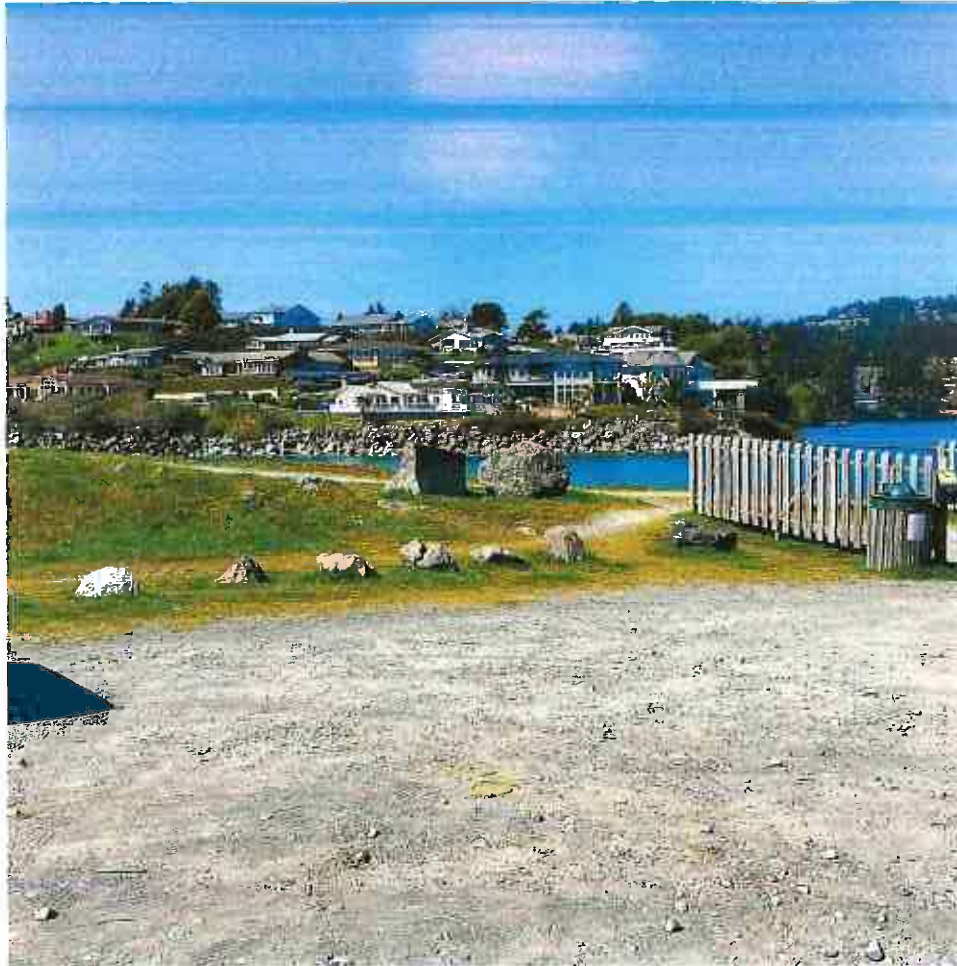
Next to the *handicapped parking area* is an opening in the cement guard preventing automobiles driving onto the beach. A cement barrier has been constructed on the beach side of the walkway. Ideal location for the monument. The cement monument would replace the existing barrier and also prevent cars driving thru the opening! Also, easy access for handicapped individuals.

2. Several breaks in parking barrier with slabs of concrete. These could be reinforced and monument placed at one of these points.



Along the walkway are a few breaks in the cement barriers with small slabs of concrete. Again, ideal location to place monument. Assume, to maintain the weight of the monument, a hole would need to be placed here and a larger and deeper base constructed... Clampers would do all the work and provide material.

3. North end of park near the jetty is not developed, but visitors must pass by this area to exit the view point and park. A historical marker sign could be placed directing folks to the monument. The monument can be moved, so with future development it could be placed where needed...



Extreme amount of unused/not developed land here. Assume, in the future, it may become a more active area for visitors. As a last resort, the monument could be placed here. If needed, the monuments may be moved (possible - just finished moving another in Yreka this Spring). To provide awareness, a sign could be placed directing tourists to the plaque...

Note : 1st very rough draft of plaque for monument. Intent here is to direct attention to Fujita and his continued involvement with Brookings after the war. Also important, pictures will be re-created by an artist to prevent any accusations of plagiarism...

As is, both wordings are a little lengthy and will need to be revised...



Japanese I-25 Submarine and Nobuo Fujita

In an attempt to burn forests and cities, divert men and materials from the war effort, show America's vulnerability as well as in retaliation for Doolittle's raid on Tokyo, the Japanese Imperial Navy bombed an Oregon forest.

On the morning of September 9th, 1942, 35 miles to the west of this point, the Japanese submarine I-25 launched an E14Y (Glen) observation pontoon aircraft. Armed with two 168lb incinerator bombs, pilot Nobuo Fujita and observer/gunner Shoji Okuda flew north to Cape Blanco Lighthouse (used for navigation) before turning south, dropping the bombs on Wheeler Ridge, 8 miles east of Brookings. To date, this is the only reported bombing of the continental U.S. by an enemy manned aircraft.

Crossing the shore line at Cape Blanco an Army Observer heard the plane and truckers Marvin and Dave Johnson saw it, reporting to the Coast Guard. Forest Service lookout employees Howard Gardner and Bob Larson saw the plane, reporting it at 6:24am. Later, a forest fire was spotted. Gardner and Keith Johnson found the small fire, a crater and bomb fragments. The early 1942 wet Fall prevented a catastrophic forest fire! The second bomb has never been found.

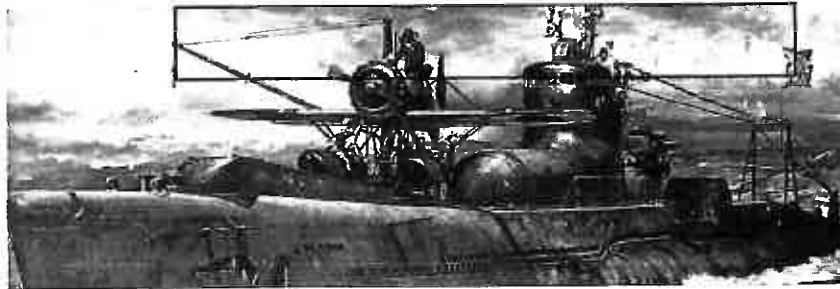
Once at the submarine, the plane was quickly disassembled and placed in the water tight hanger. On September 29th, 1942, in a second flight over the Wheeler Ridge area, 2 bombs were dropped, causing no fires and were never found. The I-25 disappeared in September 1943 off the New Hebrides coast.

On May 26th, 1962 pilot Nobuo Fujita returned to Brookings as a guest of the Jaycees. In a ceremony, and as a sign of peace, he presented a gift of his family's Samurai Sword, today on display at City Hall. Also, in May of 1990 and on the 50th Anniversary (Sept. 9, 1992) Fujita again visited Brookings.

**Appreciation to : Port of Brookings Harbor
Brookings - Harbor Chamber of Commerce**

Umpqua Joe Chapter 1859 of E Clampus Vitus

Dedication date : tba



Japanese I-25 Submarine

To Date : Only bombing of continental U.S. by an enemy airplane

In an attempt to burn forests and cities, divert men and materials from the war effort, show America's vulnerability as well as in retaliation for Doolittle's raid on Tokyo, the Japanese Imperial Navy bombed an Oregon forest.

On the morning of September 9th, 1942, 35 miles to the west of this point, the Japanese submarine I-25 launched an E14Y (Glen) observation pontoon aircraft. Armed with two 168lb incinerator bombs, pilot Nobuo Fujita and observer/gunner Shoji Okuda flew north to Cape Blanco Lighthouse (used for navigation) before turning south, dropping the bombs on Wheeler Ridge, 8 miles east of Brookings.

A Cape Blanco Army Observer heard the plane and contacted the Roseburg Filter Station which dispatched P-38 Fighters that mistakenly flew to Eastern Oregon. Truckers Marvin and Dave Johnson saw the plane, reporting it to the Coast Guard. They were told "*you would not know what a plane looks like*", then were hung up on!!!

Forest Service lookout employees Howard Gardner and Bob Larson also saw the plane, reporting it at 6:24am. Later, a forest fire was spotted, Gardner and Keith Johnson found the small fire, a crater and bomb fragments. The early 1942 wet Fall prevented a catastrophic forest fire! The second bomb has never been found.

Once at the submarine, the plane was quickly disassembled and placed in the water tight hanger. At this moment, an American A-29 Lockheed Hudson bomber flown by Captain Daugherty appeared, dropping 3 bombs. Daugherty reported they missed, but one caused a repairable leak to the radio room of the I-25 submarine.

On September 29th, 1942 in a second flight over the Wheeler Ridge area, 2 bombs were dropped, causing no fires and were never found. The I-25 disappeared in September 1943 off the New Hebrides coast.

**Appreciation to : Port of Brookings Harbor
Brookings - Harbor Chamber of Commerce**

Umpqua Joe Chapter 1859 of E Clampus Vitus
Dedication date : tba

In an attempt to burn forests/cities, divert men/materials from war effort, show vulnerability of Americans to war and retaliation for Tokyo raid by Doolittle, the Japanese Imperial Navy bombed an Oregon forest.

On the 15th of August 1942 the I-25 departed the home port of Yokosuka, Japan on its fourth deployment. The 356.6 foot long submarine carried 94 crew, 17 torpedoes, 1 14cm/40 deck gun, 6 168lb. incendiary bombs and 1 E 14Y pontoon plane modified to carry 2 bombs. A large water tight chamber was added to the deck to store the aircraft along with tracks and a catapult for launching the plane. The vessel's Lieutenant Commander Meiji Tagami had orders to bomb the forests east of Brookings to start large forest fires.

After several days of rough seas, calm came on Wednesday, 9th September, 1942. Early in the morning, about 35 miles directly west of Brookings, the plane was assembled, fitted with two bombs and pilot Nubuo Fujita and flight observer/gunner Shoji Okuda departed. They first flew north before turning inland at the Cape Blanco Lighthouse, used for submarine and plane bearings. The submarine submerged and headed to the landing point (42 22'00.0"N 125 12'00.0"W), approximately 35 miles off the coast of Gold Beach.

The events of the day had just began. The plane sounded like a loud " *sputtering* " Model A Ford and was spotted by a soldier at an aircraft observation post near Cape Blanco who contacted the Roseburg Filter Station. The station 'goofed' sending P-38 interceptor fighters to the Bend, Oregon area...

Truck driver Marvin Johnson and his son, Dave, had stopped just north of Port Orford when they heard, and then saw, the plane thru breaks in the coastal fog. Johnson said " *I went and phoned from a farm house - called the Coast Guard who told me, 'You wouldn't know what a plane looks like' and hung up!* "

Following orders, Fujita flew inland directly east of Brookings. He dropped the first bomb, circled and reported later that it exploded - it did. The second bomb was dropped - probably did not detonate - and has never been found. The first bomb, probably because of the low elevation it was dropped from, appeared to have landed on its side, not exploding properly, yet several phosphoreus thermite pellets (burn at 5,000 degrees Fahrenheit) ignited, starting a small fire. The fire was contained in an area of 50 ft. by 75 ft.

The plane was seen again at 6:24am by Forest Service Lookout Tower guards, Howard Gardner and Bob Larson. They thought the plane unusual. Having never seen one of this type and, as it also had pontoons, (rare to this area), they radioed Gold Beach that forwarded the message onto the Roseburg Filter Station. At 12:20pm Gardner reported a fire on Wheeler Ridge near Mt. Emily. Joined by Keith Johnson, the two men went to the site, controlled the fire and reported it was started by a bomb. If it had not been for an early wet Fall bringing cool, moist weather and coastal fog, a fire of this nature could have been tumultuous...

The plane returned to Cape Blanco arriving about 6:30am PWT. Once over water, Fujita saw two merchant vessels. Not wishing to be detected, they flew at 40 foot above the ocean to rendezvous with the I-25. The course led them directly to the submarine, the plane was quickly dismantled and stored in the sub's hanger!

At the same moment the crew finished the on-deck tasks, an American A-29 Lockheed Hudson bomber flown by Captain Jean Daugherty appeared above. The crew scrambled to submerge the sub as the A-29 circled. At the time of the bomber's return, the ship was starting the dive. Daugherty dropped 3 bombs - reporting later he felt he missed. He ordered the tail gunner to fire the twin 50 caliber machine guns at the sub as they passed. Much to their surprise, due to the barrels of the guns having been cleaned the night prior, yet not replaced, no shots were fired! However, one of the bombs had hit close enough to the I-25 to create a water leak into the radio room. For the next 20 days the I-25 remained submerged by day, repairing the damage at night...

On September 29th the pontoon plane was again launched and 2 more 168lb. incendiary bombs were dropped east of Brookings. No evidence of these bombs has been found to date. The sub then moved to the north and, with torpedoes, on October 4th disabled the tanker *Camden* at the mouth of the Columbia River; on October 5th sank the oil tanker *Larry Doheny* and on October 11 sank the Russian submarine *L-16*. The I-25 then left the Oregon coast for reassignment and re-supplying. .

E Clampus Vitus is a fraternal organization. There are currently about 50 chapters, all located in the Western States. It was started during the 1849 Gold Rush by miners, in bars, collecting gold dust to support women and children of miners that had perished. As then, today most of the members are blue collar workers.

The objectives of the organization are two fold. The first is to provide charitable assistance to those less fortunate in the community. For example, our chapter provides a scholarship each year for a local C student to attend a trade school, supplies firewood for seniors in need, adopts a family for Christmas, repairs appliances etc. Also, the group participates in the ODOT Road Clean Up Program. Our adopted section of Hwy. 199 is milepost 7 thru 9...

Our second objective is the preservation of history. We have placed hundreds of monuments throughout the Western United States (see attached photos) to identify places/people of historical significance. Also, we repair older monuments, clean historical areas and provide funding for historical projects.

Each chapter is named after a person related to the history of the area. For example, the Portland group has taken on the name of **Robert Gray** who, in 1792, discovered the Columbia River. The Eugene group is named after Abernethy, an early businessman in the Willamette Valley. Our group is **Umpqua Joe** and followed by the number, **1859**, the year Oregon became a state.

Umpqua Joe was a Rogue or Takilma Indian who was instrumental in warning miners along Rogue River of a planned attack by Indians in May, 1851. His daughter, Indian Mary, was granted land on the Rogue River where Joe had a ferry business. The Takilma Tribe extended to Brookings and Gold Beach!

Our funding comes from various forms. Most of the money is raised from donations by members, our famous BBQ Oysters stand as well as hamburgers/hot dogs and beer wagon sales. The most profitable events are the July 4th fireworks stands in Cave Junction and Selma...



Thoughts related to the monument in Brookings, Oregon

Attached, or following, are pictures of other monuments we have built. The most important message is that our group is not dictatorial with regard to the verbiage, where the monument is placed or what it is mounted on. As far as the Brookings area goes, it may be best to work closely with the Port Authority, State Highways or thru the local Chamber of Commerce or Historical Association.

Lately, the verbiage has been engraved on granite slabs and glued to the mount. Of course, we prefer to use bronze plaques but, unfortunately, the metal has often been stolen and used for scrap by pinheads. If security cameras are present in a very well traveled/protected area - bronze would be the plaque of choice?

Most of the monument bases are constructed from concrete. Colored concrete may be used if left uncovered. However, most monuments are covered with river rock or native rock from the area. Boulders have also been utilized and we do have tools to cut into the face and then inlay the plaque.

Preferably, the monument would be placed near the beach by the Brookings oceanfront R.V. Park, but in reality, this is just a wish and an acceptable location needs to be researched.

From: Raindance Tours <rdt@usfastnet.net>
Sent: Friday, June 4, 2021 2:09 PM
To: portmanager@portofbrookingsharbor.com
Subject: I-25 monument

Rough Draft Verbiage # 2

Japanese I-25 Submarine

To Date : Only bombing of the Continental U.S. by an enemy airplane

In an attempt to divert men/materials from the war effort, show America's vulnerability and retaliation for Doolittle's raid, the Japanese bombed the Rogue River - Siskiyou National Forest.

On September 9, 1942, 35 miles to the west, the Japanese submarine I-25 launched a modified Glenn observation pontoon aircraft. With two 168lb incinerator bombs, pilot Nobuo Fujita and observer/gunner Shoji Okuda flew to Wheeler Ridge, eight miles east of Brookings, dropping the bombs.

As the plane crossed the coastline, an Army Observer and truckers Marvin and Dave Johnson reported it. At a Forest Service lookout, Gardner and Larson saw it at 6:24am. A small forest fire was spotted, extinguished and a bomb crater with fragments found! The second bomb has never been located.

Once back at the sub, the plane was disassembled and stored in the water tight hanger. At this time, an American A-29 bomber flown by Captain Daugherty appeared, dropping three bombs and causing a repairable leak to the I-25's radio room.

On Sept. 29, Fujita made a second flight, same area, no fires and bombs ever found. The I-25 disappeared in Sept. of 1943 off the New Hebrides coast.

In 1962 Fujita returned to Brookings with his family's Samurai Sword as a gift of peace. He also visited in May 1990 and again Sept. 9, 1992 - the 50th Anniversary of the flight. In Oct. 1998, his daughter returned and buried some of his ashes at the bomb site.

Appreciation to : Port of Brookings Harbor & Brookings - Harbor Chamber of Commerce

Umpqua Joe Chapter 1859 of E Clampus Vitus
Dedicated : September xx, 2021

Very Rough Draft - Use This Text for Improvements

Gary,

Here is the verbiage so far - plenty of time for improvements, suggestions or changes. Now it will be 36 inches tall and 24 inches wide. Adding a picture of the sub has met hurdles - but still pursuing it. Like you, I feel a slanted table top monument, low enough to not block view of ocean, bolted to slab and made of concrete to match the existing surroundings would be best (because of the ocean, fog and salt water - to cover it with rock like most of our other monuments would lead to lime dripping on plaque/rocks and would deteriorate rapidly).

Will be in touch and do telephone with any concerns or questions.

Ken Kudrna

rdt@usfastnet.net

541-218-4848

ACTION ITEM – F

DATE: June 15, 2021
RE: Hungry Clam Outdoor Storage Alteration
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

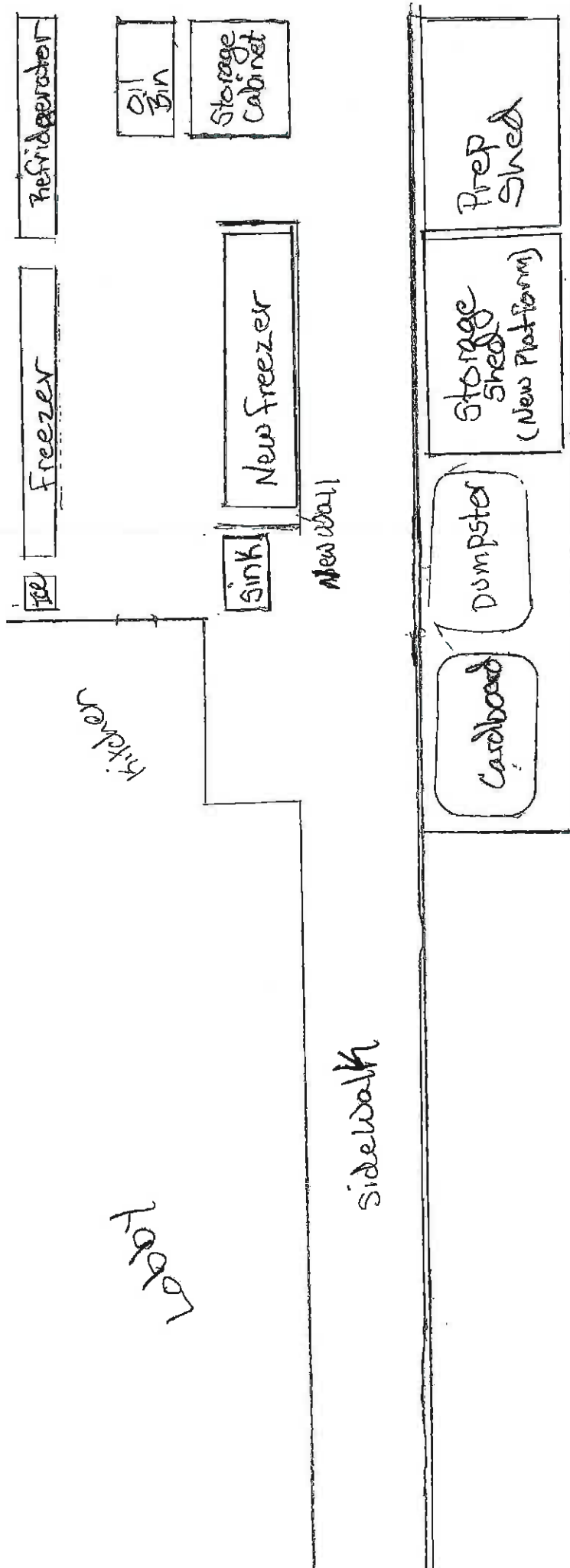
- Hungry Clam manager provided a drawing of the plan to move storage sheds, add a platform, 4-door freezer and new wall behind the freezer with electrical outlet.
- Hungry Clam would cover all costs associated with the alteration.
- Any new building construction would require Curry County Building & Safety permitting.

DOCUMENTS

- Proposed drawing of alteration, 1 page

COMMISSIONERS ACTIONS

- **Recommended Motion:**
Motion to approve Hungry Clam storage alteration plan as presented. New building construction must be permitted through Curry County Building & Safety and all associated costs including permits are covered by Hungry Clam. All building permits must be provided to the Port prior to construction. Construction must be performed by a license contractor.



Hungry Clam



ACTION ITEM – G

DATE: June 15, 2021
RE: Crow/Clay Draft RV Park Construction Drawings
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Board approved revising the RV Park construction plans to include:
 1. Seven (7) new pull-thru RV sites with utilities (or as many new sites as possible);
 2. Electrical upgrade to 30/50/110 for seven new RV sites (or as many new sites as possible);
 3. Demolition of small restroom;
 4. Two (2) new trash bin enclosures;
 5. Utility upgrades including electrical upgrade to 30/50/110 and dividers on remaining front row pull-thru sites;
 6. All sewer caps to be replaced with self-closing cap;
 7. Realignment of Sites 78 through 103 for better access.

- To reduce construction costs, the two new trash bins enclosures were removed from these plans and instead be built by Port staff. Fence dividers would also be provided by the Port, if any. Types of dividers would need to be determined.

- Staff proposes to turn Site 22 parallel with the existing restroom building to provide space between the restroom and the site. Sites 1 through 21 would be angled.

- Estimated timeline for this project:
 1. June 1 to July 1 – Port Review
 2. July 1 to mid-August – Permitting (Harbor Sanitary & Curry County Planning / Building & Safety / State Electrical Engineer)
 3. Mid-August to October 1 – Bidding and Contract Approval
 4. Mid-October to November 1 – Start Construction

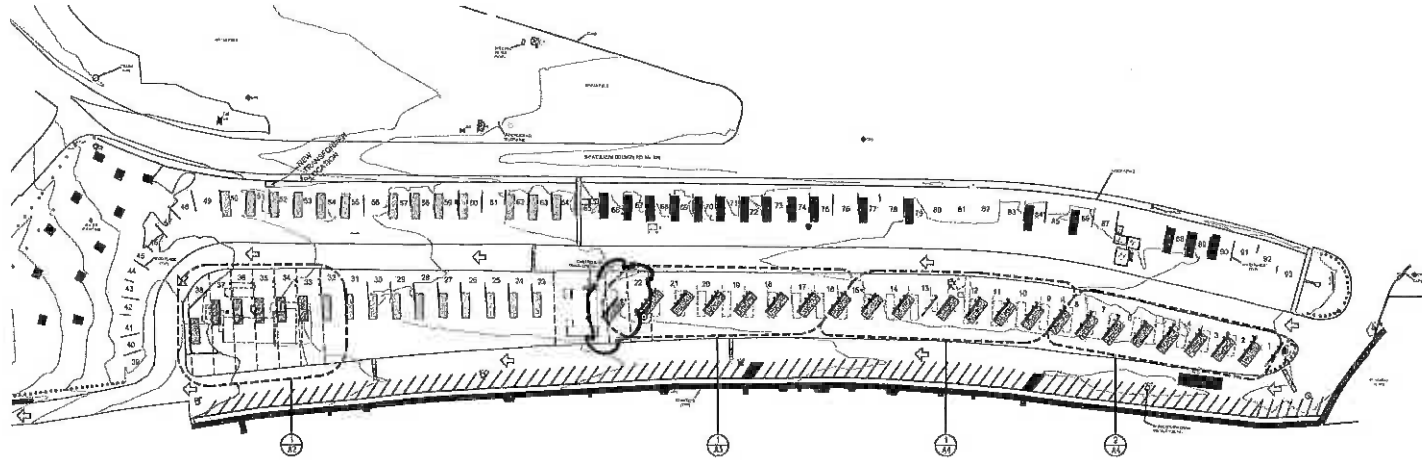
- Cost of materials have increased since our plan to upgrade the RV Park and acquiring the loan. The estimated cost of the project could reduce the amount of upgrades we have planned. Value engineering with the contractor will be important to reduce overall costs. The Port may need to supplement general funds to accomplish this project.

DOCUMENTS

- Draft RV Park Construction Drawings, 8 pages
- Draft RV Park Construction Specifications, 103 pages
- Revised engineers estimate, 1 page

COMMISSIONERS ACTIONS

- **Recommended Motion:**
Motion to approve draft RV Park Construction Drawings & Specifications and proceed with acquiring permits and bidding the project.

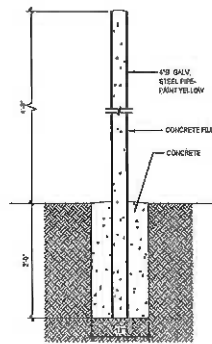


NOTE: CONTRACTOR TO FOLLOW STANDARD BEST MANAGEMENT EROSION CONTROL PRACTICES. CONTRACTOR TO SUBMIT A DETAILED EROSION CONTROL PLAN TO COUNTY PLANNING DEPARTMENT FOR APPROVAL PRIOR TO STARTING WORK.

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

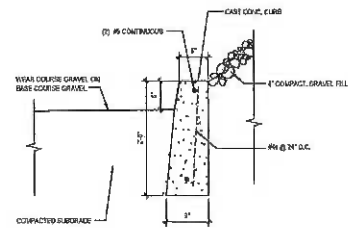
2 SITE PLAN
SCALE: NTS

| DRAWING SHEET INDEX | |
|---------------------------------------|---|
| ARCHITECTURAL | |
| A1 | SITE PLAN, VACUITY MAP, DETAILS |
| A2 | ENLARGED SITE PLAN |
| A3 | ENLARGED SITE PLAN & TYPICAL SLAB RAVOLUT |
| A4 | ENLARGED SITE PLAN |
| CIVIL | |
| EXISTING TOPOGRAPHICAL SURVEY SHEET 1 | |
| EXISTING TOPOGRAPHICAL SURVEY SHEET 2 | |
| PLUMBING | |
| P1 | PLUMBING SITE PLAN |
| P2 | PLUMBING SITE PLAN |
| ELECTRICAL | |
| E1 | ELECTRICAL SITE PLAN |
| E2 | ELECTRICAL SITE PLAN |



PROVIDE BOLLARDS & TRANSFORMERS AS REQUIRED BY UTILITY COMPANY

3 BOLLARD @ RELOCATED ELEG TRANSFORMERS
SCALE: 1" = 1'-0"



4 CAST CURB DETAIL
SCALE: 1" = 1'-0"



1 VICINITY MAP
SCALE: NTS

PRELIMINARY

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

| DATE | DESCRIPTION |
|----------|-----------------------|
| 12/15/20 | ISSUED FOR PERMITTING |

DECEMBER 2020
PROJECT NO. 19005

A1

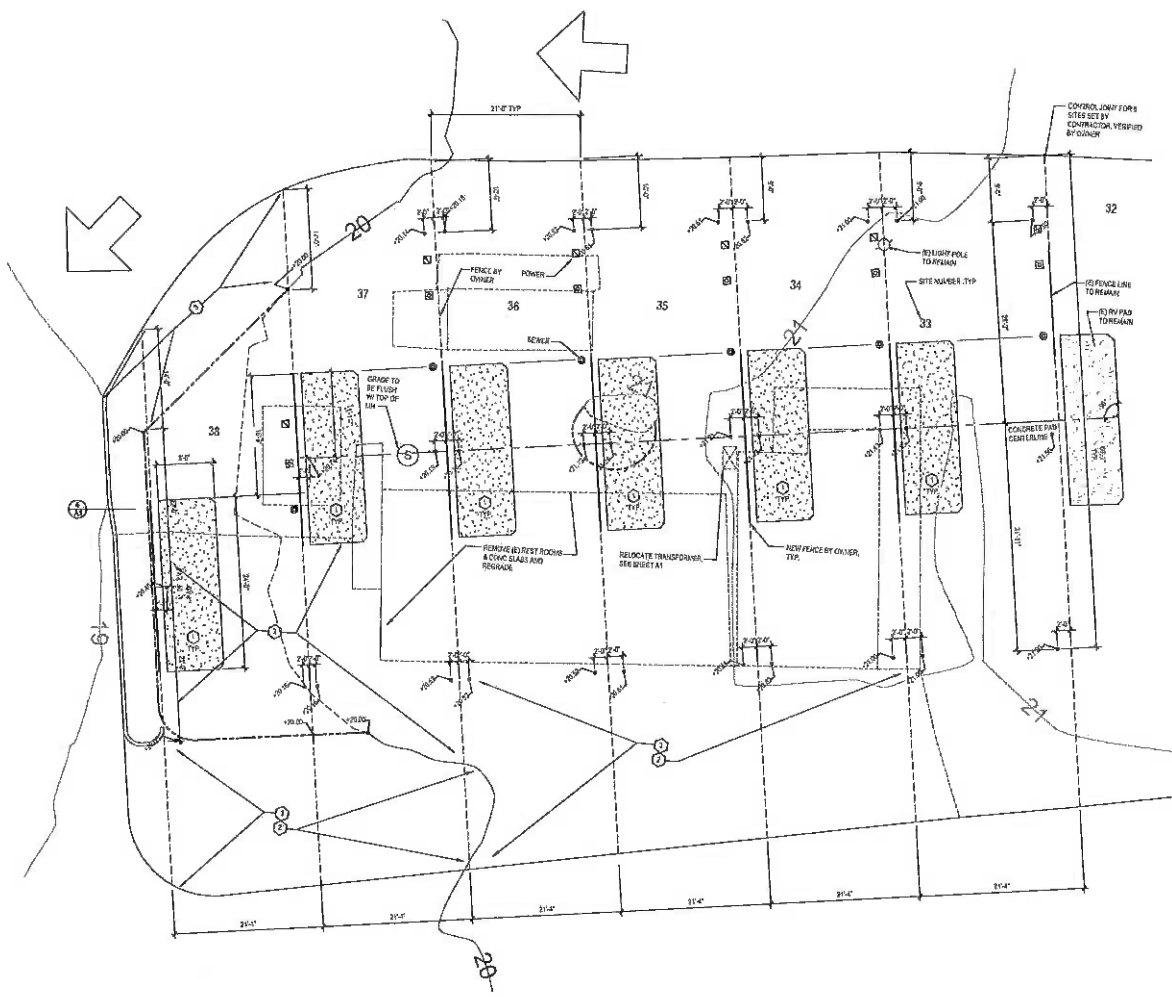
PRELIMINARY

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

| | |
|----------|------|
| DATE | 2020 |
| BY | MM |
| REVISION | |
| NO. | |
| DATE | |
| BY | |
| REVISION | |
| NO. | |

DECEMBER 2020
 PROJECT NO. 18005

A2



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

- NOTES:**
- RV SITE SPACING LINES ARE PARALLEL TO (E) RV SLABS & FENCE LINES FOR SITES 33 THROUGH 38.
 - CONTRACTOR TO CONFIRM RV SITE LAYOUTS IN FIELD WITH OWNER AND ASHED PRIOR TO STARTING CONSTRUCTION OF SLABS AND UTILITIES.
 - PROVIDE 24" x 24" x 4" CONCRETE PAD TO BASE OF ELECTRICAL FEDESTALS.
 - TYPICAL RV SLAB SIZE: 8' x 24', SEE SJK.

GENERAL NOTE:

- IF SITE INFORMATION HAS BEEN COMPLETED BY OTHERS, IT IS TO BE PROVIDED. SUFFICIENT INFORMATION TO PERFORM EXPEDITED AND AVAILABLE FROM RECORDS.

KEYNOTES:

- 1 8" CONC. SLAB WITH 4# @ 12" O.C. SLAB, SEE ALSO SJK FOR NOTES ON CONCRETE PREP. FOR 12" x 12" TOP SLAB AIR CURTAIN LAYOUT.
- 2 12" x 12" x 4" CONCRETE PAD TO RV'S EDGE AT SITE 33 THROUGH 38.
- 3 SEE NEW DRAWS FOR THE PROPOSED RANGE OF ROAD AS PAVED TO HIGH ELEVATION AS INDICATED.

LEGEND

- POWER PANEL, CABLE & WIRE
- WATER SHUT OFF VALVE
- SAINTLY ROADS CONNECTION
- BUSINESS FENCE, & CONC. TO BE REMOVED
- NEW FENCES - PROVIDED BY OWNER
- NEW CONTOUR
- ALTERED CONTOUR
- 10.15 NEW ELEVATION
- 22.13 (E) ELEVATION



PRELIMINARY

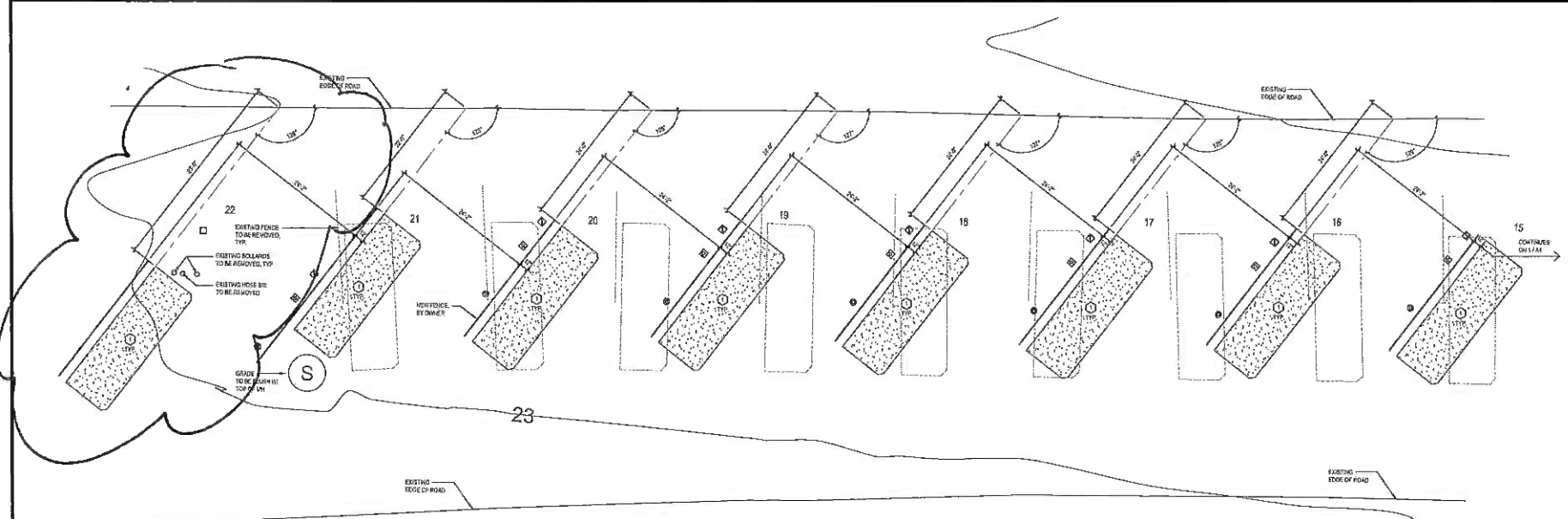
PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

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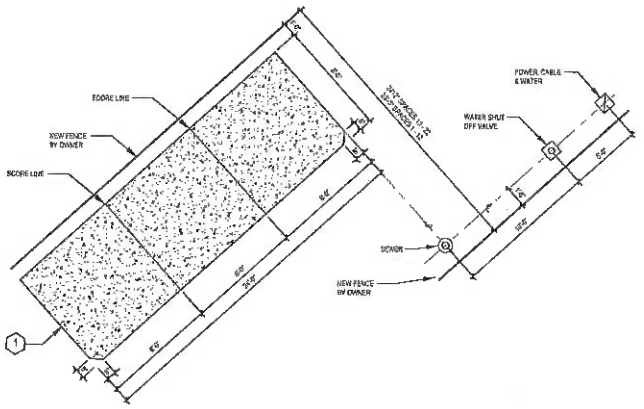
PROJ. NO. 19005

A3



1 SITE PLAN ENLARGED - SPACES 16 - 22
SCALE: 1/8" = 1'-0"

- NOTES:**
- CONTRACTOR TO CONFORM RV SITE LAYOUTS IN FIELD WITH ARCHITECT'S & OWNER PRIOR TO BEGINNING CONSTRUCTION OF SLABS AND UTILITIES.
 - PROVIDE 3" x 2" x 4" CONCRETE PAD @ BASE OF FA ELECTRICAL PEDESTAL.
 - PROVIDE GRAVEL PAVEMENT AT REMOVED SLAB AND FENCE LOCATIONS.



2 TYPICAL UTILITY & SLAB LAYOUT FOR MODIFIED AND NEW SITES
SCALE: 1/8" = 1'-0"

GENERAL NOTE:

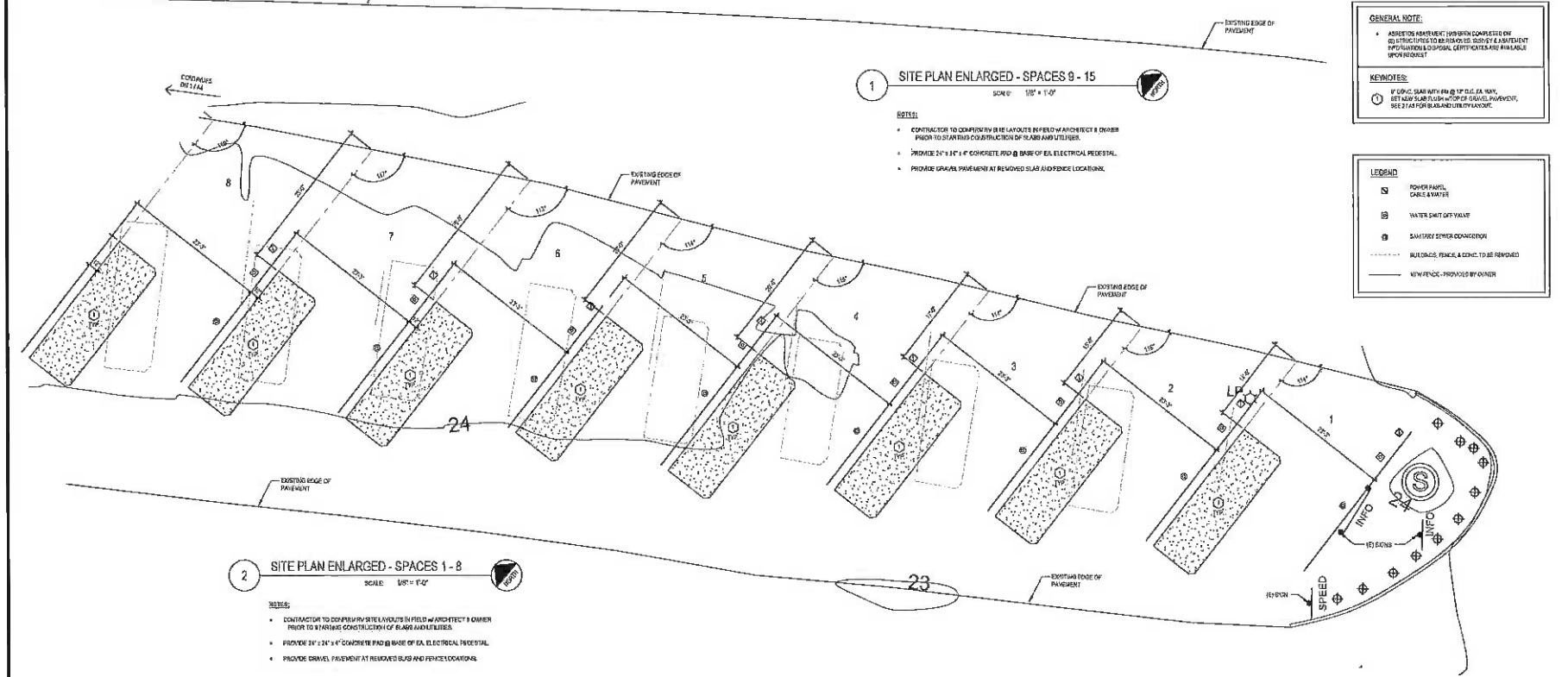
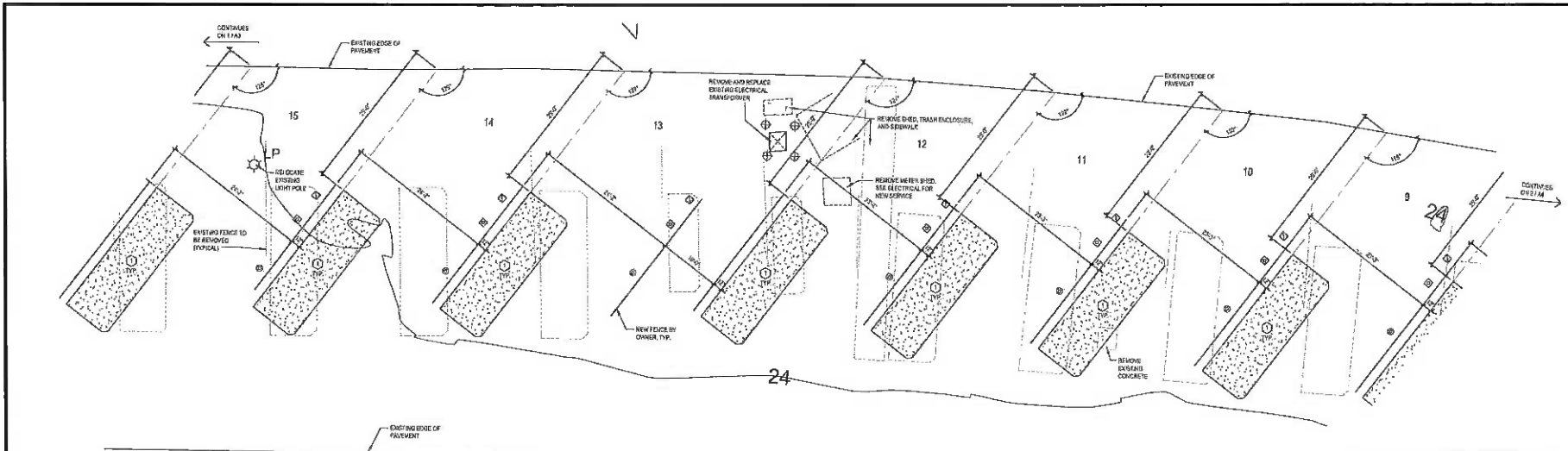
- ALL UTILITIES SHALL BE COMPLETED ON ALL STRUCTURES PRIOR TO RECEIVING INITIAL PERMITS FOR OPERATION & DISPOSAL CERTIFICATES ARE AVAILABLE UPON REQUEST.

KEYNOTES:

- 8" CONC. SLAB WITH #4 @ 12" O.C. EA. WAY. SET AT LEAST 4" FROM ALL EDGES OF DRIVEWAY/PAVEMENT. SEE PLAN FOR SLAB AND UTILITY LAYOUT.

LEGEND

| | |
|--|----------------------------|
| | POWER PANEL, CABLE & WATER |
| | WATER DRIFT OFF VALVE |
| | SEWER/RAIN CONNECTION |
| | FENCE TO BE REMOVED |
| | FENCE - PROVIDED BY OWNER |



1 SITE PLAN ENLARGED - SPACES 9 - 15
SCALE: 1/8" = 1'-0"

- NOTES:**
- CONTRACTOR TO VERIFY RV SITE LAYOUTS IN FIELD w/ ARCHITECT'S OWNER PRIOR TO STARTING CONSTRUCTION OF SLABS AND UTILITIES.
 - PROVIDE 24" x 12" x 4" CONCRETE PAD @ BASE OF EA. ELECTRICAL PEDESTAL.
 - PROVIDE GRAVEL PAVEMENT AT REMOVED SLAB AND PERCE LOCATIONS.

GENERAL NOTE:

- ADDITION TO CONTRACT WORK WHEN COMPLETED BY QUALIFIED PERSONNEL TO BE REVIEWED, SEALED & SUFFICIENT FOR PERMITS AND DISPOSAL CERTIFICATES AND AVAILABLE UPON REQUEST.

KEYNOTES:

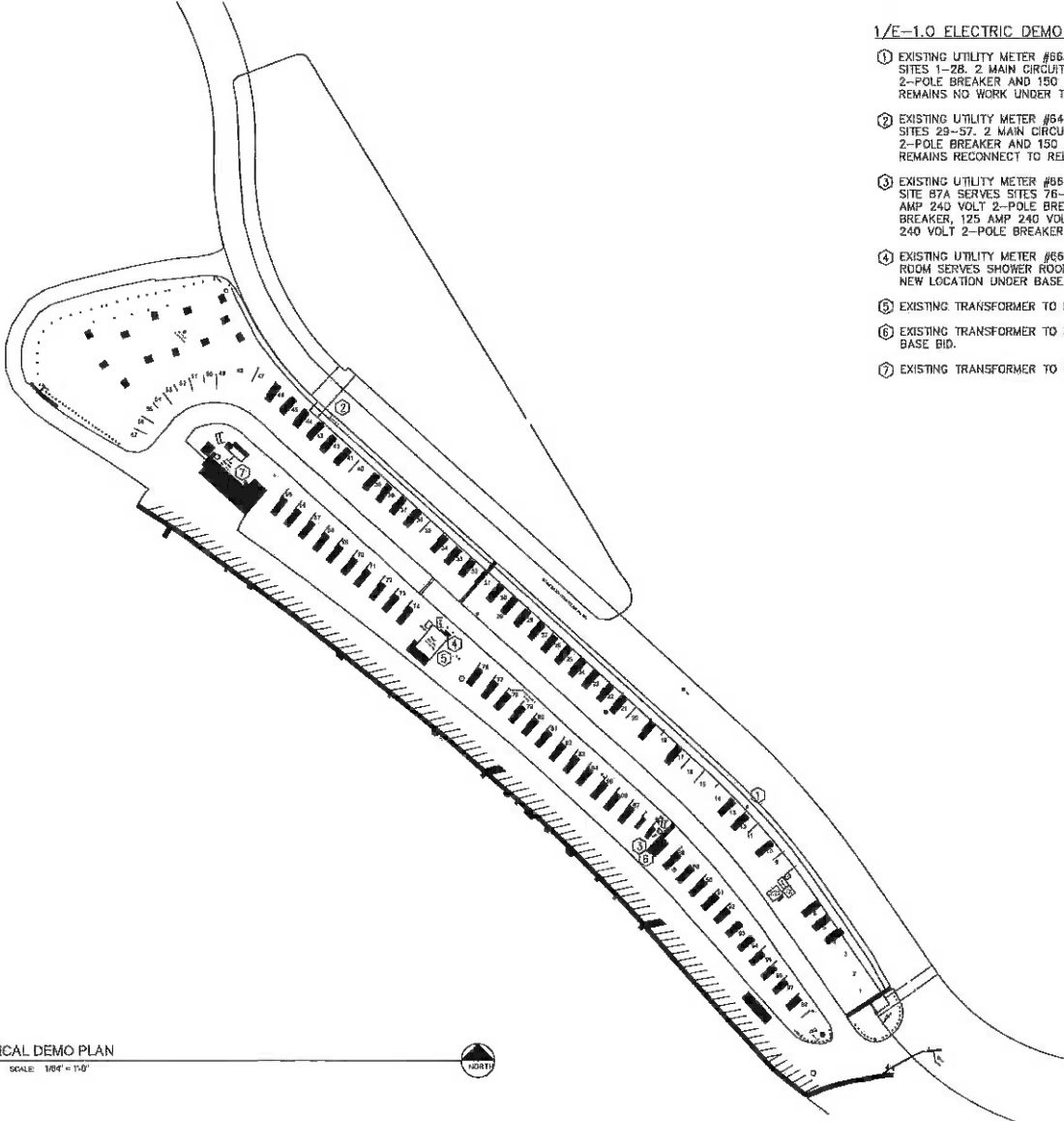
- IF S.P.C. SLAB WITH FIN @ 1" D.G. EA. 18"X18" SET IN 4" SAND FILL - TOP OF EXIST. PAVEMENT, SEE 21-A FOR SLAB AND UTILITY LAYOUT.

LEGEND

| | |
|--|--|
| | POWER PANEL, CABLE & WATER |
| | WATER SHUT OFF VALVE |
| | SANITARY SEWER CONNECTION |
| | BUILDINGS, FENCE, & ETC. TO BE REMOVED |
| | NEW FENCES - PROVIDED BY OWNER |

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

- NOTES:**
- CONTRACTOR TO VERIFY RV SITE LAYOUTS IN FIELD w/ ARCHITECT'S OWNER PRIOR TO STARTING CONSTRUCTION OF SLABS AND UTILITIES.
 - PROVIDE 24" x 12" x 4" CONCRETE PAD @ BASE OF EA. ELECTRICAL PEDESTAL.
 - PROVIDE GRAVEL PAVEMENT AT REMOVED SLAB AND PERCE LOCATIONS.



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

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. REMAINS NO WORK UNDER THIS CONTRACT.
- ② EXISTING UTILITY METER #54941 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. REMAINS RECONNECT TO RELOCATED TRANSFORMER.
- 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 SERVES SHOWER ROOM AND SITES 65-74. REPLACED IN NEW LOCATION UNDER BASE BID.
- ⑤ EXISTING TRANSFORMER TO BE REPLACED UNDER BASE BID.
- ⑥ EXISTING TRANSFORMER TO BE RELOCATED AND REPLACED UNDER BASE BID.
- ⑦ EXISTING TRANSFORMER TO BE RELOCATED UNDER BASE BID.

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 TRANSFORMER AND RELOCATING TO NEW TRANSFORMER LOCATION. 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 PROVIDE ADDITIONAL SPLITTERS TO EXTEND CABLE TELEVISION TO NEW SITES. RELOCATE TERMINATION TO NEW PEDESTALS.

1000 CENTRAL AVENUE
SUITE 500
COOS BAY, OREGON 97426
TEL: (541) 235-2525
WWW.COOSCURRY.COM

COOS/CURY & ASSOCIATES INC.
ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS



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

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SEPT 2020
PROJECT NO. 19005

E1.0

123

| Panel Name: S (SIV) | | Panel Ampereage: 600 | |
|---------------------------|------|----------------------------|-------------|
| Voltage & Phase: 120V/1-Ø | | Panel A.I.C. Rating: 65KAC | |
| Mounting: SURFACE | | Other: MCB / | |
| Description | Bus | Phase | Description |
| SITES 17-22 | 2500 | 1 A 2 | SITES 6-10 |
| | | 3 B 4 | |
| SITES 11-16 | 2500 | 5 A 6 | SITES 1-5 |
| | | 7 B 8 | |
| | | 9 A 10 | |
| | | 11 B 12 | |

| Load Codes | VA Load per Phase | | | Calculations | |
|---|-------------------|-------|---|--------------|---------|
| | A | B | C | Total VA | VA Load |
| C = Cooking Only | 0 | 0 | 0 | 0.00 | 0 |
| E = Existing Load | 0 | 0 | 0 | 1.00 | 0 |
| F = Heating Only | 0 | 0 | 0 | 0.00 | 0 |
| K = Kitchen | 0 | 0 | 0 | 1.00 | 0 |
| L = Lighting | 0 | 0 | 0 | 1.20 | 0 |
| M = Motors | 0 | 0 | 0 | 1.00 | 0 |
| O = Other Load | 15000 | 15000 | 0 | 30000 | 30000 |
| R = Receptacles | 15000 | 15000 | 0 | 26000 | 0.43 |
| Load Totals | 15000 | 15000 | 0 | 32000 | 0.43 |
| Other VA Loads | 2970 | 2400 | 0 | | |
| Load Balance | 17970 | 17400 | 0 | | 0.99 |
| Total VA of Largest Motor on this Panel | | | | 0 | 0.23 |
| VA Load This Panel | | | | | 19500 |
| Average This Panel Per Largest Phase VA | | | | | 5813 |

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 (SIV) | | Panel Ampereage: 600 | |
|---------------------------|------|----------------------------|--------------|
| Voltage & Phase: 120V/1-Ø | | Panel A.I.C. Rating: 65KAC | |
| Mounting: SURFACE | | Other: MCB / | |
| Description | Bus | Phase | Description |
| SITES 23-28 | 2500 | 1 A 2 | SITES 34-38 |
| | | 3 B 4 | |
| SITES 29-33 | 2500 | 5 A 6 | SHOWER ROOMS |
| | | 7 B 8 | |
| | | 9 A 10 | |
| | | 11 B 12 | |

| Load Codes | VA Load per Phase | | | Calculations | |
|---|-------------------|-------|---|--------------|---------|
| | A | B | C | Total VA | VA Load |
| C = Cooking Only | 0 | 0 | 0 | 0.00 | 0 |
| E = Existing Load | 0 | 0 | 0 | 1.20 | 0 |
| F = Heating Only | 0 | 0 | 0 | 0.00 | 0 |
| K = Kitchen | 0 | 0 | 0 | 1.00 | 0 |
| L = Lighting | 0 | 0 | 0 | 1.20 | 0 |
| M = Motors | 0 | 0 | 0 | 1.00 | 0 |
| O = Other Load | 15000 | 15000 | 0 | 30000 | 30000 |
| R = Receptacles | 15000 | 15000 | 0 | 24000 | 0.43 |
| Load Totals | 15000 | 15000 | 0 | 27000 | 0.43 |
| Other VA Loads | 8000 | 8000 | 0 | | |
| Load Balance | 23000 | 23000 | 0 | | 0.99 |
| Total VA of Largest Motor on this Panel | | | | 0 | 0.23 |
| VA Load This Panel | | | | | 19500 |
| Average This Panel Per Largest Phase VA | | | | | 5813 |

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

CIRCUIT EXISTING PANEL IN SHOWER BUILDING WITH (3) #3/0 (1) #2 CU GROUND IN 3" CONDUIT. PROVIDE NEW PANEL LABELING WITH 125 AMP CIRCUIT TO EXISTING SITES 64-74 REMOVED.

1/E-1.1 ELECTRICAL NOTES

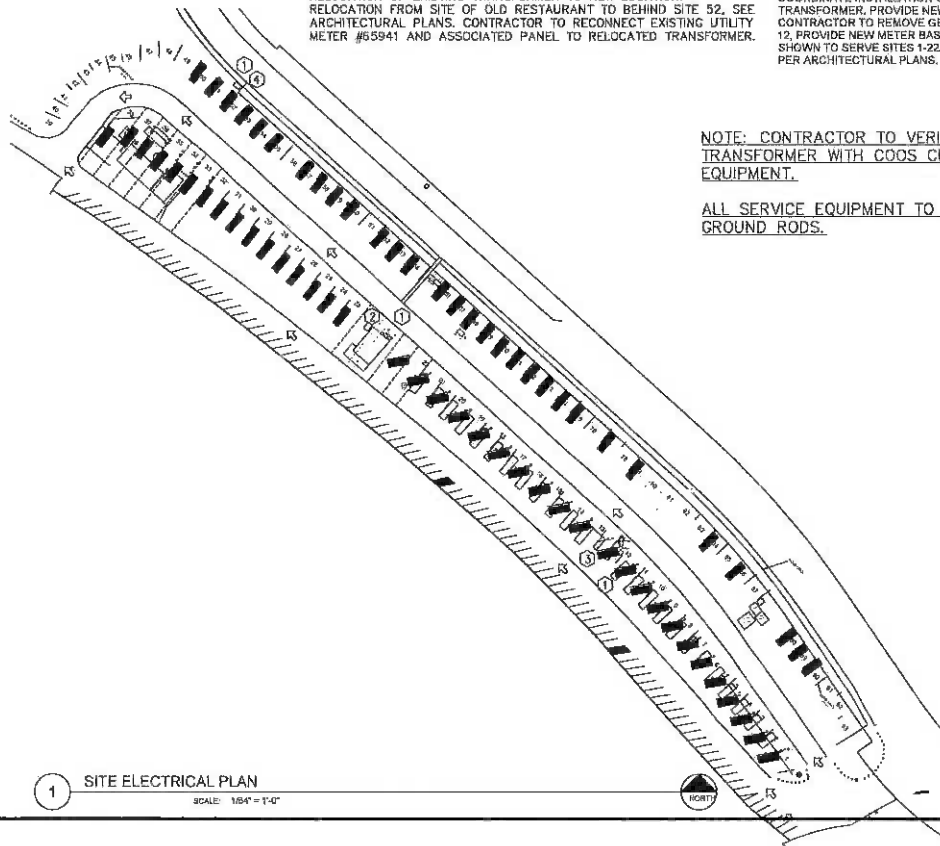
- CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR PLACEMENT OF NEW TRANSFORMER. CONTRACTOR TO FIELD LOCATE EXISTING 4" (FIELD VERIFY) CONDUIT SERVING EXISTING TRANSFORMERS, REROUTE CONDUIT TO NEW TRANSFORMER LOCATIONS, SEE ARCHITECTURAL PLANS FOR NEW LOCATIONS.
- CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR REPLACEMENT OF EXISTING TRANSFORMER WITH NEW 187 KVA TRANSFORMER. CONTRACTOR TO PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO SERVE 6 NEW SITES (SITES 32-38), 10 EXISTING (SITES 23-32) AND EXISTING SHOWER ROOM BUILDING. PROVIDE NEW 50 AMP PEDESTAL, HYPOWER POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, OPTIONAL 3/4" HOSE BIB, 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. TYPICAL EACH SITE (23-38), MOUNT PANEL ON STAINLESS STEEL UNISTRUT AND BACK BOARD PER GENERAL NOTES.
- SITES 1-22: PROVIDE NEW 50 AMP SERVICES TO 22 SITES. PROVIDE NEW 50 AMP PEDESTAL, HYPOWER POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, WITH OPTIONAL 3/4" HOSE BIB, 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 187 KVA TRANSFORMER.
- CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR RELOCATION OF EXISTING TRANSFORMER TO NEW LOCATION. RELOCATION FROM SITE OF OLD RESTAURANT TO BEHIND SITE 52, SEE ARCHITECTURAL PLANS. CONTRACTOR TO RECONNECT EXISTING UTILITY METER #65941 AND ASSOCIATED PANEL TO RELOCATED TRANSFORMER.

GENERAL NOTES

- 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 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 LINE AND WITHIN NEC, STATE AND COOS CURRY ELECTRICAL REQUIREMENTS.
- CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC TO REMOVE EXISTING TRANSFORMER NEXT TO EXISTING SHOWER BUILDING, SEE SHEET E1.0. COORDINATE INSTALLATION OF NEW 187KVA TRANSFORMER WITH COOS CURRY ELECTRIC NEAR SHOWER BUILDING. CONTRACTOR TO FIELD LOCATE EXISTING 4" CONDUIT (FIELD VERIFY), ROUTE TO TRANSFORMER LOCATION. CONTRACTOR TO PROVIDE NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE 6 NEW SITES, 10 EXISTING SITES AND EXISTING SHOWER BUILDING. PROVIDE NEW 50 AMP PEDESTALS AS CALLED OUT FOR THE 16 SITES.
- 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 (8).
- CONTRACTOR TO COORDINATE THE REPLACEMENT OF THE EXISTING TRANSFORMER LOCATED NEAR EXISTING SITE 12, SEE SHEET E1.0 WITH COOS CURRY ELECTRIC. COORDINATE INSTALLATION OF NEW 187 KVA 120/240 VOLT SINGLE PHASE TRANSFORMER, PROVIDE NEW 50 AMP PEDESTALS FOR SITES 1-22 AS CALLED OUT. CONTRACTOR TO REMOVE GEAR FROM EXISTING ELECTRICAL SHED NEAR EXISTING SITE 12, PROVIDE NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE SITES 1-22. RELOCATE TRANSFORMER AND GEAR TO NEW LOCATION PER ARCHITECTURAL PLANS.

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.



1 SITE ELECTRICAL PLAN

SCALE: 1/8" = 1'-0"

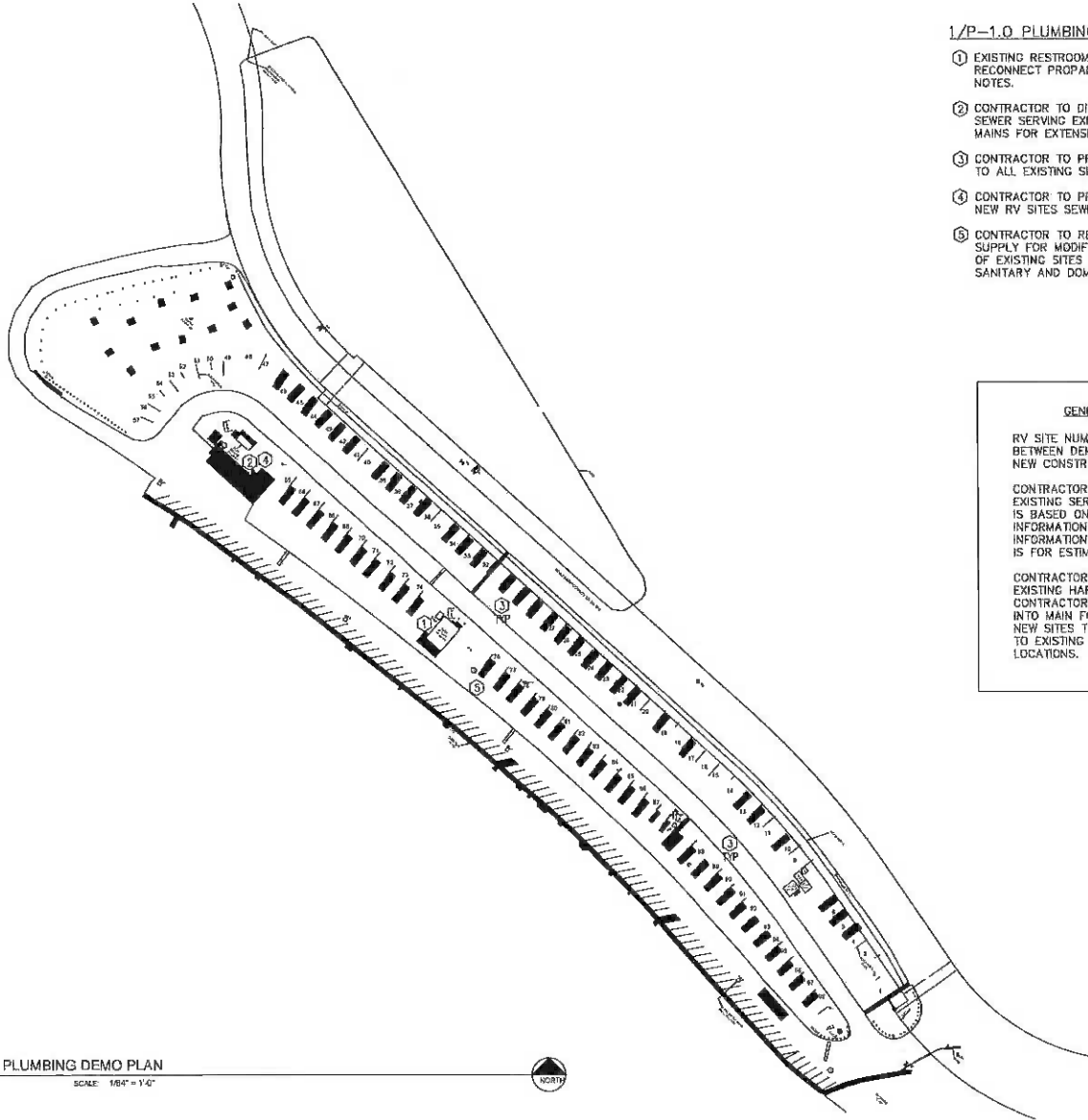
SIVESTER CRISTINA AVENUE
 COOS BAY, OREGON 97420
 TEL: (503) 756-8386
 www.coosbay.com

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

SEPT 2020
 PROJECT NO: 19005

E1.1



1/P-1.0 PLUMBING DEMO NOTES

- ① EXISTING RESTROOM BUILDING REMAINS. CONTRACTOR TO RECONNECT PROPANE SUPPLY TO RELOCATE TANK PER GENERAL NOTES.
- 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 PROVIDE NEW SPRING OPERATED SEWER CAPS TO ALL EXISTING SITES SEE GENERAL NOTES P1.1.
- ④ CONTRACTOR TO PREPARE OLD RESTAURANT LOCATION FOR 6 NEW RV SITES SEWER AND WATER HOOKUPS, SEE SHEET P1.1.
- ⑤ CONTRACTOR TO REMOVE EXISTING RV SITE SEWER AND WATER SUPPLY FOR MODIFIED SITES SEE ARCHITECTURE PLANS. TYPICAL OF EXISTING SITES 78-98. PREPARE CONNECTION OF NEW SANITARY AND DOMESTIC WATER PIPING MAINS PER 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.

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

1500 WEST CENTRAL AVENUE
 SUITE 200
 COOS BAY, OREGON 97424
 TEL: (541) 338-8888
 WWW.CROW/CLAY.COM

CROW/CLAY & ASSOCIATES INC.
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EXPIRES 9/2010

PORT OF BROOKINGS HARBOR
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 BOAT BASIN ROAD
 BROOKINGS, OREGON 97415

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SEPT 2020
 PROJECT NO. 10003

P1.0

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GENERAL NOTES
 PLUMBING 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.

125 WEST CENTRAL AVENUE
 SUITE 600
 BROOKINGS, OREGON 97530
 TEL: (541) 338-2588
 www.crowclaw.com

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



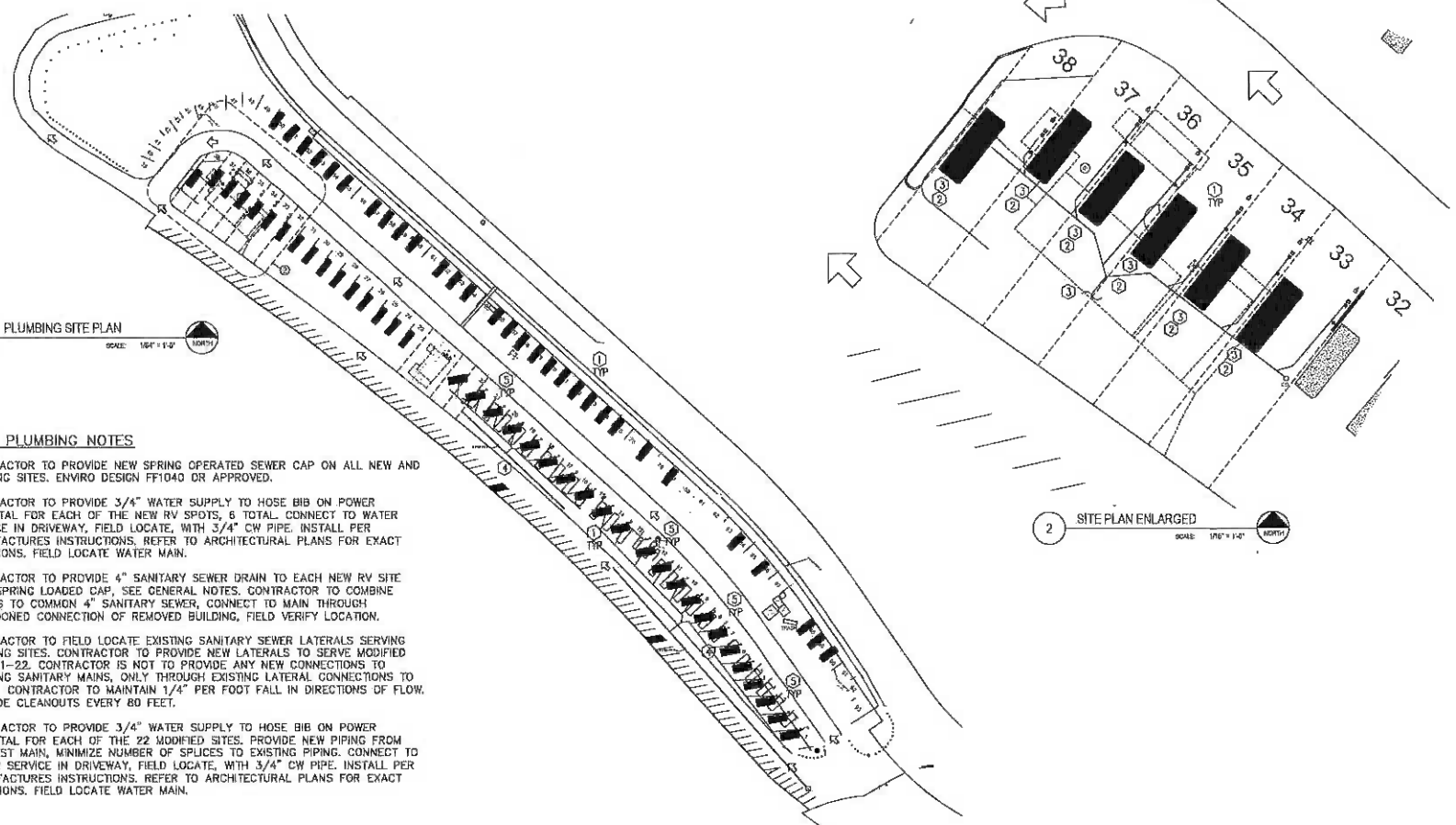
EXPIRES 12/31/2022

PORT OF BROOKINGS HARBOR
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SEPT 2020
 PROJECT NO. 18005

P1.1



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

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

1/P-1.1 PLUMBING NOTES

- ① CONTRACTOR TO PROVIDE NEW SPRING OPERATED SEWER CAP ON ALL NEW AND EXISTING SITES. ENVIRO DESIGN FF1040 OR APPROVED.
- ② CONTRACTOR TO PROVIDE 3/4" WATER SUPPLY TO HOSE BIB ON POWER PEDESTAL FOR EACH OF THE NEW RV SPOTS, 6 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.
- ③ 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 MAIN THROUGH ABANDONED CONNECTION OF REMOVED BUILDING, FIELD VERIFY LOCATION.
- ④ CONTRACTOR TO FIELD LOCATE EXISTING SANITARY SEWER LATERALS SERVING EXISTING SITES. CONTRACTOR TO PROVIDE NEW LATERALS TO SERVE MODIFIED SITES 1-22. CONTRACTOR IS NOT TO PROVIDE ANY NEW CONNECTIONS TO EXISTING SANITARY MAINS, ONLY THROUGH EXISTING LATERAL CONNECTIONS TO MAINS. CONTRACTOR TO MAINTAIN 1/4" PER FOOT FALL IN DIRECTIONS OF FLOW. PROVIDE CLEANOUTS EVERY 80 FEET.
- ⑤ CONTRACTOR TO PROVIDE 3/4" WATER SUPPLY TO HOSE BIB ON POWER PEDESTAL FOR EACH OF THE 22 MODIFIED SITES. PROVIDE NEW PIPING FROM NEAREST MAIN, MINIMIZE NUMBER OF SPLICES TO EXISTING PIPING. 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.

CONTRACT DOCUMENTS FOR:

**Beachfront RV Park Improvements
Port of Brookings-Harbor
16024 Boat Basin Road**

OWNER:

**Port of Brookings-Harbor
16330 Lower Harbor Rd
P.O. Box 848
Brookings OR 97415**

ARCHITECT'S PROJECT NO. 19005

DATE: August 2021

CONTRACT DOCUMENTS FOR:

**Beachfront RV Park Improvements
Port of Brookings-Harbor
16024 Boat Basin Road**

OWNER:

**Port of Brookings-Harbor
16330 Lower Harbor Rd
P.O. Box 848
Brookings OR 97415**



ARCHITECT:

**Crow/Clay & Associates Inc.
Architecture and Planning
125 W. Central Avenue, Suite 400
Coos Bay OR 97420
Telephone: (541) 269-9388**

ARCHITECT'S PROJECT NO. 19005

DATE: August 2021

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| Section 03300 - Cast-in-Place Concrete | 9 |
|--|---|

DIVISION 4 - MASONRY - NOT USED

DIVISION 5 - METALS - NOT USED

DIVISION 6 - WOOD AND PLASTICS - NOT USED

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD

PROJECT NO. 19005

DIVISION 7 - THERMAL AND MOISTURE PROTECTION - NOT USED

DIVISION 8 - DOORS AND WINDOWS – NOT USED

DIVISION 9 – FINISHES - NOT USED

DIVISION 10 – SPECIALTIES – NOT USED

DIVISION 11 – EQUIPMENT – NOT USED

DIVISION 12 – FURNISHINGS – NOT USED

DIVISION 13 - SPECIAL CONSTRUCTION - NOT USED

DIVISION 14 - CONVEYING SYSTEMS – NOT USED

DIVISION 15 - MECHANICAL

| | |
|--|---|
| Section 15010 - General Mechanical Requirements | 5 |
| Section 15050 - Basic Mechanical Methods and Materials | 5 |

DIVISION 16 - ELECTRICAL

| | |
|--|---|
| Section 16010 - General Electrical Requirements | 4 |
| Section 16050 - Basic Electrical Materials and Methods | 4 |

END OF SECTION

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD

PROJECT NO. 19005

INVITATION TO BID

Notice is hereby given that sealed bids are invited in single contract proposal for upgrades at the Port of Brookings-Harbor Beachfront RV Park. Work consists of demolition of concrete slabs, earthwork, concrete, plumbing and electrical.

Bids must be in writing and delivered to the office of Crow/Clay & Associates Inc., Architecture and Planning; 125 W. Central Avenue, Suite 400; Coos Bay, Oregon 97420. Bids will be accepted until 2:00 PM, Thursday, September 2, 2021. Bids will be opened and read in a public meeting at the office of Crow/Clay & Associates Inc., scheduled for 2:05 PM, Thursday, September 2, 2021. Bids received after 2:00 PM will not be received or considered. After opening, the bids will be available for public inspection.

Construction Documents may be examined at the office of the Architect: **Crow/Clay & Associates Inc., Architecture and Planning; 125 W. Central Avenue, Suite 400; Coos Bay, OR 97420; (541) 269-9388**; and at the following locations: Port website: www.portofbrookingsharbor.com; Premier Builders Exchange, Bend; Contractors Plan Center, Clackamas; Daily Journal of Commerce; Dodge Data & Analytics, Portland; Douglas County Plan Center, Roseburg; Eugene Builders Exchange, Eugene; Klamath Falls Builders Exchange, Klamath Falls; Medford Builders Exchange, Medford; Salem Contractors Exchange, Salem; and ConstructConnect, Eugene.

Prime bidders may obtain one set of bidding documents at the Architect's office upon deposit of \$50.00. Non-bidders' deposits will not be refunded. Additional sets and partial sets may be purchased from the Architect for the cost of reproduction. Online Documents: Free online document access will be permitted to all Bidders and Suppliers who contact and register with the Architect's office. All Bidders and Suppliers that receive documents from Architect's office will be added to Plan Holder's list.

Pre-Bid Conference to be held at 10:00 AM, Tuesday, August 24, 2021, at the job site, 16024 Boat Basin Road, Brookings, Oregon. Meet at the Park Office. The Pre-Bid Conference is not mandatory.

No bid will be considered unless accompanied by bid security in the form of a Cashier's Check issued in favor of the Owner or a bid bond issued by a bonding company acceptable to the Owner. Bid security must be for 10% of amount of the bid and guarantee bids for a period of thirty (30) days after bid opening.

The provisions of ORS 279c.800 to 279c.870 relative to prevailing wage rates shall be complied by the successful bidder and all subcontractors, and appropriate certificates indicating compliance will be required.

Within two hours of the bid opening, all bidders to be considered as responsive, shall submit at the above address, a form, disclosing the names, addresses, Construction Contractor's Board numbers, if applicable, of all first-tier subcontractors whose contract value for labor or labor and material exceeds 5% of the total project bid or \$15,000, whichever is greater.

The Port of Brookings-Harbor may reject any bid not in compliance with all prescribed public bidding procedures and requirements and may reject for good cause any or all bids upon a finding by the Port that it is in the public interest to do so. The Port reserves the right to waive minor irregularities in Bid Form upon a finding by the Port that it is in the public interest to do so.

Bid Forms and Subcontractors information will be accepted via hand delivery, mail or email.

Mr. Gary Dehlinger

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD

PROJECT NO. 19005

Publish Dates:

Daily Journal of Commerce

Friday, August 6, 2021

Curry Coastal Pilot

Friday, August 6, 2021
Friday, August 13, 2021
Friday, August 20, 2021

INSTRUCTIONS TO BIDDERS

1. The Invitation to Bid bound herein shall be considered a part of these Instructions to Bidders as fully as if herein repeated.
2. Examination of Site and Documents:

Before submitting a proposal, the Bidder shall:

- a. Carefully examine the drawings and specifications.
- b. Visit the site of the work and fully inform himself of existing conditions and limitations.
- c. Include in his bid sums, sufficient funds to cover all items required by the Contract Documents, relying entirely upon his own examination in making his proposal.

3. Documents.

One (1) copy of the construction documents may be obtained by prime Bidders upon receipt of cash or check in the amount of \$50.00 made payable to the Architect. Deposit made upon procurement of drawings will be refunded upon the return thereof in good condition by actual Bidders within ten (10) days after the opening of the bids. Non-Bidders' deposits will not be refunded. Deposits retained will cover cost of printing.

Individual sheets and specification pages may be purchased:

Drawings - \$2.00 per sheet for the first 10 sheets, \$1.00 per sheet thereafter
Specifications - \$0.25 per page (8½" x 11")

Online Documents: Free online document access will be permitted to all Bidders and Suppliers who contact and register with the Architect's office.

All Bidders and Suppliers that receive documents from Architect's office will be added to Plan Holder's list.

4. Discrepancies and Ambiguities.

Discrepancies between drawings and specifications, omissions, doubt as to meaning, and other questions should be brought to the attention of the Architect not less than six (6) days prior to bid time, and they will be answered by addendum addressed to all Bidders. Questions received less than six (6) days before bids close cannot be answered by addendum.

All addenda issued during time of bidding will be incorporated into the contract. Neither the Owner nor the Architect will be responsible for oral interpretations. The Architect shall make all decisions regarding discrepancies between drawings and specifications, based upon whichever of the contract documents represents his original intent.

5. Substitutions:

No substitutions will be considered prior to Bid Date unless written request for approval has been received by the Architect at least seven (7) days prior to the date for receipt of Bids. Each

such request shall include the name of the manufacturer, material or equipment for which it is to be substituted and a complete description of the proposed substitute; including drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or other work that incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final. See Section 01300 'Submittals' for submittal requirements.

6. Preparation of Bids

Bids shall be made in ink upon the form provided. It shall not contain any recapitulation of the work to be done. All the blank spaces in the form shall be fully filled. Numbers shall be stated both in writing and in figures, and it shall be understood that, in the event of a conflict between lettered quotations and numerical quotations, lettered quotations shall govern. The completed form shall be without interlineation, alteration or erasures. Oral, telephonic or telegraphic bids or modification of bids cannot be considered.

7. Bid Security

- a. As a security that if awarded the contract the Bidder will execute same and furnish the required performance bond, each bid must be accompanied by a bid security in the form of a cashier's check, certified check or bid bond issued by a bonding company acceptable to the Owner in an amount equal to 10% of total bid, made payable to the Owner.
- b. The successful Bidder's bid security will be retained until they have provided the required insurance certification, performance/payment and materials bonds and executed the Contract. The Owner reserves the right to hold the bid security of the next two lowest Bidders until the successful Bidder has entered into a satisfactory contract, or for a period of thirty days, whichever is the shorter time. Bid bonds of other Bidders will be returned as soon as practical after bids are opened.
- c. Should the successful Bidder fail to enter into a contract and furnish bond within ten days after his proposal has been accepted, the bid guarantee shall be forfeited as liquidated damages.

8. Submission of Bids

- a. Bids and bid security shall be enclosed in an opaque, sealed envelope, addressed and marked as follows:

Construction Bid for (Name and Address of Bidder)
- b. It is the responsibility of Bidder to see that his bid is received at or prior to the time set for the bid opening.
- c. Each bid must be signed in longhand by the Bidder with his usual signature. Bids by partnerships must be signed with the partnership name of one of the partners, followed by the signature and designation of the partner signing. Bids by corporation followed by the name of the Secretary, or other person authorized to bind it in the matter. The name of each person shall be typed or printed below the signature.

- d. First Tier Sub-Contractor Disclosure Forms. Disclosure forms must be submitted in a sealed, opaque, manilla envelope, separate from the envelope that contains the bid, and plainly marked as "Disclosure Form for the Port of Brookings-Harbor Beachfront RV Park Improvements". If the manilla envelope containing the disclosure form is sent in the same mailing envelope that contains the (separate) manilla envelope containing the bid, then the mailing envelope with the two manilla envelopes contained therein shall clearly state on the front, "Sealed bid and separate sealed disclosure form enclosed."

9. Withdrawal or Modification of Bid

No Bidder may withdraw or modify his bid after the hour set for the bid opening until after the lapse of thirty (30) days from the bid opening.

10. Award of Contract

- a. The Owner intends to award a construction contract to the responsible Bidder who complies in full with the bidding documents and submits the lowest bid, provided such action is in the Owner's best interest and provided the Owner holds sufficient funds available to allow an award.
- b. The Owner reserves the right to waive irregularities and informalities in any bid and to reject any or all bids.
- c. Identity of the successful Bidder may not be determined at the time of opening of the bids. The Owner reserves the right to obtain opinion of the counsel and the Architect on the legality and sufficiency of all bids.
- d. Protest of Awards. The offerors shall have the right to protest the proposed or actual award per OAR 137-049-0450 as modified to three (3) calendar days from the receipt of the notification of Intent to Award or Notification of Award.

11. Execution of Contract

- a. After notification in writing of the Owner's intent to award a contract, the successful Bidder shall enter into an agreement with the Owner according to the "Standard Form of Agreement Between Owner and Contractor", A.I.A. Document #A101, 2017 edition, as prepared by the American Institute of Architects. Copies of this document are available and may be examined or purchased at the office of the Architect.
- b. Pursuant to ORS 279C.505(2), the contract shall contain a condition that the contractor shall demonstrate that an employee drug testing program is in place.

12. Prevailing Wage Rates

The project is subject to Bureau of Labor and Industry (BOLI) Prevailing Wage Rates relative to minimum wages. BOLI rates and other requirements shall be complied with by the successful Bidder and all Sub-Contractors and appropriate certificates will be required. Current wage rates can be found at http://www.oregon.gov/BOLI/WHD/PWR/pwr_db2.shtml.

13. Performance and Labor and Materials Bonds

- a. The successful Contractor shall, with submission of his executed contract, furnish a performance bond and labor and material payment bond in full amount and extent of the contract.
- b. Bond written by a company licensed in the State of Oregon and satisfactory to the Owner. Bond form to comply with the laws of the State of Oregon and as approved by the Owner.
- c. Should successful Bidder fail to enter into a contract and furnish bond within ten (10) days after his proposal has been accepted, the Contract shall be considered null and void and the bid guarantee shall be forfeited as liquidated damages.

14. Submission of Post-Bid Information

The selected Bidder shall within seven (7) days of notification of selection submit the following:

- a. A statement of costs for each major item of work included in the bid.
- b. A designation of the work to be performed by the Bidder with his own forces.
- c. A list of names of the subcontractors proposed for the principal portions of the work. The Bidder will be required to establish to the satisfaction of the Architect and Owner, the reliability and responsibility of the proposed subcontractors to furnish and perform the work described in the section of specifications pertaining to such. The Architect will notify the Bidder in writing if either the Owner or the Architect, after due investigation, has a reasonable and substantial objection to any person or organization on such list. If Owner or Architect refuses in writing to accept such person or organization, the Bidder shall submit the next low subcontractor bid for the Owner's and Architect's approval. The bid would be revised by a Change Order to reflect the change in cost.

15. Qualifications of Bidder

The Owner may make such investigations as he deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted. No bid for a construction contract shall be received or considered by the Owner unless the Bidder is registered with the construction Contractors Board as required by ORS 701.035 to 701.055.

16. Time of Completion and Liquidated Damages

The Bidder must agree to fully complete the project within the time(s) specified on the Bid Form. Bidder must agree also to pay as liquidated damages, the sum of two hundred dollars (\$200.00) for each consecutive calendar day thereafter as hereinafter provided in the General Conditions. Bidder agrees that the liquidated damages provision in this Contract have been considered by Bidder in establishing the amount of its bid and, as such, is part of the negotiations of this Contract. Bidder further agrees that the amount of liquidated damages is a reasonable forecast of just compensation for the harm caused by any breach and that this harm

is one which is impossible or very difficult to accurately estimate. Bidder further agrees that the damages stated herein are not a penalty.

17. Conditions of Work

Each Bidder must inform himself fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful Bidder of his obligation to furnish all material and labor necessary to carry out the provision of his contract. Insofar as possible, the Contractor, in carrying out his work, must employ such methods or means as will not cause any interruption or of interference with the work of any other Contractor or interfere with the ongoing operations of the RV Park.

18. Addenda and Interpretations

No interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any Bidder orally.

Every request for such interpretation should be in writing and addressed to the Architect at Crow/Clay & Associates Inc., 125 W. Central Avenue, Suite 400, Coos Bay, Oregon 97420, and to be given consideration must be received at least six (6) days prior to the date fixed for the opening of bids. Any and all such interpretations and supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed by certified mail with return receipt requested to all prospective Bidders (at the respective addresses furnished for such purposes), not later than three (3) days prior to the date fixed for the opening of bids. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

19. Notice of Special Conditions

Attention is particularly called to those parts of the Contract Documents and Specifications which deal with the following:

- a. Inspection and testing of materials.
- b. Insurance requirements.
- c. Wage Rates

20. Laws and Regulations

The Bidder's attention is directed to the fact that all applicable state laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over Construction of the Project shall apply to the Contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

21. Email Bids

- a. An 'Email Offer', as used in this Solicitation Document, means an Offer, modification of an Offer, or withdrawal of an Offer that is transmitted to and received by the Contracting Agency via email.

- b. Offerors may submit Email Offers in response to this Solicitation Document. The entire response must arrive at the place and by the time specified in this Solicitation Document.
 - c. The Contracting Agency reserves the right to Award the Contract solely on the basis of the Email Offer. However, upon the Contracting Agency's request the apparent successful Offeror shall promptly submit its complete original Signed Offer.
 - d. Contracting Agency's receiving email is:

coosbay@crowclay.com
 - e. The Contracting Agency is not responsible for any failure attributable to the transmission or receipt of the email Offer including, but not limited to the following:
 - 1. Receipt of garbled or incomplete documents;
 - 2. Availability or condition of the receiving email computer;
 - 3. Incompatibility between the sending and receiving computers or programs;
 - 4. Delay in transmission or receipt of documents;
 - 5. Failure of the Offeror to properly identify the Offer documents;
 - 6. Illegibility of Offer documents; and
 - 7. Security and confidentiality of data.
22. Facsimile bids will not be accepted.

Stat. Auth.: ORS 279A.065
Stats. Implemented: ORS 279C.365

END OF SECTION

INSTRUCTIONS FOR FIRST-TIER SUBCONTRACTOR DISCLOSURE
(Reference OAR 137-049-0360)

Bidders are required to disclose information about certain first-tier subcontractors when the contract value for a Public Improvement is greater than \$100,000 (see ORS 279C.370). Specifically, when the contract amount of a first-tier subcontractor furnishing labor or materials is greater than or equal to: (i) 5% of the project bid, but at least \$15,000, or (ii) \$350,000 regardless of the percentage, the bidder must disclose the following information about that subcontract either in its bid submission, or within two hours after bid closing:

- a. The subcontractor's name,
- b. The category of work that the subcontractor would be performing, and
- c. The dollar value of the subcontract.

If the bidder will not be using any subcontractors that are subject to the above disclosure requirements, the bidder is required to indicate "NONE" on the accompanying form.

THE AGENCY MUST REJECT A BID IF THE BIDDER FAILS TO SUBMIT THE DISCLOSURE FORM WITH THIS INFORMATION BY THE STATED DEADLINE (see OAR 137-049-0360).

1) **Submission.** A Bidder shall submit the disclosure form required by this rule either in its Bid submission, or within two (2) working hours after Bid Closing in the manner specified by the Invitation to Bid.

2) **Responsiveness.** Compliance with the disclosure and submittal requirements of ORS 279C.370 and (4), and Oregon Administrative Rule 137-049-0360(5) is a matter of Responsiveness. Bids which are submitted by Bid Closing, but for which the disclosure submittal has not been made by the specified deadline, are not Responsive and shall not be considered for Contract award.

3) **Agency Role.** Agencies shall obtain, and make available for public inspection, the disclosure forms required by ORS 279C.370 and OAR 137-049-0360(3). Agencies shall also provide copies of disclosure forms to the Bureau of Labor and Industries as required by ORS 279C.800 to 279C.870. Agencies are not required to determine the accuracy or completeness of the information provided on disclosure forms.

4) **Substitution.** Substitution of affected first-tier subcontractors shall be made only in accordance with ORS 279C.585. Agencies shall accept written submissions filed under that statute as public records. Aside from issues involving inadvertent clerical error under ORS 279C.585 (5), Agencies do not have a statutory role or duty to review, approve, or resolve disputes concerning such substitutions. See ORS 279C.590 regarding complaints to the Construction Contractors Board on improper substitution.

5) **Effective Date.** The amendments to this temporary rule shall apply to Public Improvement Contracts first advertised on or after March 1, 2005.

Stat. Auth.: ORS 279C.370

Stats. Implemented: ORS 279C.580 to 279C.590

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

(OAR 137-049-0360)

Bids which are submitted by Bid Closing, but for which a required disclosure submittal has not been made by the specified Disclosure Deadline, are not responsive and shall not be considered for Contract award

AGENCY SUPPLIED INFORMATION:

PROJECT NAME: Port of Brookings-Harbor Beachfront RV Park Improvements
BID CLOSING: Date: September 2, 2021 Time: 2:00 PM
REQUIRED DISCLOSURE DEADLINE: Date: September 2, 2021 Time: 4:00 PM
Deliver Form To (Agency): Crow/Clay & Associates Inc.
Designated Recipient (Person): Mr. Michael Crow
Phone # (541) 269-9388
Agency's Address: 125 West Central Avenue, Suite 400
Coos Bay OR 97420

INSTRUCTIONS:

The contracting agency will insert "N/A" above if the contract value is not anticipated to exceed \$100,000. Otherwise this form must be submitted either with the bid or within two (2) working hours after the advertised bid closing date and time; but no later than the DISCLOSURE DEADLINE stated above.

Unless otherwise stated in the solicitation, this document shall not be submitted by facsimile. It is the responsibility of bidders to submit this disclosure form and any additional sheets, with the bid number and project name clearly marked, at the location indicated by the specified disclosure deadline. See 'Instructions to Bidders'.

List below the Name, Category of Work and Dollar Value for each first-tier subcontractor that would be furnishing labor, or labor and material, for which disclosure is required. Enter the word "NONE" if there are no first-tier subcontractors subject to disclosure. ATTACH ADDITIONAL SHEETS IF NECESSARY.

BIDDER DISCLOSURE:

Table with 3 columns: SUBCONTRACTOR NAME, CATEGORY OF WORK, DOLLAR VALUE. Rows 1-6 with blank lines for entry.

The above listed first-tier subcontractor(s) are providing labor, or labor and material, with a Dollar Value equal to or greater than:

- a) 5% of the total Contract Price, but at least \$15,000. [If the Dollar Value is less than \$15,000 do not list the subcontractor above.]
or
b) \$350,000 regardless of the percentage of the total Contract Price.

Form Submitted By (Bidder Name): _____

Contact Name: _____ Phone #: _____

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD

PROJECT NO. 19005

BID FORM

Bid: Port of Brookings-Harbor Beachfront RV Park Improvements

To: Port of Brookings-Harbor

Date: September 2, 2021

Time: **CLOSING: 2:00 PM**
OPENING: 2:05 PM

The undersigned bidder declares that he has carefully examined the drawings and specifications, that he has made an examination of the site of the project and has made such investigations necessary to determine the character of material and the conditions to be encountered. The undersigned hereby proposes to furnish all material and labor and perform all work to complete the above referenced project in accordance with drawings and specification as prepared by the firm of:

Crow/Clay & Associates Inc.
Architecture and Planning
125 W. Central Avenue, Suite 400
Coos Bay, Oregon 97420
(541) 269-9388

and to be bound by the following documents:

| | |
|---|----------------------------------|
| Invitation to Bid | General Conditions |
| Instructions to Bidders | Supplementary General Conditions |
| Bid Form | Specifications and Drawings |
| Instructions for First Tier Subcontractor | Addenda (if any) |

Basic Bid

_____ dollars
and _____ cents (\$_____).

Completion time: _____ calendar days.

It is further agreed that unless extended in accordance with "The General Conditions of the Contract for Construction" that I, the undersigned, will pay as liquidated damages to the Owner for any delay beyond the completion day named above the sum of Two Hundred Dollars (\$200.00) per calendar day for each day required beyond that project's completion date.

The undersigned also agrees that he will commence work within ten (10) days of execution of contract and that he will order all materials and equipment under contract within thirty (30) days of execution thereof. The Contractor will guarantee all bids for a period of thirty (30) days. The undersigned agrees that if the undersigned fails to execute a satisfactory contract within ten (10) days of being notified that the project has been awarded to them, then this proposal shall be null and void and the enclosed bid security shall be forfeited.

The undersigned acknowledges receipt of Addendum Numbers:

1 2 3 4 (Circle the number of each Addendum received).

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD

PROJECT NO. 19005

The name of the bidder who is submitting this proposal is:

FIRM NAME: _____

ADDRESS: _____

LICENSED TO DO BUSINESS IN OREGON? _____

BY: _____
Authorized Signature

NAME/TITLE _____
Please Print or Type

TELEPHONE: _____ DATE: _____

CONSTRUCTION CONTRACTOR'S BOARD REGISTRATION NUMBER: _____

WORKMEN'S COMPENSATION INSURANCE COMPANY: _____

WORKMEN'S COMPENSATION POLICY/BINDER NUMBER: _____

RESIDENT BIDDER (CIRCLE ONE) YES NO

END OF BID FORM

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD

PROJECT NO. 19005

CONTRACT FORMS

AGREEMENT Owner/Contractor Agreement: A.I.A. A101, 2017 edition.

PERFORMANCE AND PAYMENT BONDS

As approved by Owner in compliance with the laws of the State of Oregon.

PROJECT FORMS

01. Certificate of Insurance.
02. Application and Certification for Payment. A.I.A. G702, G703.
03. Architect's Supplemental Instruction. Supplied by Architect.
04. Request for Information. Supplied by Architect. See following pages.
05. Proposal Request. Supplied by Architect. See following pages.
06. Change Order. Supplied by Architect. See following pages.
07. Construction Change Directive. A.I.A. G714, 2017.
08. Certificate of Substantial Completion. A.I.A. G704, 2010.
09. Contractor's Affidavit of Payment of Debts and Claims. A.I.A. G706, 1994.
10. Contractor's Affidavit of Release of Liens. A.I.A. G706A, 1994.
11. Consent of Surety Company to Final Payment. A.I.A. G707, 1994.



CROW/CLAY & ASSOCIATES INC.

ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS

REQUEST FOR INFORMATION

Project: _____ RFI Number: _____
Project No.: _____

Regarding: _____

References: *(List specific Contract Documents researched when seeking the information being requested)*

Spec. No.: _____ Dwg. No.: _____

Request: *(Provide complete description of request with document references and sketches or photos if necessary, and present status of work)*

Requester's Recommended Solution: *(If RFI concerns a site or construction condition, provide a recommended solution, including cost & schedule considerations)*

Subcontractor: _____ Date: _____
CM/Contractor: _____

By: _____ Date: _____

Response:

From: Crow/Clay & Associates Inc.

By: _____ Date: _____



CROW/CLAY & ASSOCIATES INC.

ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS

PROPOSAL REQUEST

PROPOSAL REQUEST NUMBER:

DATE:

JOB NUMBER:

PROJECT:

CONTRACTOR:

Please submit change in Contract price and completion date, if any, for the change of the Work described below. Do not order material or start any work until approval is received.

CONTRACTOR REPLY:

I agree to change the work as described above for the price indicated. I have attached an itemized breakdown of the cost changes.

This Proposal is valid for _____ calendar days from this date.

Change in Contract price:
(Deduct)(Add) \$ _____

Change in completion date:
_____ calendar days.

CONTRACTOR SIGNATURE _____ DATE: _____

APPROVED BY ARCHITECT _____ DATE: _____

APPROVED BY OWNER _____ DATE: _____

CANCELED _____ DATE: _____



CROW/CLAY & ASSOCIATES INC.

ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS

CHANGE ORDER

CHANGE ORDER NUMBER:

JOB NUMBER:

DATE OF ISSUE:

CONTRACT DATE:

CONTRACTOR:

PROJECT:

This Change Order supersedes any and all Contract documents, correspondence, etc., preceding it. The Contract is changed as follows:

| | |
|--|----------|
| The original Contract Sum was: | \$ _____ |
| Net Change by previously authorized Change Orders | \$ _____ |
| The Contract Sum prior to this Change Order was | \$ _____ |
| The Contract Sum will be (increased)(decreased)(unchanged) by this Change Order in the amount of | \$ _____ |
| The new Contract Sum including this Change Order will be | \$ _____ |

The Contract Time will be (increased)(decreased)(unchanged) by _____ calendar days.

The date of Substantial Completion as of the date of this Change Order therefore is (unchanged)(changed) to _____.

ARCHITECT

OWNER

CONTRACTOR

BY

BY

BY

DATE

DATE

DATE

GENERAL CONDITIONS

General Conditions, A.I.A. Document A-201, 2017 Edition, are a part of the Contract Documents for this project. If not bound herein, a copy of these documents may be examined at the office of the Architect:

Crow/Clay & Associates Inc.
Architecture and Planning
125 W. Central Avenue, Suite 400
Coos Bay, OR 97420
(541) 269-9388

SUPPLEMENTARY GENERAL CONDITIONS

The following supplements modify the "General Conditions of the Contract for Construction," A.I.A. Document A201, Edition, 2017. Where a portion of the General Conditions is modified or deleted by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

ARTICLE 1 GENERAL PROVISIONS

1.1 BASIC DEFINITIONS

Paragraph 1.1.3 THE WORK - Add the following:

"This contract shall include all work shown in the contract documents, except that work specifically indicated as not in contract (N.I.C.)."

Add: Paragraph 1.1.9 DEFINITIONS

"Approved" means approved in writing by the Architect.

"Selected" means selected by the Architect.

"Directed" means directed by the Architect.

"Required" means required by authorities having jurisdiction.

"Necessary" means necessary to achieve the intended result.

"Provide" means furnish and install.

"Furnish" means pay for and deliver to job site storage.

"Install" means remove from job site storage, install, connect and adjust.

"Indicated" means indicated by contract documents.

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

Paragraph 1.2.2 - Add the following:

"Divisions and Sections in these specifications are intended for convenience. The Architect will not define the limits of any subcontract and will not enter into disputes between the Contractor and his employees or subcontractors."

Paragraph 1.2.3 - Add the following:

"Referenced standards are a part of these specifications. If choices or options are contained therein, selection will be made by the Architect.

"Referenced standards shall mean the edition current on the date of these specifications, unless otherwise indicated.

"Wherever in these specifications a product is referred to in the singular number, such reference shall include as many such items as are indicated or required to complete the work."

1.4 INTERPRETATION

Paragraph 1.4.1 - Add the following:

"These specifications are of the abbreviated or streamlined type and frequently include incomplete sentences. Words such as shall, shall be, the Contractor shall, and similar phrases shall be supplied by inference."

ARTICLE 2 OWNER

2.3 INFORMATION AND SERVICES REQUIRED OF THE OWNER

Paragraph 2.3.6 - Change as follows:

"The Contractor will be furnished four (4) complete sets of drawings and project manuals."

"The Contractor shall pay the cost of reproduction, postage and handling for additional documents furnished."

ARTICLE 3 CONTRACTOR

3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

Paragraph 3.2.1 - Add the following:

"Before executing the Agreement, the Contractor and Subcontractor shall thoroughly familiarize himself with all specified products and submit written notice to the Architect if he objects to the proposed use of any product."

After Paragraph 3.4.2 - Add the following:

"3.4.2.1 After the Contract has been executed, the Owner and the Architect will consider a formal request for the substitution of products in place of those specified only under the conditions set forth in the General Requirements (Division 1 of Specifications).

"3.4.2.2 by making requests for substitutions based on Subparagraphs 3.4.2.1 above, the Contractor:

- a. Represents that the Contractor has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified.

- b. Represents that the Contractor will provide the same warranty for the substitution that the Contractor would for that specified.
- c. Certifies that the cost data presented is complete and includes all related costs under this Contract (except the Architect's redesign costs), and waives all claims for additional costs related to the substitution which subsequently become apparent; and
- d. Will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be completed in all respects."

3.7 PERMITS, FEES, NOTICES AND COMPLIANCE WITH LAWS

Paragraph 3.7.1 - Add the following:

"Port of Brookings-Harbor will pay for all permits and fees. Contractor to call for all inspections."

ARTICLE 7 CHANGES IN THE WORK

7.2 CHANGE ORDERS

Add Paragraph 7.2.2

"Costs and credits shall be submitted by the Contractor to the Architect in a complete breakdown form, showing subcontractor's sums, labor and materials costs, overhead and profit. At the Architect's request, subcontract breakdowns may also be required. See Section 01035 for detailed cost breakdown requirements.

"The following allowances for overhead and profit shall be added to the net extra costs of all changes (excluding items for which unit prices have been established):

- 1) For the subcontractor, 8 percent of the net extra cost of work performed by a subcontractor;
- 2) For the Contractor, 12 percent of the net extra cost of work performed by a subcontractor.
- 3) For the Contractor, 12 percent of the net extra cost of the work performed by the Contractor's own forces.
- 4) Contractors and Subcontractors of all tiers must each provide a credit of 5% for profit and overhead for deductive changes not to exceed 20% (aggregate total for all contracts) of the value of the change.

Costs to which overhead and profit are to be applied shall be determined in accordance with Subparagraph 7.3.4.1 through 7.3.4.3. Overhead shall include the following: Supervision, superintendents, wages of timekeepers, watchmen and clerks, hand tools, incidental bond and insurance premiums, general office expenses and other expenses not included in cost. NOTE: No additional allowance will be allowed for insurance and bonds. The 12% allowance for overhead and profit was established to include with insurance and bond premiums.

Contractor agrees to use project forms indicated in Contract Form Section of the contract document's booklet.

ARTICLE 8 TIME

8.3 DELAYS AND EXTENSIONS OF TIME

Paragraph 8.3.3 - Revise to read as follows:

"Liquidated damages for delay will be charged daily against the Contractor if completion is not within the contract time. Such damages being substantial, but incapable of exact determination shall be two hundred dollars (\$200) per calendar day for each day required beyond the specified completion date."

ARTICLE 9 PAYMENTS AND COMPLETION

9.3. APPLICATIONS FOR PAYMENT

Paragraph 9.3.1 Add the following sentence:

"The form of Application for Payment shall be A.I.A. Document G702, Application and Certification for Payment, supported by A.I.A. Document G703, Continuation Sheet, current edition."

Add Paragraph 9.3.1.3

"Until substantial completion, the Owner shall pay the Contractor 95% of the amount due the Contractor on account of progress payments."

9.8 SUBSTANTIAL COMPLETION AND LIQUIDATED DAMAGES

Add Paragraph 9.8.6

"The Owner will suffer financial loss if the project is not substantially completed on the date set forth in the contract documents. The Contractor shall be liable for and shall pay to the Owner the sum of two hundred dollars (\$200) as fixed, agreed and liquidated damages for each calendar day of delay until the work is substantially completed."

9.10 FINAL COMPLETION AND FINAL PAYMENT

Paragraph 9.10.1 - Add the following:

"Architect's additional services made necessary by failure to complete project within the time period established by the contract documents, to include but not limited to the Architect or Architect's consultant's periodic site visits to familiarize himself generally with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents as set at his standard hourly rates for the time required.

"Final payment is due thirty (30) days after the work under the contract is completed and accepted."

Add: Paragraph 9.10.6:

"Time Limit Set for Final Completion - Final completion shall be accomplished no later than the date established and set forth on the "Certificate of Substantial Completion" (if no date is set forth, then thirty [30] days will be considered the maximum). If final completion is not accomplished within the set period of time, liquidated damages clause shall be reinstated and be in effect until completion or a time extension is granted for final completion."

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

10.1 SAFETY PRECAUTIONS AND PROGRAMS

Paragraph 10.2.4 - Add the following:

"When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary, the contractor shall give the Owner reasonable advance notice."

Revise Paragraph 10.3.4 as follows: "...brings to the site." Delete remainder of sentence and add: "The Architect hereby represents that it is his intent that no asbestos materials be used in this project in any fashion. At any time during the bidding or construction process that the Contractor becomes aware that the specifications or drawings imply that asbestos is to be used as a part of any building component, or process, it is the Contractor's responsibility to contact the Architect so that a clarification or correction can be made."

ARTICLE 11 INSURANCE AND BONDS

11.1.2 PERFORMANCE BOND AND PAYMENT BOND

Paragraph 11.1.2 - Delete paragraph 11.1.2 and substitute the following:

"11.1.2 The Contractor shall furnish bonds covering faithful performance of the Contract and payment for obligations arising thereunder. Bonds may be obtained through the Contractor's usual source and the cost thereof shall be included in the Contract Sum. The amount of each bond shall be equal to 100 percent of the Contract Sum."

ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

12.2 CORRECTION OF WORK

Paragraph 12.2.1 - Add the following:

"Costs for Architect's additional services to include but not limited to: Architect's or Architect's Consultant's site visit including each full or partial day on or enroute from site including visitation to site to verify non-conforming work has been corrected. Additional visitations are to be at the Architect's or Consultant's discretion. Contract amount will be reduced by change order to cover additional services thereby made necessary. The cost of the Architect's and Architect's Consultant's additional services made necessary will be at his standard hourly rates for time required."

END OF SECTION

1 **SECTION 01010 – SUMMARY OF WORK**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 PROJECT DESCRIPTION

14
15 The Project consists of providing six (6) new RV sites, modifications to existing sites 76 thru 98. Upgrades
16 to the RV Park electrical system and RV pedestals. New water and sewer connection locations for new
17 site layout.

18
19 Work includes earthwork, grading, concrete, plumbing and electrical.

20
21
22 CONTRACTOR USE OF PREMISES

23
24 General: During the construction period, the Contractor shall have use of 50% of the site for construction
25 at a time.

26
27 Keep driveways and entrances serving the premises clear and available to use at all times. Do not
28 use these areas for parking or storage of materials.

29
30
31 PROTECTION OF EXISTING

32
33 Protect all in-place construction in connection with the Work, unless specifically indicated otherwise.

34
35 Restoration of Existing Improvements: The Contractor shall repair driveways, utilities and all structures and
36 substructures damaged by his operations. These repairs and replacements shall be similar and equal in
37 every respect to those now in place and acceptable to the Architect.

38
39
40 MISCELLANEOUS PROVISIONS

41
42 All Work performed shall be under a single Contract. Divisions in these Specifications conform generally
43 to customary trade practice; they are intended for convenience only. The Architect is not bound to define
44 the limits of any subcontract and will not enter into disputes between the Contractor and his employees,
45 INCLUDING SUBCONTRACTORS.

46
47 Comply with applicable requirements of regulatory agencies and inspection by public officials. The
48 Contractor shall call for all inspections required by public agencies having jurisdiction on the area. Final
49 payment will not be made until the appropriate officials have made a final inspection and all deficient items
50 have been corrected.

51
52 Before ordering any material or doing any Work, the Contractor and/or the Subcontractor for each Section
53 of Work shall verify all measurements at the job. Any difference found between dimensions on Drawings

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1 and actual measurements shall be brought to Architect's attention via Contractor for consideration before
2 proceeding with Work.

3
4 Carry on the Work so as to minimize interference with the Owner's operation of the existing facilities.

5
6 Provide necessary supervision, coordination and verification of the Work of the various trades. Transmit
7 Contract requirements to Subcontractors. Transmit subcontract questions to Architect.

8
9 Perform Work during weather conditions conducive to best results for a sound and durable installation.

10

11

12 PERMITS AND FEES

13

14 Owner (Port of Brookings) will pay for all permits and fees required under this contract. Contractor to call
15 for all inspections.

16

17

18

19

END OF SECTION

1 **SECTION 01027 – APPLICATIONS FOR PAYMENT**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14 This Section specifies requirements governing the Contractor's Applications for Payment.

15
16
17
18 SCHEDULE OF VALUES

19
20 Coordinate preparation of the Schedule of Values with preparation of the Contractor's Construction
21 Schedule.

22
23 Submit the Schedule of Values to the Architect at the earliest feasible date, but in no case later
24 than seven (7) days before the date scheduled for submittal of the initial Application for Payment.

25
26
27 Format and Content: Use the Project Manual "Table of Contents" as a guide to establish the format for the
28 Schedule of Values.

29
30 Arrange the Schedule of Values in a tabular form with separate columns to indicate the following
31 for each item listed:

- 32
33 Generic Name.
34 Related Specification Section.
35 Name of Subcontractors, manufacturer, Fabricator or supplier.
36 Dollar Value.
37 Percentage of Contract Sum to the nearest one-hundredth percent, adjusted to total 100
38 percent.

39
40 Provide a breakdown of the Contract Sum to facilitate evaluation of Application for Payment. Break
41 principal subcontract amounts down into several line items.

42
43 The total shall equal the Contract sum.

44
45 Margins of Cost: Show line items for indirect costs only to the extent such items will be listed individually
46 in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be
47 complete including its total cost and proportionate share of general overhead and profit margin.

48
49 Temporary facilities and other major cost items which are not direct cost of actual work-in-place
50 may be shown as separate line items in the Schedule of Values.

51
52 Each Change Order shall become a new line item on the continuation sheet of the Application for
53 Payment Form.
54

1
2 APPLICATIONS FOR PAYMENT
3

4 Each Application for Payment shall be consistent with previous applications and payments as certified by
5 the Architect and paid for by the Owner.

6
7 Payment Application Times: Monthly anniversary date shall be the twenty-fifth (25) of each month. The
8 period of construction Work covered by each Application for Payment is the period ending five (5) days
9 prior to the date for each progress payment and starting the day following the end of the preceding period.

10
11 Payment Application Forms: Use AIA Document G702 and Continuation Sheets G703 as the forms for
12 Application for Payment.

13
14 Application Preparation: Complete every entry on the form, including notarization and execution by person
15 authorized to sign legal documents on behalf of the Contractor. Incomplete applications will be returned
16 without action.

17
18 Entries shall match data on the Schedule of Values.

19
20 Include amounts of Change Orders issued prior to the last day of the construction period covered
21 by the application.

22
23 Transmittal: Submit executed email copy of each Application for Payment.

24
25 Waivers of Mechanics Lien: With each Application for Payment, submit waivers of mechanics liens from
26 Subcontractors or sub-subcontractors and suppliers for the entire construction period covered by the
27 previous application.

28
29 Waiver Forms: Submit waivers of lien on forms and executed in a manner acceptable to Owner.

30
31 Initial Application for Payment: The following must be submitted before the first Application for Payment.

32
33 List of Subcontractors.
34 List of principal suppliers and Fabricators.
35 Schedule of Values.
36 Contractor's Construction Schedule.
37 Copies of building permits.

38
39 Application for Payment at Substantial Completion: After issuance of the Certificate of Substantial
40 Completion, submit an Application for Payment.

41
42 Actions or Submittals required with application include:

43
44 Occupancy permits and similar approvals.
45 Final cleaning.
46 Lien waivers.

47
48 Final Payment Application: Actions and Submittals required with submittal of final payment:

49
50 Maintenance instructions.
51 Completion of Project Close Out requirements.
52 Completion of items specified for completion after Substantial Completion.
53 Removal of temporary facilities and services.
54 Removal of surplus materials, rubbish and similar elements.

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PROJECT NO. 19005

1
2
3 PART 2 -- PRODUCTS (Not Applicable)
4
5
6 PART 3 -- EXECUTION (Not Applicable)
7
8
9
10
11

END OF SECTION

1 **SECTION 01035 – MODIFICATION PROCEDURES**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14
15 This Section specifies requirements for handling and processing Contract modifications.

16
17 Related Sections: The following Sections contain requirements that relate to this Section.

18
19 Division 1 Section "Submittals"

20
21 Division 1 Section "Application for Payment"

22
23 Division 1 Section "Product Substitutions" for administrative procedures for handling requests for
24 substitutions made after award of the Contract.

25
26
27 CLARIFICATIONS OR MINOR CHANGES IN THE WORK

28
29 Instructions for document clarification or authorizing minor changes in the Work, not involving an adjustment
30 to the Contract Sum or Contract Time, will be issued by the Architect as a Field Order or as an Architect's
31 Supplemental Instructions or be documented in the Architect's Construction Progress Report. A Request
32 for Information (RFI) response may also be used for document clarification or authorization of minor
33 changes in the work.

34
35
36 REQUESTS FOR INFORMATION (RFI)

37
38 Section specifies administrative and procedural requirements for handling and processing Requests for
39 Information (RFI).

40
41 RFI is intended for requesting clarifications and interpretations of Contract Documents due to apparent
42 inconsistencies, errors or omissions in Contract Documents or due to unanticipated existing conditions.

43
44 RFI is not intended for requesting substitutions, Contractor or Subcontractor's proposed changes,
45 resolution of nonconforming work or for general questions not related to Contract Documents.

46
47 Review of Contract Documents and Field Conditions

48
49 Requests for clarification of errors, inconsistencies or omissions discovered in Contract Documents shall
50 be reported promptly to Architect as an RFI.

51
52 In event of inconsistency between portions of Contract Documents or within Contract Documents; provide
53 better quality or greater quantity of Work and comply with more stringent requirement.
54

1 Contractor and Subcontractors are not required to ascertain Contract Documents are in accordance with
2 applicable laws, statutes, ordinances, codes and rules and regulations, unless they bear upon construction
3 means, methods, techniques, or safety and health precautions, however, the Contractor or Subcontractor
4 shall promptly report to Architect any nonconformity discovered by or made known as a RFI.
5

6 If Contractor or Subcontractor knowingly proceeds with Work affected by known errors or omissions in
7 Contract Documents, subcontractor shall correct any such errors, inconsistencies, or omissions at no
8 additional cost.
9

10 Contractor's Responsibilities

11
12 When interpretation, clarification or explanation of portion of Construction Documents is needed by
13 Contractor, Subcontractor, Vendor or Supplier, the request shall be processed through Architect.
14

15 Contractor shall review request for completeness, quality, proper referencing to drawing or specification
16 section and reason submitted.
17

18 If request to not acceptable return to submitter with comments regarding reason for return.
19

20 List specific Contract Documents researched when seeking information being requested. Reference all
21 applicable Contract Drawings by sheet number, section, detail, room number, door number, etc.,
22 Specifications by section, page and line number.
23

24 The field titled "Regarding" on attached RFI form must be clear for future reference in reports or
25 correspondence.
26

27 Clearly state request, include sketches, photos or other reference material.
28

29 Fully assess issues, suggest any reasonable solutions and include various factors, including potential costs,
30 schedule impacts, if any, and recommendations which will aid in determining a solution or response. If a
31 reasonable solution cannot be suggested, a statement to that effect should be stated.
32

33 Any critical RFI's requiring a rapid response shall clearly indicate such with an explanation as to why RFI
34 is critical.
35

36 Priority for responses shall be indicated when multiple RFI's are submitted within short period of time.
37

38 Copies of responses to RFI's shall be distributed to all parties affected.
39

40 A response to RFI shall not be considered a notice to proceed with a change that may revise the Contract
41 Sum or Contract Time, unless authorized in writing.
42

43 If response to RFI is determined incomplete, it shall be resubmitted with reason response is unacceptable
44 and any necessary additional information within five (5) days' time of receipt of response to RFI.
45

46 If additional cost or time is involved because of clarifications, interpretations or instructions issued by
47 Architect and if no other solution is possible or desirable, submit Claim in accordance with the Contract
48 Documents with five (5) days of receipt response to the RFI.
49

50 RFI Submittal Format

51
52 Request for Information shall be submitted to Architect on RFI form.
53

54 RFI's shall be assigned unique numbers in sequential order (1, 2, 3, 4, etc).

1
2 A resubmitted RFI or a previously answered RFI requiring further clarification shall be submitted using
3 original RFI number followed by ".1" to indicate revision of RFI (i.e.: RFI No. 34.1 for revision to RFI No.
4 34).

5
6 RFI form shall be electronically filled out and emailed to Architect in text file format. Attachments shall be
7 in electronic text or PDF file format. Photo attachments may be in JPG format.

8
9 Architect's Response to Request for Information (RFI)

10
11 Clarifications, interpretations and decisions of Architect in response to RFI will be consistent with intent of
12 and reasonably inferable from Contract Documents.

13
14 Architect's decisions on matters related to aesthetic effects will be final and consistent with intent expressed
15 in Contract Documents.

16
17 Architect shall provide responses to RFI's with reasonable promptness, but will endeavor to respond with
18 seven (7) days from date of receipt.

19
20 If multiple RFI's are submitted on same day or within a five (5) day period, review time may be extended by
21 mutual agreement of parties.

22
23 Architect will provide a written response to RFI if Architect believes response only involves an interpretation,
24 clarification, supplemental information or orders a minor change in Work not involving an adjustment in
25 Contract Sum or extension of Contract Time.

26
27 If Architect believes response may result in a change to Contract Sum or Contract Time, response will
28 indicate that a Contract change document will be issued with the response.

29
30 Architect will provide any additional or supplemental drawings, specifications or other information as
31 necessary to facilitate response.

32
33 Architect may return RFI without response for following reasons: RFI is:

- 34
35 1. Unclear.
36 2. Incomplete.
37 3. Related to construction means, methods or techniques.
38 4. Related to health or safety measures.
39 5. Due to lack of adequate coordination.
40 6. Considered a "Substitution Request."

41
42 Request for Information Form: Use form provided. Sample copy included in Contract Forms Section.

43
44
45 PROPOSAL REQUESTS

46
47 Owner Initiated Proposal Requests: Proposed changes in the Work that will require adjustment to the
48 Contract Sum or Contract Time will be issued by the Architect on the Architect's Proposal Request Form
49 (reference Contract Forms), with a detailed description of the proposed change and supplemental or revised
50 Drawings and Specifications, if necessary.

51
52 Proposal Request issued by the Architect are for information only. Do not consider them as
53 instructions either to stop work in progress, or to execute the proposed change.
54

1 Unless otherwise indicated in the Proposal Request, within five (5) working days of receipt of the
2 Proposal Request, submit to the Architect for the Owner's review an estimate of cost necessary to
3 execute the proposed change.

4
5 Include a list of quantities of products to be purchased and unit costs, along with the total
6 amount of purchases to be made.

7
8 Include a breakdown of labor required for the change.

9
10 Include credits that may result for labor and/or materials included in the Contract that are
11 no longer required.

12
13 Include applicable taxes, delivery charges, equipment rental and amounts of trade
14 discounts.

15
16 Include a statement indicating the effect the proposed change in the Work will have on the
17 Contract Time.

18
19 Contractor Initiated Proposal Requests: When unforeseen conditions require modifications to the Contract,
20 the Contractor may propose changes by submitting a Proposal Request for a change to the Architect.

21
22 Include a statement outlining the reasons for the change and the effect of the change on the Work.
23 Provide a complete description of the proposed change. Indicate the effect of the proposed change
24 on the Contract Sum and Contract Time.

25
26 Include the breakdowns of cost as described above for Owner Initiated Proposal Requests.

27
28 Comply with requirements in Division 1, Section "Product Substitutions," if the proposed
29 change in the Work requires the substitution of one product or system for a product or
30 system specified.

31
32 Request forms will not be processed by Architect until all information under Owner Initiated
33 Proposal Requests above have been provided.

34
35 Proposal Request Form: Use forms provided. Sample copy included in Contract Forms Section.

36
37
38 CONSTRUCTION CHANGE DIRECTIVE

39
40 Construction Change Directive: When the Owner and Contractor are not in total agreement on the terms
41 of a Proposal Request, the Architect may issue a Construction Change Directive on AIA form G714,
42 instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change
43 Order.

44
45 The Construction Change Directive will contain a complete description of the change in the Work
46 and designate the method to be followed to determine change in the Contract Sum or Contract
47 Time.

48
49 Documentation: Maintain detailed records on a time and material basis of Work required by the
50 Construction Change Directive.

51
52 After completion of the change, submit an itemized account and supporting data necessary to
53 substantiate cost and time adjustments to the Contract.
54

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CHANGE ORDER PROCEDURES

Subsequent to the Owner's approval of a Proposal Request, the Contractor may proceed with the Work contained in that request. The Architect will issue a Change Order for signatures of the Owner and Contractor, as provided in the conditions of the Contract.

Change Order Form: Sample copy of form included in Contract Forms Section.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

1 **SECTION 01040 – PROJECT COORDINATION**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14 This Section specifies requirements necessary for Project Coordination including, but not limited to:

- 15
16
17 Coordination.
18 General installation provisions.
19 Cleaning and protection.

20
21
22 COORDINATION

23
24 Coordination: Coordinate and schedule construction activities included in Sections of Specifications to
25 assure efficient and orderly installation of the Work. Coordinate construction included under Sections of
26 the Specifications that are dependent upon each other for proper installation, connection and operation.

27
28
29 **PART 2 – PRODUCTS (Not Applicable)**

30
31
32 **PART 3 – EXECUTION**

33
34
35 GENERAL INSTALLATION PROVISIONS

36
37 Inspection of Conditions: The Installer of each major component is to inspect the substrate and conditions
38 under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected
39 in an acceptable manner.

40
41 Manufacturer's Instructions: Comply with manufacturer's installation instructions and recommendations
42 unless more stringent requirements are specified.

43
44 Inspect materials or equipment upon delivery and prior to installation. Reject damaged and defective items.

45
46 Provided attachment and connection devices and methods necessary for securing Work. Secure Work
47 true to line and level. Allow for expansion and building movement.

48
49 Visual Effects: Provide uniform joint widths in exposed Work. Arrange joints in exposed Work to obtain the
50 best visual effect. Refer questionable choices to the Architect for final decision.

51
52 Recheck measurements and dimensions, before starting each installation.

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PROJECT NO. 19005

1 CLEANING AND PROTECTION

2

3 During handling and installation, clean and protect construction in progress and adjoining materials in place.

4 Apply protective covering where required to ensure protection from damage or deterioration.

5

6 Clean and maintain completed construction and construction area through the construction period.

7

8

9

10

11

12

END OF SECTION

1 **SECTION 01050 – FIELD ENGINEERING**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14
15 General: This Section specifies administrative and procedural requirements for field engineering services
16 including, but not limited the following:

17
18 Layout Work.

19
20
21 SUBMITTALS

22
23
24 Project Record Documents: Submit a record of Work performed and record survey data as required under
25 provisions of Division 1 "Submittals" and "Project Close Out" Sections.

26
27
28 **PART 2 – PRODUCTS (Not Applicable)**

29
30
31 **PART 3 – EXECUTION**

32
33
34 EXAMINATION

35
36 Identification: The Owner will identify existing control points and property line corner stakes.

37
38 Verify layout information shown on the Drawings, in relation to existing benchmarks, before proceeding to
39 layout the Work. Locate and protect existing benchmarks and control points. Preserve permanent
40 reference points during construction.

41
42 Establish and maintain a minimum of two (2) permanent benchmarks on the Site, referenced to data
43 established by survey control points.

44
45 Record benchmark locations, with horizontal and vertical data, on Project Record Documents.

46
47 Existing Utilities and Equipment: The existence and location of underground and other utilities and
48 construction indicated as existing are not guaranteed. Before beginning Site Work, investigate and verify
49 the existence and location of underground utilities and other construction.

50
51 Prior to construction, verify the location and invert elevation at points of connection of sanitary
52 sewer, storm sewer, and water service piping.

1 PERFORMANCE

2
3 Establish benchmarks and marks to set lines and levels of construction and elsewhere as needed to locate
4 each element of the Project. Calculate and measure required dimensions within indicated or recognized
5 tolerances. Do not scale Drawings to determine dimensions.

6
7 Advise entities engaged in construction activities of marked lines and levels provided for their use.

8
9 As construction proceeds, check every major element for line, level and plumb.

10
11 Site Improvements: Locate and layout Site improvements stakes for grading, fill placement, utility slopes
12 and invert elevations.

13
14 Building Lines and Levels: Locate and layout for structures, control lines and levels required for mechanical
15 and electrical Work.

16
17 Existing Utilities: Furnish information necessary to adjust, move or relocate utility poles, lines, services or
18 other appurtenances located in or affected by construction. Coordinate with local authorities having
19 jurisdiction.

20
21
22
23
24
25
END OF SECTION

1 **SECTION 01095 – REFERENCE STANDARDS AND DEFINITIONS**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 DEFINITIONS

14
15 General: Basic Contract definitions are included in the Conditions of the Contract.

16
17 Approve: The term "approved", where used in conjunction with the Architect's action on the Contractor's
18 submittals, applications, and requests, is limited to the Architect's duties and responsibilities as stated in
19 the Conditions of the Contract.

20
21 Back Prime: See "Prime".

22
23 Directed: Terms such as "directed", "requested", and "authorized" mean "directed by the Architect",
24 "requested by the Architect" and similar phrases.

25
26 Furnish: The term "furnish" is used to mean "supply and deliver to the Project Site, ready for unloading,
27 unpacking, assembly, installation and similar operations".

28
29 Indicated: The term "indicated" means "indicated by Contract Documents." Where terms such as "shown",
30 "noted", "scheduled" and "specified" are used, it is to help the reader locate the reference; no limitation on
31 location is intended.

32
33 Install: The term "install" is used to describe operations at the Project Site including the actual unloading,
34 unpacking, assembly, erection, placing anchoring, applying, working to dimension, finishing, curing,
35 protecting, cleaning and similar operations.

36
37 Regulation: The term "regulation" includes laws, ordinances, statutes and lawful orders issued by
38 authorities having jurisdiction, as well as rules, conventions and agreements within the construction industry
39 that control performance of the Work.

40
41 Prime: The term "prime" means that first layer of finishing and means all edges, ends and surfaces, unless
42 otherwise indicated.

43
44 Project Site: The term "Project Site" refers to the space available to the Contractor for performance of
45 construction activities, as part of the Project. The extent of the Project Site is shown on the Drawings.

46
47 Provide: The term "provide" means "to furnish and install, complete and ready for the intended use".
48

49
50 INDUSTRY STANDARDS

51
52 Applicability of Standards: Except where the Contract Documents include more stringent requirements,
53 applicable construction industry standards have the same force and effect as if bound or copied directly

1 into the Contract Documents to the extent referenced. Such standards are made a part of the Contract
2 Documents by reference.

3
4 Publication Dates: Comply with the standard in effect as of the date of the Contract Documents.

5
6 Copies of Standards: Copies of applicable standards are not bound with the Contract Documents.

7
8 Where copies of standards are needed for performance of a required construction activity, the
9 Contractor shall obtain copies directly from the publication source.

10
11 Abbreviations and Names: Trade association names and titles of general standards are frequently
12 abbreviated. Where such acronyms or abbreviations are used in the Specifications or other Contract
13 Documents, they mean the recognized name of the trade association, standards generating organization,
14 authority having jurisdiction, or other entity applicable to the context of the provision. Refer to the
15 "Encyclopedia of Associations", published by Gale Research Company, available in most libraries.

16
17
18 GOVERNING REGULATIONS/AUTHORITIES

19
20 The Architect has contacted authorities having jurisdiction where necessary to obtain information necessary
21 for preparation of Contract Documents. Contact authorities having jurisdiction directly for information and
22 decisions having a bearing on the Work.

23
24 All buildings, construction Work and all mechanical installation and appliances connected therewith shall
25 comply with all State and Municipal Laws and Regulations and with all local ordinances and rules, pertaining
26 to this Work. Such laws, regulations, ordinances and rules shall be considered to be a part of these
27 Specifications. Attention is directed to the current OSHA Standards. All equipment, tools and materials
28 which are furnished and/or installed as part of this Contract shall meet or exceed the aforementioned
29 standards in order to be considered.

30
31
32 SUBMITTALS

33
34 Permits, Licenses and Certificates: For the Owner's records, submit copies of permits, licenses,
35 certifications, inspection reports, releases and similar documents and records established in conjunction
36 with compliance with standards and regulations bearing upon performance of the Work.

37
38
39 PART 2 – PRODUCTS (Not Applicable)

40
41
42 PART 3 – EXECUTION (Not Applicable)

43
44
45
46
47
48
END OF SECTION

1 **SECTION 01140 – WORK RESTRICTIONS**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 USE OF PREMISES

14
15 Use of Site: Limit use of premises to Work in areas approved by Owner. Do not disturb portions of Site
16 beyond areas in which the Work is approved.

17
18 Limits: Confine constructions operations to area of park closed by Owner for construction work.

19
20 Owner Occupancy: Approximately 50% of the park will be available for construction.

21
22 Driveways and Entrances: Keep driveways and entrances clear and available to emergency
23 vehicles. Do not use these areas for parking or storage of materials.

24
25 Schedule deliveries to minimize use of driveways and entrances.

26
27 Schedule deliveries to minimize space and time requirements for storage of materials and
28 equipment on Site.

29
30 Work Hours Permitted: 7:00 AM to 10:00 PM

31
32
33 OCCUPANCY REQUIREMENTS

34
35 Partial Owner Occupancy: Owner reserves the right to occupy and use portions of the site before
36 Substantial Completion, provided such occupancy does not interfere with completion of the Work.

37
38 Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work
39 to be occupied.

40
41 Before Partial Owner use of the site, mechanical and electrical systems shall be fully operational,
42 and required tests and inspections shall be successfully completed. On occupancy, Owner will
43 provide, operate and maintain mechanical and electrical systems serving occupied portions of the
44 site.

45
46
47 **PART 2 – PRODUCTS (Not Applicable)**

48
49
50 **PART 3 – EXECUTION (Not Applicable)**

51
52
53
54 **END OF SECTION**

1 **SECTION 01200 – PROJECT MEETINGS**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14
15 This Section specifies requirements for Project Meetings including but not limited to:

- 16
17 Pre-Construction Conference.
18 Progress Meetings.

19
20 Construction Schedules are specified in Division 1 "Submittals" Section.

21
22
23 PRE-BID CONFERENCE

24
25 Pre-Bid Conference to be held at 10:00 AM, Tuesday, August 24, 2021, at the Job Site, 16035 Boat Basin
26 Road, Brookings, Oregon. Meet at Park Office.

27
28 The Pre-Bid Conference is not mandatory.

29
30
31 PRE-CONSTRUCTION CONFERENCE

32
33 Schedule a pre-construction meeting no later than ten (10) days after execution of the Contract and prior
34 to commencement of construction activities. Conduct the meeting to review responsibilities and personnel
35 assignments.

36
37 Attendee: The Owner, Architect and their consultants, the Contractor and its Superintendent, major
38 subcontractors and other concerned parties.

39
40 Agenda: Discuss items of significance which could affect progress including such topics as the following:

- 41
42 Tentative Construction Schedule.
43 Critical Work sequencing.
44 Designation of responsible personnel.
45 Procedures for processing field decisions and Change Orders.
46 Procedures for processing Applications for Payment.
47 Distribution of Contract Documents.
48 Submittal of Shop Drawings, product data, and samples.
49 Preparation of record documents.
50 Use of the premises.
51 Safety procedures.
52 First aid.
53 Security.
54 Housekeeping.

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PROGRESS MEETINGS

Conduct progress meetings at the Project Site monthly or as needed. Notify the concerned parties of meeting dates.

Attendees: Owner and Architect, Contractor or Contractor's Superintendent, each subcontractor, supplier or any other entity concerned with current or future activities.

Agenda: Minutes of the previous progress meeting. Review items that could affect progress and topics appropriate to the current status of the Project.

Contractor's Construction Schedule: Review progress since the last meeting. Expedite items behind schedule. Review the present and future needs of each entity present.

Schedule Updating: Revise the Construction Schedule after each progress meeting where revisions to the schedule have been made. Issue the revised schedule with the report of each meeting.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

1 **SECTION 01300 – SUBMITTALS**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14
15 Section includes administrative and procedural requirements for submitting Contractor's Construction
16 Schedule, Shop Drawings, Product Data, Samples, and other Submittals.

17
18 Related Sections:

19
20 Division 1 Section "Application for Payment" for submitting Applications for Payment and the
21 Schedule of Values.

22
23 Division 1 Section "Project Closeout" for submitting record Drawings and Maintenance Manuals.

24
25
26 DEFINITIONS

27
28 Submittals: Written and graphic information and physical samples that require Architect's responsive
29 action. Required submittals are indicated in individual Specification Sections.

30
31 Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for
32 representing documents in a device-independent and display resolution-independent fixed-layout
33 document format.

34
35
36 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

37
38 All Submittals to be electronic.

39
40 Architect's Digital Data Files: Electronic copies of CAD Drawings of the Contract Drawings will be
41 provided by Architect for Contractor's use in preparing submittals.

- 42
43 1. Architect will furnish Contractor with one set of digital drawing files of the Contract Drawings
44 for use in preparing Shop Drawings and Project record drawings.
- 45 a. Architect makes no representations as to the accuracy or completeness of digital data
46 drawing files as they relate to the Contract drawings.
 - 47 b. Digital Drawing Software Program: The Contract Drawings are available AutoCad
48 2014.
 - 49 c. The following plot files will be furnished for each appropriate discipline:
 - 50 1) Floor plans
 - 51 2) Reflected ceiling plans
 - 52 3) Other files as approved by the Architect
- 53

1 Coordination: Coordinate preparation and processing of submittals with performance of construction
2 activities.

- 3
- 4 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and
- 5 related activities that require sequential activity.
- 6 2. Coordinate transmittal of different types of submittals for related parts of the work so processing
- 7 will not be delayed because of need to review submittals concurrently for coordination.
- 8

9 Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for
10 review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be
11 authorized because of failure to transmit submittals enough in advance of the work to permit processing,
12 including resubmittals.

- 13 1. Initial Review: Allow 5 working days for initial review of each submittal. Allow additional time if
- 14 coordination with subsequent submittals is required.
- 15 2. Resubmittal Review: Allow 5 working days for review of each resubmittal.
- 16

17 Identification and Information: Identify and incorporate information in each electronic submittal file as
18 follows:

- 19 1. Assemble complete submittal package into a single indexed file with links enabling navigation of
- 20 each item.
- 21 2. Name file with submittal number or other unique identifier, including revision identifier.
 - 22 a. File name shall use project name and Specification Section number followed by a
 - 23 decimal point and then a sequential number (e.g., LNHS-06100.01).
- 24 3. Provide means for insertion to permanently record Contractor's review and approval markings
- 25 and action taken by Architect.
- 26 4. Include the following information on an inserted cover sheet:
 - 27 a. Project name
 - 28 b. Date
 - 29 c. Name and address of Architect
 - 30 d. Name of Contractor
 - 31 e. Name, address and phone number of entity involved
 - 32 f. Number and title of appropriate Specification Section
 - 33 g. Drawing number and detail references, as appropriate
 - 34 h. Related physical samples submitted directly
- 35

36 Options: Identify options requiring selection by the Architect.

37

38 Deviations: Identify deviations from the Contract Documents on submittals.

39

40 Transmittal: Assemble each submittal individually and appropriately for transmittal and handling.
41 Transmit each submittal using a transmittal form. Architect will return submittals, without Contractor's
42 review, or submittals received from sources other than Contractor.

- 43 1. Transmittal Form: Provide locations on form for the following information:
 - 44 a. Project name
 - 45 b. Date
 - 46 c. Destination (To:)
 - 47 d. Source (From:)
 - 48 e. Names of subcontractor, manufacturer and supplier
 - 49 f. Submittal purpose and description
 - 50 g. Specification Section number and title
 - 51 h. Drawing number and detail references, as appropriate
 - 52 i. Transmittal number (numbered consecutively)
 - 53 j. Remarks

- 1 2. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information,
2 requests for data, and deviations from requirements in the Contract Documents.
3

4 Resubmittals: Make resubmittals in same form and number of copies as initial submittal.

- 5 1. Note date and content of previous submittal.
6 2. Note data and content of revision in label or title block and clearly indicate extent of revision.
7 3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.
8

9 Use for Construction: Use only final submittals that are marked with approval notation from Architect's
10 action stamp.
11

12
13 PART 2 – PRODUCTS
14

15
16 SUBMITTAL PROCEDURES
17

18 General Submittal Procedure Requirements: Prepare and submit submittals required by individual
19 Specification Sections. Types of submittals are indicated in individual Specification Sections.
20

- 21 1. Communications are to be type written, absolutely no handwritten communications will be
22 accepted.
23 2. Submit electronic submittals via email as PDF electronic files.
24 a. Architect will return annotated file. Annotate and retain on copy of file as an
25 electronic Project record document file.
26 3. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified
27 in Division 1 Section "Project Closeout."
28 4. Certificates and Certifications Submittals: Provide a statement that includes signature of entity
29 responsible for preparing certification. Certificates and certifications shall be signed by an officer
30 or other individual authorized to sign documents on behalf of that entity.
31 a. Provide a digital signature on electronically submitted certificates and certifications.
32 5. Test and Inspection Submittals: Comply with requirements specified in Division 1 Section
33 "Quality Control."
34

35 Contractor's Construction Schedule
36

37 Bar Chart Schedule: Prepare a fully developed, horizontal bar chart type Contractor's Construction
38 Schedule. Submit within fifteen (15) days of execution of the Contract.
39

40 Prepare the schedule on a sheet, or other reproducible media, of sufficient width to show data for
41 the entire construction period.
42

43 Secure time commitments for performing critical elements of the Work from parties involved.
44 Show each activity in proper sequence. Indicate graphically sequences necessary for completion
45 of related portions of the Work.
46

47 Indicate Substantial Completion on the schedule to allow time for the Architect's procedures
48 necessary for certification of Substantial Completion.
49

50 Distribution: Following response to the initial Submittal, print and distribute copies to the Architect,
51 Owner, subcontractors and other parties required to comply with the scheduled dates. Post copies in the
52 temporary field office.
53

1 When revisions are made, distribute to the same parties and post in the same locations. Delete
2 parties from distribution when they have completed their assigned portion of the Work and are no
3 longer involved in construction activities.

4
5 Other Submittals

6
7 Product Data: Collect information into a single submittal for each element of construction and type of
8 product or equipment.

- 9 1. Mark each copy of each submittal to show which products and options are applicable.
10 2. Include the following information, as applicable:
11 a. Manufacturer's catalog cuts.
12 b. Manufacturer's product specifications.
13 c. Standard color charts.
14 d. Statement of compliance with specified referenced standards.
15 e. Testing by recognized testing agency.
16 f. Application of testing agency labels and seals.
17 g. Notation of coordination requirements.
18 h. Availability and delivery time information.
19 4. For equipment, include the following in addition to the above, as applicable:
20 a. Wiring diagrams showing factory-installed wiring.
21 b. Printed performance curves.
22 c. Operational range diagrams.
23 d. Clearances required to other construction, if not indicated on accompanying Shop
24 Drawings.
25 5. Submit Product Data before or concurrent with Samples.
26 6. Submit Product Data in the following format:
27 a. PDF electronic file.
28

29 Shop Drawings: Prepare project specific information, drawn accurately to scale. Do not base Shop
30 Drawings on reproductions of the Contract Documents or standard printed data.

- 31 1. Preparation: Include the following information, as applicable:
32 a. Identification of products and materials.
33 b. Compliance with specified standards.
34 c. Notation of coordination requirements.
35 d. Notation of dimensions established by field measurement.
36 e. Relationship and attachment to adjoining construction clearly indicated.
37 f. Seal and signature of professional engineer if required.
38 2. Sheet size: Except for templates, patterns and similar full-size drawings, submit Shop Drawings
39 in sheets at least 8-1/2 by 11 inches but no larger than 24 by 36 inches.
40 3. Submit Shop Drawings in the following format:
41 a. PDF electronic file.
42 4. Shop Drawings will be submitted within two (2) weeks of execution of subcontract.
43

44 Samples: Submit Samples for review of kind, color, pattern and texture for a check of these
45 characteristics with other elements and for a comparison of these characteristics between submittal and
46 actual component as delivered and installed.

- 47 1. Transmit Samples that contain multiple, related components such as accessories together in one
48 submittal package.
49 2. Identification: Attach label on unexposed side of Samples that includes the following:
50 a. Generic description of Sample.
51 b. Product name and name of manufacturer.
52 c. Sample source.
53 d. Number and title of applicable Specification Section.

- 1 3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control
2 comparisons throughout the course of construction activity.
- 3 4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of
4 units showing the full range of colors, textures and patterns available.
 - 5 a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture,
6 or similar characteristics are required to be selected from manufacturer's product line.
7 Architect will return submittal with options selected.
- 8 5. Samples for verification: Submit full-size units or Samples of size indicated, prepared from same
9 material to be used for work, cured and finished in manner specified, and physically identical with
10 material or product proposed for use, and that show full range of color and texture variations
11 expected.
 - 12 a. Number of Samples: Submit three sets of Samples. Architect will retain two sample sets;
13 remainder will be returned.
 - 14 1) Submit a single Sample where assembly details, workmanship fabrication techniques,
15 connections, operation, and other similar characteristics are to be demonstrated.
 - 16 2) If variation in color, pattern, texture, or other characteristic is inherent in material or
17 product represented by a Sample, submit at least three sets of paired units that show
18 approximate limits of variations.
19

20 Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or
21 person. Include lists of completed projects with project names and addresses, contact information of
22 architects and owners, and other information specified.
23

24 Welding Certificates: Prepare written certification that welding procedures and personnel comply with
25 requirements in the Contract Documents. Submit record of Welding Procedure Specification and
26 Procedure Qualification Record on American Welding Society (AWS) forms. Include names of firms and
27 personnel certified.
28

29 Installer Certificates: Submit written statements on manufacturer's letter head certifying that Installer
30 complies with requirements in the Contract Documents and, where required, is authorized by
31 manufacturer for the specific Project.
32

33 Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that
34 manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing
35 experience where required.
36

37 Product Certificates: Submit written statements on manufacturer's letterhead certifying that product
38 complies with requirements in the Contract Documents.
39

40 Material Certificates: Submit written statements on manufacturer's letterhead certifying that material
41 complies with requirements in the Contract Documents.
42

43 Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard
44 form, indicating and interpreting test results of material for compliance with requirements in the Contract
45 Documents.
46

47 Product Test Reports: Submit written reports indicating current product produced by manufacturer
48 complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by
49 manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a
50 qualified testing agency.
51

52
53 DELEGATED DESIGN SERVICES
54

1 Performance and Design Criteria: Where professional design services or certifications by a design
2 professional are specifically required of Contractor by the Contract Documents, provide products and
3 systems complying with specific performance and design criteria indicated.

- 4 1. If criteria indicated are not sufficient to perform services or certification required, submit a written
5 request for additional information to Architect.

6
7 Delegated Design Services Certification: In addition to Shop Drawings, Product Data, and other required
8 submittals, submit digitally signed PDF electronic file and three paper copies of certificate, signed and
9 sealed by a design professional.

- 10 1. Indicate that products and systems comply with performance and design criteria in the Contract
11 Documents. Include list of codes, loads, and other factors used in performing these services.

12
13
14 PART 3 – EXECUTION

15
16
17 CONTRACTOR'S REVIEW

18
19 Submittals: Review each submittal and check for coordination with other work of the Contract and for
20 compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval
21 stamp before submitting to Architect.

22
23 Project Closeout and Maintenance/Material Submittals: Refer to requirements in Division 1 Section
24 "Closeout Procedures."

25
26 Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and
27 location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's
28 approval, and statement certifying that submittal has been reviewed, checked and approved for
29 compliance with the Contract Documents.

30
31
32 ARCHITECT'S ACTION

33
34 General: Architect will not review submittals that do not bear Contractor's approval stamp and will return
35 them without action.

36
37 Submittals: Architect will review each submittal, make marks to indicate corrections of modifications
38 required, and return it. Architect will stamp each submittal with an action stamp and will stamp
39 appropriately to indicate action, as follows:

- 40
41 1. **No Exceptions**
42 2. **Revise and Resubmit**
43 3. **Make Corrections Noted**
44 4. **Rejected**
45 5. **Submit Specified Item**

46
47 Incomplete submittals are not acceptable, will be considered nonresponsive, and will be returned
48 without review.

49
50 Submittals not required by the Contract Documents may not be reviewed and may be discarded.

51
52
53
54 END OF SECTION

1 **SECTION 01400 – QUALITY CONTROL**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14 This Section includes administrative and procedural requirements for quality control services.

15
16
17 Quality control services include inspections, tests, and related actions, including reports performed by
18 Contractor, by independent agencies, and by governing authorities. They do not include Contract
19 enforcement activities performed by Architect.

20
21 Inspection and testing services are required to verify compliance with requirements specified or indicated.
22 These services do not relieve Contractor of responsibility for compliance with Contract Document
23 requirements.

24
25 Requirements of this Section relate to customized fabrication and installation procedures, not production
26 of standard products.

27
28 Specific quality control requirements for individual construction activities are specified in the
29 Sections that specify those activities. Requirements in those Sections may also cover production
30 of standard products.

31
32 Specified inspections, tests and related actions do not limit Contractor's quality control
33 procedures that facilitate compliance with Contract Document requirements.

34
35 Requirements for Contractor to provide quality control services required by Architect, Owner or
36 inspecting agency are not limited by provisions of this Section.

37
38
39 RESPONSIBILITIES

40
41 Contractor Responsibilities: Unless otherwise indicated as the responsibility of another identified entity,
42 Contractor shall provide inspections, tests and other quality control services specified elsewhere in the
43 Contract Documents and required by authorities having jurisdiction. Cost for these services are included
44 in the Contract Sum.

45
46 Where individual Sections specifically indicate that certain inspections, test and other quality control
47 services are the Contractor's responsibility, the Contractor shall employ and pay a qualified independent
48 testing agency to perform quality control services. Costs for these services are included in the Contract
49 Sum.

50
51 Where individual Sections specifically indicate that certain inspections, tests, and other quality control
52 services are the Owner's responsibility, the Owner will employ and pay a qualified independent testing
53 agency to perform those services.

1 Retesting: The Contractor is responsible for retesting where results of inspections, tests, or other quality
2 control services prove unsatisfactory and indicate noncompliance with Contract Document requirements,
3 regardless of whether the original test was Contractor's responsibility.
4

5 The cost of retesting construction, revised or replaced by the Contractor, is the Contractor's responsibility
6 where required tests performed on original construction indicated noncompliance with Contract
7 Documents.
8

9 Associated Services: Cooperate with agencies performing required inspections, tests, similar services
10 and provide reasonable auxiliary services as requested. Notify the agency sufficiently in advance of
11 operations to permit assignment of personnel. Auxiliary services required include, but are not limited to
12 the following:
13

14 Provide access to the Work.

15
16 Furnish incidental labor and facilities necessary to facilitate inspections and tests.
17

18 Take adequate quantities of representative samples of materials that require testing or assist the
19 agency in taking samples.
20

21 Provide facilities for storage and curing of test samples.
22

23 Deliver samples to testing laboratories.
24

25 Provide the agency with a preliminary design mix proposed for use for materials mixes that
26 require control by the testing agency.
27

28 Provide security and protection of samples and test equipment at the Project Site.
29

30 Duties of the Testing Agency: The independent agency engaged to perform inspections, sampling, and
31 testing of materials and construction specified in individual Section shall cooperate with the Architect and
32 the Contractor in performance of the agency's duties. The testing agency shall provide qualified
33 personnel to perform required inspections and tests.
34

35 The agency shall notify the Architect and Contractor promptly of irregularities or deficiencies
36 observed in the Work during performance of its services.
37

38 The agency is not authorized to release, revoke, alter or enlarge requirements of the Contract
39 Documents or approve or accept any portion of the Work.
40

41 The agency shall not perform any duties of the Contractor.
42

43 Coordination: Coordinate the sequence of activities to accommodate required services with a minimum
44 of delay. Coordinate activities to avoid the necessity of removing and replacing construction to
45 accommodate inspections and tests.
46

47 The Contractor is responsible for scheduling times for inspections, tests, taking samples and
48 similar activities.
49

50
51 SUBMITTALS
52

53 The independent testing agency shall submit a certified written report, in duplicate, of each inspection,
54 test or similar service to the Architect and the Contractor.

- 1
2 Report Data: Written reports of each inspection, test or similar service include, but are not limited
3 to, the following:
4
5 Date of issue.
6 Project title and number.
7 Name, address and telephone number of testing agency.
8 Dates and locations of samples and tests or inspections.
9 Names of individuals making the inspection or test.
10 Designation of the Work and test method.
11 Identification of product and Specification Section.
12 Complete inspection or test data.
13 Test results and an interpretation of test results.
14 Ambient conditions at the time of sample taking and testing.
15 Comments or professional opinion on whether inspected or tested Work complies with Contract
16 Document requirements.
17 Name and signature of laboratory inspector.
18 Recommendations on retesting.
19
20

21 QUALITY ASSURANCE

22
23 Qualifications for Service Agencies: Engage inspection and testing service agencies, including
24 independent testing laboratories, which are prequalified as complying with the American Council of
25 Independent Laboratories, "Recommended Requirements for Independent Laboratory Qualification" and
26 that specialize in the types of inspections and tests to be performed.
27
28

29 PART 2 – PRODUCTS (Not Applicable)
30
31

32 PART 3 – EXECUTION
33
34

35 REPAIR AND PROTECTION

36
37 General: Upon completion of inspection, testing, sample taking and similar services, repair damaged
38 construction and restore substrates and finishes.
39

40 Protect construction exposed by or for quality control service activities, and protect repaired construction.
41

42 Repair and protection is Contractor's responsibility, regardless of the assignment of responsibility for
43 inspection, testing or similar services.
44
45
46
47
48

49 END OF SECTION

1 **SECTION 01500 – TEMPORARY FACILITIES**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14
15 This Section specifies requirements for temporary services and facilities; including utilities, construction
16 and support facilities, security and protection.

17
18
19 QUALITY ASSURANCE

20
21 Regulations: Comply with industry standards and applicable laws and regulations of authorities having
22 jurisdiction, including but not limited to:

- 23
24 Building Code requirements.
25 Health and safety regulations.
26 Utility company regulations.
27 Environmental protection regulations.

28
29 Standards: Comply with NFPA Code 241, "Building Construction and Demolition Operations," ANSI-A10
30 Series standard for "Safety Requirements for Construction and Demolition," and NECA Electrical Design
31 Library "Temporary Electrical Facilities."

32
33 Electrical Service: Comply with NEMA, NECA and UL standards and regulations for temporary electrical
34 service. Install service in compliance with NFPA 70, National Electric Code.

35
36
37 PROJECT CONDITIONS

38
39 Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a
40 safe and efficient manner. Take necessary fire prevention measures. Do not overload facilities or permit
41 them to interfere with progress. Do not allow hazardous, dangerous and unsanitary conditions or public
42 nuisances to develop or persist on the Site.

43
44
45 **PART 2 – PRODUCTS**

46
47
48 MATERIALS

49
50 General: Provide materials suitable for the use intended.

51
52
53 EQUIPMENT

1 Water Hoses: Provided ¾" heavy duty, abrasion resistant, flexible rubber hoses of length required, with
2 pressure rating greater than the maximum pressure of the water distribution system. Provide adjustable
3 shut off nozzles at hose discharge.
4

5 Electrical Power Cords: Provide grounded extension cords; use "hard service" cords where exposed to
6 abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords if single
7 lengths will not reach areas where construction activities are in progress.
8

9 Lamps and Light Fixtures: Provide general service lamps of wattage required for adequate illumination.
10 Provide guard cages or tempered glass enclosures, where exposed to breakage. Provide exterior
11 fixtures where areas are exposed to moisture.
12

13 Heating Units: Provide temporary heating units that have been tested and labeled by UL, FM or another
14 recognized trade association related to the type of fuel being consumed.
15

16 First Aid Supplies: Comply with governing regulations.
17

18 Fire Extinguishers: Provide hand carried, portable UL rated, class "A" fire extinguisher for temporary
19 offices and similar spaces.
20

21 For other locations, comply with NFPA 10 and 241 for classification, extinguishing agent and size
22 required by location and class of fire exposure.
23

24
25 PART 3 – EXECUTION
26

27
28 UTILITIES
29

30 General: Engage the appropriate local utility company to install temporary service. Where the company
31 provides only part of the service, provide the remainder with matching, compatible materials and
32 equipment; comply with the utilities recommendations.
33

34 Arrange with the company and existing users for a time when service can be interrupted, where
35 necessary, to make connections for temporary services.
36

37 Provide adequate capacity at each stage of construction.
38

39 Use Charges: Cost or use charges for temporary facilities are not chargeable to the Owner or Architect
40 and will not be accepted as a basis of claims for a Change Order.
41

42 Water Service: Contractor may use water service as it exists at the site. Contractor to provide all hoses,
43 hookups, etc.
44

45 Sterilization: Sterilize temporary water piping prior to use.
46

47 Electric Power Service: Contractor may use power as it exists at the site. Contractor to provide all
48 hookups, cords, panels, etc.
49

50 Temporary Lighting: Provide temporary lighting with local switching.
51

52 Install and operate temporary lighting that will fulfill security and protection requirements, without
53 operating the entire system, and will provide adequate illumination for construction operations
54 and traffic conditions.

1
2 Temporary Telephones: Provide cellular phone service or a temporary non coin box telephone service
3 for all personnel engaged in construction activities, throughout the construction period. Install
4 immediately after start of Work, maintain until Project completion. Notify Architect of telephone number.
5 Allow all connected with the Work to use telephone, provided they pay for toll calls. Telephone to have
6 outside bell.
7

8
9 TEMPORARY CONSTRUCTION AND SUPPORT FACILITIES INSTALLATION

10
11 Temporary Heat: Provide temporary heat as required by construction activities, for curing or drying of
12 completed installations or protection of installed construction from adverse effects of low temperatures or
13 high humidity.
14

15 Heating Facilities: Except where use of the permanent system is authorized, provide vented self-
16 contained LP gas or fuel oil heaters with individual space thermostatic control.
17

18 Use of gasoline burning space heaters, open flame or salamander type heating units are
19 prohibited.
20

21 Toilets: Temporary toilet facilities will be provided by Contractor. Remove from Project Site after Project
22 is accepted as substantially complete.
23

24 Provide toilet tissue, paper towels, paper cups and similar disposal materials for each facility.
25 Provide covered waste containers for used materials.
26

27 Dewatering Facilities and Drains: For temporary drainage and dewatering facilities and operations not
28 directly associated with construction activities included under individual Sections, comply with dewatering
29 requirements of applicable Division 2 Sections. Where feasible, utilize the same facilities. Maintain the
30 site, excavations and construction free of water.
31

32 Temporary Enclosures: Provide temporary enclosure for protection of construction in progress and
33 completed, from exposure, foul weather, other construction operations and similar activities.
34

35 Collection and Disposal of Waste: Collect waste from construction areas and elsewhere daily. Comply
36 with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce
37 requirements strictly. Dispose of material in a lawful manner.
38
39

40 SECURITY AND PROTECTION FACILITIES INSTALLATION

41
42 Do not change over from use of temporary security and protection facilities to permanent facilities until
43 Substantial Completion.
44

45 Temporary Fire Protection: Until fire protection needs are supplied by permanent facilities, install and
46 maintain temporary fire protection facilities of the types needed to protect against reasonably predictable
47 and controllable fire losses. Comply with NFPA 10 "Standard for Portable Fire Extinguishers," and NFPA
48 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations."
49

50 Locate fire extinguishers where convenient and effective for the intended purpose.
51

52 Store combustible materials in containers in fire safe locations.
53

54 Provide supervision of welding operations.

1
2 Barricades, Warning Signs and Lights: Comply with standards and code requirements for barricades.

3
4 Construction barricades, fences, railings and similar safety precautions in accordance with but not
5 limited to "Oregon Administrative Rules, Chapter 437."

6
7 Neatly assemble and firmly brace.

8 Maintain as required during construction period.

9 Remove barriers prior to final acceptance.

10
11 Environmental Protection: Provide protection, operate temporary facilities and conduct construction that
12 comply with environmental regulations. Avoid use of tools and equipment which produce harmful noise.
13 Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or
14 firms near the Site.

15
16
17 OPERATION, TERMINATION AND REMOVAL

18
19 Supervision: Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities
20 to essential and intended uses to minimize waste and abuse.

21
22 Maintenance: Maintain facilities in good operating condition until removal. Protect from damage by
23 freezing temperatures and similar elements.

24
25 Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation and
26 similar facilities on a 24-hour day basis where required to achieve indicated results and to avoid
27 possibility of damage.

28
29 Termination and Removal: Unless the Architect requests it to be maintained longer, remove each
30 temporary facility when the need has ended, or when replaced by authorized use of a permanent facility,
31 or no later than Substantial Completion.

32
33 Materials and facilities that constitute temporary facilities are property of the Contractor.

34
35 At Substantial Completion, clean and renovate permanent facilities that have been used during
36 the construction period.

37
38
39
40
41
END OF SECTION

1 **SECTION 01600 – MATERIALS – DELIVERY, STORAGE AND HANDLING**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 QUALITY ASSURANCE

14
15 Source Limitations: To the fullest extent possible, provide products of the same kind, from a single
16 source.

17
18
19 PRODUCT DELIVERY, STORAGE AND HANDLING

20
21 Deliver, store and handle products in accordance with the manufacturer's recommendations, using
22 means and methods that will prevent damage, deterioration and loss, including theft.

23
24 Deliver products to the Site in the manufacturer's original sealed container or other packaging
25 system, complete with labels and instructions for handling, storing, unpacking, protecting and
26 installing.

27
28 Inspect products upon delivery to ensure compliance with the Contract Documents and to ensure
29 products are undamaged and properly protected.

30
31 Store products subject to damage by the elements above ground, under cover, in a weather tight
32 enclosure with ventilation adequate to prevent condensation. Maintain temperature and humidity
33 within a range required by manufacturer's instructions.

34
35
36 **PART 2 – PRODUCTS**

37
38
39 PRODUCT SELECTION

40
41 General Product Requirements: Provide products that comply with the Contract Documents, that are
42 undamaged and unless otherwise indicated, unused at the time of installation.

43
44 Provide products complete with all accessories, trim, finish, safety guards, other devices and
45 details needed for a complete installation and for the intended use and effect.

46
47 Product Selection Procedures: Product selection is governed by the Contract Documents and governing
48 regulations.

49
50 For products specified only by reference standards, select any product meeting standards by any
51 manufacturer.

52
53 For products specified naming several products or manufacturers, select any product and/or
54 manufacturer named.

1
2 For products specified by naming one or more products but indicating the option of selecting
3 equivalent products by stating "or equal" after specified product; the Contractor must submit
4 requests as required for the substitution for any product not specifically named.

5
6 For products specified by naming only one (1) product and manufacturer, there is no option, and
7 no substitution will be allowed.

8
9 Compliance with Standards, Codes and Regulations: Where the Specifications only require compliance
10 with an imposed code, standard or regulation, select a product that complies with the standards, codes or
11 regulations specified.

12
13
14 PART 3 – EXECUTION

15
16
17 INSTALLATION AND PRODUCTS

18
19 Comply with manufacturer's instructions and recommendations for installation of products in the
20 applications indicated. Anchor each product securely in place, accurately located and aligned with other
21 Work.

22
23 Clean exposed surfaces and protect as necessary to ensure freedom from damage and
24 deterioration at time of Substantial Completion.

25
26
27
28
29
30 END OF SECTION

1 **SECTION 01631 – PRODUCT SUBSTITUTIONS**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14
15 This Section specifies requirements for handling requests for substitutions made **AFTER** award of the
16 Contract. Bids **MUST** be made on the articles and materials named in the Specifications or approved
17 during the Bid process. Approval of substitutions after award will be made only in exceptional cases
18 where Contractor submits evidence, satisfactory to the Architect that through no fault of his own, specified
19 or otherwise approved products cannot be obtained in time to avoid delay in the Work. In any case,
20 substitutions are subject to the approval of the Architect.

21
22 Substitutions **BEFORE** the award of Bid: Requirements are specified in "Instruction to Bidders."

23
24 Standards: Refer to Division 1 Section "Reference Standards and Definitions" for applicability of industry
25 standards to products specified.

26
27 Requirements governing the Contractor's selection of products and product options are included under
28 Division 1 Section "Materials – Delivery, Storage and Handling."

29
30
31 DEFINITIONS

32
33 Substitutions: Requests for changes in products, materials and equipment required by Contract
34 Documents proposed by the Contractor after award of the Contract are considered requests for
35 "substitutions." The following are not considered substitutions:

36
37 Substitution requested by Bidders during the bidding period and accepted prior to award of
38 Contract are considered as included in the Contract Documents and are not subject to
39 requirements specified in this Section for substitutions.

40
41
42 SUBSTITUTIONS

43
44 Submit one (1) electronic copy or three (3) paper copies of each request for substitution for consideration.
45 Identify the product or the fabrication or installation method to be replaced in each request. Include
46 related Specification Section and Drawing numbers. Provide complete documentation showing
47 compliance with the requirements for substitutions, and the following information, as appropriate:

48
49 Product data, including Drawings and descriptions of products, fabrication and installation
50 procedures.

51
52 Samples, where applicable or requested.

1 A detailed comparison of significant qualities of the proposed substitution with those of the Work
2 specified. Significant qualities may include elements such as size, weight, durability,
3 performance and visual effect.
4

5 Coordination information, including a list of changes or modifications needed to other parts of the
6 Work and to construction performed by the Owner and separate Contractors that will become
7 necessary to accommodate the proposed substitution.
8

9 A statement indicating the substitution's effect on the Contractor's Construction Schedule
10 compared to the schedule without approval of the substitution. Indicate the effect of the proposed
11 substitution on overall Contract Time.
12

13 Cost information on proposed substitution in comparison with specified product or method;
14 including a proposal of the net change, if any, in the Contract Sum.
15

16 Certification by the Contractor that the substitution proposed is equal to or better in every
17 significant respect to that required by the Contract Documents, and that it will perform adequately
18 in the application indicated.
19

20 In making request for substitution, Contractor represents:

21 They will provide the same guarantee for substitution as for the product or method specified.
22

23 They will coordinate installation of accepted substitution into the Work, making such changes as
24 may be required for Work to be completed in all respects.
25

26 They waive all claims for additional costs related to substitution which subsequently become
27 apparent.
28

29 Cost data is complete and includes all related costs under his Contract, but excludes:
30

31 Cost under separate Contracts and Architect's redesign.
32

33
34 PART 2 – PRODUCTS (Not Applicable)
35

36
37 PART 3 – EXECUTION (Not Applicable)
38
39
40
41
42
43

44 END OF SECTION

1 **SECTION 01700 – PROJECT CLOSEOUT**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14
15 This Section specifies requirements for Project Closeout, including but not limited to:

- 16
17 Project record document submittal.
18 Operating and maintenance manual submittal.
19 Submittal of warranties.
20 Final cleaning.

21
22 Closeout requirements for specific construction activities are included in the appropriate Sections
23 in Divisions 2 through 16.

24
25
26 SUBSTANTIAL COMPLETION

27
28 Procedures: Before requesting inspection for certification of Substantial Completion, complete the
29 following. List exceptions in the request.

30
31 Prepare a list of incomplete items, the value of incomplete construction and reasons the Work is
32 not complete.

33
34 Submit final certifications and similar documents.

35
36 Obtain and submit releases enabling the Owner unrestricted use of the Work and access to
37 services and utilities; include occupancy permits, operating certificates and similar releases.

38
39 Deliver to Owner, tools, spare parts, extra stock and similar items.

40
41 Make final change over to permanent locks and transmit keys to the Owner.

42
43 Complete start up testing of systems and instructions to the Owner for operating and
44 maintenance personnel. Remove temporary facilities from the Site, along with construction tools,
45 mock ups and similar elements.

46
47 Complete final clean up requirements, including touch up painting. Touch up and otherwise
48 repair and restore marred exposed finishes.

49
50 Submit request for Certificate of Substantial Completion in writing.

51
52
53 FINAL ACCEPTANCE

1 Procedures: Before requesting final acceptance and final payment, complete the following. List
2 exceptions in the request.

3
4 Submit Consent of Surety to Final Payment.

5
6 Submit the final payment request with releases and supporting documentation not previously
7 submitted and accepted.

8
9 Submit a certified copy of the Architect's final inspection list of items to be completed or
10 corrected, stating that each item has been completed or otherwise resolved for acceptance.

11
12 Submit a certificate showing that insurance required by the Contract Documents will remain in
13 force after final payment is currently in effect and will not be cancelled or allowed to expire until at
14 least thirty (30) days prior written notice has been given to the Owner.

15
16
17 RECORD DOCUMENT SUBMITTALS

18
19 General: Do not use record documents for construction purposes; protect from deterioration and loss in a
20 secure, fire resistive location; provide access to record documents for the Architect's reference during
21 normal working hours.

22
23 Record Drawings: Maintain a clean, undamaged set of blue or black line white prints of Contract
24 Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies
25 substantially from the Work as originally shown. Mark whichever Drawing is most capable of showing
26 conditions fully and accurately; where Shop Drawings are used, record a cross reference at the
27 corresponding location on the Contract Drawings. Give particular attention to concealed elements that
28 would be difficult to measure and record at a later date.

29
30 Mark record sets with red erasable pencil; use other colors to distinguish between variations in
31 separate categories of the Work.

32
33 Mark new information that is important to the Owner but was not shown on the Contract Drawings
34 or Shop Drawings.

35
36 Note related Change Order numbers where applicable.

37
38 Organize record Drawing sheets into manageable sets, bind with durable paper cover sheets and
39 print suitable titles, dates and other identification on the cover of each set.

40
41 Record Submittals: Refer to other Specification Sections for requirements of miscellaneous record
42 keeping and Submittals in connection with actual performance of the Work. Immediately prior to the date
43 of Substantial Completion, complete records and place in good order, properly identified and bound or
44 filed, ready for continued use and reference. Submit to the Architect for the Owner's records. Include list
45 of installing Subcontractors (with telephone numbers) for each piece of equipment and type of product.

46
47 Maintenance Manuals: Two (2) copies, all information typed and legible. Organize operating and
48 maintenance data into suitable sets of manageable size. Bind properly indexed data in individual heavy
49 duty 2", 3 ring, vinyl covered binders, with pocket folders for folded sheet information. Mark appropriate
50 identification on front and spine of each binder. Include the catalog number, serial number, sizes, type,
51 capacity and manufacturer's name and address for the following items:

52
53 Operating items of hardware, electrical equipment, plumbing equipment, electric fixtures,
54 plumbing fixtures and fittings and mechanical equipment.

1
2 Include the following types of information:

- 3
4 Emergency instructions.
5 Spare parts list.
6 Copies of warranties.
7 Inspection procedures.
8 Wiring Diagrams.
9 Shop Drawings and Product Data.
10 Fixture lamping schedule.

11
12 List installing Subcontractors with telephone number for each piece of equipment and type of product.

13
14
15 PART 2 – PRODUCTS (Not Applicable)

16
17
18 PART 3 – EXECUTION

19
20
21 CLOSEOUT PROCEDURES

22
23 Operating and Maintenance Instructions: Arrange for each Installer of equipment which requires regular
24 maintenance to meet with the Owner's personnel to provide instruction in proper operation and
25 maintenance. If Installers are not experienced in procedures, provide instruction by manufacturer's
26 representatives. Include a detailed review of the following items:

- 27
28 Maintenance manuals.
29 Record documents.
30 Spare parts and materials.
31 Tools.
32 Lubricants.
33 Fuels.
34 Identification systems.
35 Control sequences.
36 Hazards.
37 Cleaning.
38 Warranties and bonds.
39 Maintenance agreements and similar continuing commitments.

40
41 As part of instruction for operating equipment, demonstrate the following procedures:

- 42
43 Start up.
44 Shut down.
45 Emergency operations.
46 Noise and vibration adjustments.
47 Safety procedures.
48 Economy and efficiency adjustments.
49 Effective energy utilization.

50
51
52 FINAL CLEANING

53
54 General: General cleaning during construction is required by the General Conditions.

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43

Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in a normal, commercial building cleaning and maintenance program. Comply with manufacturer's instructions.

Complete the following cleaning operations before requesting inspection for Certification of Substantial Completion.

Remove labels that are not permanent labels.

Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compound and other substances that are noticeable vision obscuring materials. Replace chipped or broken glass and other damaged transparent materials.

Clean exposed interior hard surfaced finishes to a dust free condition, free of stains, films and similar foreign substances. Restore reflective surfaces to their original reflective condition. Vacuum and/or mop all floor surfaces.

Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.

Clean the Site of rubbish, litter and other foreign substances. Sweep sidewalk areas broom clean; remove stains, spills and other foreign deposits.

Rake grounds that are neither paved nor planted to a smooth, even textured surface.

Removal of Protection: Remove temporary protection and facilities installed for protection of the Work during construction.

Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove waste materials from the Site and dispose of in a lawful manner.

Where extra materials of value remaining after completion of associated Work have become the Owner's property, arrange for disposition of these materials as directed.

END OF SECTION

1 **SECTION 01740 – WARRANTIES**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14
15 This Section specifies general requirements for warranties required by the Contract Documents, including
16 manufacturer's standard warranties on products and special warranties.

17
18 Refer to the General Conditions for terms of the Contractor's special warranty of workmanship
19 and materials.

20
21 Specific requirements for warranties for the Work and products and installations that are specified
22 to be warranted, are included in the individual Sections of Divisions 2 through 16.

23
24 Disclaimers and Limitations: Manufacturer's disclaimers and limitations and product warranties do not
25 relieve the Contractor of the warranty on the Work that incorporates the products.

26
27
28 WARRANTY REQUIREMENTS

29
30 Related Damages and Losses: When correcting warranted Work that has failed, remove and replace
31 other Work that has been damaged as a result of such failure or that must be removed and replaced to
32 provide access for correction of warranted Work.

33
34 Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by
35 replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall
36 be equal to the original warranty with an equitable adjustment for depreciation.

37
38 Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild
39 the Work to an acceptable condition complying with requirements of Contract Documents. The
40 Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the
41 Owner has benefitted from use of the Work through a portion of its anticipated useful service life.

42
43 Owner's Recourse: Written warranties made to the Owner are in addition to implied warranties and shall
44 not limit the duties, obligations, rights and remedies otherwise available under the law, nor shall warranty
45 periods be interpreted as limitations on time in which the Owner can enforce such other duties
46 obligations, rights or remedies.

47
48 Rejection of Warranties: The Owner reserves the right to reject warranties and to limit selections to
49 products with warranties not in conflict with requirements of the Contract Documents.

50
51 The Owner reserves the right to refuse to accept Work for the Project where a special warranty,
52 certification or similar commitment is required on such Work or part of the Work.

1 SUBMITTALS

2
3 Submit written warranties to the Architect prior to the date certified for Substantial Completion.

4
5 Refer to individual Sections of Divisions 2 through 16 for specific content requirements and
6 particular requirements for submittal of special warranties.

7
8 Form of Submittal: At Final Completion, compile two (2) copies of each required warranty and bond
9 properly executed by the Contractor, Subcontractor, supplier or manufacturer. Organize the warranty
10 documents into an orderly sequence based on the Table of Contents of the Project Manual.

11
12 Bind warranties and bonds in heavy duty, commercial quality, durable, 3 ring, vinyl covered, loose leaf
13 binders, thickness as necessary to accommodate contents, and sized to receive 8½" x 11" paper.

14
15 Identify each binder on the front and the spine with the typed or printed title, "Warranties." The
16 Project title or name and the name of the Contractor.

17
18 When operating and maintenance manuals are required for warranted construction, provide additional
19 copies of each required warranty, as necessary, for inclusion in each required manual.

20
21
22 PART 2 – PRODUCTS (Not Applicable)

23
24
25 PART 3 – EXECUTION (Not Applicable)

26
27
28
29
30
31
END OF SECTION

1 **SECTION 02070 – DEMOLITION**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14
15 This Section requires the removal and disposal of two restroom buildings and several concrete slabs and
16 other miscellaneous materials as indicated on the Drawings and as required to accommodate new
17 construction.

18
19
20 JOB CONDITIONS

21
22 Occupancy: Conduct demolition Work in a manner that will maintain Owner's use of RV Park.

23
24 Damages: Promptly repair damages caused to adjacent facilities by demolition Work at no cost to the
25 Owner.

26
27 Utility Services: Maintain existing utilities in service and protect them against damage during demolition
28 operations except as indicated in this Section.

29
30
31 **PART 2 – PRODUCTS (Not Applicable)**

32
33
34 **PART 3 – EXECUTION**

35
36
37 PREPARATION

38
39 General: Before commencing demolition, Contractor shall review with the Owner and/or Architect the
40 demolition schedule and processes.

41
42 Cease operations and notify Owner's Representative immediately if safety appears to be
43 endangered. Take precautions until determination is made for continuing operations.

44
45
46 DEMOLITION

47
48 General: Perform demolition Work in a systematic manner. Use such methods as required to complete
49 Work indicated on Drawings.

50
51 Remove slabs and fences as indicated on Drawings. Remove plumbing and electrical as indicated on
52 Drawings.

53
54 Safety Requirements: All work is to be done on conformance with the rules and regulations pertaining to
55 safety.

1
2
3 UTILITIES
4

5 At Building Removal Locations: Contractor to cap existing water and sewer lines at depth below grade
6 that vertical line connects to lateral unless otherwise indicated.

7
8 See mechanical and electrical specification sections for additional information on demolition
9 requirements.

10
11 If unanticipated mechanical or electrical utilities are encountered, investigate and measure both nature
12 and extent of the conflict. Submit report to Owner in writing. Pending receipt of directive from Owner,
13 rearrange demolition schedule as necessary to continue overall job progress without undue delay.

14
15 Contractor shall remove existing construction below grade at prefab building locations.

16
17 If unknown underground water, gas, electric, other utility lines, drain lines, sewers or other construction
18 are encountered by excavation; dispose of such items according to the following conditions. Upon
19 encountering any utility line, drain line or sewer, verify active or inactive status of the item.

20
21 If inactive, remove that portion. Cap off lines if connected to active utilities.

22
23 If active, reroute to clear excavation and remove any portion within excavated area, all as
24 directed by the Architect. Contract price will be adjusted according to provisions of the General
25 Conditions.

26
27
28 DISPOSAL OF DEMOLISHED MATERIALS
29

30 Remove building debris, concrete, site debris, rubbish and other materials resulting from demolition
31 operations, transport and legally dispose off-site.

32
33 Burning of removed materials is not permitted on Project Site.

34
35
36 ASBESTOS
37

38 If during the course of his Work the Contractor observes the existence of asbestos, asbestos bearing
39 materials or lead based paint, the Contractor shall immediately terminate further Work on that portion of
40 the Project and notify the Owner of the condition. The Owner will determine further course of action.

41
42
43 SALVAGE
44

45 All salvage, except as specified herein, will become the property of the Contractor.

46
47
48 CLEAN UP AND REPAIR
49

50 General: Upon completion of demolition Work, remove tools, equipment and demolished materials from
51 the Site. Repair and finish damage caused to adjacent surfaces by demolition Work. Remove
52 protections.

53
54 END OF SECTION

1 **SECTION 02200 - EARTHWORK**

2
3
4 PART 1 - GENERAL

5
6
7 RELATED DOCUMENTS

8
9 Drawing and general provisions of the Contract, including General and Supplementary Conditions and
10 Division 1 Specification sections, apply to Work of this section.

11
12
13 SUMMARY

14 This Section includes but is not limited to the following:

- 15
16 Excavation.
- 17
18 Inspection and Testing of subgrade and base rock.
- 19
20 Review of trenches before backfilling.
- 21
22 Filling and backfilling.
- 23
24 Aggregate base course.

25
26
27 Excavating and backfilling for Mechanical/Electrical Work: Refer to Divisions 15 and 16 for excavation and
28 backfill required in conjunction with underground mechanical and electrical utilities and buried mechanical
29 and electrical appurtenances.

30
31
32 DEFINITIONS

33
34 Excavation consists of removal and disposal of material to subgrade elevations.

35
36 Unauthorized excavation consists of removal of materials beyond indicated subgrade elevations or
37 dimensions. Unauthorized excavation and remedial work shall be at Contractor's expense.

38
39 Additional Excavation: When excavation has reached required subgrade elevations, notify Geotech, who
40 will make an inspection of conditions. If Geotech determines that bearing materials at required subgrade
41 elevations are unsuitable, continue excavation until suitable bearing materials are encountered and replace
42 excavated material as directed by Geotech.

43
44 Geotechnical Engineer: Eric Oberbeck, Cascadia Geoservices, Inc.

45 D: 541-332-0433

46 C: 541-655-0021

47 Email: info@cascadiageoservices.com

48
49 Removal of unsuitable material and its replacement as directed will be paid on truck measure cubic
50 yard.

51
52 Subgrade: The undisturbed earth or the compacted soil layer immediately below granular base or topsoil
53 materials.
54

195

1 Structure: Buildings, foundations, slabs, tanks, curbs or other man-made stationary features occurring
2 above or below ground surface.

3
4
5 QUALITY ASSURANCE

6
7 Codes and Standards: Perform excavation work in compliance with applicable requirements of authorities
8 having jurisdiction.

9
10
11 PROJECT CONDITIONS

12
13 Existing Utilities: Locate underground utilities in areas of excavation work. If utilities are to remain in
14 place, provide adequate means of protection during earthwork operations.

15
16 Use of Explosives: Use of explosives is not permitted.

17
18 Protection of Persons and Property: Barricade open excavations occurring as part of this work.

19
20 Post and Operate warning lights as recommended by authorities having jurisdiction.

21
22 Protect new structures, utilities, sidewalks, pavements and other facilities from damage caused by
23 settlement, lateral movement, undermining washout and other hazards created by earthwork
24 operations.

25
26
27 PART 2 - PRODUCTS

28
29
30 SOIL MATERIALS

31
32 Satisfactory soil materials are defined as those complying with American Association of State Highway and
33 Transportation Officials (AASHTO) M145, soil classifications A-1, A-2-4, A-2-5 and A-3.

34
35 Unsatisfactory soil materials are defined in AASHTO M145 soil classification groups A-2-6, A-2-7, A-4, A-
36 5, A-6 and A-7; also peat and other highly organic soils.

37
38 Base Course Material: Naturally or artificially graded mixture of crushed rock, ASTM D 2940, with at least
39 95 percent passing a 3/4 inch sieve and not more than 5 percent passing a No. 8 sieve and less than 2%
40 passing the No. 200 sieve.

41
42 Backfill and Fill Materials: Satisfactory soil materials free of clay, rock or gravel larger than 2" in any
43 dimension, debris, waste, frozen materials, vegetable and other deleterious matter.

44
45 Herbicide Treatment: Commercial chemical for weed control, registered by Environmental Protection
46 Agency. Granular Monoberchlorate.

47
48 Backfill for soft spots and other excavated areas:

49
50 One (1) inch minus crushed rock as directed by Geotechnical Engineer.

51
52
53 PART 3 - EXECUTION

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EXCAVATION

Excavation Classifications:

Earth excavation includes excavation, removal and disposal of earth and other materials encountered.

STABILITY OF EXCAVATIONS

General: Comply with local codes, ordinances and requirements of agencies having jurisdiction.

Slope sides of excavations to comply with local codes, ordinances and requirements of agencies having jurisdiction. Shore and brace where sloping is not possible because of space restrictions or stability of material excavated. Maintain sides and slopes of excavations in safe condition until completion of backfilling.

Shoring and Bracing: Provide materials for shoring and bracing, such as sheet piling, uprights, stringers and cross-braces, in good serviceable condition. Establish requirements for trench shoring and bracing to comply with local codes.

DEWATERING

Prevent surface water and subsurface or ground water from flowing into excavations and from flooding project site and surrounding area.

Do not allow water to accumulate in excavations. Remove water to prevent softening of foundation bottoms, undercutting footings and soil changes detrimental to stability of subgrades and foundations. Provide and maintain pumps, well points, sumps, suction discharge lines and other dewatering system components necessary to convey water away from excavations.

Establish and maintain temporary drainage ditches and other diversions outside excavation limits to convey rainwater and water removed from excavations to collecting or runoff areas. Do not use trench excavations as temporary drainage ditches.

STORAGE OF EXCAVATED MATERIALS

Stockpile excavated materials acceptable for backfill and fill. Place, grade and shape stockpiles for proper drainage.

Locate and retain soil materials away from edge of excavations.

Dispose of excess excavated soil material and materials not acceptable for use as backfill or fill.

EXCAVATION FOR PAVEMENTS

Surface under pavement to comply with cross-sections, elevations and grades indicated.

1 TRENCH EXCAVATION FOR PIPES AND CONDUIT

2
3 Refer to Divisions 15 and 16.
4
5

6 BACKFILL AND FILL

7
8 General: Place soil material in layers to elevations using materials specified in Part 2 of this Section.
9

10 Under concrete pads and gravel pavements: use 6" minimum base course material.
11

12 Herbicide Treatment: Prior to installation of aggregate base course at RV spaces, apply chemical
13 weed control agent in strict compliance with manufacturer's recommended dosages and application
14 instructions. Apply to compacted, dry subbase.
15

16 Do not backfill trenches until tests and inspections have been made and backfilling is completed.
17 Use care in backfilling to avoid damage or displacement of pipe systems.
18

19 Backfill excavations as promptly as work permits, but not until completion of the following:
20

21 Acceptance of construction below finish grade.
22

23 Inspection, testing, approval and recording locations of underground utilities have been performed
24 and recorded.
25

26 Removal of shoring and bracing and backfilling of voids with satisfactory materials.
27

28 Removal of trash and debris from excavation.
29
30

31 PLACEMENT AND COMPACTION

32
33 Ground Surface Preparation: Remove upper 3"-4" of existing surface material prior to placement of fill.
34

35 Proof roll subgrade in presence of geotechnical engineer prior to placement of base material. Soft
36 spots to be corrected as directed by engineer.
37

38 When existing ground surface has a density less than that specified under "Compaction" for
39 particular area classification, break up ground surface, pulverize, moisture-condition to optimum
40 moisture content, and compact to required depth and percentage of maximum density.
41

42 Place backfill and fill materials in layers not more than 9 inches in loose depth for material compacted by
43 heavy compaction equipment and not more than 4 inches in loose depth for material compacted by hand-
44 operated tampers.
45

46 Before compaction, moisten or aerate each layer as necessary to provide optimum moisture content.
47 Compact each layer to required percentage of maximum dry density or relative dry density for each area
48 classification. Do not place backfill or fill material on surfaces which are muddy, frozen or contain frost or
49 ice.
50

51 Control compaction, providing minimum percentage of density specified for each area classification
52 indicated below. Correct improperly compacted areas or lifts as directed by Geotechnical Engineer if soil
53 density tests indicate inadequate compaction.
54

1 **SECTION 02512 – GRAVEL PAVING**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to Work of this Section.

11
12
13 SUMMARY

14
15 This Section includes provisions for gravel paving.

16
17 Prepared subbase is specified in another Division 2 Section.

18
19
20 SUBMITTALS

21
22 Material certificates signed by material producer and Contractor, certifying that each material item
23 complies with or exceeds specified requirements.

24
25
26 SITE CONDITIONS

27
28 Grade Control: Establish and maintain required lines and elevations.

29
30
31 **PART 2 – PRODUCTS**

32
33
34 MATERIALS

35
36 General: Use locally available materials and gradations that exhibit a satisfactory record of previous
37 installations.

38
39 Base Course Aggregate: Sound, angular crushed stone or crushed gravel ASTM D692, Type 1, well
40 graded. 1½" minus, evenly graded. Minimum 6" thick base course.

41
42 Wear Course Aggregate: Sound, angular, crushed stone or crushed gravel ASTM D692, Type 1, well
43 graded. ¾" minus, evenly graded. Minimum 2" thick.

44
45
46 LOCATION

47
48 New R.V. sites 56 thru 61 and modified sites 72 thru 93.

49
50
51 **PART 3 – EXECUTION**

52
53
54 GRAVEL COURSES

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD

PROJECT NO. 19005

- 1
- 2 Place gravel in compacted layers. Spread, shape and compact all material placed during same day.
- 3 Compact gravel to 95% of maximum density, in accordance with ASTM D1557 -- Method D.
- 4
- 5 Place each course to require grade, cross section and compacted thickness.
- 6 Surface Levelness: Test finished surface using 10 foot straight edge applied parallel with and at right
- 7 angles to centerline of graveled area. Surfaces will not be acceptable if exceeding the following
- 8 tolerances for levelness: $\frac{1}{2}$ ".
- 9

- 10
- 11
- 12
- 13
- 14

END OF SECTION

1 **SECTION 03300 – CAST-IN-PLACE CONCRETE**

2
3
4 **PART 1 – GENERAL**

5
6
7 RELATED DOCUMENTS

8
9 Drawings and general provisions of Contract, including General and Supplementary Conditions and
10 Division 1 Specification Sections, apply to this Section.

11
12
13 SUMMARY

14
15 This Section specifies cast-in-place concrete, including formwork, reinforcing, mix design, placement
16 procedures and finishes.

17
18
19 SUBMITTALS

20
21 General: Submit the following in accordance with Conditions of Contract and Division 1 Specification
22 Sections.

23
24 Product Data: Submit concrete manufacturer's mix design.

25
26 Laboratory test reports for concrete materials and mix design test.

27
28 Materials certificates in lieu of materials laboratory test reports when permitted by Architect. Materials
29 certificates shall be signed by manufacturer and Contractor, certifying that each material item complies
30 with or exceeds specified requirements. Provide certification from admixture manufacturer's that chloride
31 content complies with Specification requirements.

32
33
34 QUALITY ASSURANCE

35
36 Codes and Standards: Comply with provisions of following codes, Specifications, and standards, except
37 where more stringent requirements are shown or specified:

38
39 ACI 318, "Building Code Requirements for Structural Concrete and Commentary".

40
41 Concrete Reinforcing Steel Institute (CRSI), "Manual of Standard Practice".

42
43 Concrete Testing Service: The Owner may engage a testing laboratory to perform material evaluation
44 tests and to review concrete mix designs and certificates of compliance.

45
46
47 **PART 2 - PRODUCTS**

48
49
50 FORM MATERIALS

51
52 Forms for Exposed Finish Concrete: Plywood, metal, metal-framed plywood faced or other acceptable
53 panel-type materials, to provide continuous, straight, smooth, exposed surfaces. Furnish in largest
54 practicable sizes to minimize numbers of joints and to conform to joint system shown on Drawings.

1
2 Use plywood to comply with U.S. Product Standard for Construction and Industrial Plywood DOC
3 PS1 "B-B (Concrete Form) Plywood", Class 1 or better, Exterior Grade, mill-oiled and edge
4 sealed, with each piece bearing legible inspection trademark.

5
6 Forms for Unexposed Finish Concrete: Plywood, lumber, metal or other acceptable material. Provide
7 lumber dressed on at least two (2) edges and one (1) side for tight fit.

8
9 Form Coatings: Provide commercial formulation form-coating compounds that will not bond with, stain, or
10 adversely affect concrete surfaces and will not impair subsequent treatments of concrete surfaces.

11
12
13 REINFORCING MATERIALS

14
15 Supports for Reinforcement: Bolsters, chairs, spacers and other devices for spacing, supporting and
16 fastening welding wire fabric in place. Use wire-bar-type supports complying with CRSI Specifications.

17
18 For slabs-on-grade, use supports with sand plates or horizontal runners where base material will
19 not support chair legs.

20
21
22 CONCRETE MATERIALS

23
24 Portland Cement: ASTM C 150, Type 1.

25
26 Fly Ash: ASTM C 618, Type F.

27
28 Normal Weight Aggregates: ASTM C 33 and as herein specified. Provide aggregates from a single
29 source for exposed concrete. Natural aggregates free from deleterious coatings. Aggregates shall be
30 thoroughly washed before use.

31
32 Fine Aggregates: Conform to ASTM C 33. Materials finer than the 200 sieve shall not exceed
33 4%. Use only clean, sharp, natural sand.

34
35 Coarse Aggregates: Use only natural gravels, a combination of gravels and crushed gravels,
36 crushed stone or a combination of these materials containing no more than 15 percent flat or
37 elongated particles (long dimension more than five (5) times the short dimension). Materials finer
38 than 200 sieve shall not exceed 0.5%.

39
40 Water: Drinkable.

41
42 Admixtures, General: Provide admixtures for concrete that contain not more than 0.1% chloride ions.

43
44 Water-Reducing Admixture: All concrete shall contain a water-reducing admixture. The admixture shall
45 conform to ASTM C 494, Type A except it shall contain no chlorides, shall be nontoxic after thirty (30)
46 days and shall be compatible with the air-entraining admixtures. The amount of admixture added to the
47 concrete shall be in accordance with the manufacturer's recommendations. Furnish a compliance
48 statement that the admixture used satisfies all requirements of the Specification.

49
50 Moisture-Retaining Cover: One of the following, complying with ASTM C 171.

51
52 Waterproof paper.

53
54 Polyethylene film.

1
2 Polyethylene-coated burlap.
3
4

5 PROPORTIONING AND DESIGN OF MIXES
6

7 Prepare design mixes for each type and strength of concrete by either laboratory trial batch or field
8 experience methods as specified in ACI 301. If trial batch method is used, use an independent testing
9 facility acceptable to Architect for preparing and reporting proposed mix designs. The testing facility shall
10 not be the same facility as used for field quality control testing.

11
12 Limit use of fly ash to not exceed 25 percent of cement content by weight.
13

14 Submit written reports to Architect of each proposed mix for each class of concrete at least seven (7)
15 days prior to start of Work. Do not begin concrete production until proposed mix designs have been
16 reviewed by Architect.

17 Design mixes to provide normal weight of concrete with the following properties:
18

19
20 Exterior Slabs, Sidewalks and Curbs: 3000-psi, 28-day compressive strength; (air-entrained). ¾"
21 minus aggregate.
22

23 Adjustment to Concrete Mixes: Mix design adjustments may be requested by Contractor when
24 characteristics of materials, job conditions, weather, test results, or other circumstances warrant, as
25 accepted by Architect. Laboratory test data for revised mix design and strength must be submitted to and
26 accepted by Architect before using in Work.
27

28
29 ADMIXTURES
30

31 Use water-reducing admixture or high range water-reducing admixture (super plasticizer) in all concrete.
32

33 Use air-entraining admixture in exterior exposed concrete slabs, unless otherwise indicated. Add air-
34 entraining admixture at manufacturer's prescribed rate to result in concrete at point of placement having
35 total air content of 3% to 6% measured by volume.
36

37 Use admixtures for water reduction and set control in strict compliance with manufacturer's directions.
38

39 Slump Limits: Proportion and design mixes to result in concrete slump at point of placement as follows:
40

41 Slabs: Not more than four (4) inches.
42
43

44 CONCRETE MIXING
45

46 Ready-Mix: comply with requirements of ASTM C 94, and as specified. Provide batch ticket for each
47 batch used in Project. Addition of water to batch at site is not permitted.
48

49 When air temperature is between 85 degrees Fahrenheit (30 degrees Celsius) and 90 degrees
50 Fahrenheit (32 degrees Celsius), reduce mixing and delivery time from 1½ hours to 75 minutes,
51 and when air temperature is above 90 degrees Fahrenheit (32 degrees Celsius), reduce mixing
52 and delivery time to sixty (60) minutes.
53
54

1 PART 3 – EXECUTION

2
3
4 FORMS

5
6 General: Design, erect, support, brace, and maintain formwork to support loads that might be applied
7 until concrete has cured adequately. Construct formwork so concrete is of correct alignment, elevation
8 and position. Maintain formwork construction tolerances complying with ACI 347.

9
10 Construct forms to obtain accurate alignment, location and grades. Solidly butt joints and provide backup
11 at joints to prevent leakage of cement paste.

12
13 Fabricate forms for easy removal without hammering or prying against concrete surfaces. Provide crush
14 plates where stripping may damage cast concrete surfaces.

15
16 Provisions for Other Trades: Provide openings in concrete formwork to accommodate Work of other
17 trades. Determine size and location of openings, recesses and chases from trades providing such items.
18 Accurately place and securely support items built into forms.

19
20 Cleaning and Tightening: Thoroughly clean forms and adjacent surfaces to receive concrete. Remove
21 chips, wood, sawdust, dirt or other debris just before concrete is placed. Retighten forms and bracing
22 before concrete placement as required to prevent mortar leaks and maintain proper alignment.

23
24
25 PLACING REINFORCEMENT

26
27 General: Comply with Concrete Reinforcing Steel Institute's recommended practice for "Placing
28 Reinforcing Bars", for details and methods and reinforcement placement and supports and as herein
29 specified.

30
31 Clean reinforcement of loose rust and mill scale, earth, ice and other materials that reduce or destroy
32 bond with concrete.

33
34 Accurately position, support and secure reinforcement against displacement. Locate and support
35 reinforcing by metal chairs, runners, bolsters, spacers or hangers.

36
37
38 JOINTS

39
40 General: Construct construction, weakened plane, isolation, contraction and expansion joints true to line
41 with face perpendicular to surface of concrete.

42
43 Construction Joints: Locate and install construction joints as indicated, or if not indicated, locate so as not
44 to impair strength and appearance of the structure, as acceptable to Architect. Place construction joints
45 at end of placement and at locations where placement operations are stopped for a period of more than
46 one-half hour, except where such placements terminate at expansion joints. Construct joints as shown,
47 or, if not shown, use standard metal keyway section forms.

48
49 Place construction joints perpendicular to main reinforcement. Continue reinforcement across
50 construction joints, except as otherwise indicated.

1 Weakened Plane (Contraction) Joints: Provide weakened plane joints, sectioning concrete into areas as
2 shown on Drawings. Construct weakened plane joints for a depth equal to at least one-third concrete
3 thickness. Form in fresh concrete by grooving top portion with a recommended cutting tool and finishing
4 edges with a jointer. Spacing as indicated on Drawings.

5
6 Contraction (Control) Joints in Slabs-on-Ground: Construct contraction joints in slabs-on-ground to form
7 panels of patterns as shown. Use saw cuts $\frac{1}{8}$ " wide by $\frac{1}{4}$ slab depth or inserts $\frac{1}{4}$ " wide by $\frac{1}{4}$ of slab
8 depth, unless otherwise indicated.

9
10
11 PREPARATION OF FORM SURFACES

12
13 General: Coat contact surfaces of forms with an approved, nonresidual, low-VOC, form-coating
14 compound before reinforcement is placed. (Moisten wood forms immediately before placing concrete
15 where form coatings are not used.)

16
17 Do not allow excess form-coating material to accumulate in forms or to come into contact with in-place
18 concrete surfaces against which fresh concrete will be placed. Apply in compliance with manufacturer's
19 instructions.

20
21 Forms for Slabs: Set edge forms, bulkheads and intermediate screed strips for slabs to obtain required
22 elevations and contours in finished surfaces.

23
24
25 CONCRETE PLACEMENT

26
27 Inspection: Before placing concrete, inspect and complete formwork installation, reinforcing steel and
28 items to be embedded or cast-in. Notify other crafts to permit installation of their Work; cooperate with
29 other trades in setting such Work. Notify Architect to schedule inspection before scheduling concrete
30 delivery.

31
32 General: Comply with ACI 304, "Recommended Practice for Measuring, Mixing, Transporting and Placing
33 Concrete", and as herein specified.

34
35 Deposit concrete continuously or in layers of such thickness that no concrete will be placed on concrete
36 that has hardened sufficiently to cause the formation of seams or planes of weakness. If a section cannot
37 be placed continuously, provide construction joints as herein specified. Deposit concrete to avoid
38 segregation at its final location.

39
40 Placing Concrete Slabs: Deposit and consolidate concrete slabs in a continuous operation, within limits
41 of construction joints, until the placing of a panel or section is completed.

42
43 Bring slab surfaces to correct level with straightedge and strike off. Use bull floats or darbies to
44 smooth surface, free of humps or hollows. Do not disturb slab surfaces prior to beginning
45 finishing operations.

46 Maintain reinforcing in proper position during concrete placement.

47
48 Cold-Weather Placing: Comply with provisions of ACI 306 and as follows. Protect concrete Work from
49 physical damage or reduced strength that could be caused by frost, freezing actions or low temperatures.

50
51 When air temperature has fallen to or is expected to fall below 40 degrees Fahrenheit (4 degrees
52 Celsius), uniformly heat water and aggregates before mixing to obtain a concrete mixture
53 temperature of not less than 50 degrees Fahrenheit (10 degrees Celsius) and not more than 80
54 degrees Fahrenheit (27 degrees Celsius) at point of placement.

1
2 Do not use frozen materials or materials containing ice or snow. Do not place concrete on frozen
3 subgrade or on subgrade containing frozen materials.

4
5 Do not use calcium chloride, salt or other materials containing antifreeze agents or chemical
6 accelerators, unless otherwise accepted in mix designs.

7
8 Hot-Weather Placing: When hot weather conditions exist that would seriously impair quality and strength
9 of concrete, place concrete in compliance with ACI 305 and as herein specified.

10
11 Cover reinforcing steel with water-soaked burlap, if it becomes too hot, so that steel temperature
12 will not exceed the ambient air temperature immediately before embedment in concrete.

13
14 Fog spray forms, reinforcing steel, and subgrade just before concrete is placed.

15
16 Use water-reducing retarding admixture when required by high temperatures, low humidity or
17 other adverse placing conditions.

18
19 Moisten forms immediately before placing concrete where form coating is not used.

20
21
22 MONOLITHIC SLAB FINISHES

23
24 Float Finish: Apply float finish to monolithic slab surfaces to receive trowel finish and other finishes as
25 hereinafter specified.

26
27 After screeding, consolidating and leveling concrete slabs, do not work surface until ready for floating.
28 Begin floating, using float blades or float shoes only, when surface water has disappeared, when concrete
29 has stiffened sufficiently to permit operation of power-driven floats, or both. Consolidate surface with
30 power-driven floats or by hand-floating, if area is small or inaccessible to power units. Check and level
31 surface plane to tolerance not exceeding 1/4" in 10' when tested with a 10' straightedge. Cut down high
32 spots and fill low spots. Immediately after leveling, refloat surface to a uniform, smooth, granular texture.

33
34 Trowel Finish: Apply trowel finish to monolithic slab surfaces to be exposed to view.

35
36 After floating, begin first trowel finish operation using a power-driven trowel. Begin final troweling
37 when surface produces a ringing sound as a trowel is moved over surface. Consolidate concrete
38 surface by final hand-troweling operation, free of trowel marks, uniform in texture and appearance
39 and with surface leveled to a tolerance 1/8" in 10' when tested with a 10' straightedge.

40
41 Nonslip Broom Finish: Apply nonslip broom finish to exterior slabs.

42
43 Immediately after trowel finishing, slightly roughen concrete surface by brooming with fiber-bristle
44 broom perpendicular to main traffic route. Coordinate required final finish with Architect before
45 application.

46
47
48 CONCRETE CURING AND PROTECTION

49
50 General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures.
51 Start initial curing as soon as free water has disappeared from concrete surface after placing and
52 finishing. Weather permitting, keep continuously moist for not less than seven (7) days.

1 Curing Methods: Perform curing of concrete, by moist curing or moisture-retaining cover curing, as herein
2 specified.

3
4 Provide moisture curing by following methods:

5
6 Keep concrete surface continuously wet by covering with water.

7
8 Use continuous water-fog spray.

9
10 Cover concrete surface with specified absorptive cover, thoroughly saturate cover with water, and
11 keep continuously wet. Place absorptive cover to provide coverage of concrete surfaces and
12 edges, with 4-inch lap over adjacent absorptive covers.

13
14 Provide moisture-cover curing as follows:

15
16 Cover concrete surfaces with moisture-retaining cover for curing for curing concrete, placed in
17 widest practicable width with sides and ends lapped at least three (3) inches and sealed by
18 waterproof tape or adhesive. Immediately repair any holes or tears during curing period using
19 cover material and waterproof tape.

20
21 Curing Unformed Surfaces: Cure unformed surfaces, such as slabs and other flat surfaces, by
22 application of appropriate curing method.

23
24
25 REMOVAL OF FORMS

26
27 Do not remove formwork until concrete has hardened and attained sufficient strength to permit safe
28 removal and adequate support for inherent and imposed loads.

29
30 Remove forms carefully to avoid damaging corners and edges of exposed concrete.

31
32
33 REUSE OF FORMS

34
35 Architect approval required before reuse of forms.

36
37 Clean and repair surfaces of forms to be reused in Work. Split, frayed, delaminated, or otherwise
38 damaged form-facing material will not be acceptable for exposed surfaces. Apply new form-coating
39 compound as specified for new formwork.

40
41
42 CONCRETE SURFACE REPAIRS

43
44 Patching Defective Areas: Repair and patch defective areas with cement mortar immediately after
45 removal of forms, when acceptable to Architect.

46
47 Repair of Unformed Surfaces: Test unformed surfaces, such as monolithic slabs, for smoothness and
48 verify surface plane to tolerances specified for each surface and finish. Correct low and high areas as
49 herein specified.

50
51 Repair finished unformed surfaces that contain defects that affect durability of concrete. Surface
52 defects, as such, include crazing and cracks in excess of 0.01 inch wide or that penetrate to
53 reinforcement or completely through non reinforced sections regardless of width, spalling,
54 popouts, honeycomb, rock pockets and other objectionable conditions.

1
2 Correct high areas in unformed surfaces by grinding after concrete has cured at least fourteen
3 (14) days.

4
5 Correct low areas in unformed surfaces during or immediately after completion of surface
6 finishing operations by cutting out low areas and replacing with fresh concrete. Finish repaired
7 area to blend into adjacent concrete. Proprietary patching compounds may be used when
8 acceptable to Architect.

9
10 Repair defective areas, except random cracks and single holes not exceeding one (1) inch in
11 diameter, by cutting out and replacing with fresh concrete. Remove defective areas to sound
12 concrete with clean, square cuts and expose reinforcing steel with at least 3/4" clearance all
13 around. Dampen concrete surfaces in contact with patching concrete and apply bonding
14 compound. Mix patching concrete of same materials to provide concrete of same type or class
15 as original concrete. Place, compact and finish to blend with adjacent finished concrete. Cure in
16 same manner as adjacent concrete.

17
18 Repair isolated random cracks and single hole by dry pack method. Groove top of cracks and cut
19 out holes to sound concrete and clean off dust, dirt and loose particles. Dampen cleaned
20 concrete surfaces and apply bonding compound. Mix dry pack, consisting of one part Portland
21 Cement to 2 1/2 parts fine aggregate passing a No. 16 sieve, using only enough water for handling
22 and placing. Place dry pack after bonding compound has dried. Compact mixture in place and
23 finish to match adjacent concrete. Keep patch area continuously moist for not less than seventy-
24 two (72) hours.

25
26 Repair methods not specified above may be used, subject to acceptance of Architect.

27
28
29 QUALITY CONTROL TESTING DURING CONSTRUCTION

30
31 General: The Owner may employ a testing laboratory to perform tests and to submit test reports.

32
33 Sampling and testing for quality control during placement of concrete may include the following, as
34 directed by Architect.

35
36 Sampling Fresh Concrete: ASTM C 172, except modified for slump to comply with ASTM C 94.

37
38 Slump: ASTM C 143; one test at point of discharge for each day's pour of each type of concrete;
39 additional tests when concrete consistency seems to have changed.

40
41 Compression Test Specimen: ASTM C 31; one set of four (4) standard cylinders for each
42 compressive strength test, unless otherwise directed. Mold and store cylinders for laboratory-
43 cured test specimens, except when field-cure test specimens are required.

44
45 Compressive Strength Tests: ASTM C 39; one set for each day's pour exceeding five (5) cu.
46 yds., plus additional sets for each fifty (50) cu. yds. more than the first 25 cu. yds. of each
47 concrete class placed in any one day; one specimen test at seven (7) days, two specimens tested
48 at twenty-eight (28) days, and one specimen retained in reserve for later testing if required.

49
50 When total quantity of a given class of concrete is less than fifty (50) cu. yds., Architect may
51 waive strength test if adequate evidence of satisfactory strength is provided.
52

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1 When strength of field-cured cylinders is less than eighty-five (85) percent of companion
2 laboratory-cured cylinders, evaluate current operations and provide corrective procedures for
3 protecting and curing the in-place concrete.
4

5 Strength level of concrete will be considered satisfactory if averages of sets of three consecutive
6 strength test results equal or exceed specified compressive strength, and no individual strength
7 test result falls below specified compressive strength by more than 500 psi.
8

9 Test results will be reported in writing to Architect, Ready-Mix Producer and Contractor within twenty-four
10 (24) hours after test. Reports of compressive strength tests shall contain the project identification name
11 and number, date of concrete placement, name of concrete testing service, concrete type and class,
12 location of concrete batch in structure, design compressive strength at twenty-eight (28) days, concrete
13 mix proportions and materials, compressive breaking strength and type of break for both seven (7) day
14 tests and twenty-eight (28) day tests.
15

16 Nondestructive Testing: Impact hammer, sonoscope or other nondestructive device may be permitted but
17 shall not be used as the sole basis for acceptance or rejection.
18

19 Additional Tests: The testing service will make additional tests of in-place concrete when test results
20 indicate specified concrete strengths and other characteristics have not been attained in the structure, as
21 directed by Architect. Testing service may conduct tests to determine adequacy of concrete by cored
22 cylinders complying with ASTM C 42, or by other methods as directed. Contractor shall pay for such tests
23 when unacceptable concrete is verified.
24

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30

END OF SECTION

1 **SECTION 15010 – GENERAL MECHANICAL REQUIREMENTS**

2
3
4 PART 1 GENERAL

5
6
7 DESCRIPTION OF WORK

8
9 Section 15010 details the general requirements for the Division 15 contractor for the installation of the
10 mechanical equipment and systems described in the Contract Documents.

11
12 Division 15 contractor to provide labor, materials for a complete and operable system complying to all the
13 conditions in the Contract Documents. Order of priority of Contract Documents are as follows:

- 14
15 1. Change Orders
16 2. Addendums
17 3. Schedules
18 4. Specifications
19 5. Details
20 6. Drawings

21
22 Drawings are diagrammatic only, to show general arrangement of mechanical equipment and
23 accessories. Coordinate location of all mechanical equipment with other trades prior to rough in. Provide
24 necessary offsets or transitions as required to install the system in the space provided.

25
26 Provide all required accessories for a complete and operable system as intended, review all manufacturer
27 installation requirements prior to rough in. Notify engineer of any conflict between manufacturer's
28 requirements and Contract Documents prior to proceeding with installation.

29
30 Contractor to verify all installation requirements prior to ordering of equipment. Verify correct voltage,
31 amperage, physical size, mounting, and access requirements prior to ordering. Notify engineer of
32 discrepancies prior to ordering.

33
34 Contractor to provide all required transitions from duct or pipe size shown to unit connections.

35
36 Contractor to notify owner if asbestos is found on the project immediately. No materials containing
37 asbestos are to be used on project.

38
39 Contractor to submit for and obtain all permits required to perform the work as described. Contractor is
40 responsible for the payment of the permits and coordination of all inspections required by the local
41 authority having jurisdiction.

42
43 Contractor to install all equipment and accessories in a professional manner, run piping and duct work
44 parallel to the building, install equipment plumb and level, with adequate access for maintenance. Provide
45 permanent plastic laminate labels with equipment identification matching Contract Documents.

46
47 Contractor to provide seismic restraints for all equipment as required by the AHJ. Provide stamped
48 structural calculations as required and submit to the AHJ as requested for approval. Provide all special
49 inspections as required by the AHJ.

50
51 It is the Contractor's responsibility to satisfy himself as to the nature and location of the work, the general
52 conditions, availability of labor, water, electric power, roads, physical conditions at the site, the existing
53 equipment to remain, existing equipment to be modified or to be removed, and all other matters which
54 can in any way affect the work or the cost thereof under this contract. Any failure by the Contractor to

1 acquaint himself with all available information will not relieve him of responsibility of successfully
2 performing the work.

3
4
5 RELATED DOCUMENTS

6
7 Division 15 contractor is bound by Division 1, Division 15, Division 16, Supplemental General Conditions
8 and the associated drawings.

9
10
11 REFERENCE STANDARDS

12
13 Compliance with the codes and standards of the following organizations as applicable to the work being
14 performed:

15
16 Codes, Rules and Regulations of the State of Oregon.

17
18 Local county/city Codes, Rules and Regulations

19 AMCA

20 Air Moving and Conditioning Association

21
22 ADC

23 Air Diffusion Council

24
25 NEMA

26 National Electrical Manufacturers Association

27
28 FM

29 Factory Mutual

30
31 NFPA

32 National Fire Protection Association

33
34 ASTM

35 American Society for Testing Materials

36
37 UL

38 Underwriters Laboratories, Inc.

39
40 NEC

41 National Electrical Code

42
43 ASME

44 American Society of Mechanical Engineers

45
46 ANSI

47 American National Standards Institute

48
49 OSHA

50 Occupational Safety and Health Act

51
52 BSA

53 Board of Standards and Appeals

54

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- 1 MEA
- 2 Materials and Equipment Acceptance
- 3
- 4 ASHRAE
- 5 American Society of Heating, Refrigeration
- 6 and Air Conditioning Engineers.
- 7
- 8 AWWA
- 9 American Water Works Association
- 10
- 11 ARI
- 12 American Refrigeration Institute
- 13
- 14 SMACNA
- 15 Sheet Metal and Air Conditioning Contractor's
- 16 National Association
- 17
- 18 ASA
- 19 Acoustical Society of America
- 20
- 21 AGA
- 22 American Gas Association
- 23
- 24 AABC
- 25 American Air Balance Council
- 26
- 27 NEBB
- 28 National Environmental Balancing Bureau
- 29

30

31 DEFINITIONS

32

33 "Provide" means furnish and install, complete, with the specified material or equipment and perform all

34 required labor to make a complete and functioning installation.

35

36 "Install" means to provide labor and materials to receive, unload, assemble, place, mount, seismically

37 brace, connect to all required services, clean, start-up, adjust and commission.

38

39 "Clean" means to remove all debris, to wash cabinet inside and out with applicable cleaning solution,

40 chemically clean coils as required to remove trapped dirt, comb coils straight after cleaning, remove all

41 dirt and debris from fan blades, provide new filters, acid flush coils to remove sediment, flush out piping

42 systems until discharge is clear, remove sediment from all strainers, lubricate and place back in service

43 when completed.

44

45 "Service" means to clean equipment, lubricate equipment per manufacturer, replace belts, replace

46 sheaves (as required), replace filters, cycle all dampers/actuators, tighten/adjust all linkage, run

47 equipment through all cycles and verify correct operation. Provide documentation of recorded

48 inputs/outputs after servicing.

49

50 "AHJ" Authority Having Jurisdiction.

51

52

53 PROTECTION

1 Contractor is responsible for all mechanical equipment and accessories until final completion of the
2 project. Contractor to protect all mechanical equipment and accessories provided from damage, theft, and
3 contamination. Contractor is responsible for the repair/replacement of any damaged or stolen equipment
4 or accessories. Contractor is responsible for cleaning any and all equipment contaminated before final
5 completion. Any equipment used prior to final completion must be protected from debris by temporary
6 placement of filters on all intakes. If debris has contaminated the system during construction the
7 contractor is responsible for removal of debris prior to final acceptance.

8
9
10 CUTTING AND PATCHING

11
12 Contractor to coordinate all required penetrations with other trades prior to rough in.

13
14 Contractor is not to cut or notch any framing material without direction from engineer. Contractor will be
15 required to repair/replace any framing member damaged by cutting or notching if done so without prior
16 approval.

17
18 Contractor to patch all penetrations or wall coverings where equipment has been removed, replaced or
19 abandoned to match the adjacent surface.

20
21
22 SUBMITTALS

23
24 Provide submittals per Division 1 Submittals

25
26 The contractor shall submit prior to ordering or construction of the following equipment and accessories
27 for review. Submittals to include shop drawings, equipment performance, equipment efficiencies, listings,
28 coatings, accessories, warranties and supplier information. Submittals to note on first page any
29 differences between specified item and submitted item.

30
31
32 Piping materials, valves, hangers, supports and accessories.

33
34
35 OPERATION AND MAINTENANCE MANUALS (O&M)

36
37 O&M manuals to include submitted information.

38
39 Manufacturer's factory start up forms completed as required for warranty. Warranty information for all
40 equipment.

41
42 Equipment suppliers contact information.

43
44 Equipment service requirements and spare parts list.

45
46 Material Safety Data Sheets on all chemicals provided on the project.

47
48 Reports.

49 Compliance with listings and approvals for equipment and for fire ratings.

50
51 Acceptance certificates from inspecting agencies.

52
53 Manufacturer's performance tests on operating equipment.

54

- 1 Field pipe pressure testing reports.
2
3 Field operating test results for operating equipment.
4
5 Performance report on the balancing of air system.
6
7 Record drawings showing all significant changes to the Contract Documents. Location of all valves and
8 mechanical equipment access.
9
10 Construction pictures, provide construction pictures showing location of all equipment and accessories
11 covered up by building materials, such as but not limited to piping in walls, above hard lid ceilings or
12 connections/offsets not readily accessible. Label each picture and make note on as-built drawings of
13 picture location.
14
15

16 SUBSTITUTIONS

17
18 Contractor is required to provide substitution requests per Division 1, prior to bid closing. All substituted
19 equipment or accessories must be of the same quality of the specified item, the contractor is responsible
20 to verify all installation requirements prior to submission. All variations to the specified item is to be listed
21 on the front page of the substitution request.
22
23

24 ACCESSIBILITY

25
26 Contractor is to provide manufacturer's minimum access for all equipment provided.
27
28 Contractor to provide adequate access to all valves, test ports, manual vents, gauges and controls for all
29 equipment.
30
31 Contractor responsible to coordinate installation of all panels, ceilings, doors for adequate access.
32
33 Contractor responsible to maintain all access paths to new or existing equipment, locate piping, duct work
34 out of access paths.
35

36 DEMOLITION

37
38 Contractor responsible for the removal of all equipment shown in the contract documents shown to be
39 removed. Contractor to dispose of items off site.
40
41 Contractor responsible for patching all surfaces exposed after demolition of any existing equipment to
42 match the adjacent surface.
43
44 Contractor responsible to remove all components associated with equipment being removed, including
45 but not limited to controls, electrical back to nearest panel, duct work, piping back to the nearest main.
46
47

48 END OF SECTION

1 **SECTION 15050 - BASIC MECHANICAL METHODS AND MATERIALS**

2
3
4 PART 1 - GENERAL

5
6
7 SECTION INCLUDES

8
9 This section describes the pipe specialties for piping systems including, but not limited, to the
10 following:

11
12 Piping support

13
14 Domestic water pipe

15
16 Sanitary sewer and vent pipe

17
18 Fittings

19
20
21 RELATED SECTIONS

22
23 Division 15, Division 16 Supplementary Conditions and drawings.

24
25
26 REFERENCES

27
28 ASME

29
30 ASTM.

31
32 UL

33
34
35 SUBMITTALS

36
37 Product Data: Manufacturer's data sheets on each product to be used, including:

38
39 Preparation instructions and recommendations.

40
41 Storage and handling requirements and recommendations.

42
43 Installation methods.

44
45
46 DELIVERY, STORAGE, AND HANDLING

47
48 Store products in manufacturer's unopened packaging until ready for installation.

49
50 Store and dispose of solvent-based materials, and materials used with solvent-based materials,
51 in accordance with requirements of local authorities having jurisdiction.

52
53
54 PART 2 - PRODUCTS

1
2 MECHANICAL PIPE SUPPORTS
3

4 Provide piping support system complying with layout, elevations, slope and support frequency as
5 indicated or required to comply with referenced or applicable codes and ordinances. Installation
6 shall eliminate potential for stress on piping runs, fittings, bends and terminations. Isolate
7 materials to prevent galvanic reaction and abrasive damage due to thermal expansion and
8 vibration. Installation shall not exceed weight capacity of support.
9

10 Supports to be adjustable steel clevis type hanger.

11
12 Michigan Hanger Co. #400 or approved.
13
14

15 BELOW GROUND (EXTERIOR) WATER PIPING
16

17 Domestic potable cold water plumbing system, where shown on the Drawings and Schedules,
18 shall be crosslinked polyethylene pipe, and shall include the following:
19

20 Crosslinked polyethylene (PEXa) piping.

21
22 Cold-expansion and compression-sleeve fittings.
23

24 Pipe fasteners as approved by the manufacturer of the PEXa piping.
25

26 Publications listed here are part of this specification to the extent they are referenced. Where no
27 specific edition of the standard or publication is identified, the current edition shall apply.
28

29 ASTM - American Society for Testing and Materials

30 ASTM D2765 - Standard Test Method for Determination of Gel Content and Swell Ratio of
31 Crosslinked Ethylene Plastics

32 ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials

33 ASTM E119 - Standard Test Methods for Fire Tests of Building Construction and Materials

34 ASTM F876 - Standard Specification for Crosslinked Polyethylene (PEX) Tubing

35 ASTM F877 - Standard Specification for Crosslinked Polyethylene (PEX) Plastic Hot- and Cold-
36 Water Distribution Systems

37 ASTM F2023 - Standard Test Method for Evaluating the Oxidative Resistance of Crosslinked
38 Polyethylene (PEX) Tubing and Systems to Hot Chlorinated Water

39 ASTM F2080 - Standard Specification for Cold-Expansion Fittings with Metal Compression
40 Sleeves for Crosslinked Polyethylene (PEX) Pipe
41

42 AWWA - American Water Works Association

43 AWWA C904-06 - Crosslinked Polyethylene (PEX) Pressure Pipe, 1/2 In. (12 mm) Through 3 In.
44 (76 mm), for Water Service
45

46 Quality Assurance
47

48 Manufacturer: Must be a company specializing in the Work of this Section with a minimum of 5
49 years documented experience.

50 All components shall be supplied by one manufacturer.

51 Pipe shall be manufactured in a facility whose quality management system is ISO 9001 certified.

52 Crosslinked polyethylene (PEXa) pipe shall conform and be certified to ASTM F876, F877 and
53 CSA B137.5. Fittings shall conform and be certified to ASTM F877 or F2080, and CSA B137.5.

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SANITARY WASTE, DRAIN, AND VENT PIPING

ABS or PVC (schedule 40) waste, drain, and vent pipe and fittings

ABS or PVC (schedule 40) waste, drain, and vent pipe and fittings shall be used for the following applications:
Interior waste and vent piping above grade.

The material for all pipe and fittings shall be rated soil pipe and fittings and shall be rated for Drain Waste Vent (DWW).

CLEANOUTS

Cleanouts shall be the same size as the pipe, up to 100 mm (4 inches); and not less than 100 mm (4 inches) for larger pipe. Cleanouts shall be easily accessible and shall be gastight and watertight. Minimum clearance of 600 mm (24 inches) shall be provided for clearing a clogged sanitary line.

Cleanouts shall be provided at or near the base of the vertical stacks with the cleanout plug located approximately 600 mm (24 inches) above the floor. The cleanouts shall be extended to the wall access cover. Cleanout shall consist of sanitary tees. Nickel-bronze square frame and stainless steel cover with minimum opening of 150 by 150 mm (6 by 6 inches) shall be furnished at each wall cleanout. Where the piping is concealed, a fixture trap or a fixture with integral trap, readily removable without disturbing concealed pipe, shall be accepted as a cleanout equivalent providing the opening to be used as a cleanout opening is the size required.

PART 3 - EXECUTION

PIPE INSTALLATION

The pipe installation shall comply with the requirements of the 2021 Oregon Plumbing Specialty Code and these specifications.

Branch piping shall be installed for waste from the respective piping systems and connect to all fixtures, valves, cocks, outlets, casework, cabinets and equipment, including those specified in other sections.

Pipe shall be round and straight. Cutting shall be done with proper tools. Pipe shall be reamed to full size after cutting.

All pipe runs shall be laid out to avoid interference with other work.

The piping shall be installed to permit valve servicing or operation.

Unless specifically indicated on the drawings, the minimum slope shall be 2% slope.

The piping shall be installed free of sags and bends.

Seismic restraint shall be installed where required by code.

1
2 Changes in direction for soil and waste drainage and vent piping shall be made using appropriate
3 branches, bends and long sweep bends. Sanitary tees and short sweep quarter bends may be
4 used on vertical stacks if change in direction of flow is from horizontal to vertical. Long turn
5 double wye branch and eighth bend fittings shall be used if two fixtures are installed back to back
6 or side by side with common drain pipe. Straight tees, elbows, and crosses may be used on vent
7 lines. Do not change direction of flow more than 90 degrees. Proper size of standard increaser
8 and reducers shall be used if pipes of different sizes are connected. Reducing size of drainage
9 piping in direction of flow is prohibited.

10
11
12 SPECIALTY PIPE FITTINGS

13
14 Transition coupling shall be installed at pipe joints with small differences in pipe outside
15 diameters.

16
17 Dielectric fittings shall be installed at connections of dissimilar metal piping and tubing.
18

19
20 PIPE HANGERS, SUPPORTS AND ACCESSORIES

21
22 All piping shall be supported according to the Oregon Plumbing Specialty Code (OPSC) and
23 these specifications. Where conflicts arise between these the code and OPSC, the most
24 restrictive or the requirement that specifies supports with highest loading or shortest spacing shall
25 apply.
26

27 Hangers, supports, rods, inserts and accessories used for pipe supports shall be shop coated
28 with zinc chromate primer paint. Electroplated copper hanger rods, hangers and accessories
29 may be used with copper tubing.
30

31 Horizontal piping and tubing shall be supported within 300 mm (12 inches) of each fitting or
32 coupling.
33

34 Horizontal cast iron piping shall be supported with the following maximum horizontal spacing and
35 minimum hanger rod diameters:

36
37 40 mm or DN40 to 50 mm or DN50 (NPS 1-1/2 inch to NPS 2 inch): 1500 mm (60
38 inches) with 10 mm (3/8 inch) rod.

39
40 80 mm or DN 80 (NPS 3 inch): 1500 mm (60 inches) with 13 mm (1/2 inch) rod.

41
42 100 mm or DN100 to 125 mm or DN125 (NPS 4 to NPS 5): 1500 mm (60 inches) with 16
43 mm (5/8 inch) rod.
44

45
46 TESTS

47
48 Sanitary waste and drain systems shall be tested in sections.
49

50 Filling, Testing & Balancing:

51
52 Tests of domestic plumbing systems shall comply with authorities having jurisdiction, and, where
53 required, shall be witnessed by the building official.
54

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1 Pressure gauges used in testing and balancing shall show pressure increments of 1 psig and
2 shall be located at or near the lowest points in the distribution system.

3

4 Air Test

5 Charge the completed, yet unconcealed pipes with air at a minimum of 80 psig.

6 Do not exceed 150 psig.

7 The test pressure shall be restored and continued as the main test for 2 hours.

8 The main test pressure shall not fall more than 3 psig after 2 hours.

9 No leakage shall be detected.

10

11 Flush and Disinfect per AHJ

12

13

14

15

16

END OF SECTION

1 **SECTION 16010 - GENERAL ELECTRICAL REQUIREMENTS**

2
3
4 **PART 1 - GENERAL**

5
6
7 DESCRIPTION OF WORK

8
9 Section 65010 details the general requirements for the Division 16 contractor for the installation of
10 the electrical equipment and systems described in the Contract Documents.

11
12 Division 16 contractor to provide labor, materials for a complete and operable system complying
13 to all the conditions in the Contract Documents. Order of priority of Contract Documents are as
14 follows:

- 15
16 1. Change Orders
17 2. Addendums
18 3. Schedules
19 4. Specifications
20 5. Details
21 6. Drawings

22
23 Drawings are diagrammatic only, to show general arrangement of electrical equipment and
24 accessories. Coordinate location of all electrical equipment with other trades prior to rough in.
25 Provide necessary offsets or transitions as required to install the system in the space provided.

26
27 Provide all required accessories for a complete and operable system as intended, review all
28 manufacturer installation requirements prior to rough in. Notify engineer of any conflict between
29 manufacturer's requirements and Contract Documents prior to proceeding with installation.

30
31 Contractor to verify all installation requirements prior to ordering of equipment. Verify correct
32 voltage, amperage, physical size, mounting, and access requirements prior to ordering. Notify
33 engineer of discrepancies prior to ordering.

34
35 Contractor to notify owner if asbestos is found on the project immediately. No materials
36 containing asbestos are to be used on project.

37 Contractor to submit for and obtain all permits required to perform the work as described.
38 Contractor is responsible for the payment of the permits and coordination of all inspections
39 required by the local authority having jurisdiction.

40
41 Contractor to install all equipment and accessories in a professional manner, run race ways
42 parallel to the building, install equipment plumb and level, with adequate access for maintenance.
43 Provide permanent plastic laminate labels with equipment identification matching Contract
44 Documents.

45
46 Contractor to provide seismic restraints for all equipment as required by the AHJ. Provide
47 stamped structural calculations as required and submit to the AHJ as requested for approval.
48 Provide all special inspections as required by the AHJ.

49
50 It is the Contractor's responsibility to satisfy himself as to the nature and location of the work, the
51 general conditions, availability of labor, water, electric power, roads, physical conditions at the
52 site, the existing equipment to remain, existing equipment to be modified or to be removed, and
53 all other matters which can in any way affect the work or the cost thereof under this contract. Any
54 failure by the Contractor to acquaint himself with all available information will not relieve him of

1 responsibility of successfully performing the work.

2
3 This specification and the electrical drawings size equipment, wire, conduit, etc. based on the
4 horse powers of motors and voltage of equipment information available at the time of design and
5 as shown on the plans or specified herein. The contractor is responsible to install wire, conduit,
6 starters, or any other electrical equipment based on equipment actually furnished. The electrical
7 Contractor shall not furnish or install any electrical raceways, conductors, safety switches,
8 contactors, or motor starters of sizes smaller than those required by codes or shown on drawings
9 or specified in this specification. The electrical contractor shall coordinate with various trades, and
10 various sections of specifications to provide the properly sized equipment without additional cost
11 to owner.

12
13
14 RELATED DOCUMENTS

15
16 Division 16 contractor is bound by Division 1, Division 16, Supplemental General Conditions and
17 the associated drawings.

18
19
20 REFERENCE STANDARDS

21
22 Compliance with the codes and standards of the following organizations as applicable to the work
23 being performed:

- 24
25 1. Codes, Rules and Regulations of the State of Oregon.
26 2. Local county/city Codes, Rules and Regulations
27 3. NEMA
28 National Electrical Manufacturers Association
29 4. FM
30 Factory Mutual
31 5. NFPA
32 National Fire Protection Association
33 6. ASTM
34 American Society for Testing Materials
35 7. UL
36 Underwriters Laboratories, Inc.
37 8. NEC
38 National Electrical Code
39 9. OSHA
40 Occupational Safety and Health Act
41 10. BSA
42 Board of Standards and Appeals
43 11. MEA
44 Materials and Equipment Acceptance
45 12. IES
46 Illuminating Engineering Society of North America
47

48
49 DEFINITIONS

50
51 "Provide" means furnish and install, complete, with the specified material or equipment and
52 perform all required labor to make a complete and functioning installation.

53
54 "Install" means to provide labor and materials to receive, unload, assemble, place, mount,

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1 seismically brace, connect to all required services, clean, start-up, adjust and commission.

2
3 "Clean" means to remove all debris, to wash inside and out with applicable cleaning solution and
4 place back in service when completed.

5
6 "Service" means to clean equipment, lubricate equipment per manufacturer, check for physical
7 damage, verify correct grounding, verify connections and run equipment through all cycles and
8 verify correct operation.

9
10 "AHJ" Authority Having Jurisdiction.

11
12
13 PROTECTION

14
15 Contractor is responsible for all electrical equipment and accessories until final completion of the
16 project. Contractor to protect all electrical equipment and accessories provided from damage,
17 theft, and contamination. Contractor is responsible for the repair/replacement of any damaged or
18 stolen equipment or accessories. Contractor is responsible for cleaning any and all equipment
19 contaminated before final completion.

20
21
22 CUTTING AND PATCHING

23
24 Contractor to coordinate all required penetrations with other trades prior to rough in.

25
26 Contractor is not to cut or notch any framing material without direction from engineer. Contractor
27 will be required to repair/replace any framing member damaged by cutting or notching if done so
28 without prior approval.

29
30 Contractor to patch all penetrations or wall coverings where equipment has been removed,
31 replaced or abandoned to match the adjacent surface.

32
33
34 SUBMITTALS

35
36 Provide submittals per Division 1 Submittals.

37
38 The contractor shall submit prior to ordering or construction of the following equipment and
39 accessories for review. Submittals to include shop drawings, equipment performance, equipment
40 efficiencies, listings, coatings, accessories, warranties and supplier information. Submittals to
41 note on first page any differences between specified item and submitted item.

- 42
43 1. Conductors and raceways.
44 2. Wiring Devices.
45 3. Panel Boards.
46 4. Meter bases with CT enclosures.
47 5. Breakers
48

49
50 OPERATION AND MAINTENANCE MANUALS (O&M)

51
52 O&M manuals to include submitted information.

53
54 Manufacturer's factory start up forms completed as required for warranty. Warranty information

- 1 for all equipment.
2
3 Equipment suppliers contact information.
4
5 Equipment service requirements and spare parts list.
6
7 Record drawings showing all significant changes to the Contract Documents. Location of all
8 electrical equipment access.
9
10 Construction pictures, provide construction pictures showing location of all equipment and
11 accessories covered up by building materials, such as but not limited to raceways in walls, above
12 hard lid ceilings or connections/offsets not readily accessible. Label each picture and make note
13 on as-built drawings of picture location.
14

15
16 SUBSTITUTIONS

17
18 Contractor is required to provide substitution requests per Division 1, prior to bid closing. All
19 substituted equipment or accessories must be of the same quality of the specified item, the
20 contractor is responsible to verify all installation requirements prior to submission. All variations to
21 the specified item is to be listed on the front page of the substitution request.
22

23
24 ACCESSIBILITY

25
26 Contractor is to provide manufacturer's minimum access for all equipment provided.
27
28 Contractor responsible to coordinate installation of all panels, ceilings, doors for adequate
29 access.
30
31 Contractor responsible to maintain all access paths to new or existing equipment, raceways out of
32 access paths.
33

34
35 DEMOLITION

36
37 Contractor responsible for the removal of all equipment shown in the contract documents shown
38 to be removed. Contractor to dispose of items off site.
39
40 Contractor responsible for patching all surfaces exposed after demolition of any existing
41 equipment to match the adjacent surface.
42
43 Contractor responsible to remove all components associated with equipment being removed,
44 including but not limited to controls, electrical back to nearest panel, and boxes.
45

46
47 RELOCATION

48
49 Carefully remove, clean and restore items designated for relocation to a "like new" condition, and
50 store them for reuse. Install items as designated on plans.
51

52
53
54

END OF SECTION

1 **SECTION 16050 - BASIC ELECTRICAL MATERIALS AND METHODS**

2
3
4 GENERAL

5
6 DESCRIPTION

7
8 This section of the specification includes the furnishing, installation, connection and testing of the
9 revised electrical system(s). It shall include, but not be limited to, coordination and installation of
10 the main service(s) from the local utility, main distribution panel(s), sub panels, grounding, and
11 RV site upgrades.

12
13 The electrical system shall comply with the latest versions of the National Electrical Code, the
14 2021 Oregon Electrical Specialty Code, NFPA, ADA and the Illuminating Engineering Society of
15 North America (IES) standards and recommendations.

16
17 All components of the electrical system shall be provided and installed in strict conformance of
18 Underwriters Laboratories Inc. (UL) listings.

19
20
21 REFERENCES

- 22
23 EIA/TIA 569A, Commercial Building Wiring Standard.
24 Federal Communications Commission (FCC), Code of Federal Regulations, Part 68.
25 National Electric Code (NEC).
26 National Electrical Manufacturer's Association (NEMA).
27 National Fire Protection Association (NFPA):
28 NFPA 70: National Electrical Code (copyrighted by NFPA, ANSI approved) -
29 hereinafter referred to as NEC.
30 Underwriters Laboratory, Inc. (UL).

31
32
33 SUBMITTALS

34
35 Submit under provisions in Division 1.

36
37 Product Data: Manufacturer's data sheets on each product to be used, including:

- 38 1. Preparation instructions and recommendations.
39 2. Storage and handling requirements and recommendations.
40 3. Installation methods.

41
42 Shop Drawings: Provide diagrams, schematics of networked systems indicating system
43 performance and identifying components with location.

44 Panel Drawings: Submit dimensional drawings.

45
46 One Line Diagrams: Submit one line diagrams of the system configuration proposed. Submit
47 one line drawings indicating location and addresses of all hardware, including, but not limited to,
48 panel board or load center, circuit breaker, MDP, lights, sensors, time clock and receptacles.

49
50 Wiring Diagrams: Submit wiring diagrams detailing power, signal, and control systems, clearly
51 differentiating between manufacturers installed wiring and field installed wiring, and between
52 components provided by the manufacturer and those provided by others.
53

1 Submit typical connection diagrams for all components including, but not limited to, panel boards,
2 communications devices, sensors, and time clocks.

3
4 Conduit, breakers and wiring as detailed in these specifications.
5

6
7 QUALITY ASSURANCE
8

9 Installer Qualifications: Installer shall be a licensed electrical firm that shall have minimum of 2
10 years documented successful installation experience with projects utilizing similar equipment that
11 is required for this project.
12

13 Product Requirements:

14 Product shall be manufactured by an ISO 9001-2000 Certified facility.
15

16 Product shall be free from defects in material or workmanship.
17

18 Critical manufacturing processes of the product shall have documented in-process inspections
19 and production testing according to ISO 9001-2000.
20

21
22 DELIVERY, STORAGE, AND HANDLING
23

24 Deliver materials to the Project site in supplier's or manufacturer's original wrappings and
25 containers, labeled with supplier's or manufacturer's name, material or product brand name, and
26 lot number, if any.
27

28 Store materials in their original, undamaged packages and containers, inside a well ventilated
29 area protected from weather, moisture, soiling, extreme temperatures, and humidity. Ambient
30 temperature range between -22 degrees F to 131 degrees F (-30 degrees C to 55 degrees C).
31 Ambient humidity range 0% to 95%, non-condensing.
32

33 Store on a pallet or shelf elevated from the ground.
34

35
36 PROJECT CONDITIONS
37

38 Maintain environmental conditions (temperature, humidity, and ventilation) within limits
39 recommended by manufacturer for optimum results. Do not install products under environmental
40 conditions outside manufacturer's absolute limits.
41

42
43 WARRANTY
44

45 Provide manufacturer's standard warranty. Product is warranted free of defects in material or
46 workmanship. Product is warranted to perform the intended function within design limits.
47

48 Field-applied paint coatings on raceway, boxes, plates or fittings shall be excluded from raceway
49 manufacturer's warranty.
50

51 Provide a one year warranty on parts and service.
52
53

1 PART 2 - PRODUCTS

2

3

4 MANUFACTURERS

5

6 Acceptable Manufacturer:

7 See drawings, alternates by substitution request.

8

9

10 ELECTRICAL DELIVERY SYSTEMS

11

12 Interior:

13

14 Conduits:

15 Electric Metallic Tubing (EMT)

16

17 Minimum 1/2" conduit size, minimum #12 copper conductors THHN.

18

19 MDP, Panel boards and breakers to be manufactured by Square D, GE, Siemens, Eaton or
20 approved

21

22 Exterior:

23

24 Conductors and conduits per plans.

25

26

27 PART 3 - EXECUTION

28

29

30 EXAMINATION

31

32 Do not begin installation until substrates and supporting structures have been properly prepared.

33

34 If substrate preparation is the responsibility of another installer, notify engineer of unsatisfactory
35 preparation before proceeding.

36

37 Review all equipment shown on mechanical plans, electrical contractor to verify correct voltage,
38 phase and circuit size prior to equipment ordering and rough in. Coordinate with mechanical
39 contractor all electrical requirements for mechanical equipment prior to purchasing and
40 installation of electrical systems, including line voltage and low voltage control wiring.

41

42

43 INSTALLATION

44

45 Install in strict accordance with the NEC, manufacturer's instructions and requirements indicated
46 in specifications.

47

48 Raceway system shall be free of open gaps and exposed uneven cuts.

49

50 All outlets, boxes, and enclosures shall be fastened securely to walls or permanent structures.

51

52 Verify power wires and data cables are separated by a physical barrier. Power wires and data
53 cables shall not be combined in any channel.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD

PROJECT NO. 19005

1
2 Contractor is not to cut or notch any structural member without prior approval from engineer.

3
4 All exposed low voltage wiring is to be concealed in PVC conduit.

5
6 All low voltage connections are to be performed in a junction box with cover.

7
8
9 PROTECTION

10
11 Protect installed products until completion of project.

12
13 Touch-up, repair or replace damaged products before Substantial Completion.

14
15
16 INSTRUCTION

17
18 Instruction shall be provided on operation of system. Hands-on demonstration of the operation of
19 equipment.

20
21
22
23

END OF SECTION

ACTION ITEM – H

DATE: June 15, 2021
RE: Brookings-Harbor Chamber of Commerce Membership Renewal
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Membership renewal for Brookings-Harbor Chamber of Commerce is due. The renewal cost is \$450.
- Attached are the membership benefits.

DOCUMENTS

- Brookings-Harbor Chamber of Commerce Membership Renewal Notice and Application, 4 pages

COMMISSIONERS ACTIONS

- **Recommended Motion:**
Motion to approve Brookings-Harbor Chamber of Commerce membership renewal and allow the Port Manager to sign renewal documentation.



BHCC MEMBERSHIP APPLICATION

Your membership information is posted to our online member directory on the Brookings-Harbor Chamber of Commerce website. Please provide the information you request to be posted for the general public:

Company Name: _____
 Physical Address: _____
 City, State & Zip: _____
 Mailing Address: (if different from physical address) _____
 City, State & Zip: _____
 Main Company Phone Number: _____ Contact Number: _____
 Email: _____
 Company Website: _____
 Company Facebook Page: _____
 Business Category & Brief Description of Your Company: _____

 Job Search page for Employment _____

For person completing this form:

Today's Date _____ Membership Contact Name _____
 Business Owner's Name _____
 Membership Contact Email Address _____
 Membership Contact Cell Number _____

Lower Membership can buy at higher tiers.

- | | |
|--|---|
| <input type="checkbox"/> Class 1: Friend of the Chamber (Non-Business Supporter) \$40.00 | <input type="checkbox"/> Class 4: Owner & 8 Employees (5-9) \$250.00 |
| <input type="checkbox"/> Class 2: Owner & 1 Employee (0-2) Churches, Non-Profits, Home-Based/Cottage Industry \$75.00 | <input type="checkbox"/> Class 5: Owner & 13 Employees (10-14) \$450.00 |
| <input type="checkbox"/> Class 3: Owner & 3 Employees (0-4) Non-Home Based \$150.00 | <input type="checkbox"/> Class 6: 15+ Employees (15+) \$600.00 |
| <input type="checkbox"/> Class 7: Distinguished Sponsor (Any Business) \$2,500.00 | |

If joining mid-year, we are happy to pro-rate your dues for the remainder of the year. TOTAL = \$% _____

Please indicate one of the following:

Payment: Check Included Paying by Credit Card

We take Discover, MasterCard, and Visa. Please note your membership is not active until receipt of a dues payment.

By applying for membership in Brookings-Harbor Chamber, I agree to receive emails regarding Chamber activities and invoicing.

Areas of interest: Marketing Events Technology Education Advocacy

Would like to be: A Board Member On a Chamber Committee Volunteer at the Chamber

Download the application online at www.BrookingsHarborChamber.com, **PRINT OUT** and Mail this form to PO Box 940, Brookings, OR 97415.



BHCC MEMBERSHIP LEVEL

| COMMUNITY AND NETWORK DEVELOPMENT | |
|---|---|
| <p>Networking opportunities: Making meaningful connections can help your business succeed. Networking helps businesses stay ahead of the curve by exposing them to thought leadership, best practices, in person events, networking assistance, educational opportunities, upcoming trends and insight into how other small businesses may be approaching similar issues.</p> | <p>Education seminars: Education and professional development programs are periodically presented at various locations. These programs educate bus. professionals on a variety of timely and useful topics, such as sales, marketing, social media, financial, health care, customer service, and other topics. Education events may also showcase area businesses, resources, and services among a variety of industries.</p> |
| <p>Volunteer opportunities on Chamber committees: Your voluntary participation in our committees is always welcome. Committees offer opportunity to contribute expertise, skills, as well as network and reach new business contacts, learn about the Chamber, and gain leadership experience. Have expertise or interest, and want to get involved?</p> | <p>BHCC is connected with South Coast Development Council and Small Business Development Corp. to provide economic development assistance: Through our relationship with the South Coast Development Council we help create partnerships committed to building the economy of Brookings-Harbor.</p> |
| <p>Ribbon cutting and/or milestone celebration event support services: The Chamber helps celebrate your special events, such as grand openings, anniversary, reopening or other celebrations. Ribbon cuttings are an ideal opportunity to introduce your business to the community, and provide great photo and visibility opportunities. On behalf of the Chamber, we can coordinate your event with village dignitaries, help you promote, attend, cut the ribbon, provide meet 'n greet, and take digital photos. To schedule a Ribbon Cutting contact the Chamber.</p> | <p>Meet 'n Greet Once a month: The Chamber periodically holds informal social networking opportunities at various member venues. Meet 'n Greet are typically held at various locations, and include appetizers and cash bar. Meet 'n Greets are an ideal way to showcase a bus, mix 'n mingle, and network face-to-face with other members Many Meet 'n Greet include facility tours, brief presentations, raffles, refreshments, beverage, gift bags with members business cards, etc. People prefer to do bus with those they know, so bring plenty of business cards and a guest or two. Meet 'n Greets are free or nominal fee. Guests are always welcome. For information on hosting a Meet 'n Greet contact the Chamber.</p> |
| <p>Business Support - business resources, marketing, grant-funding, fundraising, innovative solutions: The Chamber provides members with business resources, assistance and guidance on various issues; marketing, customer service, grant-funding, fundraising, negotiations, innovative solutions and more.</p> | |
| SPONSORSHIP AND PROMOTION | |
| <p>Listing in Chamber business directory every other year: Your business is listed in the Membership Di-</p> | <p>Member-only visitor/customer referrals to YOUR business: Chamber provides business referrals</p> |
| <p>The Chamber mails out relocation packets with your flyer, brochure, or business card: The material</p> | <p>Exclusive member-only brochure or business cards in Visitor Center Rotating slide on video in</p> |
| <p>Preferred Business Directory - Brookings-Harbor map and brochure listing our members (every other year): The brochure will have your ad in it.</p> | |
| CHAMBER WEBSITE & MEMBERSHIP DIRECTORY | |
| <p>Spotlight your business on Chamber's Facebook posts with links to your webpage: We maintain active presence on a social media site such as Facebook, where business can connect and interact 24/7.</p> | <p>Rotating video on Website on the Shop In, Stay In, Play In, and Eat In pages: Your business video will rotate at the top of the page.</p> |
| <p>Subscription and opportunity to promote company news in monthly E-blast: Have an event or special offer to promote? The Chamber will email an individual e-blast flyer. Your business updates us on what is happening or what's new and we will add it to our e-blast which gets sent to all who have signed up for it.</p> | <p>Listing and your web link on Chamber website under 1 specific category: Your business will only be listed under your main category.</p> |
| <p>2 category listings in online directories: Your business will only be listed under your main category and 1 additional category.</p> | <p>5 category listings in online directories: Your business will only be listed under your main category and 4 additional category.</p> |
| <p>All categories that your business offers in online directories: Your business will be listed under every category.</p> | <p>Your business will be listed on all landing pages on Chamber website: Your business will be on all landing pages.</p> |



BHCC MEMBERSHIP LEVEL

| Benefits of Membership Lower Membership can buy at higher tiers. | Class 1: Friend of the Chamber (Non-Business Supporter) | Class 2: Owner & 1 Employee (0-2) Churches, Non-Profits, Home-Based/ Cottage Industry | Class 3: Owner & 3 Employees (0-4) Non-Home Based | Class 4: Owner & 8 Employees (5-9) | Class 5: Owner & 13 Employees (10-14) | Class 6: 15+ Employees (15+) | Class 7: Distinguished Sponsor (Any Business) |
|--|--|---|--|--|---|--|---|
| Annual Investment | \$40.00 | \$75.00 | \$150.00 | \$250.00 | \$450.00 | \$600.00 | \$2,500.00 |
| COMMUNITY AND NETWORK DEVELOPMENT | | | | | | | |
| Networking opportunities | X | X | X | X | X | X | X |
| Education seminars | X | X | X | X | X | X | X |
| Volunteer opportunities on Chamber committees | X | X | X | X | X | X | X |
| BHCC is connected with South Coast Development Council and Small Business Development Corp. to provide economic development assistance | | X | X | X | X | X | X |
| Ribbon cutting and/or milestone celebration event support services | | X | X | X | X | X | X |
| Meat 'n Greet Once a month | X | X | X | X | X | X | X |
| Business Support - business resources, marketing, grant-funding, fundraising, innovative solutions | | X | X | X | X | X | X |
| SPONSORSHIP AND PROMOTION | | | | | | | |
| Listing in Chamber business directory every other year | | X | X | X | X | X | X |
| Member-only visit and/or customer referrals to YOUR business | | X | X | X | X | X | X |
| The Chamber mails out relocation packets with your flyer, brochure, or business card | | X | X | X | X | X | X |
| Exclusive member-only brochure or business cards in Visitor Center Rotating slide on video in Visitors Center | | | | | | | X |
| Preferred Business Directory - Brookings-Harbor map and brochure listing our members | | | X | X | X | X | X |
| CHAMBER WEBSITE & MEMBERSHIP DIRECTORY | | | | | | | |
| Spotlight your business on Chamber's Facebook posts with links to your webpage | | X | X | X | X | X | X |
| Rotating video on Website on Shop In, Stay In, Play In, and eat In pages | | | | | | | X |
| Subscription and opportunity to promote company news in monthly E-blast | | | X | X | X | X | X |
| Listing and your web link on Chamber website under 1 specific category | | | X | X | X | X | X |
| 2 category listings in online directories | | | | | X | X | X |
| 5 category listings in online directories | | | | | | X | X |
| All categories that your business offers in online directories | | | | | | | X |
| Your business will be listed on all landing pages on Chamber website | | | | | | | X |

ACTION ITEM – I

DATE: June 15, 2021
RE: IT Security Policy
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Last year staff worked on creating an IT Security Policy by contacting other Ports to see what they had in place. We found Port of Newport had the best policy. Staff updated their policy to fit our Port. When COVID hit this policy was shelved.
- With the events happening across the country, this policy has become more relevant to establish IT security policies in the workplace.
- Port legal reviewed this policy last year.

DOCUMENTS

- Draft IT Security Policy, 16 pages

COMMISSIONERS ACTIONS

- **Recommended Motion:**
Motion to approve draft IT Security Policy.



DRAFT

IT Security Policy

Adopted by Resolution 2021-XX

PORT OF BROOKINGS HARBOR

IT SECURITY POLICY

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Chapter 1. Passwords

1.1 Overview

- (a) Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of the Port of Brookings Harbor's (Port) resources. All users, including contractors and vendors with access to Port systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

1.2 Purpose

- (a) The purpose of this chapter is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

1.3 Scope

- (a) The scope of this chapter includes all personnel, contractors, consultants, temporary and other workers, including all personnel affiliated with third parties who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any of the Port's facilities, has access to the Port network, or stores any public or non-public Port information. This guideline applies to all passwords including but not limited to user-level accounts, system-level accounts, web accounts, e-mail accounts, screen saver protection, voicemail, and local router logins.

1.4 Password Creation

- (a) All user-level and system-level passwords must conform to the Password Construction guidelines included in this Policy.
- (b) Users must not use the same password for Port accounts as for other non-Port access (for example, personal ISP account, option trading, benefits, and so on).
- (c) Where possible, users must not use the same password for various Port access needs.
- (d) User accounts that have system-level privileges granted through group memberships must have a unique password from all other accounts held by that user to access system-level privileges.
- (e) Where Simple Network Management Protocol (SNMP) is used, the community strings must be defined as something other than the standard defaults of public, private, and system and must be different from the passwords used to log in interactively. SNMP community strings must meet password construction guidelines.

1.5 Password Change

- (a) All user-level passwords (for example, email, web, desktop computer, and so on) must be changed at least every six months. The recommended change interval is every four months. Password documents should be stored in secured out-of-site locations.
- (b) Statement of Password Guidelines:

Strong passwords are long, the more characters you have the stronger the password. The Port recommends a minimum of 10 characters, preferably 14 in your password. In addition, we highly encourage the use of passphrases, passwords made up of multiple words. Examples include *"It's time for vacation"* or *"block-curious-sunny-leaves"*, Passphrases are both easy to remember and type, yet meet the strength requirements.

Poor, or weak, passwords have the following characteristics, and shall not be used at the Port:

- Contain eight characters or less.
- Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.
- Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321.

Example of weak passwords are "Welcome123" "Password123" "Changeme123".

- (c) Every work account should have a different, unique password. Whenever possible, the Port encourages the use of multi-factor authentication.

Chapter 2. Software Installation

2.1 Overview

- (a) Allowing personnel to install software on Port of Brookings Harbor (Port) computing devices may open the organization up to unnecessary exposure. Conflicting file versions or DLLs which can prevent programs from running, the introduction of malware from infected installation software, unlicensed software which could be discovered during audit, and programs which can be used to hack the organization's network are examples of the problems that can be introduced when personnel install software on Port equipment.

2.2 Purpose

- (a) The purpose of this section is to outline the requirements around installation of software on the Port computing devices. This is intended to minimize the risk of loss of program functionality, the exposure of sensitive information contained

within the Port's computing network, the risk of introducing malware, and the legal exposure of running unlicensed software.

2.3 *Scope*

- (a) This section applies to all Port personnel, contractors, vendors and agents with a Port-owned mobile devices. This section covers all computers, servers, smartphones, tablets and other computing devices operating within the Port.

2.4 *Policy*

- (a) Personnel may not install software on the Port's computing devices operated within the Port network, without proper authorization from the Port Manager or delegate.
- (b) Software requests must first be approved by the requestor's supervisor and then be made to the Port Manager in writing or via email.
- (c) Software must be selected from an approved software list, maintained by the Port Manager's delegate, unless no selection on the list meets the requestor's need.
- (d) The delegate will obtain and track the licenses, test new software for conflict and compatibility, and perform the installation.
- (e) Personnel may not use a web-based software for Port business that is not preauthorized by the Port. With or without authorization, all information input into the database during business hours is considered Port property and subject to the State retention schedule.

Chapter 3. Email

3.1 *Overview*

- (a) Electronic email is pervasively used in almost all industries and is often the primary communication and awareness method within an organization. At the same time, misuse of email can pose many legal privacy and security risks; thus, it is important for users to understand the appropriate use of electronic communications.

3.2 *Purpose*

- (a) The purpose of this email section is to ensure the proper use of the Port of Brookings Harbor's (Port) email system and make users aware of what the Port deems as acceptable and unacceptable use of its email system. This section outlines the minimum requirements for use of email within the Port's Network.

3.3 *Scope*

- (a) This section covers appropriate use of any email sent from a Port email address and applies to all personnel, vendors, and agents operating on behalf of the Port.

3.4 Policy

- (a) All use of email must be consistent with the Port's policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- (b) A Port email account should be used primarily for business-related purposes; personal communication is permitted on a limited basis, but non-Port related commercial uses are prohibited.
- (c) All Port data contained within an email message or an attachment must be secured according to the Data Protection Standard.
- (d) Email shall be retained according to State of Oregon Record Retention Schedule.
- (e) The Port email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Personnel who receive any emails with this content from any Port personnel should report the matter to their supervisor (or Port Manager) immediately.
- (f) Users are prohibited from automatically forwarding Port email to a third-party email system.. Individual messages which are forwarded by the user must not contain Port confidential information.
- (g) Users are prohibited from using storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Port business, to create or memorialize any binding transactions, or to store or retain email on behalf of the Port. Such communications and transactions should be conducted through proper channels using port- approved documentation.
- (h) Using a reasonable amount of Port resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Port email account is prohibited.
- (i) Port personnel shall have no expectation of privacy in anything they store, send or receive on the company's email system.
- (j) The Port may monitor messages without prior notice. The Port is not obliged to monitor email messages.

Chapter 4. Acceptable Use

4.1 Overview

- (a) The Port of Brookings Harbor's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the Port of Brookings Harbor's established culture of

openness, trust and integrity. The Port of Brookings Harbor is committed to protecting its personnel, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

- (b) Internet/Intranet/Extra net-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the Port of Brookings Harbor. These systems are to be used for business purposes in serving the interests of the Port of Brookings Harbor, and of our clients and customers in the course of normal operations.
- (c) Effective security is a team effort involving the participation and support of every Port of Brookings Harbor personnel and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

4.2 Purpose

- (a) The purpose of this section is to outline the acceptable use of computer equipment at the Port of Brookings Harbor. These rules are in place to protect the personnel and the Port of Brookings Harbor. Inappropriate use exposes the Port of Brookings Harbor to risks including virus attacks, compromise of network systems and services, and legal issues.

4.3 Scope

- (a) This section applies to the use of information, electronic and computing devices, and network resources to conduct the Port of Brookings Harbor business or interact with internal networks and business systems, whether owned or leased by the Port of Brookings Harbor, Port personnel, or a third party. All personnel, contractors, consultants, temporary, and other workers at the Port of Brookings Harbor are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with the Port of Brookings Harbor's policies and standards, and local laws and regulation.
- (b) This section applies to personnel, contractors, consultants, temporaries, and other workers at the Port of Brookings Harbor, including all personnel affiliated with third parties. This section applies to all equipment that is owned, rented or leased by the Port of Brookings Harbor.

4.4 General Use and Ownership

- (a) The Port of Brookings Harbor proprietary information stored on electronic and computing devices whether owned or leased by the Port of Brookings Harbor, Port personnel or a third party, remains the sole property of the Port of Brookings Harbor. You must ensure through legal or technical means that proprietary information is protected in accordance with the Data Protection Standard.
- (b) You have a responsibility to promptly report the theft, loss or unauthorized disclosure of the Port of Brookings Harbor proprietary information.

- (c) You may access, use or share the Port of Brookings Harbor proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- (d) Personnel are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extra net systems. In the absence of such policies, personnel should be guided by departmental policies on personal use, and if there is any uncertainty, personnel should consult their supervisor or the Port Manager.
- (e) For security and network maintenance purposes, authorized individuals within the Port of Brookings Harbor may monitor equipment, systems and network traffic at any time.
- (f) The Port of Brookings Harbor reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.5 Security and Proprietary Information

- (a) All mobile and computing devices that connect to the internal network must comply with the IT Security Policy.
- (b) System level and user level passwords must comply with the Password Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- (c) All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- (d) Postings by personnel from a Port of Brookings Harbor email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not those of the Port of Brookings Harbor, unless posting is in the course of business duties.
- (e) Personnel must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware. Personnel shall report suspicious email to their supervisor or the Port Manager.

4.6 Unacceptable Use

- (a) The following activities are, in general, prohibited. Personnel may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).
- (b) Under no circumstances are Port of Brookings Harbor personnel authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Port of Brookings Harbor-owned resources.
- (c) The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

(d) The following activities are strictly prohibited:

- (1) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Port of Brookings Harbor.
- (2) Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Port of Brookings Harbor or the end user does not have an active license.
- (3) Accessing data, a server or an account for any purpose other than conducting the Port of Brookings Harbor business, even if you have authorized access.
- (4) Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The Port Manager must be consulted prior to export of any material that is in question.
- (5) Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- (6) Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- (7) Using a Port of Brookings Harbor computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- (8) Making fraudulent offers of products, items, or services originating from any Port of Brookings Harbor account.
- (9) Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- (10) Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the personnel is not an intended recipient or logging into a server or account that the personnel is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- (11) Port scanning or security scanning is expressly prohibited, unless prior authorization has been received by the Port Manager.

- (12) Executing any form of network monitoring which will intercept data not intended for the personnel's host, unless this activity is a part of the personnel's normal job/duty.
- (13) Circumventing user authentication or security of any host, network or account.
- (14) Introducing honeypots, honeynets, or similar technology on the Port of Brookings Harbor network.
- (15) Interfering with or denying service to any user other than the personnel's host (for example, denial of service attack).
- (16) Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extra net.
- (17) Providing information about, or lists of, the Port of Brookings Harbor personnel to parties outside the Port of Brookings Harbor, except as required by law.

4.7 *Email and Communication Activities*

- (a) When using company resources to access and use the Internet, personnel must realize they represent the company. Whenever personnel state an affiliation to the Port, they must also clearly indicate that *"the opinions expressed are my own and not necessarily those of the Port"*.
- (b) The following activities are strictly prohibited:
 - (1) Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
 - (2) Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
 - (3) Unauthorized use, or forging, of email header information.
 - (4) Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
 - (5) Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
 - (6) Use of unsolicited email originating from within the Port of Brookings Harbor's networks of other Internet/Intranet/Extra net service providers on behalf of, or to advertise, any service hosted by the Port of Brookings Harbor or connected via the Port of Brookings Harbor's network.
 - (7) Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

4.8 *Blogging and Social Media*

- (a) Blogging by personnel, using the Port of Brookings Harbor's property and systems is prohibited.
- (b) The Port of Brookings Harbor's Confidential Information policy also applies to blogging. As such, personnel are prohibited from revealing any Port of Brookings Harbor confidential or proprietary information, trade secrets or any other material covered by Port of Brookings Harbor's Confidential Information policy when engaged in blogging.
- (c) Personnel shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of the Port of Brookings Harbor and/or any of its personnel. Personnel are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by the Port of Brookings Harbor's Non-Discrimination and Anti-Harassment policy. This prohibition is not intended to abridge any person's ability to blog on matters of public concern as recognized by the U.S. Supreme Court.
- (d) Personnel may also not attribute personal statements, opinions or beliefs to the Port of Brookings Harbor when engaged in blogging. If personnel is expressing his or her beliefs and/or opinions in blogs, the personnel may not, expressly or implicitly, represent themselves as personnel or representative of the Port of Brookings Harbor. Personnel assume any and all risk associated with blogging.
- (e) Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, the Port of Brookings Harbor's trademarks, logos and any other Port of Brookings Harbor intellectual property may not be used in connection with any blogging activity.

Chapter 5. Data Breach Response

5.1 *Purpose*

- (a) The purpose of this chapter is to establish the goals and the vision for the breach response process. This chapter clearly defines to whom it applies and under what circumstances. It also includes the definition of a breach, staff roles and responsibilities, standards and metrics (e.g., to enable prioritization of the incidents), as well as reporting, remediation, and feedback mechanisms. The policy shall be well publicized and made easily available to all personnel whose duties involve data privacy and security protection.
- (b) The Port of Brookings Harbor's intentions for publishing a Data Breach Response Policy are to focus significant attention on data security and data security breaches and how the Port of Brookings Harbor's established culture of openness, trust and integrity should respond to such activity. The Port of Brookings Harbor is committed to protecting the Port's personnel, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

5.2 *Background*

- (a) This section mandates that any individual who suspects that a theft, breach or exposure of the Port of Brookings Harbor protected data or sensitive data has occurred must immediately provide a description of what occurred via e-mail portmanager@portofbrookingsharbor.com or by calling 541-469-2218. The designated party will be responsible for contacting the information system support team to investigate all reported thefts, data breaches and exposures to confirm if a theft, breach or exposure has occurred. If a theft, breach or exposure has occurred, the appropriate procedure will be followed.

5.3 *Scope*

- (a) This applies to all whom collect, access, maintain, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle Personally Identifiable Information (PII) or Protected Information (PI) of the Port of Brookings Harbor personnel.

5.4 *Confirmed theft, data breach or exposure of Port of Brookings Harbor protected data or Port of Brookings Harbor sensitive data*

- (a) As soon as a theft, data breach or exposure containing Port of Brookings Harbor protected data or Port of Brookings Harbor sensitive data is identified, the process of removing all access to that resource will begin.
- (b) The Port Manager will chair an incident response team to handle the breach or exposure.
- (c) The team will include members from:
- IT Support Team (team that maintains servers)
 - The Internet Service Provider (provides Firewall for the Port)
 - Chairman of the Port Commission (or delegate)
 - Harbormaster
 - Financial Officer
 - Legal (if applicable)
 - Communications (if applicable)
 - Additional individuals as deemed necessary by the Port Manager

5.5 *Confirmed theft, breach or exposure Of Port of Brookings Harbor data*

- (a) The Port Manager or delegate will be notified of the theft, breach or exposure. The Port's Internet Service Provider and/or Internet Service Provider along with the designated contractor (Forensic Investigators), will analyze the breach or exposure to determine the root cause.
- (b) The Port Manager or delegate will work with Forensic Investigators.
- (c) As provided by Port of Brookings Harbor cyber insurance, the insurer will need to provide access to forensic investigators and experts that will determine how the breach or exposure occurred; the types of data involved; the number of internal/external individuals and/or

organizations impacted; and analyze the breach or exposure to determine the root cause.

- (d) The Port Manager or delegate will develop a communication plan.
- (e) The Port Manager or delegate will work with Port of Brookings Harbor communications, legal counsel, and Board of Commissioners to decide how to communicate the breach to (a) personnel, (b) the public, and (c) those directly affected.

5.6 *Ownership and Responsibilities*

(a) Roles & Responsibilities

- (1) Sponsors are those members of the Port of Brookings Harbor personnel or contractors that have primary responsibility for maintaining any particular information resource. Sponsors may be designated by any member of the Port Manager in connection with their administrative responsibilities, or by the actual sponsorship, collection, development, or storage of information.
- (2) Information Security Administrator is that individual of the Port of Brookings Harbor community, designated by the Port Manager, who provides administrative support for the implementation, oversight and coordination of security procedures and systems with respect to specific information resources in consultation with the relevant Sponsors.
- (3) Users include virtually all members of the Port of Brookings Harbor personnel to the extent they have authorized access to information resources, and may include personnel, trustees, contractors, consultants, interns, temporary personnel and volunteers.

5.7 *Enforcement*

- (a) Any Port of Brookings Harbor personnel found in violation of this section may be subject to disciplinary action, up to and including termination of employment. Any third-party partner company found in violation may have their network connection terminated.

5.8 *Definitions*

- (a) **Denial of Service Attack** - A Denial-of-Service (DOS) attack is an attack meant to shut down a machine or network, making it inaccessible to its intended users.
- (b) **Encryption or Encrypted Data** - The most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it. Unencrypted data is called plain text.
- (c) **Forged Routing** - Sending packets to a router with the intent of changing or corrupting the contents of its routing table or other databases, which can degrade the functionality of the router and the network.
- (d) **Honeynet** - A network set up with intentional vulnerabilities; its purpose is to invite attack, so that an attacker's activities and methods can be studied and that information

used to increase network security. A Honeynet contains one or more honey pots, which are computer systems on the Internet expressly set up to attract and "trap" people who attempt to penetrate other people's computer systems.

- (e) **Honeypot** - A network-attached system set up as a decoy to lure cyber attackers and to detect, deflect or study hacking attempts in order to gain unauthorized access to information systems.
- (f) **Hacker** - A slang term for a computer enthusiast, i.e., a person who enjoys learning programming languages and computer systems and can often be considered an expert on the subject(s).
- (g) **Information Resource** - The data and information assets of an organization, department or unit.
- (h) **Network Sniffing** - A network sniffer (also known as a network analyzer, protocol analyzer or packet analyzer) is a software or hardware tool that can intercept and log traffic on a digital network. As data flows across the network, the sniffer captures each packet and, if necessary, decode the packet's raw data.
- (i) **Packet Sniffing or Packet Spoofing** - The act of capturing packets of data flowing across a computer network.
- (j) **Ping Flood** - A ping flood is a denial-of-service attack in which the attacker attempts to overwhelm a targeted device with ICMP echo-request packets, causing the target to become inaccessible to normal traffic.
- (k) **Protected Health Information (PHI)** - Under US law is any information about health status, provision of health care, or payment for health care that is created or collected by a "Covered Entity" (or a Business Associate of a Covered Entity), and can be linked to a specific individual.
- (l) **Personally Identifiable Information (PII)** - Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered PII.
- (m) **Personnel** - Includes all Port of Brookings Harbor full-time, part-time and temporary employees, volunteers, consultants, and Commissioners. This term is used both to mean individuals and the collective group.
- (n) **Plain Text** - Unencrypted data.
- (o) **Protected Data** - See PII and PHI
- (p) **Safeguards** - Countermeasures, controls put in place to avoid, detect, counteract, or minimize security risks to physical property, information, computer systems, or other assets. Safeguards help to reduce the risk of damage or loss by stopping, deterring, or slowing down an attack against an asset.

- (q) **Sensitive Data** - Data that is encrypted or in plain text and contains PII or PHI data. See PII and PHI above.

5.9 Policy Compliance

- (a) **Compliance Measurement:** The Port IT contractor and identified staff will verify compliance to this policy through various methods, including but not limited to, periodic walk-through's, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

5.10 Exceptions

- (a) Any exception to the Policy must be approved by the Port Manager or delegate in advance.

5.11 Non-Compliance

- (a) Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

References

Reserved

ACTION ITEM – J

DATE: June 15, 2021
RE: Aboveground Fuel Tank Capacity Change
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- The Port has two 10,000-gallon capacity aboveground fuel tanks. Each tank has two compartments that hold 5,000-gallons of diesel or gasoline. One gasoline compartment has not been used for many years.
- Bulk of the fuel sales is diesel. Last year the Port sold 294,841 gallons of diesel while only 12,963 gallons of gasoline.
- Increasing the capacity for diesel would help the higher supply and demand.
- Port staff is estimating the costs for this change at \$5,000 or lower.

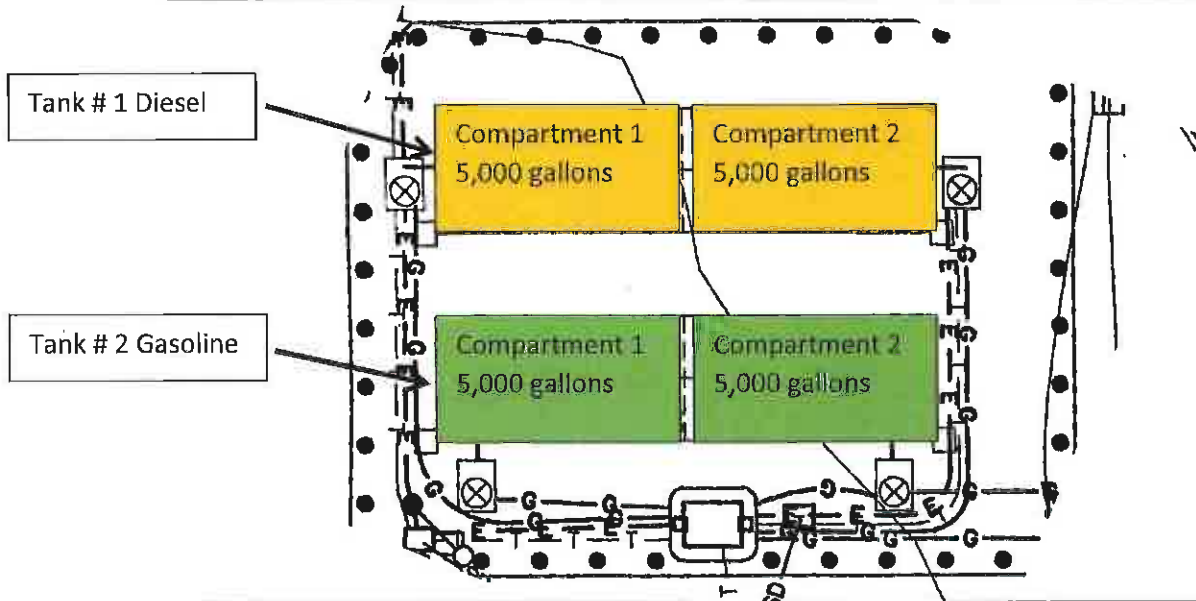
DOCUMENTS

- Tank drawing of proposed change, 1 page

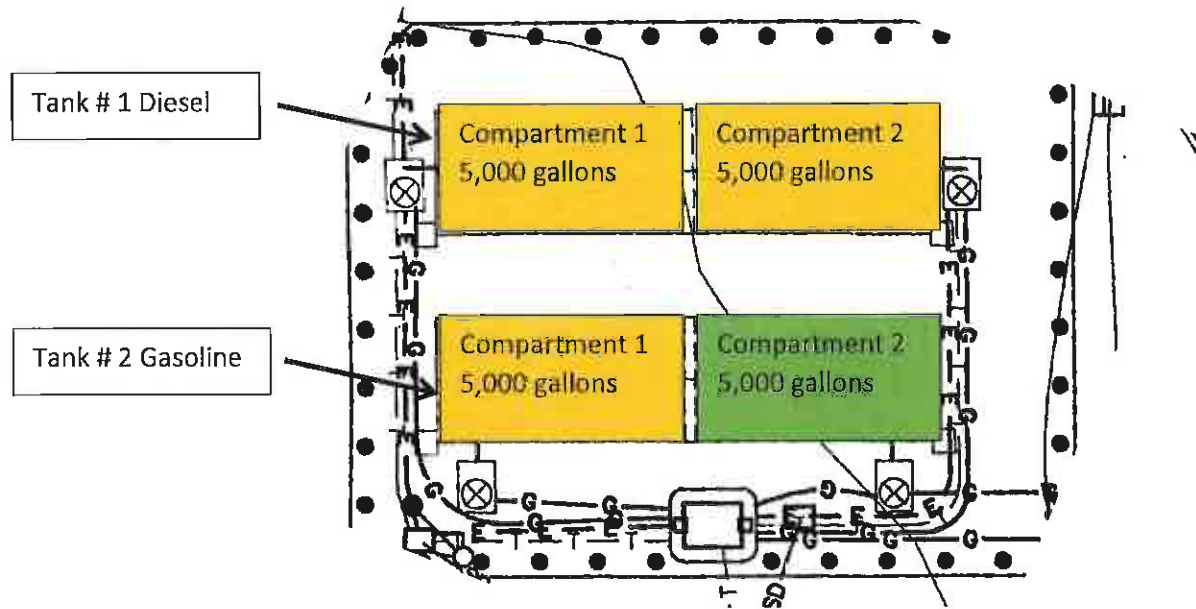
COMMISSIONERS ACTIONS

- **Recommended Motion:**
Motion to approve changing the capacity of diesel to 15,000 gallons and gasoline to 5,000 gallons for the aboveground fuel tanks supplying the fuel dock.

Existing aboveground fuel tank product and capacity.
10,000 gallons diesel and 10,000 gallons gasoline.



Proposed change to aboveground fuel tank product and capacity. 15,000 gallons diesel and 5,000 gasoline.



ACTION ITEM – K

DATE: June 15, 2021
RE: Crown Plumbing Change Order
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- A procurement for the underground plumbing was completed for the reopening of the existing main RV Park restroom. Crown Plumbing provided the lowest proposal for this work at \$3,845.
- Staff did anticipate there would be some extra work from unknowns. We did not expect the amount of plumbing upgrades that ended up being needed. The rough-in plumbing was not compatible with the new fixtures. The result was more plumbing upgrades were needed that caused for more materials and labor.
- Added materials totaled \$1,748.14. Extra 34 labor hours totaled \$5,440. Credit of \$200 for the Port completing the permit work. Total added change amount is \$6,988.14. Crown Plumbing total amount is now \$10,833.14.
- Port staff supervised the progress of the changes and confirmed the extra charges.
- The total project expenses including this change order is at \$76,227. The restroom was reopened to the public on May 28. The showers will remain closed until refurbishing work and final county inspection are completed.

DOCUMENTS

- Procurement Request and Crown Plumbing proposal, 3 pages
- Crown Plumbing Final Invoice, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve final payment to Crown Plumbing in the amount of \$8,840.64.

PORT OF BROOKINGS HARBOR

Tiara

Procurement Request

Project Name: RV Park Plumbing Contract No. _____

Purchase Agreement Contract
 Purchase Order No. 1977

Award Information:

Company Name

Crown Plumbing

w-9/Insurance Cert. Fed payroll
Special Notes or Comments

Contact Person:

Address:

Telephone:

| No. | Proposals / Quotes | Units | Quantity | Total \$ |
|-----|------------------------------------|---------------------------|----------|----------|
| | New Hope plumbing | 95 pr. HR | | 4950.00 |
| | Crown Plumbing | 160 ⁰⁰ pr. hr. | | 3945.00 |
| | Alex Odonell Plumbing MA | | | |
| | Gold Beach Plumbing (Disconnected) | | | |

same
non 1st
message

Prepared by:

TRAVIS WEBSTER

Print Name

Fund Account:

Port construction fund

General Fund

Capital Improvements

Debt Service

Revenue Bond

Department:

Marina

Boat Yard

RV Park

Port Office

Fuel Dock

Commercial Retail

Approved by GM:

Signature

Print Name

Date

Approved by Board Commissioner:

Signature

Print Name

Date

Approved by Board Commissioner:

Signature

Print Name

Date



Serving Metro & Willamette Valley

CONTRACT FOR PLUMBING SERVICES AND MATERIALS

March 5, 2021

Submitted by:
Crown Plumbing
5429 SE Francis St
Portland, OR 97206

Submitted to:
Port of Brookings Harbor
Travis Webster
16330 Lower Harbor Rd
PO Box 848
Brookings, OR 97415
travis@portofbrookingsharbor.com

PROPERTY LOCATION: 16330 Lower Harbor Rd Brookings, OR 97415

Crown Plumbing CCB #163063 offers and agrees to furnish materials and labor in accordance with the below specifications.

- Reroute 6 floor drains through sand interceptor in RV park restroom. Approx. 100' of piping. Tie onto existing vent piping. If vent piping is not usable, we will reroute vent up interior wall with exposed piping. Does not include trap primers. Others to provide drain bodies and interceptors. Crown Plumbing to provide pipes and fittings.
- Permits included.

Base Contract Total
\$3,845.00

Payment Schedule:

50% due upon signing in the sum of: \$1,992.50
40% due at completion of rough in phase
Balance along with any additional charges due at completion prior to final inspection.
Late fee of \$25.00 and 18% interest charged monthly on past due accounts

\$160.00 for extra work

Extra Charges/Change Orders:

Any alteration or deviation from specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Once the existing plumbing system has been altered there is potential that existing piping/fixtures may be affected. If this is the case additional charges may incur. Estimate is based on project being ready at the time of schedule date. If plumbers arrive and project is not ready additional trip charges of \$250.00 per plumber may apply.

5429 SE Francis Street
Portland, OR 97206
Dir 503-771-9449
Fax 503-771-9454

info@crownplumbingpdx.com
www.crownplumbingpdx.com

CCB#163063

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Any plumbing fixtures supplied by others to be plumbing code approved and on site at the start of the job. Extra charges could incur for special or complicated fixtures that are not known at contract signing.

Warranty:

Contractor carries all liability insurance and bonds required by the state. All services to be provided will be performed in a diligent, professional, and workmanlike manner in good faith and according to good industry practices. The services provided under this contract shall be warranted for a period of twelve (12) months following the satisfactory completion of the applicable Services. Where products are supplied that are protected under a manufacturer's warranty, this will serve as the consumer's warranty in the case of product failure. No warranty on fixtures provided by others.

Unforeseen/Concealed Conditions:

If conditions are encountered on the site which are subsurface or otherwise concealed physical conditions which differ materially from those contemplated, or physical conditions of an unusual nature are encountered and cause a furtherance to the Contractor in time or materials, the Contractor will be entitled to an equitable adjustment in the contract price, an extension of the completion date, or both, by change order. For example, but not limited to: excavation of rock 1.5" or larger in diameter or excessively rocky or root filled ground.

Asbestos:

All commercial buildings regardless of construction date and residential buildings constructed before 2004 must have an asbestos survey conducted by an accredited inspector prior to any demolition or renovation activities done by a contractor, business owner or property manager.

Small projects: Maintenance and comparable activities limited to less than three square feet or three linear feet, provided the removal is part of a needed repair operation, may be exempt from certain rules.

Intl. IA Attached

Lien Rights:

I acknowledge that I have received the lien rights notification package required by the construction contractor's board rules. Intl. _____

ACCEPTANCE

I hereby accept and understand this contract. Payment will be made as outlined above.

PO# 1977 (IBW) POBH Date 3/12/21

Note: This contract may be withdrawn by Crown Plumbing if not accepted within 30 days.

5429 SE Francis Street
Portland, OR 97206
Dir 503-771-9449
Fax 503-771-9454

info@crownplumbingpdx.com
www.crownplumbingpdx.com

CCB#163063

255

Crown Plumbing

5429 SE Francis St
 Portland, Oregon
 97206
 United States
 P.: 5037719449
 E.: joni@crownplumbingpdx.com



Invoice Submitted To:

Port of Brookings-Beachfront RV Park

16035 Boat Basin Rd
 Brookings, Oregon
 97415
 United States
 P.: 541-291-7380

| INVOICE | |
|--------------|-------------|
| Invoice # | 10766A |
| Invoice Date | 17-Mar-2021 |
| Terms | COD |

| Job Code | Job Address |
|----------|--|
| 10766 | 16035 Boat Basin Rd, Brookings, Oregon, 97415, United States |

Job Notes :

- Reroute 6 floor drains through sand Interceptor in RV park restroom. Approx. 100' of piping. Tie onto existing vent piping. If vent piping is not usable, we will reroute vent up interior wall with exposed piping. Does not include trap primers. Others to provide drain bodies and interceptors. Crown Plumbing to provide pipes and fittings.

| Description | Qty. | Unit Price | Tax | Sub Total |
|---|------|------------|------|---------------------|
| As per estimate. | 1.00 | 3,845.00 | 0.00 | 3,845.00 |
| Extra materials., Top out \$1,376.84 Finish \$371.30 | 1.00 | 1,748.14 | 0.00 | 1,748.14 |
| Extra Labor., 18 hours - top out. 16 hours finish. | 1.00 | 5,440.00 | 0.00 | 5,440.00 |
| Did not buy permit. | 1.00 | -200.00 | 0.00 | -200.00 |
| Total: | | | | \$ 10,833.14 |
| (+ Tax: | | | | \$ 0.00 |
| Grand Total: | | | | \$ 10,833.14 |
| Amount Paid: | | | | \$ 1,992.50 |
| Amount Due: | | | | \$ 8,840.64 |

Invoice Notes :

PAYMENT STUB

Crown Plumbing
 5429 SE Francis St
 Portland, Oregon 97206
 United States
 P.: 5037719449
 E.: joni@crownplumbingpdx.com

| | |
|--------------|---|
| Client | Port of Brookings-Beachfront RV Park |
| Client Phone | 541-291-7380 |
| Invoice # | 10766A |
| Invoice Date | 17-Mar-2021 |
| Amount Paid | 1,992.50 |

ACTION ITEM – L

DATE: June 15, 2021
RE: Delinquent Account Write Off Request
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Once a year, typically before the end of the fiscal year, delinquent accounts are reviewed and written off per Resolution 478. Port Manager has the authority to write off delinquent accounts below \$1,000 and submit to a collection agency, if we find the accounts unretrievable. Any amounts over \$1,000 requires Board action.
- Staff has prepared a summary account and attached for your review for each request:

| # | Name | Type of Account | Amount Owed |
|---|------------------------------------|----------------------|-------------|
| 1 | Ashley Krauss | Recreational Moorage | \$11,710.77 |
| 2 | Ross Angel | Recreational Moorage | \$2,598.09 |
| 3 | Leanna Suggs and Andrew Axelse | Transient Moorage | \$2,625.00 |
| 4 | Corey Sample | Gear Storage | \$1,592.53 |
| 5 | CBN Enterprises/Barbara Ciaramella | Commercial Retail | \$6,892.90 |
| 6 | Whale's Tail Candy/Becky Hannen | Commercial Retail | \$4,333.08 |
| 7 | Mark Fowler | Recreational Moorage | \$1,605.00 |
| 8 | Dawn Hatch / John Hartt | Recreational Moorage | \$3,640.16 |

DOCUMENTS

- Delinquent Account Write Off Requests, 28 pages

COMMISSIONERS ACTION

- **Recommended Motion #1:**
Motion to approve write off Ashley Krauss accounts receivable as uncollectable and submit this to collection agency in the amount of \$11,710.77.
- **Recommended Motion #2:**
Motion to approve write off Ross Angel accounts receivable as uncollectable and submit this to collection agency in the amount of \$2,598.09.
- **Recommended Motion #3:**
Motion to approve write off Leanna Suggs and Andrew Axelse accounts receivable as uncollectable and submit this to collection agency in the amount of \$2,625.
- **Recommended Motion #4:**
Motion to approve write off Corey Sample accounts receivable as uncollectable and submit this to collection agency in the amount of \$1,592.53.

- **Recommended Motion #5:**
Motion to approve write off CBN Enterprises/Barbara Ciaramella accounts receivable as uncollectable and submit this to collection agency in the amount of \$6,892.90.
- **Recommended Motion #6:**
Motion to approve write off Whale's Tail Candy/Becky Hannen accounts receivable as uncollectable and submit this to collection agency in the amount of \$4,333.08.
- **Recommended Motion #7:**
Motion to approve write off Mark Fowler accounts receivable as uncollectable and submit this to collection agency in the amount of \$1,605.
- **Recommended Motion #8:**
Motion to approve write off Dawn Hatch / John Hartt accounts receivable as uncollectable and submit this to collection agency in the amount of \$3,640.16.



Delinquent Account Write Off Request

Customer: Krauss, Ashley **Amount Owed:** \$11,710.77 **Date:** June 7, 2021

Requesting permission to write off charges on account receivable as uncollectable.

Notes and timeline of collection attempts on the account of Krauss, Ashley.

- 9/28/2018 3:26:01 PM: I called Ashley about overdue moorage and electrical charges back to June. She was astounded at the increase for moorage. She also mentioned her vessel was robbed, would like more security, cameras, etc... I suggested she write a letter to the Board of Commissioners. She also wanted to know if she could move closer to Leon Kramer so he could keep an eye on her vessel. I said I would get this to Danielle and Travis, our Harbormaster.kb
- **8/15/2019 9:12:07 AM: I just spoke with Ashley concerning her moorage and the fact that she is more than 90 days in arrears.** She stated that she had not been getting the mail that we have been sending her due to family issues. She did acknowledge that she received my email of the June 28th with the attachments and list of what was needed to continue with long term moorage. Ashley stated that she still has that email. I gave Ashley the amount owed and explained that she would have to pay the total amount owed for monthly that has accrued up until a new moorage agreement can be made, providing that she submits the required documents. She said that she needed to look into somethings concerning a better address to send mail to and what to do going forward but would call me back with some decisions and a credit card to get caught up on what she owes at this time. Di
- **10/11/2019 10:48:52 AM: Travis just spoke with Ashley's mom and explained that we still do not have the required documentation to continue to allow Ashley's vessel to be moored at the Port.** Travis explained that if we do not have the required documentation by next week, the vessel would be locked down. Di

Documentation still needed:

1. Insurance
 2. Signed moorage agreement
 3. Copy of registration
 4. Picture of vessel
 5. Copy of current picture ID
- 10/18/2019 3:33:27 PM: I talked to Ashley's mom Amy Walker, today, she called saying Ashley is attending college in Alabama, and the mail has been going to their house in Florida, but she hasn't checked through Ashley's mail until Dianna recently called.

I read her the list, from Dianna's note, of Documentation still needed:

1. Insurance
2. Signed moorage agreement
3. Copy of registration
4. Picture of vessel
5. Copy of current picture ID



She is going to try to gather all this stuff over the weekend and will follow up with Dianna on Monday. She is hoping if she can get everything together, that we can switch Ashley back to a more affordable moorage term instead of monthly.... I told her that once we have all the documentation, we can discuss that with the harbormaster, but that I wasn't going to waste his time on making that decision until all of the paperwork is in order. AS

- 10/21/2019: Travis spoke with Ashley today who is working with her mother to get the information needed to be able to insure the vessel. Ashley told Travis that she would call him back on Friday, 10/25/2019 to update him as to what they have been able to accomplish and what still needs to be done. Di
- 10/28/2019 12:52:52 PM: As of today, I have not heard back from Ashley or her mother. Di
- 10/29/2019 2:59:11 PM: Travis instructed me to continue with monthly billing. Di
- 11/6/2019 11:52:02 AM: We have not received any information back from Ashley as of today. Di
- 11/13/2019 4:36:50 PM: Travis just spoke with Ashley. She told him that her mother had the paperwork for the vessel, and she would be getting that from her and contacting insurance companies to find out what else she needs to get the vessel insured. Travis told her he would help set up the survey if that is what was need but that she only has 1 month to get the vessel insured or the Port would have to pull it out of the basin. Ashley told Travis that she would keep in contact with him as to her progress. Di
- 12/5/2019 3:15:31 PM: Sent 90 days overdue notice via USPS and email. Kb
- 12/30/2019 4:57:02 PM: Travis spoke with Ashley on Friday, December 27th and again on the 29th and 30th via text. Ashley stated that she does need a survey done on the vessel "Reality" but that she also could not afford the boat and going to college. She would like to get the survey and sell the vessel as soon as possible. Travis sent Ashley two different surveyor's contact information and reminded Ashley that she also needs to make payment on what she owes now. Waiting to hear back from Ashley. Di
- 1/2/2020 11:46:00 AM: No payment on account has been made since 12/5/19 "90 Day Overdue" notice was mailed.
Dianna is still waiting for paperwork from Ashley. She and Travis have sent Ashley information to have the vessel surveyed for insurance. They last communicated with her on 12/30/19.

Per Travis, sent a Demand Notice today, as per our normal policy, via certified mail. AS

- 1/9/2020 8:56:00 AM: Ashley contacted the Harbormaster via text message on 01/08/2020. She requested cost of tow & haul out which the Harbormaster provided to her (\$893), not including yard days. Di
- 2/5/2020 7:24:14 AM: A demand for payment was sent out on Jan. 2, 2020 that came back unclaimed. I resent the notice and invoices via email since this seems to be the best way to contact Ashley. Di
- 2/12/2020 Sent Demand Notice via Certified Mail, Signature Required, for \$4,945.14 (account balance) to Ashley's new address:
Tuscaloosa, AL 35401



Other Demand Notices have been returned Unclaimed by the Post Office: The Port Staff has recently learned Ashley has moved, so a new Notice was issued to her most current address.
AS

- 2/19/2020 7:18:38 AM: Received notice from Certified Mail of Delivery and from USPS proof of delivery on February 15, 2020, to Tuscaloosa, AL 35401 to Ashley Krauss with signature. Kb
- 6/18/2020 9:43:34 AM: Upon review of moorage termination notice from Martha, process to begin for moorage termination. I will wait to receive reviewed letter before proceeding. Kb
- **6/22/2020 3:50:52 PM: Gary wants to send a reminder letter before sending termination letters.** I put together the notes on account, stored POBH, Marina, Moorage/Storage Terminations. Kb
- 10/6/2020 3:47:42 PM: Travis inquiring on the status of this account and requesting a timeline of activity on collection process. FYI...All statements and letters sent out have been returned UNCLAIMED. The recent return of Certified Mail was received on 10/06/2020 containing Delinquent Account Notice, this was the letter Gary sent out on July 1, 2020.
- **11/20/2020 1:20:28 PM: Moorage Termination commences.**
Moorage was due for renewal on May 1, 2019. We have not received:
 1. Moorage Agreement
 2. Payment
 3. Proof of Insurance (none on file)
 4. Registration of vessel
 5. Photo ID
 6. Picture of vessel
 7. Also has failed to provide an updated / valid mailing address.(All mailed correspondence, as well as emailed correspondence, have been returned undeliverable).
The only contact information the Port has currently, is her cell phone number. Drafting a termination letter. AS
- 3/1/2021 11:16:02 AM: Sent 90 days past due notice, deadline March 15, 2021.kb
- 3/11/2021 8:16:33 AM: on 3/10/2021, the "Reality" Moorage was assigned to new owner Giovanni Costantino. Gave Ashley's file to Kim since we are in the process of trying to get payment from her on her past due invoices. AS
- 3/15/2021 2:19:51 PM: Sent DEMAND NOTICE for 90 day's overdue amount of \$1,410.10 must be paid in full by March 26, 2021. Sent via USPS to Tuscaloosa, AL 35401 and email on file: - EVEN THOUGH we have received returned mail.kb
- 3/31/2021 3:11:39 PM: Sent via email & USPS 90 days overdue notice in the amount of \$2,115.15. kb
- 04/30/2021 12:26:32 PM: Demand Notice amount due \$11,541.09 sent on 05/01/2021 via USPS and email with a deadline of May 14, 2021.



- 5/14/2021 3:22:44 PM: Ashley called today about outstanding debt. Gary and I spoke with her. Gary suggested she put together a summary of events causing her debt and we could get it to the board for any kind of consideration of relief and/or help. She indicated she has no mail address. Her email address is valid as well as her phone number. Gary said we would put collection process on hold while awaiting her letter to the board. I sent her an email with Gary's email to send the letter. kb

- 6/7/2021 4:56:23 PM: Customer failed to either pay or contact us in the required allotted time per Demand Notice sent on April 30, 2021, (deadline was May 15, 2021). Requesting these charges be written off accounts receivable as uncollectable. kb

Write off this account on accounts receivable as uncollectable and **submit this to collection agency in the amount of \$11,710.77.**

Write off this amount on accounts receivable as uncollectable in the accounts receivable and **do not submit this to collection agency in the amount of \$11,710.77.**

Other Agreement/Terms as presented and approved. Customer balance is \$11,710.77.

Authorized / Attached Minutes

Date

8:24 AM

06/08/21

Accrual Basis

Port of Brookings Harbor
Balance Details for Krauss, Ashley
All Transactions

| Type | Num | Date | Memo | Due Date | Amount | Open Balance |
|--------------|----------|------------|---------------------------------|------------|------------------|------------------|
| Invoice | FC 1135 | 05/31/2021 | Finance Charge | 05/31/2021 | 169.68 | 169.68 |
| Invoice | FC 1003 | 04/30/2021 | Finance Charge | 04/30/2021 | 30.07 | 30.07 |
| Invoice | FC 910 | 03/31/2021 | Finance Charge | 03/31/2021 | 30.24 | 30.24 |
| Invoice | FC 862 | 02/26/2021 | Finance Charge | 02/26/2021 | 29.22 | 29.22 |
| Invoice | FC 795 | 01/29/2021 | Finance Charge | 01/29/2021 | 30.24 | 30.24 |
| Invoice | FC 720 | 12/31/2020 | Finance Charge | 12/31/2020 | 52.50 | 52.50 |
| Invoice | 20202617 | 12/01/2020 | Monthly Moorage, Dec 2020 | 12/01/2020 | 705.05 | 705.05 |
| Invoice | 20202358 | 11/01/2020 | Monthly Moorage, NOV 2020 | 11/01/2020 | 705.05 | 705.05 |
| Invoice | 20201983 | 10/01/2020 | Monthly Moorage, October 2020 | 10/01/2020 | 705.05 | 705.05 |
| Invoice | 20201814 | 08/04/2020 | Monthly Moorage, September 2020 | 03/04/2021 | 705.05 | 705.05 |
| Invoice | 20201597 | 07/14/2020 | Monthly Moorage, August 2020 | 02/11/2021 | 705.05 | 705.05 |
| Invoice | 20201399 | 06/25/2020 | Monthly Moorage July 2020 | 02/23/2021 | 705.05 | 705.05 |
| Invoice | 20200979 | 05/12/2020 | Monthly Moorage June 2020 | 02/10/2021 | 686.76 | 686.76 |
| Invoice | 20200805 | 04/29/2020 | Monthly Moorage May 2020 | 03/30/2021 | 686.76 | 686.76 |
| Invoice | FC 553 | 03/31/2020 | Finance Charge | 03/01/2021 | 78.26 | 78.26 |
| Invoice | 20200529 | 03/03/2020 | Monthly Moorage April 2020 | 03/03/2021 | 686.76 | 686.76 |
| Invoice | FC 491 | 02/27/2020 | Finance Charge | 02/26/2021 | 54.84 | 54.84 |
| Invoice | 20200297 | 02/03/2020 | Monthly Moorage: March 2020 | 02/26/2021 | 686.76 | 686.76 |
| Invoice | FC 438 | 01/31/2020 | Finance Charge | 02/23/2021 | 52.50 | 52.50 |
| Invoice | 20200106 | 01/08/2020 | Monthly Moorage: February 2020 | 02/07/2021 | 686.76 | 686.76 |
| Invoice | FC 377 | 12/31/2019 | Finance Charge | 12/31/2019 | 46.04 | 46.04 |
| Invoice | FC 318 | 11/27/2019 | Finance Charge | 03/30/2021 | 18.28 | 18.28 |
| Invoice | 20193661 | 11/20/2019 | Monthly Moorage: January 2020 | 03/23/2021 | 686.76 | 686.76 |
| Invoice | 20193592 | 11/06/2019 | Monthly moorage November 2019 | 04/09/2021 | 686.76 | 686.76 |
| Invoice | 20193561 | 11/05/2019 | Monthly moorage December 2019 | 04/08/2021 | 686.76 | 686.76 |
| Invoice | FC 245 | 10/31/2019 | Finance Charge | 04/03/2021 | 21.00 | 21.00 |
| Invoice | 20193064 | 09/11/2019 | Monthly Moorage October 2019 | 04/14/2021 | 686.76 | 686.76 |
| Invoice | 20192734 | 08/15/2019 | Monthly Moorage September 2019 | 04/18/2021 | 686.76 | 686.76 |
| Total | | | | | 11,710.77 | 11,710.77 |

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Delinquent Account Write Off Request

Customer: Angel, Ross **Amount Owed:** \$2,598.09 **Date:** June 7, 2021

Requesting permission to write off charges on account receivable as uncollectable.

Notes and timeline of collection attempts on the account of Angel, Ross.

- 9/6/2017 11:29:43 AM: Customer brought in a check that was taped to the back outside door in the amount of \$375.00 dated 8/4/17. I received the check and sent copy of invoice showing remaining amount due via email. kb
- 1/10/2020 10:15:41 AM: Received an email today confirming current mailing address, in Los Angeles California. AS
- 12/9/2020 8:03 AM: Have sent several emails regarding their renewal being due on Nov 1st. Their 30-day grace period was up 12/1/20. I left a message and sent an email asking them to get ahold of me by the end of the day or their moorage will be terminated. AS
- **12/10/2020 8:55:16 AM: Moorage was due for renewal on November 1, 2020, we have not received:**
 - **Moorage Agreement**
 - **Payment**
- 12/10/2020 8:55:16 AM: Boat displays no registrations stickers (found online to be registered through 2021, however there are no stickers on the vessel). Drafting a termination letter. AS
- 1/08/2021 1:33:07 PM: Ross left a message stating he will get renewal paperwork to us ASAP. He states he was stuck in England for 2 months due to covid-travel restrictions and his wife is currently stuck in Brazil due to covid-travel restrictions.

He had previously called around 12/18/20 stating the same thing as above. I did call him back at that time and left him a voicemail stating he would still be responsible for the monthly invoice amount of \$478.00 for non-compliance with our rules and regulations regarding renewal, and I also stated that once ALL his paperwork was in order, we could accept payment and renew his moorage, but a renewal would not be approved not until all requirements have been received. AS

- 1/15/2021 11:15:12 AM: I spoke with Gary and Travis about Ross's voicemail stating he was delayed in renewing his moorage due to being stuck in England.

Gary and Travis both agreed that he could have emailed, faxed, or gotten the moorage renewal, and payment, to us one way or another, if he had tried to send it on time / prior to termination.

Gary approved an extension until Wednesday, January 20th for Ross to submit his moorage agreement and payment. (If we do not receive those things by Wednesday, the Port will continue with termination).

Travis also stated that if the boat is registered (which it is through 12/31/21) we will allow Ross to affix the sticker to the boat next time he is here.



I called Ross regarding the new deadline of Wednesday, January 20th. I emailed him a fillable moorage agreement because he claims he cannot get into his wife's email account and claims he has not gotten his mail since returning to the states due to his quarantine.

He knows he must send that back and submit payment by Jan 20th. I told him by phone AND in the email I sent today. AS

- 1/25/2021 12:59:16 PM: Travis attempted to call Ross 2 times, January 21 and January 22 and was unable to leave a message. kb
- **1/25/2021 12:59:16 PM: Progressive sent a Notice of Cancellation (due to Non-Payment) for Ross Angel's boat insurance.** The Notice of Cancellation states: "This policy will terminate and all liability of the company under it will cease on 12/15/2020 at 12:01 AM Standard Time". The notice is in his Moorage file. AS
- 1/25/2021 1:37:48 PM: Ross was given, upon request, additional time to submit the Moorage License Application and his payment. The deadline was given to him verbally by phone and noted in an email sent to him on 1/15/2021. He had until 5:00 pm on 1/20/2021 to submit his Moorage License Application and his payment. As of today, he has not responded to my email, or submitted the items required. He has not called the office, nor have we been able to contact him (Travis called 1/21 & 1/22). Therefore, a Second Notice of Termination has been issued. It has been emailed to Ross, sent by Certified Mail to Ross, and posted on the vessel. (A copy is in his file).

He has until 2/5/2021 to remove the vessel from the Port. AS

- 1/26/2021 Ross left a voicemail (that I assume was in response to the Second Letter of Termination being emailed to him on 1/25/21).

In the approximately 6-minute message he left, he said that he was working on getting everything squared away, that he should have everything to us by the beginning of next week & that he wishes he could tell us what day, but he is not sure. He stated that he has company coming so he cannot say exactly what day he would have everything to us.

He said, "bear with me, I'm sorry, it's only 1500 bucks, it's not a big thing" (and he mumbled something about getting a loan for \$62,000 this week). He repeated "bear with me" and then said, "don't do anything crazy, ok?" Then he said, "let me just get this thing handled, bear with me, ok?" Then he said "I know it is an inconvenience for you, bear with me, ok? I'm trying to keep everything on stand-by, so I don't lose anything, until this thing blows over" He ended with saying "Just stand-by, ok?"

I relayed this message to both Gary and Travis. "They asked me to send Ross an email stating that the Port is continuing with Termination and that he has until February 5th to remove his vessel." (A copy of that email is in his file). AS

- **2/5/2021: Termination official. Seizure process to start per Travis.** Created 1st Pre-Seizure notice and sent via certified letter and attached to vessel. kb
- 2/10/2021 11:20:16 AM: Received confirmation of claimed certified 1st notice with signature, delivered to an individual at the address on February 9, 2021, at 2:16pm. kb
- **2/22/2021 8:27:23 AM: Created 2nd Pre-Seizure notice** and sent via certified letter and attached to vessel. Also emailed a copy to Mr. Angel. kb
- **3/5/2021 8:22:05 AM: Created 3rd and FINAL Pre-Seizure notice** and sent via certified letter and attached to vessel. Also emailed a copy to Mr. Angel. Kb



3/9/2021 11:22:36 AM: Ross came into the office today. He said he is here to get his boat, put it on a trailer and take it home tomorrow. I called Travis to talk to Ross. I printed the invoices and statements due for Travis to give to Ross. Travis told Ross to talk to Kenny at the Boat Shop about hauling the boat and putting it on a trailer. AS

- 3/12/2021 9:47:52 AM: Received Proof of Delivery for 3rd and FINAL Preseizure notice, signed for by Ross Angel at Los Angeles, CA on March 8, 2021, at 12:51pm. kb
- **3/25/2021 1:56:33 PM: Per message that Ross Angel left today.**

He said "that the truck he has coming to move his boat got stuck in Oklahoma due to bad weather and will not be arriving on time. He hopes that it will be here early next week. He said if we need to contact him the best number right now is his cell of 213-776-8316". AS

- 3/31/2021 3:05:15 PM: Sent 90 days overdue notice in the amount of \$478.00. kb
- Ross left a voicemail on Sunday, 4/4/21 at 9:30 am stating he received his bill and knows what he owes the Port and that he will call us "hopefully later this week" to arrange payment. AS

4/8/2021 3:39:43 PM: Ross called again, he said he is trying to sort out his bill as to what he is going to pay and what he is going to ask his insurance company to pay.... he said he should have it sorted out in a week or so and will then submit payment. AS

- 4/7/2021 10:11:22 AM: I received a call from Alex at Progressive Insurance today. Progressive will be issuing a check to POBH in the amount of \$105.00 that will pay for pump out invoice #20210428.
- **04/30/2021 12:26:32 PM: Demand Notice amount due \$2,559.91 sent on 05/01/2021 via USPS and email with a deadline of May 14, 2021. Charges on account are Moorage NOV 2020, Moorage DEC 2020 – MAR 7, 2021, Moorage MAR 8 – MAR 25, 2021, and finance charges.**
- 5/3/2021 10:06:39 AM: Received an email requesting a breakdown on charges. Replied with a Balance Detail Report and copies of all invoices on account. Kb
- 5/13/2021 8:35:06 AM: Received an intent to cancel due to non-payment from Progressive.

Making a note because the address listed on it for Ross is different than the one, we have on file:

- 6/7/2021 1:42:20 PM: Customer failed to either pay or contact us in the required alot time per Demand Notice sent on April 30, 2021, (deadline was May 15, 2021). Requesting these charges be written off accounts receivable as uncollectable. Kb

Write off this account on accounts receivable as uncollectable and **submit this to collection agency in the amount of \$2,598.09.**

Write off this amount on accounts receivable as uncollectable in the accounts receivable and **do not submit this to collection agency in the amount of \$2,598.09.**

Other Agreement/Terms as presented and approved. Customer balance is \$2,598.09.

Authorized / Attached Minutes

Date

1:53 PM

06/07/21

Accrual Basis

Port of Brookings Harbor
Balance Details for Angel, Ross
All Transactions

| Type | Num | Date | Memo | Due Date | Amount | Aging | Open Balance |
|--------------|----------|------------|---|------------|-----------------|-------|-----------------|
| Invoice | FC 1051 | 05/31/2021 | Finance Charge | 05/31/2021 | 38.18 | 7 | 38.18 |
| Invoice | FC 986 | 04/30/2021 | Finance Charge | 04/30/2021 | 36.94 | 38 | 36.94 |
| Invoice | FC 897 | 03/31/2021 | Finance Charge | 03/31/2021 | 7.78 | 68 | 7.78 |
| Invoice | 20210545 | 03/24/2021 | Moorage for March 8 - March 25, 2021 - due to ... | 03/24/2021 | 425.60 | 75 | 425.60 |
| Invoice | 20210445 | 03/05/2021 | Dec 2020 - March 7, 2021 - due to Moorage Te... | 03/05/2021 | 1,673.60 | 94 | 1,593.20 |
| Invoice | FC 851 | 02/26/2021 | Finance Charge | 02/26/2021 | 6.60 | 101 | 6.60 |
| Invoice | FC 782 | 01/29/2021 | Finance Charge | 01/29/2021 | 11.79 | 129 | 11.79 |
| Invoice | 20202826 | 12/10/2020 | Moorage for Nov 2020 - due to Moorage Termi... | 12/10/2020 | 478.00 | 179 | 478.00 |
| Total | | | | | 2,678.49 | | 2,598.09 |

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Delinquent Account Write Off Request

Customer: Leanna Suggs & Andrew Axelse F/V: SEUTE DEERN

Amount Owed: \$2,635.00 **Date:** June 7, 2021

Requesting permission to write off charges on account receivable as uncollectable.

Notes and timeline of collection attempts on the account of SEUTE DEERN

- 1/25/2021 8:53:10 AM: **The "Seute Deern" came into the Port of Brookings Harbor on Wednesday evening, January 20th, 2021.**

On Thursday January 21st, 2021, a woman came into the office and said her boat was broke down on the "fish dock" with dead batteries. Travis and I spoke with her and determined it was tied up and broke down at Steel Wall, with dead batteries. Travis asked Kenny from the Boat Shop to charge the batteries so the sailboat could move again.

Due to inclement weather, the boat is currently on Basin 2, H Dock with Travis's permission/approval.

The sailboat is currently in our Harbor as a Transient boat under the account name "Leanna Suggs". Ms. Suggs and her companion "Drew" claimed they were heading to Newport when they broke down here. AS

- 1/25/2021 2:01:50 PM: **Owner of "Seute Deern" OAL 50.8 Sailboat is Thomas Sander, per Crescent City Harbor.**
- 1/25/2021 3:04:56 PM: Ms. Suggs and her companion "Drew" came into the office to talk with Travis about their current situation. They said that their boat is still running, the batteries held a charge; however due to the current and upcoming weather, they are unsure when they will be able to leave POBH.

Travis gave them a Moorage Checklist, a Moorage Agreement, and pricing for a 50-foot boat for a week, and a month, so that they could see what is required of all Moorage Holders here.

"They claim the boat has some sort of insurance. They claim they will be able to provide the requirements. They claim they have some money to pay their current bill." Travis asked them to work on getting our list of requirements submitted. He said that once he has all those things, he will talk with them again about any possibility of Moorage, short term, or long term. AS

- 2/16/2021 9:01:40 AM: Voided Transient Dock invoices dated 1/20/21 - 2/8/21 per Travis since he told Ms. Suggs that if they left by 2/4/21 he would waive their charges. Created new invoice for Transient Dock dates 2/13, 2/14 and 2/15/21 since they brought their boat back in to the Port. AS
- 2/16/2021 10:29:16 AM: **Created Post Seizure Notice**, purchased certified postage for 4 addresses, 2 to Thomas & Nancy Sander and 2 to Leanna Suggs & Andrew Axelse. Updated information in Quickbooks. Scanned information into file "Seizures and Liens" under Marina.
- Created an estimate #1569 for \$1,610.00 for haul out, impound fee and 10-yard days.



Travis and Gary had communication with Leanna & Andrew, they said they have decided with the Coast Guard to have the vessel inspected today. Travis will check back at 3pm to see if they have completed. **SEIZURE PROCESS ON HOLD.** Kb

- 2/16/2021 2:33:21 PM: Received a payment for Transient Dates 2/13/21 through 2/17/21 (check out on 2/18/21). Name on Card: Monica C. Burk. AS

- **2/24/2021 10:54:56 AM: The boat, Seute Deern is still at the transient dock.** Travis, Gary, and I had phone conversation with Martha about the best option to pursue with this issue (boat still here and the day and ocean okay to travel). Martha advised the following:

NO COVID-19 Restrictions!! Give verbal notice today that the boat is not seaworthy and cannot remain at the Port. They will have the option to leave at this point if the USCG has reinspected the vessel. Either way the plan is to haul out and impound the vessel. Martha advised to give them opportunity to remove personal property from the vessel before impounding. Charge the appropriate fees. After 30 days and if no payment is made, start the seizure process for non-payment. Kb

- 3/2/2021 1:14:40 PM: **The vessel Seute Deern was found vacant on Monday, March 1, 2021, and moved from the transient dock to the work dock. Per Travis, at this time the vessel is not deemed abandon. Travis to give owner 10 days.** Travis to contact the owner per OSMB registration, Thomas Sander. Kb
- 3/4/2021 4:21:58 PM: **Customer asked verbally to remove the vessel on 02/24/2021 with a deadline of March 5, 2021 (10 days). On March 1, 2021, Harbormaster found the boat was still moored here and appeared to be abandoned. The Port declared the vessel abandoned March 1, 2021.** The seizure process for an abandoned vessel & nonpayment per was started on 3/5/2021, on **03/05/2021, 1st Preseizure Notice sent via certified mail to the following:**

Leanna Suggs & Andrew Axelse Thomas M & Nancy R Sander

- 3/12/2021 9:47:52 AM: Received Proof of Delivery for 1st Preseizure notice, signed for by Leanna J Suggs at Crescent City on March 10, 2021, at 11: 54am.kb
- 3/12/2021 9:47:52 AM: Received Proof of Delivery for 1st Preseizure notice, signed for by Thomas M Sander at Laporte, CO on March 9, 2021, at 1: 48pm.kb
- 4/20/2021 3:47:24 PM: Received Unclaimed 2nd and 3rd Preseizure notice. kb
- 04/01/2021: Received Proof of Delivery for 2nd Preseizure notice, signed for by Thomas M Sander at Laporte, CO on March 31, 2021, at 9: 14am.kb
- 04/06/2021: Received Proof of Delivery for 3rd and FINAL Preseizure Notice, signed for by Thomas M Sander at Laporte, CO on April 6, 2021, at 10: 13am.kb
- **4/26/2021 10:34:59 AM: Sent Post Seizure Notice via certified mail to Leanne Suggs and Thomas & Nancy Sanders.** Also sent all preseizure notices and post seizure notice to OSMB with some supporting documents. Deadline is June 7th, 2021.kb
- 5/3/2021 9:00:48 AM: Thomas Sanders came in at 7:00am this morning. He gave us Vessel Renewal Notification Application for Renewal as the previous documentation expired April 30, 2021. It says, " I sold the boat in July 2020 to Leanna Suggs & Andrew Axelse for 25K". According to want he told Gary today, The Coast Guard did not approve the "bill of sale" to Leanna Suggs & Andrew Axelse. That is why it never changed ownership. Mr. Sanders does



not want anything to do with the boat. He has medical issues preventing him from even getting on the boat and wants nothing more to do with the vessel. Gary explained to him the Port will continue the seizure process to gain possession of the vessel. He wants no proceeds from any net gain after the Port sells the vessel. kb

- 5/6/2021 1:23:03 PM: Received Proof of Delivery for Post Seizure notice, signed for by Nancy Sander at Laporte, CO on May 1, 2021, 9:58am. Kb
- 6/2/2021 8:25:53 AM: Received Unclaimed Post Seizure notice sent to Leanna J Suggs, General Delivery Crescent City, CA 95531 as insufficient address. Kb
- 6/7/2021 2:21:54 PM: **The Port completed seizure and foreclosure process on the vessel: 1154819, Seute Deern**, owners: Thomas M & Nancy R Sander pursuant to ORS 87, Possessory Chattel Liens, and the Port of Brookings Harbor Ordinance No. 1 (1990) on June 7, 2021. This vessel is now ready to post on the public surplus website in hopes of recouping some or all this debt. Requesting to write off these charges from accounts receivable. kb

Seizure & Foreclosure Process Complete. Write off this account in the amount of \$2,635.00 on accounts receivable as uncollectable.

Authorized / Attached Minutes

Date

3:37 PM

Port of Brookings Harbor

06/07/21 Balance Details for SEUTE DEERN Suggs, Leanna & Axelse, Andrew

Accrual Basis All Transactions

| Type | Num | Date | Memo | Due Date | Amount | Aging | Open Balance |
|--------------|----------|------------|----------------------------------|------------|-----------------|-------|-----------------|
| Invoice | 20210390 | 02/26/2021 | Transient Dates: 2/18/21 thro... | 02/26/2021 | 2,635.00 | 101 | 2,635.00 |
| Total | | | | | 2,635.00 | | 2,635.00 |

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Delinquent Account Write Off Request

Customer: Sample, Corey

Amount Owed: \$1,592.53 Date: June 8, 2021

Requesting permission to write off charges on account receivable as uncollectable.

Notes and timeline of collection attempts on the account of Sample, Corey after agreement offered from the Board of Commission on January 20, 2021.

- 1/20/2021 8:37:54 AM: Corey Sample's delinquent account was presented to the board on how to proceed. The following was approved for both vessels:

1. Deadline of March 31, 2021
2. Revert to Commercial Rate
3. Create estimate for annual moorage based on Commercial Rate
2. If paid in full and all documents received at deadline, all prior charges will be waived.

Created an estimate for the Lili Anne and Gear Storage separately. No further action until the end of the day March 31, 2021.kb

Estimates Created

#150 \$1,604.33 for Commercial Moorage 3/1/2020 - 2/28/2021

#151 \$1,620.00 for Gear Storage 1/1/2020 - 3/31/2021 (15 months 2 @108.00 per month.

- 1/28/2021 9:35:18 AM: Created Moorage Renewal Letter with list of requirements, and Renewal Invoice for dates of March 1, 2021, through February 28, 2022, at Commercial Rate, (due by April 1st, 2021). AS
- 2/25/2021 1:15:18 PM: Received a voicemail from Michael Kukkola who said he wants to transfer the Moorage on the F/V "Lili Anne" and pay for this year which is due 3/1/21. Gary said it was ok to give Michael the moorage requirement list, and invoice for 2021-2022, leaving the other invoices due on Corey's account. I emailed Michael with all our Moorage Requirements, and Gear Storage info as well, because he did ask about the bill for gear.

On 2/25/21 when Mike Kukkola called about taking over for gear storage and moorage for the Lili Anne, I explained to him the balance due for past due moorage and gear storage was still due. He mentioned taking over the gear storage on March 1st, 2021, which I told him would be fine, but that the past due on Corey's account is still Corey's responsibility.

On 4/9/21 when Corey came in to pay for his past due 2020-2021 Moorage, I also printed him a statement and copies of past due invoices for Gear Storage. I told him that he was responsible for the past due Gear Storage, and that although Mike had taken over effective 3/1/21, the past due still needed to be paid according to notes I had from Corey's account going to the Board of Commissioners for review.

Corey stated that it has been Mike's boat and Mike's gear all along, that he is just working for Mike and that he believed Mike should be paying for the past due Gear Storage. In return, I explained to Corey that he is the one who came into the office at the beginning and stated that he needed moorage and he



needed gear storage, that we billed him according to the space he told us he needed, and used all along, for gear at which time we were under the impression was his.

Corey said he was going to "talk to Mike" about paying the bill. He basically brushed it off and made a comment of how it was not his problem anymore (referring to Mike taking over on 3/1/21). He said he would come back in to pay once he talked to Mike and got money from Mike to pay the past due, or when he himself was able to save up enough money to pay the past due. AS

- 3/31/2021 3:11:39 PM: Sent via email & USPS 90 days overdue notice in the amount of \$2,205.72. kb
- 4/1/2021 2:05:58 PM: Voided invoice #20210584 for Commercial Moorage 3/1/2020-2/28/2021 created from estimate#150 in the amount of \$1,604.33 as the deadline for this agreement was 03/31/2021.
Voided invoice #20210585 for Gear Storage 1/1/2020 - 3/31/2021 (15 months and 2 months at 108.00 per month) created from estimate#151 in the amount of \$1,620.00 as the deadline for this agreement was 03/31/2021.kb
 - 4/30/2021 10:38:55 AM: Created credit memos to waive/void Monthly Moorage charges and finance charges per motion approved by the Board of Commission on January 19, 2021. Gear Storage charges have not been paid yet and are still open on Corey's account. After discussing the Commercial Rent Relief with Corey and discussing with Gary, it was decided to withdraw his application. I withdrew his application on April 29th. After speaking with Corey on the 29th, he assured me he is working on satisfying his remaining balance. Kb
 - 5/28/2021 9:56:17 AM: Sent 90 days overdue notice via USPS and email with a deadline of June 11, 2021.kb
- 6/8/2021 1:13:27 PM: Mike Kukkola took over Corey's moorage and storage for upcoming year as of March 1, 2021. The previous gear storage charges are Corey's responsibility as he is the one that initially requested the service, see previous note from April.

The deadline set with the agreement with the Board of Commission was March 31, 2021. We have not seen any payment or received any contact with Corey about the status of payment.

Requesting permission to write off charges on accounts receivable as uncollectible. kb

- Write off this account on accounts receivable as uncollectable and **submit this to collection agency in the amount of \$1,592.53.**
- Write off this amount on accounts receivable as uncollectable in the accounts receivable and **do not submit this to collection agency in the amount of \$1,592.53.**
- Other Agreement/Terms as presented and approved.** Customer balance is \$1,592.53

Authorized / Attached Minutes

Date

11:45 AM

06/08/21

Accrual Basis

Port of Brookings Harbor
Balance Details for Sample, Corey
All Transactions

| Type | Num | Date | Memo | Due Date | Amount | Open Balance |
|--------------|----------|------------|------------------------------------|------------|-----------------|-----------------|
| Invoice | FC 1087 | 05/31/2021 | Finance Charge | 05/31/2021 | 80.53 | 80.53 |
| Invoice | 20210174 | 01/22/2021 | Gear Storage, February 2021 | 01/22/2021 | 108.00 | 108.00 |
| Invoice | 20202919 | 12/23/2020 | Gear Storage, January 2021 | 12/23/2020 | 108.00 | 108.00 |
| Invoice | 20202753 | 11/24/2020 | Gear Storage, December 2020 | 11/24/2020 | 108.00 | 108.00 |
| Invoice | 20202456 | 10/22/2020 | Gear Storage, November 2020 | 10/22/2020 | 108.00 | 108.00 |
| Invoice | 20202193 | 09/18/2020 | Gear Storage, October 2020 | 03/19/2021 | 108.00 | 108.00 |
| Invoice | 20202066 | 09/01/2020 | Gear Storage, September 2020 | 03/02/2021 | 108.00 | 108.00 |
| Invoice | 20201789 | 08/03/2020 | Gear Storage, August 2020 | 03/03/2021 | 108.00 | 108.00 |
| Invoice | 20201381 | 06/24/2020 | Gear Storage, July 2020 | 02/22/2021 | 108.00 | 108.00 |
| Invoice | 20201167 | 05/29/2020 | Gear Storage, June 2020 | 02/27/2021 | 108.00 | 108.00 |
| Invoice | 20200938 | 05/01/2020 | Gear Storage, May 2020 | 03/01/2021 | 108.00 | 108.00 |
| Invoice | 20200937 | 04/30/2020 | Gear Storage, April 2020 | 02/28/2021 | 108.00 | 108.00 |
| Invoice | 20200453 | 02/27/2020 | Gear Storage, March 2020 | 02/26/2021 | 108.00 | 108.00 |
| Invoice | 20200225 | 01/24/2020 | Gear Storage, February 2020 30x... | 02/16/2021 | 108.00 | 108.00 |
| Invoice | 20200137 | 01/15/2020 | Gear Storage, January 20x60 | 02/14/2021 | 108.00 | 108.00 |
| Total | | | | | 1,592.53 | 1,592.53 |

274



Delinquent Account Write Off Request

Customer: CBN Enterprises/Barbara Ciaramella

Amount Owed: \$6,892.90 **Date:** June 8, 2021

Requesting permission to write off charges on account receivable as uncollectable.

Notes and timeline of collection attempts on the account of CBN Enterprises/Barbara C.

- LEASE per month \$840.00 - Landlord hereby leases to Tenant approximately 800 square-feet of commercial retail space, located at 16358 Lower Harbor Road, Brookings, Oregon containing 800 square feet for "the building" @ \$1.05 per square foot (\$840.00 per month), commencing April 1, 2017 (see Exhibit B), for a maximum combined term of 36 months commencing December 1st, 2016, and continuing through November 30, 2019. Credit for 4 months of \$960.00/month starting Dec 1, 2016.kb
- 1/15/2020 1:23:25 PM: Sent Default Tenant letter (31+ days overdue) in the amount of \$2,670.47 via regular AND certified mail. *Copy in Attachments* AS
- 05/18/2020 9:44:53 AM: Gary received an email from Barbara with concerns about COVID-19 restrictions and her ability to open her business. She stated she and her business was very effected by the restrictions. She thanked us for our patience. Kb
- 10/01/2020 10:00:38 AM: Gary issued a 'Notice to Commercial Tenant' regarding lessee's legal obligations regarding the repayment of rent, utility charges, or other fees/charges incurred by not paid during the period April 1, 2020, through September 30, 2020. The lessee was offered to take advantage of the six-month grace period provided by HB 4213. If utilized they would have until March 31, 2021, to pay the balance without risk of imposition of late fees or risk of termination of the lease. He further explained the option to enter a voluntary repayment plan to pay down the balance to zero prior to March 31, 2021.

The notice also explained that all rents and other charges or fees that come due after September 30, 2020, must be paid as usual or the Port may terminate your lease according to its terms. Kb

- 10/22/2020 10:16:56 AM: We received a signed Voluntary Repayment Plan Agreement on 10/22/2020 stating payment in full \$5751.95 to be received March 31, 2021, with a zero balance. kb
- 10/30/2020 9:56:37 AM: Barbara gave 30-day notice via email to Gary for lease termination and stated she would be out of the building by November 30, 2020.

Gary replied with information regarding the Governor's requirements concerning tenant lease payments, basically the lessee has until March 31, 2021, to satisfy the debt to lessor for rents through September 30, 2020. At this point she owed for OCT & NOV 2020; a statement was included. kb

- 11/12/2020 2:20:57 PM: I just got off the phone with Barbara. She would like to apply her deposit refund of \$840.00 invoice#20165901 to charges due for OCT & NOV 2020. Kb

OCT 2020 \$894.68

NOV 2020 \$894.68

Total Due \$1,789.36 less (\$840.00)

Quoted Barbara amount due with credit \$949.36

- 11/19/2020 11:49:23 AM: Called Barbara's cell and had to leave a message. I was inquiring about the status of the "promised payment for OCT and NOV payment of \$949.36. I mentioned the front office being closed due to the "freeze" COVID19, but mentioned options available to submit payment to us.kb



2/3/2021 03:48:23 PM: We received 2nd Installment Notice from Curry County for leased property from Barbara. Since her lease term ended on November 30, 2020, she was only responsible for July - November 2020. However, she was behind from last year. I put together an estimate of her portion of tax due and sent via email. I gave her the option of paying Curry County directly OR she could pay us, and we could submit payment. kb

- 5/7/2021 10:24:16 AM: Created an invoice for property tax charges owed. Sent the invoice with current statement on account. The Port paid property tax to Curry County. Kb
- 6/8/2021 9:12:14 AM: With COVID-19 restrictions for tenants, the amount on Barbara's account came due on March 31, 2021. On June 30, 2021, these charges will be 90 days overdue.

We received a signed Voluntary Repayment Plan Agreement on 10/22/2020 stating payment in full \$5751.95 to be received March 31, 2021, with a zero balance. We have received no payment.

Requesting permission to write off these charges as uncollectable before the end of the fiscal year.kb

Write off this account on accounts receivable as uncollectable and **submit this to collection agency in the amount of \$6,892.90.**

Write off this amount on accounts receivable as uncollectable in the accounts receivable and **do not submit this to collection agency in the amount of \$6,892.90.**

Other Agreement/Terms as presented and approved. Customer balance is \$6,892.90

Authorized / Attached Minutes

Date

9:32 AM

06/08/21

Accrual Basis

Port of Brookings Harbor
Balance Details for CBN Enterprises/Barbara C
All Transactions

| Type | Num | Date | Memo | Due Date | Amount | Open Balance |
|--------------|----------|------------|---|------------|-----------------|-----------------|
| Invoice | FC 1057 | 05/31/2021 | Finance Charge | 05/31/2021 | 257.26 | 257.26 |
| Invoice | 20210830 | 05/07/2021 | Curry County Property Tax 2019-20 and 5 months of 2020... | 05/07/2021 | 879.33 | 879.33 |
| Invoice | 20202475 | 11/01/2020 | NOVEMBER 2020 Lease | 11/01/2020 | 894.68 | 4.36 |
| Invoice | 20201931 | 09/01/2020 | SEPTEMBER 2020 Lease | 03/02/2021 | 894.68 | 894.68 |
| Invoice | 20201690 | 08/01/2020 | AUGUST 2020 Lease | 03/01/2021 | 894.68 | 894.68 |
| Invoice | 20201440 | 07/01/2020 | JULY 2020 Lease | 03/01/2021 | 894.68 | 894.68 |
| Invoice | 20201123 | 06/01/2020 | JUNE 2020 Lease | 03/02/2021 | 894.68 | 894.68 |
| Invoice | 20200833 | 05/01/2020 | MAY 2020 Lease | 03/01/2021 | 894.68 | 894.68 |
| Invoice | 20200675 | 04/01/2020 | APRIL 2020 Lease | 03/02/2021 | 894.68 | 894.68 |
| Invoice | 20200393 | 03/01/2020 | MARCH 2020 Lease | 03/01/2021 | 894.68 | 383.87 |
| Total | | | | | 8,294.03 | 6,892.90 |

277



Delinquent Account Write Off Request

Customer: Whales Tail Candy & Gifts - Becky Hannen

Amount Owed: \$4,333.08 **Date:** June 8, 2021

Requesting permission to write off charges on account receivable as uncollectable.

Notes and timeline of collection attempts on the account of Whales Tail Candy & Gifts - Becky Hannen.

- 1/15/2020 1:23:25 PM: Sent Default Tenant letter (31+ days overdue) in the amount of \$973.88 via regular AND certified mail. *Copy in Attachments* AS
- 1/23/2020 11:56:59 AM: Spoke with Becky this morning. She is still having medical issues that are causing issues with finances. She wanted to make sure she was in good standing with the Port. kb
- 05/11/2020 11:06:51 AM: Gary received an email from Becky stating the closure of Whales Tail Candy & Gifts due to Governor's COVID-19 executive orders. She stated she has applied for all relief available but has received nothing yet. She is looking forward to reopening her business. Kb
- 6/23/2020 1:07:00 PM: Amy Sale came in today and meet with Gary and me. She is in the process of purchasing Whales Tail, closing to be in about 2 months. She and her husband are currently operating the store. She said they would be taking overpaying the rent as of July 1, 2020.

She wanted to know what the process is to assume the lease from Becky. Gary explained we first needed a letter from Becky stating the sale of the business, the new owner's name and wish to consent the lease to new owner. After we receive letter of request, Martha would put together Consent to Assignment of Agreement and Assumption of Lease. Gary requested from Amy a brief bio letter to introduce her to the board. This bio and the Consent to Assignment of Agreement would then be presented to the board for approval.

Gary also informed Amy of Whales Tail current account status, no numbers, just that it is behind.

Since Amy stated they would be paying lease as of July 1st, I will send invoices to her and Becky. Kb

- 6/24/2020 4:35:00 PM: Gary received an email from Becky Hannen to inform the Port of sale pending for Whales Tail Candy & Gifts to Amy and Andy Sale. The sale is pending on financing. Becky assured us when the store is sold and finalized, she would be making arrangements to pay up the rent. She further explained, the new owners would be paying the rent going forward and taking over operation of the business until the sale is finalized. Becky extended her apologies for the delinquent account citing COVID-19 and health issues. kb
- 7/24/2020 3:22:51 PM: Called Becky for signature for Consent to Assignment and Assumption of Lease, she was in the hospital. She said she would stop by asap to sign document.

She is due a security deposit refund in the amount of \$748.85 paid on 02/03/2010. Created a credit memo and applied to outstanding amount. Kb

- 8/6/2020 8:16:01 AM: Becky stopped in yesterday and signed the consent to assignment and assumption of lease document. She said after the sale of the business, she would pay the Port in full to settle her account. She is requesting a waiver of the one finance charge on her account dated March 31, 2020. This finance charge was added for pre- COVID 19 delinquent accounts. I suggest we offer waiving the \$28.34 FC 571 when account is paid in full. To Gary on how to proceed. Kb



10/01/2020 10:00:38 AM: Gary issued a 'Notice to Commercial Tenant' regarding lessee's legal obligations regarding the repayment of rent, utility charges, or other fees/charges incurred by not paid during the period April 1, 2020, through September 30, 2020. The lessee was offered to take advantage of the six-month grace period provided by HB 4213. If utilized they would have until March 31, 2021, to pay the balance without risk of imposition of late fees or risk of termination of the lease. He further explained the option to enter a voluntary repayment plan to pay down the balance to zero prior to March 31, 2021.

The notice also explained that all rents and other charges or fees that come due after September 30, 2020 must be paid as usual or the Port may terminate your lease according to its terms. kb

- 4/21/2021 11:57:42 AM: Becky came in today to get a current balance statement of account. She was asking how to go about getting some sort of relief? I advised her to put her request in writing about what she is wanting and why. This request would go to Gary and if needed to the Board. Kb
- 6/8/2021 11:21:05 AM: On June 1, 2021, the Port received a letter from Becky Hannen requesting forgiveness for part or all this debt. She is asking that the rent from 03/18/2020 thru 05/31/2020 be forgiven. Kb
- 6/8/2021 9:12:14 AM: With COVID-19 restrictions for tenants, the amount on Becky's account came due on March 31, 2021. On June 30, 2021, these charges will be 90 days overdue.

Requesting permission to write off these charges on accounts receivable as uncollectible. kb

- Write off this account on accounts receivable as uncollectible and **submit this to collection agency in the amount of \$4,333.08.**
- Write off this amount on accounts receivable as uncollectible in the accounts receivable and **do not submit this to collection agency in the amount of \$4,333.08.**
- Other Agreement/Terms as presented and approved.** Customer balance is \$4,333.08

Authorized / Attached Minutes

Date

11:37 AM

Port of Brookings Harbor

06/08/21

Balance Details for Whales Tail Candy & Gifts - Becky Hannen

Accrual Basis

All Transactions

| Type | Num | Date | Memo | Due Date | Amount | Open Balance |
|--------------|----------|------------|---------------------|------------|-----------------|-----------------|
| Invoice | FC 1092 | 05/31/2021 | Finance Charge | 05/31/2021 | 185.26 | 185.26 |
| Invoice | 20201150 | 06/01/2020 | JUNE 2020 Lease | 03/02/2021 | 1,001.15 | 1,001.15 |
| Invoice | 20200859 | 05/01/2020 | MAY 2020 Lease | 03/01/2021 | 973.88 | 973.88 |
| Invoice | 20200701 | 04/01/2020 | APRIL 2020 Lease | 03/02/2021 | 973.88 | 973.88 |
| Invoice | 20200419 | 03/01/2020 | MARCH 2020 Lease | 03/01/2021 | 973.88 | 973.88 |
| Invoice | 20200266 | 02/01/2020 | FEBRUARY 2020 Lease | 02/28/2021 | 973.88 | 225.03 |
| Total | | | | | 5,081.93 | 4,333.08 |

280



Delinquent Account Write Off Request

Customer: Fowler, Mark **Amount Owed:** \$1,605.00 **Date:** June 7, 2021

Requesting permission to write off charges on account receivable as uncollectable.

Notes and timeline of collection attempts on the account of Fowler, Mark.

- 8/6/2020 10:05:39 AM: Received a check for Moorage Renewal and a signed Moorage Agreement. Still missing:
 1. Copy of ID
 2. Copy of Registration
 3. Picture of the Vessel

Check is in the safe. Called Mark and left him a voicemail, to let him know we cannot accept payment until we receive the above items. AS

- 10/12/2020 3:53:34 PM: Copy of ID, Registration, and picture of vessel have not been received yet. Mailed back check with renewal letter. DS

- 11/19/2020 1:13:28 PM: Moorage was due for renewal on July 1, 2020

We have not received:

1. Photo ID
2. Picture of vessel
3. Registration of vessel (expired 12/31/17)
4. Current Insurance Policy (was cancelled by state farm on 9/18/20)

We did receive a moorage agreement and a check, but the check was returned to him due to lack of documentation on 10/12/20.

Drafting a termination letter per Travis. AS

- 12/2/2020 - Per decision by Gary & Travis, continue with termination and get boat out of here, do not bill for monthly moorage. AS
- 1/7/2021 3:55:54 PM: **Moorage was terminated on 11/19/2020 and had until 12/19/2020 to remove his vessel.** Checked inventory for 11/17/2020 and 12/1/2020 and found the boat was still moored here. The Port declares the vessel abandoned and is starting the seizure process for an abandoned vessel per OSMB. **Sent pre seizure notice on 1/8/2021 as abandoned vessel** via USPS certified mail and adhered to vessel.kb
- 1/25/2021 8:05:44 AM: Moorage was terminated on 11/19/2020 and had until 12/19/2020 to remove his vessel. Checked inventory for 11/17/2020 and 12/1/2020 and found the boat was still moored here. The Port declares the vessel abandoned and is starting the seizure process for an abandoned vessel per OSMB. **Sent 2nd pre seizure notice on 1/25/2021 as abandoned vessel** via USPS certified mail and adhered to vessel.kb
- 02/08/2021: Moorage was terminated on 11/19/2020 and had until 12/19/2020 to remove his vessel. Checked inventory for 11/17/2020 and 12/1/2020 and found the boat was still moored here. The Port declares the vessel abandoned and started the seizure process for an abandoned vessel per OSMB on 1/8/2021. **Sent 2nd pre seizure notice on 1/25/2021 as abandoned vessel** via USPS certified mail and adhered to vessel. **Sent 3rd pre seizure notice on 2/8/2021.kb**



- 2/18/2021 8:11:00 AM: **Vessel was taking on water February 17.** Port staff (Shawn, Sean, Brent & Travis) pumped water out of vessel. **Since the boat has been marked as abandoned and preseizure process has begun, the boat was impounded and hauled out the morning of February 18, 2021.** DK
- 2/18/2021 8:41:10 AM: **Created a Post Seizure Notice, included incident report and photos along with invoice & statement of charges.** Since there is now charges on his account, we are attaching a lien to this vessel. Sent via certified mail and adhered to the vessel on 2/18/2021.kb
- 2/26/2021 9:47:45 AM: Per Travis ok to check out of Marina and make slip available for new customer. AS
- 2/26/2021 4:08:48 PM: We received an email from Tom Henson concerning his stepbrother, Mark Fowler. Travis called Tom Henson at 541-673-9883. According to Mr. Henson, Mark is in critical health and not likely to survive much longer. Travis discussed the issue and options and suggested to Mr. Henson to let the process run its course. Kb
- 3/15/2021 10:26:15 AM: We received returned certified mail for 2nd and 3rd preseizure notice as unclaimed.kb
- 5/20/2021 8:02:06 AM: We received returned certified mail for Foreclosure Notice as unclaimed.kb
- 6/7/2021 3:23:50 PM: The Port completed seizure and foreclosure process on the vessel: OR244ACH, owners: Mark Fowler pursuant to ORS 87, Possessory Chattel Liens and the Port of Brookings Harbor Ordinance No. 1 (1990) on June 1, 2021. This vessel received no sealed bids between May 12, 2021 to June 1, 2021 for purchase.

Due to the condition of the vessel, it was submitted to OSMB Clean Marina Program for Abandoned Vessels.

Requesting to write off these charges from accounts receivable. kb

Seizure & Foreclosure Process Complete. Write off this account on accounts receivable as uncollectable and **submit this to collection agency in the amount of \$1,605.00.**

Seizure & Foreclosure Process Complete. Write off this amount on accounts receivable as uncollectable in the accounts receivable and **do not submit this to collection agency in the amount of \$1,605.00.**

Authorized / Attached Minutes

Date

3:32 PM

06/07/21

Accrual Basis

Port of Brookings Harbor
Balance Details for Fowler, Mark
All Transactions

| Type | Num | Date | Memo | Due Date | Amount | Aging | Open Balance |
|--------------|----------|------------|--|------------|-----------------|-------|-----------------|
| Invoice | 20210278 | 02/18/2021 | Pump out, Labor, Impound Fee, and Haul out | 02/18/2021 | 1,605.00 | 109 | 1,605.00 |
| Total | | | | | 1,605.00 | | 1,605.00 |

283



Delinquent Account Write Off Request

Customer: Hatch, Dawn / Hartt, John **Amount Owed:** \$3,640.16 **Date:** June 7, 2021

Requesting permission to write off charges on account receivable as uncollectable.

Notes and timeline of collection attempts on the account of Hatch, Dawn / Hartt, John.

- **9/1/2020 - Reverted to monthly moorage for July, August, and September due to lack of documentation and payment.**

Renewal Date should have been 7/1/2020 but we have not received:

1. Payment
2. Moorage Agreement
3. Registration (must be switched to an Oregon registration)
4. Current Insurance

Sent a revert - letter with invoices for July, Aug & Sept. by mail. AS

- **11/19/2020 1:06:50 PM: TERMINATION LETTER** Moorage was due for renewal on July 1st, 2020.

We have not received:

- Moorage Agreement
- Registration of vessel (expired 12/31/2015)
- Current Insurance Policy (expired 4/21/20)
- Payment

Drafting a termination letter per Travis. AS

Termination letter sent certified mail tracking number: 9414 8118 9876 5821 2511 61.

- 11/24/2021 Received confirmation of claimed certified termination letter with signature, delivered to an individual at the address on November 23, 2020, at 3: 01pm.kb
- 11/30/2020 1:42:55 PM: Per call to Dawn, who told Travis she does not have power of attorney, and that she is not John's actual daughter so she cannot make decisions for him....

She was going to reach out to his sons in California, to see if they could get John to sign over the boat or how they want to proceed with removing the boat from the Port.

Travis asked her to call back by the end of the week. AS

- **1/7/2021 3:55:54 PM:** Moorage was terminated on 11/19/2020 and had until 12/19/2020 to remove his vessel. Checked inventory for 11/17/2020 and 12/1/2020 and found the boat was still moored here. The Port declares the vessel abandoned and is starting the seizure process for an abandoned vessel and non-payment per OSMB. **Sent preseizure notice on 1/8/2021 as abandoned vessel and non-payment** via USPS certified mail and adhered to vessel. kb
 - **1/25/2021 3:55:54 PM:** Moorage was terminated on 11/19/2020 and had until 12/19/2020 to remove his vessel. Checked inventory for 11/17/2020 and 12/1/2020 and found the boat was still moored here. The Port declares the vessel abandoned and is starting the seizure process for an abandoned vessel and non-payment per OSMB. **Sent 2nd preseizure notice on 1/25/2021 as abandoned vessel and non-payment** via USPS certified mail and adhered to vessel. kb



1/29/2021 10:41:09 AM: Received confirmation of claimed certified 2nd notice with signature, delivered to an individual at the address on January 28, 2021, at 1: 03pm.kb

- **2/8/2021:** Moorage was terminated on 11/19/2020 and had until 12/19/2020 to remove his vessel. Checked inventory for 11/17/2020 and 12/1/2020 and found the boat was still moored here. The Port declares the vessel abandoned and started the seizure process for an abandoned vessel & nonpayment per OSMB1/8/2021. Sent 2nd preseizure notice on 1/25/2021 as abandoned vessel via USPS certified mail and adhered to vessel. **Sent 3rd preseizure notice on 2/8/2021.kb**
- 2/9/2021 8:57:30 AM: Received confirmation of claimed certified 3rd notice, delivered to an individual at the address on February 8, 2021, at 4:17pm with signature. Kb
- **2/26/2021 9:36:14 AM: POST SEIZURE & CLAIM OF LIEN NOTICE SENT 2/26/2021.** Moorage was terminated on 11/19/2020 and had until 12/19/2020 to remove his vessel. Checked inventory for 11/17/2020 and 12/1/2020 and found the boat was still moored here. The Port declares the vessel abandoned and started the seizure process for an abandoned vessel & nonpayment per OSMB1/8/2021. Sent 2nd preseizure notice on 1/25/2021 as abandoned vessel via USPS certified mail and adhered to vessel. Sent 3rd preseizure notice on 2/8/2021. Kb
- 2/26/2021 9:47:45 AM: Per Travis ok to check out of Marina and make slip available for new customer. AS
- **3/2/2021 11:09:32 AM: ADDITIONAL CLAIM OF LIEN NOTICE \$446.20** sent via certified mail and adhered to vessel. kb
- 3/12/2021 9:47:52 AM: Received Proof of Delivery for Additional Claim of Lien notice, signed for at Brookings, OR on March 5, 2021, at 2: 05pm.kb
- 04/09/2021- **Sent Notice of Foreclosure Sale on April 9, 2021**, via certified mail, posted notice at Curry County Courthouse, published notice in Curry Coastal Pilot with publish dates of April 16, 2021, and April 26, 2021. kb
- 4/12/2021 11:07:49 AM: Received Proof of Delivery for Notice of Foreclosure Sale, signed for at Brookings, OR on April 12, 2021, at 3: 36pm.kb
- 6/7/2021 2:21:54 PM: This Port completed seizure and foreclosure process on the vessel: OR348ADZ, owners: John D and Alita M Hartt, pursuant to ORS 87, Possessory Chattel Liens and the Port of Brookings Harbor Ordinance No. 1 (1990) on May 21, 2021. This vessel is now ready to post on the public surplus website in hopes of recouping some or all this debt. Requesting to write off these charges from accounts receivable. Kb

Seizure & Foreclosure Process Complete. Write off this account in the amount of \$3,640.16 on accounts receivable as uncollectable.

Authorized / Attached Minutes

Date

Port of Brookings Harbor
Balance Details for Hatch, Dawn / Hartt, John
All Transactions

| Type | Num | Date | Memo | Due Date | Amount | Aging | Open Balance |
|--------------|----------|------------|---|------------|-----------------|-------|-----------------|
| Invoice | 20210432 | 03/01/2021 | Boat Tow & Haul Out | 03/01/2021 | 446.20 | 98 | 446.20 |
| Invoice | FC 718 | 12/31/2020 | Finance Charge | 12/31/2020 | 39.16 | 158 | 39.16 |
| Invoice | 20202609 | 12/01/2020 | (Terminated) Reverted to Monthly Moorage DECEMBER 2020 | 12/01/2020 | 525.80 | 188 | 525.80 |
| Invoice | 20202354 | 11/01/2020 | (Terminated) Reverted to Monthly Moorage NOVEMBER 2020 | 11/01/2020 | 525.80 | 218 | 525.80 |
| Invoice | 20202302 | 10/01/2020 | (Terminated) Reverted to Monthly Moorage OCTOBER 2020 | 10/01/2020 | 525.80 | 249 | 525.80 |
| Invoice | 20202078 | 09/01/2020 | (Terminated) Reverted to Monthly Moorage JULY 2020 | 03/02/2021 | 525.80 | 97 | 525.80 |
| Invoice | 20202079 | 09/01/2020 | (Terminated) Reverted to Monthly Moorage AUGUST 2020 | 03/02/2021 | 525.80 | 97 | 525.80 |
| Invoice | 20202080 | 09/01/2020 | (Terminated) Reverted to Monthly Moorage SEPTEMBER 2020 | 03/02/2021 | 525.80 | 97 | 525.80 |
| Total | | | | | 3,640.16 | | 3,640.16 |

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