

PORT OF BROOKINGS HARBOR
Special Commission Meeting
Friday, February 26, 2021 • 2pm
Teleconference / Meeting Room *(limited capacity)*

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

Meeting ID: 771 205 4017 Passcode: 02262021 (to mute/unmute: * 6)

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

TENTATIVE AGENDA

- 1. CALL MEETING TO ORDER**
 - Roll Call
 - Modifications, Additions, and Changes to the Agenda
 - Declaration of Potential Conflicts of Interest

- 2. APPROVAL OF AGENDA**

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

- 4. ACTION ITEMS**
 - A. RV Park Restroom Restoration
 - B. RV Park Project
 - C. Eviction of Seal Cove Reality

- 5. INFORMATION ITEMS**
 - A. None

- 6. COMMISSIONER COMMENTS**

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

- 8. 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.

ACTION ITEM – A

DATE: February 26, 2021
RE: RV Park Restroom Restoration
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port received information from Curry County Planning Department concerning the restoration of the existing restroom. Floodplain development permit will not be required if there are no structural changes.
- Harbor Sanitary District has our plan with their engineer to check for the proper sand and sediment interceptor size. No other information was available at the time of this packet.
- Port labor would be used for most of the restoration work. Contractors would be used for the roof repair, electrical and some plumbing. Prevailing wage would be required for any contractors on this project. Port would pay the Oregon BOLI administration fees for this project.
- Restoration would include:
 - Installing a sand & sediment interceptor identical system as proposed for the prefab restroom.
 - New floor drains.
 - Plumbing to route floor, shower and sink drains into sand & sediment interceptor.
 - New sinks and toilet dividers. Adding shower dividers.
 - Resurfacing all the walls and ceiling with FRP paneling.
 - Roof repairs to include removing skylights.
 - Epoxy flooring.
 - Installing earth block wall.

DOCUMENTS

- Letter to Curry County Planning Department, 6 pages
- Email response from Curry County Planning Department, 1 page
- Port estimated restoration costs, 1 page

COMMISSIONERS ACTIONS

- **Recommended Motion:**
Motion to approve the restoration of the existing main restroom/shower building as part of the RV Park Project using the Port Construction Fund.



February 18, 2021

Curry County Planning Department
94235 Moore St., Ste. 113
Gold Beach, OR 97444

RE: RV Park Existing Restroom/Shower Restoration Plan

Attached are two (2) sets of the Port's plan to restore the existing restroom and install new sand trap interceptor per Harbor Sanitary District specifications.

The Port would be looking at repairing this facility as soon as possible to provide public service. The repairs would include new grey water plumbing, floor drains and sand trap interceptor, replace interior wall surfacing and roof repairs. There are no plans to change any structural walls or slab elevations.

The Port is requesting permission to proceed with the repairs and reopen the restroom without requiring the Floodplain permitting.

Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Dehlinger". The signature is fluid and cursive, written over a light blue horizontal line.

Gary Dehlinger
Port Manager
Port of Brookings Harbor
Office: 541-469-2218, ext 406
Cell: 541-254-4162


Cc: Harbor Sanitary District

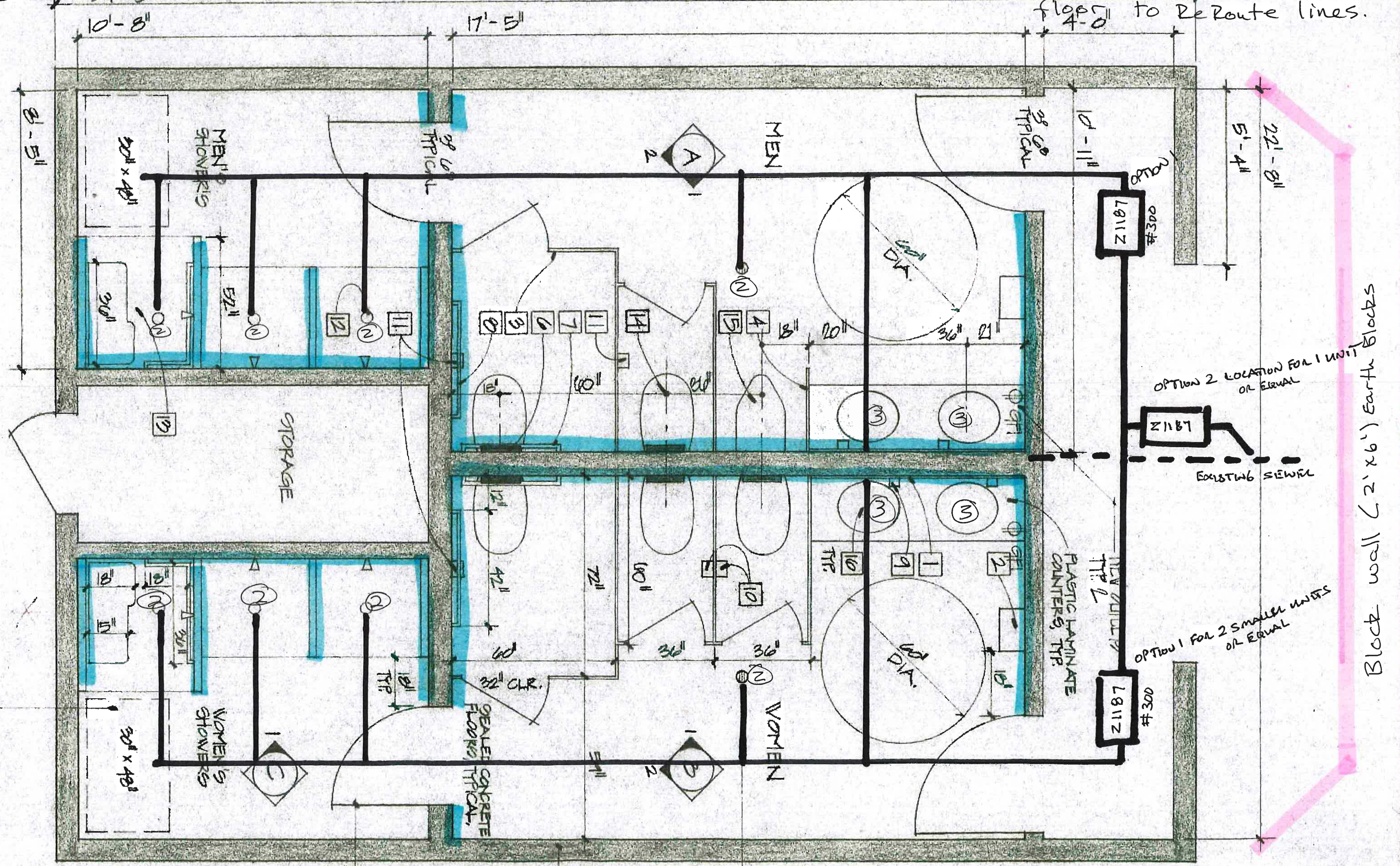
Note ① Roof Repairs as needed

② - Replace floor Drains w/ sand cups in floor Drains (8 ea)

③ - New Sinks and countertops

 - Replace wall covering (FRP / Tile / etc.)

 - Grey water Re Route to include Sand interceptor. Saw cut floor 4'-0" to Re Route lines.

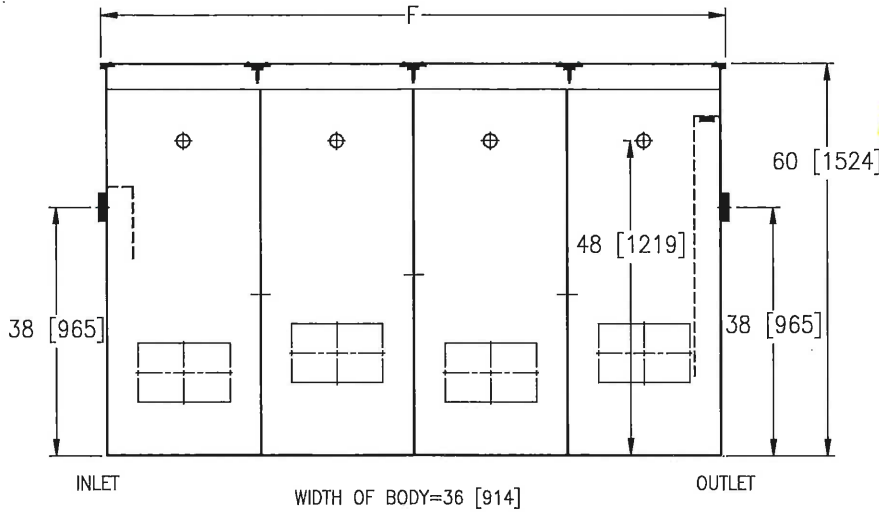




Z1187

**SAND & SEDIMENT INTERCEPTOR
OPERATION AND MAINTENANCE INSTRUCTIONS**

Dimensional Data (inches and [mm]) are Subject to Manufacturing Tolerances and Change Without Notice



Size	Cubic Ft. [m³]	Approx. Wt.Lbs. [kg]	F-Dim in Inches
300	43 [1.2]	1600 [726]	60 [1524]
400	54 [1.5]	1750 [794]	72 [1829]
500	72 [2]	2100 [953]	96 [2438]
600	81 [2.3]	2500 [1135]	108 [2743]
700	90 [2.5]	2700 [1226]	120 [3048]
800	108 [3]	3000 [1362]	144 [3658]
1000	135 [3.8]	3640 [1652]	180 [4572]

SIZING

The sizing of this interceptor is generally based upon the expected amount of solids and waste to be retained. (See chart above for waste storage capacity). Secondly, sizing will determine the frequency for which cleaning shall be required. Larger units will handle greater volumes of solids between cleaning, and therefore larger flow rates. All units are made with a standard 4 [102] pipe size inlet and outlet and are capable of handling drainage volumes standard to 4 [102] pipe.

DESIGN

The Zurn Z1187 Sand and Sediment Interceptor is designed to separate and retain sand, gravel and similar materials, in addition to any oil, grease, gas or diesel fuel laden waste material. This is accomplished through the principle of gravity and floatation separation. The separator's eight chambers, with varying passage elevations, trap virtually all materials which separate from water under gravity conditions. Larger and heavier materials are retained in the first compartment, while smaller and lighter materials are trapped in other compartments. Oil, grease and similar materials will be retained at the surface of some or all eight compartments. Any gaseous fumes will be collected between the top of the water and the bottom of the cover and vented through the 4 individual 2 [51] threaded vent connections.

OPERATION

The waste water flows from the inlet piping into and through the separator, and is regulated upward and downward through openings in the stationary baffles that divide the separator into eight compartments, assisting in the separation and collection of solids and oil particles, then exits the interceptor to the sanitary drain system.

MAINTENANCE

Cleaning should be done on a regular basis, either before or after baffle openings are clogged. Remove the covers and skim off any oil or grease accumulation, then, using a mechanical pumping system, pump out all eight compartments of water and accumulated solids. Make sure that all vents are free of debris to allow gases and odors to exit from the unit. Make certain cover gasket is intact and clean. Apply a light coating of oil on the cover gasket, which helps prevent the cover gasket from adhering to cover and aids in maintaining a complete seal. The covers should then be placed back on the unit and secured. Efficiency of operation is directly related to the level of maintenance.

- ⚠ **WARNING:** Cancer and Reproductive Harm - www.P65Warnings.ca.gov
- ⚠ **ADVERTENCIA:** Cáncer y daño reproductivo - www.P65Warnings.ca.gov
- ⚠ **AVERTISSEMENT:** Cancer et effets néfastes sur la reproduction - www.P65Warnings.ca.gov

Zurn Industries, LLC | Specification Drainage Operation
1801 Pittsburgh Avenue, Erie, PA U.S.A. 16502 · Ph. 855-663-9876, Fax 814-454-7929
In Canada | Zurn Industries Limited
3544 Nashua Drive, Mississauga, Ontario L4V 1L2 · Ph. 905-405-8272, Fax 905-405-1292
www.zurn.com

Rev. D
Date: 04/10/2018
C.N. No. 139851
Form No. IT23

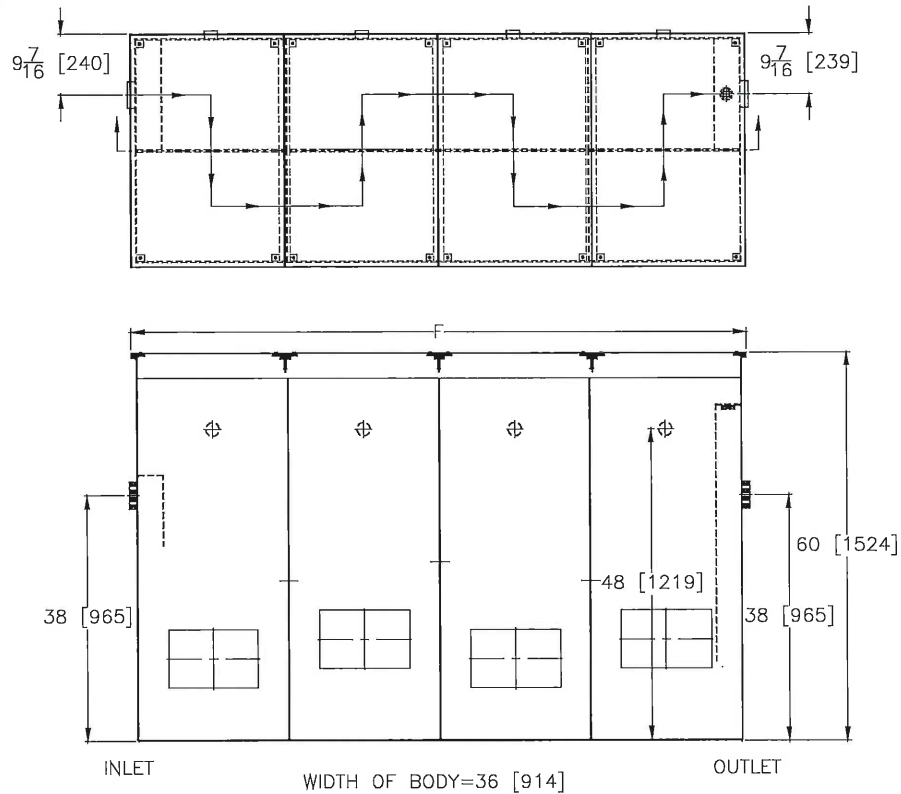


Z1187 SAND AND SEDIMENT INTERCEPTOR

SPECIFICATION SHEET

TAG _____

Dimensional Data (inches and [mm]) are Subject to Manufacturing Tolerances and Change Without Notice



Size	Cubic Ft. [cm]	Approx. Wt.Lbs. [kg]	F-Dim in Inches
300	43 [1.2]	1600 [726]	60 [1524]
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1000	135 [3.8]	3640 [1652]	180 [4572]

ENGINEERING SPECIFICATION: ZURN Z1187

Acid Resistant Coated interior and exterior fabricated steel sand and sediment interceptor, ___ cu. ft. capacity below invert of outlet, 4 [102] threaded inlet and outlet, four 2 [51] threaded individual vent connections, complete with scoriated non-skid removable cover(s).

OPTIONS (Check/specify appropriate options)

PREFIXES

___ Z Acid Resistant Coated Fabricated Steel*

SUFFIXES

- ___ -E Integral extension assembly for recessed installation (Specify overall height required)
- ___ -HD Heavy Duty Cover rated at 10,000 lb. [4536] Kg. maximum safe live load.
- ___ -K Anchor flange 1-3/4 [44] down from top and 2 [51] wide. No extension required to accommodate -K option.

* Regularly furnished unless otherwise specified.



Note 2

Home > Plumbing > Rough Plumbing > Drains, Cleanouts & Accessories > Drains > Floor Drains > Sioux Chief Little Max™ Heavy- Duty PVC Sand Bucket

Sioux Chief Little Max™ Plastic Heavy- Duty PVC Sand Bucket

S864S



MATERIAL:

Plastic

SPECIFICATIONS

Collection	Little Max™
Material	Plastic
Material Type	PVC

\$9.15 EACH
(Pricing is for Plastic)

QUANTITY

1

DESCRIPTION

- Includes sand bucket
- Strainer ring can be used as a clamping collar for above-grade applications

www.ferguson.com

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Buyer is solely responsible for product selection

Note (2)



Home > Plumbing > Rough Plumbing > Drains, Cleanouts & Accessories > Drains > Floor Drains > Sioux Chief Little Max™ General Purpose Floor Drain

Sioux Chief Little Max™ 2 in. General Purpose Floor Drain

S8642P



SIZE	SKU	PRICE
2 in	S8642P	\$40.67

SPECIFICATIONS

Adjustable	No
CARB OTC LEED Compliant	No
Collection	Little Max™
Diameter	7-1/4 in
End Connection 1	Hub
End Connection 2	Solvent Weld
Fits Pipe Size	2 in
GSA Approved	No
Height	4-1/4 in
IAPMO Listed	Yes
Material	Plastic
Material Type	ABS, PVC
NSF Certified	No

DESCRIPTION

- Strainer ring can be used as a clamping collar for above-grade applications

www.ferguson.com

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Buyer is solely responsible for product selection.

portmanager@portofbrookingsharbor.com

From: Nancy O'Dwyer <odwyern@co.curry.or.us>
Sent: Monday, February 22, 2021 11:54 AM
To: portmanager@portofbrookingsharbor.com
Cc: Becky Crockett
Subject: RE: Port of Brookings Harbor - RV Park Existing Restroom

Hello Gary,

Thank you for providing the additional information on your restroom restoration. Since your plans indicate that there will be no change to the structure's footprint and there will be no structural changes to the building, than a flood plain development permit is not needed in this case. If your anticipated plan changes, please let us know.

Nancy O'Dwyer, Planner
Curry County Community Development – Planning Division
ODwyerN@co.curry.or.us
541-247-3284

RV Park Restroom Restoration Project

#	Item Description	QTY	UOM	Est. Cost / Unit	Estimated Material Cost	Port Labor Cost	Contractor Cost
1	Zurn Z1187 300 Sand & Sediment Interceptor	1	Each	5,000.00	5,000.00		
2	3" PVC Pipe (grey water) & Fittings	180	LF	6.00	1,080.00		
3	Sioux Chief Little Max 2" Floor Drain	6	Each	45.00	270.00		
4	Stainless Steel Sink	4	Each	200.00	800.00		
5	Stainless Steel Countertop	2	Each	1,000.00	2,000.00		
6	FRP Panel Boards Shower Rooms (52'x10')	520	SF	8.35	4,342.00		
7	FRP Panel Boards Bathrooms (82'x10)	820	SF	8.35	6,847.00		
8	FRP Panel Boards Ceiling (35'x23')	805	SF	8.35	6,721.75		
9	FRP Panel Boards Interior-Outer Walls (58'x10')	580	SF	8.35	4,843.00		
10	Toilet and Shower Partition Systems	12	Each	550.00	6,600.00		
11	Toilet Paper Dispensers	5	Each	200.00	1,000.00		
12	Door & Door Frame and Key Pad Lock	2	Each	1,500.00	3,000.00		
13	Roof Repairs (30'x40')	1200	SF	6.00	-		7,200.00
14	Roof Repairs Soffit & Fascia Boards	140	LF	55.00	-		7,700.00
15	Epoxy Flooring (35'x23') (Coverage 160sq/gal)	805	SF	1.00	805.00		
16	Sawcut / Demo Floor for Grey Water Plumbing	180	LF		-	1,920.00	
17	Install Grey Water Plumbing & Floor Drains	180	LF		-	640.00	
18	Install Sand & Sediment Interceptor / Sewer Connection	1	Each		-		2,500.00
19	Demo Existing Paneling and Tile	2725	SF		-	1,920.00	
20	Install Sinks	4	Each		-	1,280.00	
21	Install Epoxy Flooring	805	SF		-	1,280.00	
22	Install FRP Paneling	2725	SF		-	6,400.00	
23	Install Toilet & Shower Partition Systems	12	Each		-	1,920.00	
24	Exterior Painting (116'x10')	1160	SF	2.00	2,320.00	2,880.00	
25	Earthblocks	6	Each	90.00	540.00		
26	Electrical	1	LS	5,000.00	3,000.00		2,000.00
27	Dumpster / Trash	1	LS	1,500.00	1,500.00		

Totals 50,668.75 18,240.00 19,400.00

Restoration Estimate	88,308.75
Port Labor from General Fund	(18,240.00)
Prevailing Wage @ 5%	970.00
Oregon BOLI Fee	250.00
Contingency @ 10%	8,830.88
Total Restoration Estimate	\$ 80,119.63

ACTION ITEM – B

DATE: February 26, 2021
RE: RV Park Project
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Current RV Park Project Scope of Work includes:
 - Nine (9) new pull-thru RV sites with utilities;
 - Pad and utility connections for a new prefab restroom and prefab laundry buildings;
 - Electrical upgrade to 30/50/110 for nine new RV sites;
 - Electrical service to the new prefab restroom and laundry buildings;
 - One pedestrian walkway adjacent to the three new pull-thru sites and one adjacent to the new prefab restroom;
 - Demolition of existing main restroom and small restroom;
 - Two (2) new trash bin enclosures;
 - Design for alternate bid for electrical upgrade to 30/50/110 on the front row pull-thru sites; and
 - Design for alternate bid for electrical upgrade to 30/50/110 for the remaining sites.

- Proposed revised Scope of Work:
 - Seven (7) new pull-thru sites with utilities;
 - Demo existing structure slabs and small restroom;
 - Electrical upgrade to 30/50/110 (including pedestal) for seven (7) new RV sites;
 - Electrical upgrade to 30/50/110 (including pedestal) on remaining front row pull-thru sites;
 - Reconfigure / modify sites 78-103 for better access, provide one sewer connection and firepit (if space allows) per site;
 - Water and Cable plumbing upgrade to all pull-thru sites (connected to new pedestals);
 - New dividers for the pull-thru sites;
 - All sewer caps replaced with self-closing cap; and
 - Two (2) new trash bin enclosures.

DOCUMENTS

- Proposed Drawing, 2 pages

COMMISSIONERS ACTIONS

- **Recommended Motion:**

Motion to approve modifying the scope of the RV Park Project. Scope of the project will include installing new pull-thru sites with utilities, reconfiguring and remodeling pull-thru sites 78-103 for better access with new utilities and dividers. All remaining pull-thru sites to include new utilities and new dividers. All sewer caps to be replaced with a self-closing cap and two new trash bin enclosures.

TOPOGRAPHIC SURVEY

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

SURVEYOR'S STATEMENT

PURPOSE
THE PURPOSE OF THIS SURVEY WAS TO PROVIDE A TOPOGRAPHIC SURVEY OF THE BEACHFRONT RV PARK, PORT OF BROOKINGS-HARBOR, OREGON. THE SURVEY INCLUDED VISIBLE IMPROVEMENTS ON THE SURFACE, BUT DID NOT INCLUDE THE LOCATION OF UNDERGROUND UTILITIES OR FACILITIES. DELIVERABLES TO THE PORT OF BROOKINGS-HARBOR OR INCLUDE AN AUTOCAD DRAWING AND ASSOCIATED POINT AND SURFACE FILES. WATER, SEWER, ELECTRIC AND CABLE HOOK-UPS FOR THE INDIVIDUAL RV SPACES ARE CONTAINED IN THE ELECTRONIC FILES, BUT NOT SHOWN ON THIS MAP.

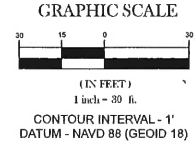
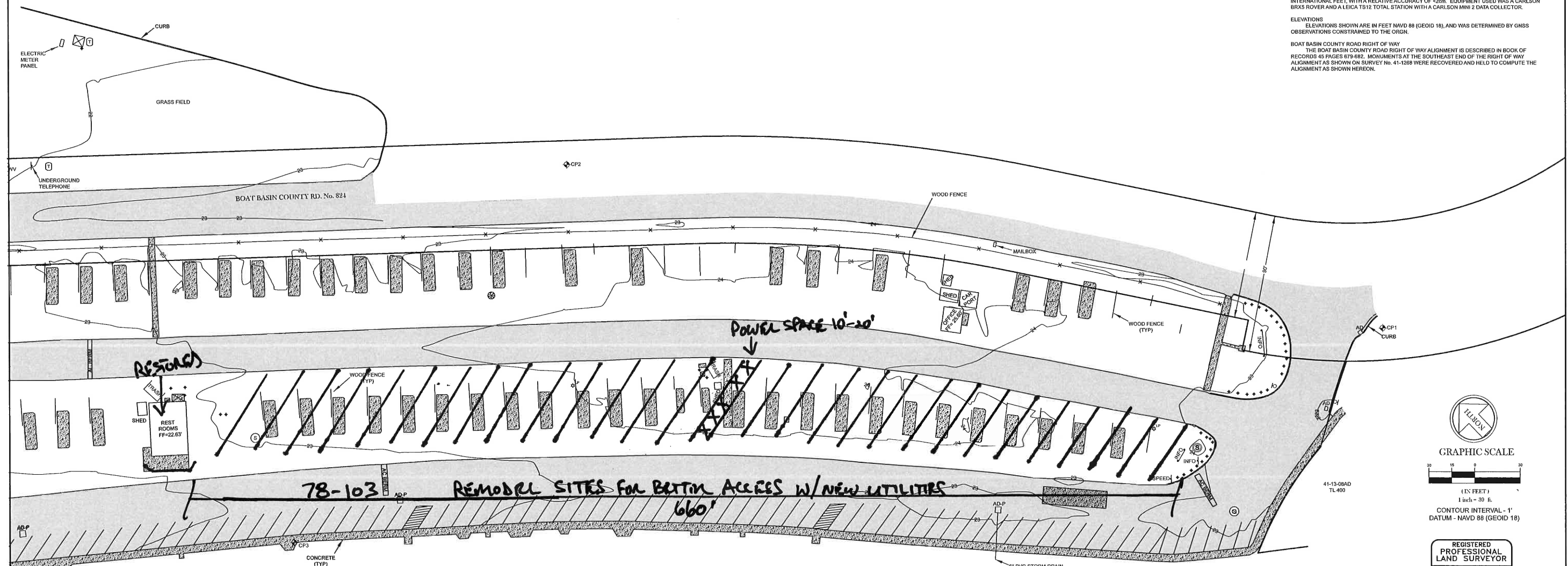
BEARINGS & COORDINATES
BEARINGS AND COORDINATES FOR THIS SURVEY ARE OREGON COORDINATE REFERENCE SYSTEM (OREGON COAST ZONE) AS DEFINED IN OREGON ADMINISTRATIVE RULES 734-005-0005 THRU 734-005-0015. THE BEARING WAS DETERMINED BY GEODETIC QUALITY, GLOBAL POSITIONING SYSTEM OBSERVATIONS TAKEN ON JULY 18, 2020. THE OBSERVATIONS WERE CONSTRAINED TO THE OREGON REAL-TIME (GPS) REFERENCE NETWORK (ORGN) REFERENCED TO NAD 83(2011) EPOCH 2010, INTERNATIONAL FEET, WITH A RELATIVE ACCURACY OF <2cm. EQUIPMENT USED WAS A CARLSON BRX5 ROVER AND A LEICA TS12 TOTAL STATION WITH A CARLSON MINI 2 DATA COLLECTOR.

ELEVATIONS
ELEVATIONS SHOWN ARE IN FEET NAVD 88 (GEOID 18), AND WAS DETERMINED BY GNSS OBSERVATIONS CONSTRAINED TO THE ORGN.

BOAT BASIN COUNTY ROAD RIGHT OF WAY
THE BOAT BASIN COUNTY ROAD RIGHT OF WAY ALIGNMENT IS DESCRIBED IN BOOK OF RECORDS 45 PAGES 879-882. MONUMENTS AT THE SOUTHEAST END OF THE RIGHT OF WAY ALIGNMENT AS SHOWN ON SURVEY No. 41-1289 WERE RECOVERED AND HELD TO COMPUTE THE ALIGNMENT AS SHOWN HEREON.

PROPOSED REVISED RV PARK PROJECT

MATCH SHEET 2 OF 2



REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 25, 1985
RICHARD P. ROBERTS
2730
EXPIRES 12/31/20

Roberts & Associates
LAND SURVEYING INC.

611 SPRUCE STREET
P.O. Box 1599
Brookings, OR 97415

Ph: 541-469-0162
Fax: 541-469-5456

- LEGEND**
- ⊙^{LP} STREET LIGHT
 - ⊙^{WV} WATER VALVE
 - ⊙^{FH} FIRE HYDRANT
 - ⊙^M WATER METER
 - ⊙^S SEWER MANHOLE
 - ⊙^E ELECTRIC METER
 - ⊙^T TELEPHONE RISER
 - ⊙^{TR} TRANSFORMER
 - ⊙^{SIGN} SIGN
 - ⊙^{BOLLARD} BOLLARD
 - ⊙^{10\"/>}

SURVEY CONTROL

NORTHING	EASTING	ELEV	DESCRIPTION
CP1	224320.991	383595.766	5\"/>

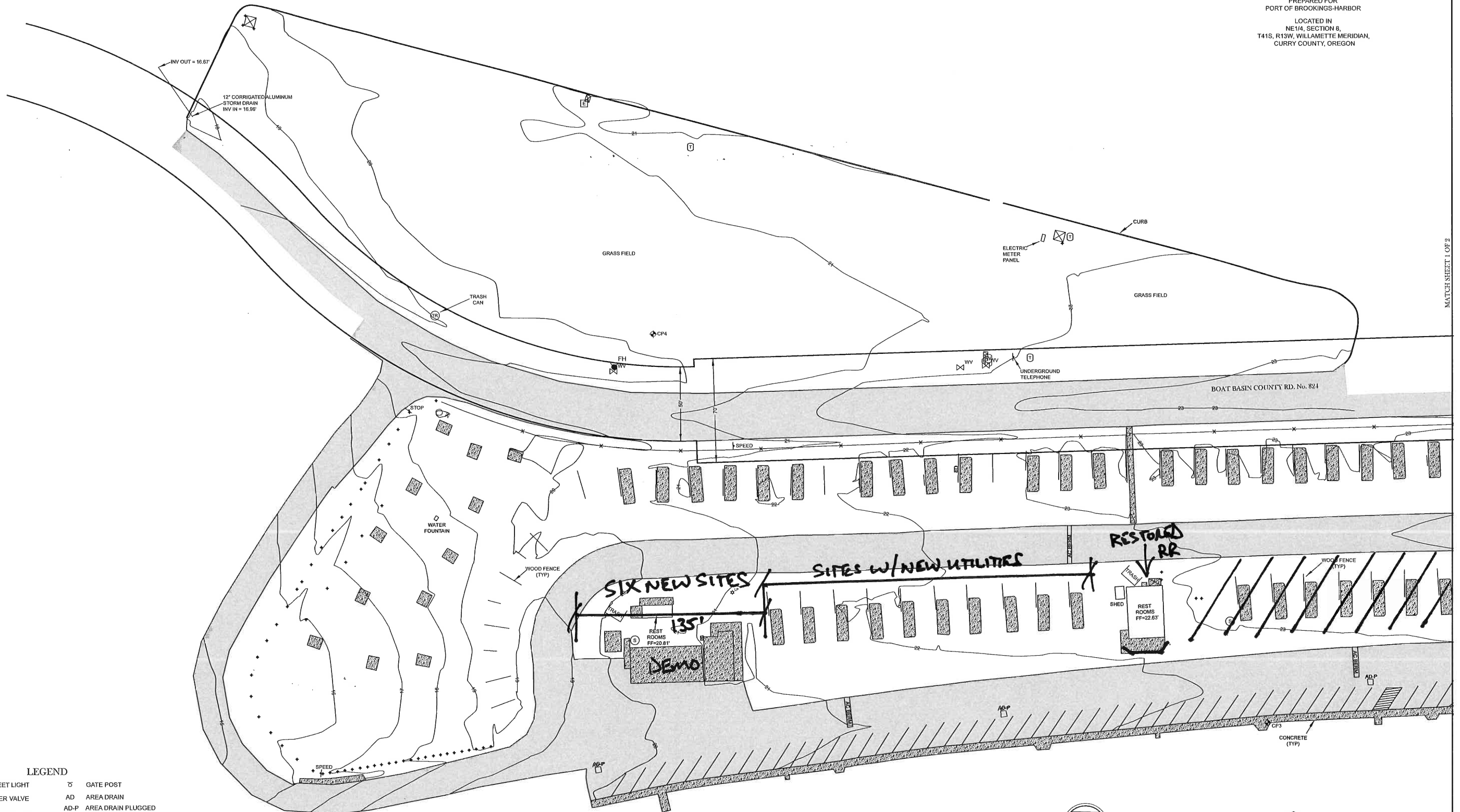
PAGE 1 OF 2

Drawn By: CEF	Date: 7/23/2020
Checked By: RPR	Job No. 20-099
Drawing Name: TOPO	Sheet 1 of 2
Project Folder: 20-099	

TOPOGRAPHIC SURVEY

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

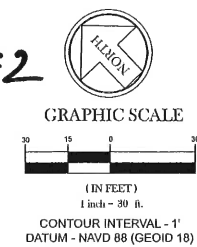
MATCH SHEET 1 OF 2



LEGEND

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

PAGE 2 OF 2



SURVEY CONTROL			
POINT	NORTHING	EASTING	ELEV.
CP1	22478.191	38325.748	23.32
CP2	22478.260	38325.155	23.50
CP3	22477.538	38325.011	22.50
CP4	22515.369	38325.029	20.78

REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON
#12 24 1915
RICHARD P. ROBERTS
2730
EXPIRES 12/31/20

Roberts & Associates
LAND SURVEYING INC.

611 SPRUCE STREET
P.O. Box 1599
Brookings, OR 97415
Ph: 541-469-0162
Fax: 541-469-5456

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

ACTION ITEM – C

DATE: February 26, 2021
RE: Eviction of Seal Cove Realty
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Charles Simpson of Seal Cove Realty was notified by the Port on November 10, 2020 terminating the lease per the default provisions within the lease agreement.
- Charles Simpson has failed to remove his belongings in the leased premises.
- Charles Simpson had moorage with the Port. Before he left with his boat on February 10, 2021, the Port asked Charles to surrender the leased premises to the Port and he refused.
- Port legal counsel needs permission from the Board of Commissioners to begin the legal process removing Charles Simpson / Seal Cove Realty belongings from the leased premises.
- Charles Simpson account is in arrears with the Port for the lease premises and his moorage.

DOCUMENTS

- Lease Termination Letter, 1 page

COMMISSIONERS ACTIONS

- **Recommended Motion:**
Motion to approve Port legal counsel to begin the legal process of removing personal belongings from Seal Cove Realty leased premises.



**Certified / Return
Receipt Requested**

November 10, 2020

Charles Simpson
P.O. Box 6841
Brookings, OR 97415

Dear Mr. Simpson,


It has come to the attention of the Port that your business, Seal Cove Realty, has been closed since April 1, 2020. In addition, you have failed to pay rent for the months of October and November 2020. The Port of Brookings Harbor is hereby terminating your lease as of November 30, 2020 under the following default provisions of your lease agreement:

14.1 – Default in rent. You have failed to pay your rent since April 2020. While you have until March 31, 2021 to pay any rent due through September 30, 2020, you have also failed to pay your October and November rent payments.

14.4 – Abandonment. Your failure to occupy the leased premises for 7 days or more is considered an abandonment of the property. Section 3.1 requires that you occupy the premises continuously as a realty office “during the hours customary in comparable businesses similarly situated.” It is apparent that your realty office has been closed since April of 2020 and is now listed as “permanently closed” on Google.

It is your duty and obligation under the lease agreement to surrender the premises in first-class condition and broom clean. This includes removing all personal property from the premises. Failure to do so could result in additional charges for its removal, storage and disposal.

Sincerely,


Gary Dehlinger
Port Manager