

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Tuesday, October 20, 2020 • 6:00pm
Teleconference / Meeting Room *(limited space)*

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

Meeting ID: 771 205 4017

Participant ID: #

(to mute/unmute: * 6)

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

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 Meeting Thursday September 3, 2020.....	3
B. Approve Minutes of Special Meeting Wednesday September 9, 2020.....	5
C. Approve Minutes of Special Meeting Monday September 14, 2020.....	7
D. Approve Minutes of Regular Commissioner Meeting Tuesday September 15, 2020.....	9
E. Approve Minutes of Special Meeting Thursday September 24, 2020.....	12
F. Approve Minutes of Special Meeting Tuesday September 29, 2020.....	15
<i>***Sample motion: Motion to approve meeting minutes items A thru F.***</i>	
4. PUBLIC COMMENTS – (Limited to a maximum of three minutes per person. Please email your comments to danielle@portofbrookingsharbor.com prior to the meeting. ***Please <u>wait to be called on</u> before speaking***)	
5. MANAGEMENT REPORTS	
A. Financial Report – September 2020.....	17
B. Safety Report – September 2020.....	58
C. Harbormaster Report – September 2020.....	59
D. Port Manager Report – September 2020.....	62
<i>***Sample motion: Motion to approve management reports for September 2020 as discussed.***</i>	
6. ACTION ITEMS	
A. Pacific Ocean Harvesters Lease Amendment No. 1.....	66
B. Roy Davis and Joe Speir Lease Amendment No. 1.....	74
C. Port Office Copier Agreement Addendum.....	77
D. RV Park Project Drawings and Bid Package.....	81
E. Best Management Practices Policy.....	250
F. Port Security Camera System.....	268
G. Port and Righetti Easement Agreement.....	276
H. Draft Annual Financial Report Fiscal Year 2019-2020.....	277
7. INFORMATION ITEMS	
A. Draft Boat Yard Lease.....	278

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, October 20, 2020 • 6:00pm
Teleconference / Meeting Room *(limited space)*

B. Draft Fuel Dock Lease.....	296
C. Commercial Restroom Grant.....	311
D. Business Oregon Strategic Business Plan Approval.....	321
E. Travel Lift Building.....	324

8. COMMISSIONER COMMENTS

9. NEXT REGULAR MEETING DATE – Tuesday, November 17, 2020 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, September 3, 2020

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 also via teleconference.

1. CALL MEETING TO ORDER

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

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENTS

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

4. ACTION ITEMS

A. Hazard Mitigation Grant Program (HMGP) for FEMA DR-4452

- I. Harbormaster presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve completing the Hazard Mitigation Grant for FEMA DR-4452 and allow the Port Manager to sign grant documents to be submitted to Oregon Emergency Management. Second by Speir. Motion passed 5-0.*

B. New Port Office – COVID-19 Compliance

- I. Harbormaster presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved the discussion back to the board.
- V. Commission discussed item.
- VI. Board agreed to table this item until more information can be gathered.

5. INFORMATION ITEMS

A. None

6. COMMISSIONER COMMENTS

- Commissioners had nothing to report.
- President allowed comments from Port's Engineer, Jack Akin, with EMC.

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

8. ADJOURNMENT

- President adjourned the meeting at 2:53 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**

Wednesday, September 9, 2020

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 also via teleconference.

1. CALL MEETING TO ORDER

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

- The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: email from Cliff Cruickshank

4. ACTION ITEMS

A. New Port Office – COVID-19 Compliance

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. *Davis made a motion not to proceed with COVID-19 money for a new port office at this time. Second by Range. **Motion passed 4-0.***

B. Zola's Demolition Project Contractor Selection

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Sharon made a motion to approve McLennan Excavation, Inc. the lowest responsive bidder for the Zola's Demolition Project. Authorize the Port Manager to execute the contract agreement and increase the budget for this work to \$68,700. Second by Range. **Motion passed 4-0.***

5. INFORMATION ITEMS

A. Dredge Spoil Information from Jack Akin/EMC Engineers

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

6. COMMISSIONER COMMENTS

- Commissioners had nothing to report at this time.

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

8. ADJOURNMENT

- President adjourned the meeting at 2:44 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**

Monday, September 14, 2020

The Port of Brookings Harbor District met in Special session on the above date at 1:00 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and via teleconference through Zoom Meetings.

1. CALL MEETING TO ORDER

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

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENTS

- No public comments.

4. ACTION ITEMS

- A. Resolution Designating an Agent for HMGP**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. *Heap made a motion to approve draft Resolution No. 543 Designating an Agent for the Port of Brookings Harbor for HMGP Purposes. Second by Speir. Motion passed 5-0.*

5. INFORMATION ITEMS

- A. None**

6. COMMISSIONER COMMENTS

- Commissioners had nothing to report at this time.

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

8. ADJOURNMENT

- President adjourned the meeting at 1:07 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, September 15, 2020

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

1. CALL MEETING TO ORDER

- **Pledge of Allegiance**
 - All participants stated the Pledge of Allegiance
- **Roll Call**
 - Commissioners present: Commissioner Joseph Speir, Secretary/Treasurer Sharon Hartung, President Roy Davis, Vice President Richard Heap, and Commissioner Kenneth Range.
 - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant/Safety Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
 - Heap mentioned the additions to the agenda. Added Action Item F, Art at the Port and Information Item C, The Bell & Whistle Coffee Shop.
- **Declaration of Potential Conflicts of Interest**
 - Ken Range, conflict with Action Item F, Art at the Port

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MEETING MINUTES

- A. Approve minutes of Special Meeting Wednesday, August 12, 2020**
- B. Approve minutes of Regular Meeting Tuesday, August 18, 2020**
 - I. *Heap made a motion to approve meeting minutes items A, and B. Second by Range. Motion passed 5-0.*

4. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Tom Beene & Mike Murphy. Mr. Murphy requested to hold comment until Item 5B, Safety Report.

5. MANAGEMENT REPORTS

- A. Financial Report – August 2020**
 - I. Port Manager presented item.
 - II. Commission discussed item.

- III. President allowed public comments.
- IV. President moved discussion back to the board.

B. Safety Report – August 2020

- I. Safety Coordinator presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.

C. Harbormaster Report – August 2020

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

D. Port Manager Report – August 2020

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

6. ACTION ITEMS

A. South Coast Lumber Opportunities

- I. South Coast Lumber Representatives Nolan Roy and Mike Beckley presented item.
- II. Commission discussed item.
- III. Port Manager and Harbormaster discussed item.

B. Resolution No. 544 POBH By-Laws

- I. Port Manager presented item.
- II. *Heap made a motion to approve Resolution No. 544 POBH By-Laws. Second by Speir. Motion passed 5-0.*

C. Public Contracting Rules – Selection Process for Architect & Engineer

- I. Port Manager presented item.
- II. *Heap made a motion to approve Resolution No. 545 Amending Rules and Procedures for Public Contracting. Second by Speir. Motion passed 5-0.*

D. EMC Engineers and Scientists Contract Amendment No. 1

- I. Port Manager presented item.
- II. *Speir made a motion to approve EMC Engineers/Scientists Professional Agreement Amendment No. 1. Second by Range. Motion passed 5-0.*

E. Tank Testers Service Contract – Fuel Dock Project

- I. Harbormaster presented item.
- II. Commission discussed item.
- III. *Heap made a motion to approve Tank Testers Fuel Line Service Agreement. Second by Hartung. Motion passed 5-0.*

F. Art at the Port

- I. Ken Range presented item.

- II. Commission discussed item.
- III. *Heap made a Motion to approve Art at the Port 2021 for next year. Second by Speir. Motion passed 5-0.*

7. INFORMATION ITEMS

A. Pacific Ocean Harvesters Lease Request

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

B. Fueling During Construction in October-November

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

C. The Bell & Whistle Coffee Shop

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

8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

9. NEXT REGULAR MEETING DATE – Tuesday, October 20, 2020 at 6:00 P.M.

10. ADJOURNMENT

- President adjourned the meeting at 7:33 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**

Thursday, September 24, 2020

The Port of Brookings Harbor District met in special session on the above date at 2:00 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and via Zoom teleconference.

1. CALL MEETING TO ORDER

- **Roll Call**
 - Commissioners present: Secretary/Treasurer Sharon Hartung, President Roy Davis, Vice President Richard Heap, and Commissioner Kenneth Range. Commissioner Joseph Speir was tardy.
 - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
 - Commissioner Hartung requested to add information item C, Chetco River Gage Station.
- **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, including item C. Second by Hartung. Motion passed 4-0.*

3. PUBLIC COMMENTS

- No public comments.

4. ACTION ITEMS

A. The Bell & Whistle Coffee House – Consent to Assignment and Assumption of Lease

- I. Port Manager presented item.
- II. President allowed public comments.
- III. President moved discussion back to the board.
- IV. *Range made a motion to approve draft Consent to Assignment and Assumption to Lease for the Bell & Whistle Coffee House, Inc. Second by Heap. Motion passed 4-0.*

B. The Bell & Whistle Coffee House Request for Building Alteration

- I. Commission discussed item
- II. Harbormaster presented item.
- III. *Hartung made a motion to approve Bell & Whistle Coffee House to install an electric fireplace insert as presented and work to be completed by a licensed contractor. Second by Range. Motion passed 4-0.*

C. Zola's on the Water Storage Area Upgrade / Expansion Plan

- I. Owner of Zola's on the Water presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve Zola's on the Water storage expansion plan as discussed. Second by Hartung. Motion passed 5-0.*

D. Nature's Coastal Holiday Festival of lights

- I. Representative for Nature's Coastal Holiday Festival presented item.
- II. Commission discussed item.
- III. *Speir made a motion to approve Nature's Coastal Holiday Festival of Lights placing light displays at the Port and other lights along the boardwalk during the holidays this year, waiving the permit fees and electrical costs. Second by Range. Motion passed 5-0.*

E. Righetti and Port Property Easements

- I. Port Counsel presented item.
- II. Commission discussed item.
- III. Board agreed to table item at this time.

F. Traffic Flow and Parking at Zola's on the Water

- I. Harbormaster presented item.
- II. Commission discussed item.
- III. Port Counsel discussed item.
- IV. *Range made a motion to remove Port property from the Righetti property, create north to south one way lane between Zola's on the Water and Righetti's, and have Port Counsel advise working with Port staff to inform Righetti of what we are going to do, and appropriate \$20,000 at this time until we establish the actual cost. Second by Speir. Motion passed 5-0.*
- V. Port Manager and Harbormaster discussed item.

5. INFORMATION ITEMS

A. Fuel Dock Proposal to Lease

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Kenny owner of Kenny's Boat Shop and More, discussed item.

B. Boat Yard Proposal to Lease

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. Kenny owner of Kenny's Boat Shop and More, discussed item.

C. Gage Station

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

6. COMMISSIONER COMMENTS

- Commissioners had nothing to report at this time but thanked staff for everything that they are doing.

7. **NEXT REGULAR MEETING DATE** – Tuesday, October 20, 2020 at 6:00 P.M.

8. **ADJOURNMENT**

- President adjourned the meeting at 3:40 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, September 29, 2020

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 also Zoom teleconference.

1. CALL MEETING TO ORDER

- **Roll Call**
 - Commissioners present: Commissioner Joseph Speir, Secretary/Treasurer Sharon Hartung, President Roy Davis, Vice President Richard Heap, and Commissioner Kenneth Range.
 - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
 - Port Manager requested to add Action Item C, Procurement for EDIC Complete Restroom Cleaning Device.
- **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, including action item C. Second by Speir. Motion passed 5-0.*

3. PUBLIC COMMENTS

- No public comments.

4. ACTION ITEMS

- A. Righetti Easement Proposal**
 - I. Port Counsel presented item.
 - II. Commission discussed item.
 - III. *Speir made a motion to approve to rescind the approval to remove encroached area on Righetti's property and to proceed with an agreement as proposed from Righetti for the lot line adjustment. Second by Range. Motion passed 5-0.*
- B. Procurement for Diesel & Gasoline Pump Dispenser**
 - I. Harbormaster presented item.
 - II. Commission discussed item.
 - III. *Hartung made a motion to approve the procurement of a diesel and gasoline dual pump dispenser for the fuel dock to Pump Pipe & Tank Services in the amount of \$11,261. Second by Speir Motion passed 5-0.*
- C. Procurement for EDIC Complete Restroom Cleaning Device.**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve the purchasing of five CR2 complete restroom restoration unit. Second by Speir.*
- IV. Commission discussed item.
- V. *Range amended motion to four units verses 5. Second by Speir. **Motion passed 5-0.***

5. INFORMATION ITEMS

A. None

6. COMMISSIONER COMMENTS

- Commissioners has nothing to report currently.

7. NEXT REGULAR MEETING DATE – Tuesday, October 20, 2020 at 6:00 P.M.

8. ADJOURNMENT

- President adjourned the meeting at 2:33 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: October 20, 2020
Period: Month End Report of Financial Activities for September 2020
To: Honorable Board President and Harbor District Board Members
Issued by: Gary Dehlinger, Port Manager

September 2020 Financial Reports

Overview / Comments

Balance Sheet

End of the month unrestricted cash and equivalents totaled \$392,803. Restricted cash and equivalents totaled \$967,868. Total checking and savings is \$1,367,852.

Profit & Loss

General Fund revenues from operations were \$269,650. Normal expenses were \$442,192*. The net operating income for the Port was negative \$172,541.

Port received \$6,373 reimbursement from the Coronavirus Relief Fund for extra cleaning of restrooms, office, coronavirus training and purchase of cleaning supplies.

Port paid two quarterly payments to Business Oregon-IFA in this month for a total of \$145,000. Reason the Port paid two quarterly payments because the 2nd quarter payment was returned per the COVID Relief Agreement with Business Oregon.

Repair and Maintenance was \$23,130 for the month. 37 picnic benches were purchased for \$6,000 to replace old rotten benches at the RV Park.

Yearly payment of \$2,781 was paid to City of Brookings for the Chetco River Station meter

Fuel Dock purchased \$78,112 of fuel.

Utilities were \$25,426. Utilities include electric, water, sanitary, trash and internet.

Professional Fees this month was \$23,222 from engineering/consultant expenses on FEMA Hazard Mitigation Grant Program and demolition project for Zola's Pizzeria. If the Port receives the FEMA HMGP, some of these expenses can be reimbursed.

Block wall expenses were \$8,402 for purchasing and delivering concrete blocks and for purchasing new signs.

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

Profit & Loss vs. Budget Performance

We have completed three (3) months of the fiscal year, the year is 25% complete.

✓ **Income**

Any number above 25% is ahead of budget.

Income is 27.5% or 2.5% above budget. Port revenues are higher than budgeted.

✓ **Expenses**

Any number below 25% is ahead of budget.

Expense is 18.3% or 6.7% below budget. Port has expended less than budgeted.

Profit & Loss Previous Year Comparison

Total income has increased from previous year due to the construction loan received in July for the RV Park Project. Some individual programs show a reduction from previous year:

- Marina is down \$50,719
- Beachfront RV Park is down \$29,022
- Fuel Dock is down \$177,152

There could be multiple reasons for this reduction. Change of accounting from accrual basis to cash basis, COVID-19 impacts, and wildfires may have played a role. More time will be needed to review the full financial impacts of COVID-19.

Expenses from previous year are lower at this time.

- Personnel services is down \$30,676
- Repairs and Maintenance is down \$95,649
- Fuel purchase is down \$180,441
- Utilities is down \$12,707
- Engineering/Consultant is up \$16,445 mainly from FEMA HMGP and Zola's Pizzeria demolition project.

DOCUMENTS

- Port Balance Sheet, 3 pages
- Profit & Loss September 2020, 4 pages
- Profit & Loss and Budget Performance FY 2020-2021, July thru September 2020, 5 pages
- Profit & Loss by Funds FY 2020-2021 July thru September 2020, 9 pages
- Profit & Loss Prev Year Comparison, 3 pages
- Financial Debt Summary, 1 page
- Check Register, 3 pages
- Vendor Expense Report January 1, 2020 thru September 30, 2020, 11 pages

2:42 PM
10/09/20
Cash Basis

Port of Brookings Harbor
Balance Sheet
As of September 30, 2020

Sep 30, 20

ASSETS

Current Assets

Checking/Savings

100 · UNRESTRICTED CASH & EQUIVALENTS

101 · GENERAL FUND CHECKING & LGIP

10103 · General Funds Ckg Umpqua 3634

125,731.73

10105 · General Fund LGIP 6017

252,245.77

10107 · Dredging Fund LGIP 6254

12,923.05

Total 101 · GENERAL FUND CHECKING & LGIP

390,900.55

10101 · Petty Cash

402.56

10102 · COUNTER CASH

10102.1 · Office/Reception Cash Drawer

200.00

10102.2 · RV Park Cash Drawer

500.00

10102.3 · Fuel Dock Cash Drawer

800.00

Total 10102 · COUNTER CASH

1,500.00

Total 100 · UNRESTRICTED CASH & EQUIVALENTS

392,803.11

110 · RESTRICTED CASH & EQUIVALENTS

104 · RESTRICTED MONEY MKT & CHECKING

20104 · USDA BOND Umpqua MM 9529

2,518.69

30104 · Debt Service Umpqua MM 8627

2,512.09

40104 · Capital Projects Umpqua 8018

2,500.00

Total 104 · RESTRICTED MONEY MKT & CHECKING

7,530.78

105 · RESTRICTED LGIP

20105 · USDA Bond Fund LGIP 6021

131,989.07

30105 · IFA Debt Service Fund LGIP 6020

19,946.69

50105 · Reserve Fund LGIP 6018

167,714.40

70105 · Capital Projects Fund 6273

647,867.59

Total 105 · RESTRICTED LGIP

967,517.75

Total 110 · RESTRICTED CASH & EQUIVALENTS

975,048.53

Total Checking/Savings

1,367,851.64

Accounts Receivable

120 · ACCOUNTS RECEIVABLE

-11,319.61

Total Accounts Receivable

-11,319.61

Other Current Assets

130 · DUE FROM TRANSFERS

30130 · Due from Debt Service Fund

648.00

40130 · Due From Capital Projects

16,130.40

Total 130 · DUE FROM TRANSFERS

16,778.40

150 · Undeposited Funds

12,268.16

Total Other Current Assets

29,046.56

2:42 PM
10/09/20
Cash Basis

Port of Brookings Harbor
Balance Sheet
As of September 30, 2020

	Sep 30, 20
Total Current Assets	1,385,578.59
TOTAL ASSETS	1,385,578.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE	
10201 · General Fund Accounts Payable	-14.99
Total 200 · ACCOUNTS PAYABLE	-14.99
Total Accounts Payable	-14.99
Credit Cards	
106 · RCU VISA ACCT	903.87
Total Credit Cards	903.87
Other Current Liabilities	
100222 · Payroll Liabilities	
10222 · HealthCare Premium - Dependent	-228.56
Total 100222 · Payroll Liabilities	-228.56
10226 · Lodging Tax Payable	28,043.48
230 · DUE TO TRANSFERS	
30230 · Due to General from Debt Serv	648.00
40230 · Due To General from Capt Proj	16,130.40
Total 230 · DUE TO TRANSFERS	16,778.40
Total Other Current Liabilities	44,593.32
Total Current Liabilities	45,482.20
Total Liabilities	45,482.20
Equity	
300 · Fund Balance	
301 · Unappropriated Balance	
10301 · General Fund Unappropriated Bal	280,775.87
20301 · Revenue Bond Unappropriate Bal	99,897.67
30301 · Debt Service Unappropriated Bal	21,005.79
40301 · Capital Project Unappropriated	10,578.95
50301 · Reserve Fund Unappropriated Bal	33,092.32
Total 301 · Unappropriated Balance	445,350.60
302 · Appropriated Carryover	
10302 · General Fund Appropriated Carry	-280,775.87
20302 · Revenue Bond Appropriated Carry	-99,897.67
30302 · Debt Service Appropriated Carry	-21,005.79
40302 · Capital Proj Appropriated Carry	-10,578.95
50302 · Reserve Fund Appropriated Carry	-33,092.32

2:42 PM
10/09/20
Cash Basis

Port of Brookings Harbor
Balance Sheet
As of September 30, 2020

	Sep 30, 20
Total 302 · Appropriated Carryover	-445,350.60
Total 300 · Fund Balance	0.00
3900 · RETAINED EARNINGS	531,312.03
Net Income	808,784.36
Total Equity	1,340,096.39
TOTAL LIABILITIES & EQUITY	1,385,578.59

1:10 PM
10/12/20
Cash Basis

Port of Brookings Harbor
Profit & Loss
September 2020

	Sep 20
Income	
400 · REVENUES	
401 · GENERAL FUND REVENUES	
10413 · Property Tax Prior	906.81
10414 · Interest General Fund	217.17
10418 · Miscellaneous	5.00
10420 · Grants & Other Funding - GF	6,373.07
Total 401 · GENERAL FUND REVENUES	7,502.05
402 · GENERAL FUND PROGRAM REVENUES	
10421 · MARINA	
10421.2 · Moorage	
10421.3 · Commercial Slip Rent	8,219.54
10421.4 · Recreational Slip Rent	22,327.26
10421.5 · Transient	1,346.80
10421.6 · Liveaboard	225.00
10421.2 · Moorage - Other	300.00
Total 10421.2 · Moorage	32,418.60
10421.8 · Storage	6,960.22
10421 · MARINA - Other	2,570.01
Total 10421 · MARINA	41,948.83
10421.9 · Administration Fees	473.46
10422 · BEACHFRONT RV PARK	
10422.1 · Space Rental	37,752.04
10422.2 · Wood Sales	545.00
10422.3 · Other Sales	2,795.00
Total 10422 · BEACHFRONT RV PARK	41,092.04
10423 · BOATYARD	5,743.30
10424 · COMMERCIAL RETAIL	36,372.33
10425 · FUEL DOCK	87,678.89
Total 402 · GENERAL FUND PROGRAM REVENUES	213,308.85
420 · USDA REVENUE BOND FUND	
20414 · Interest Revenue Bond Fund	108.20
20419 · Transfer to USDA Bond Fund	10,843.00
Total 420 · USDA REVENUE BOND FUND	10,951.20
430 · DEBT SERVICE FUND REVENUE	
30414 · Interest Debt Service Fund	111.70
30419 · Transfer to Debt Service Fund	30,291.71
Total 430 · DEBT SERVICE FUND REVENUE	30,403.41
450 · RESERVE FUND REVENUE	
50414 · Interest Reserve Fund	137.36
50419 · Transfer to Reserve Fund	2,000.00
Total 450 · RESERVE FUND REVENUE	2,137.36
460 · DEBT SERV. RV PARK IMPROV. FUND	
60419 · Transfer OR FFC 2020 Debt Serv.	4,809.87
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	4,809.87

Port of Brookings Harbor

Profit & Loss

September 2020

	Sep 20
470 · PORT CONSTRUCTION FUND REVENUE	
70414 · Interest Port Construction Fund	538.12
Total 470 · PORT CONSTRUCTION FUND REVENUE	538.12
Total 400 · REVENUES	269,650.86
Total Income	269,650.86
Gross Profit	269,650.86
Expense	
600 · GENERAL FUND EXPENDITURES	
10900 · Operating Transfers Out General	47,944.58
500 · PERSONNEL SERVICES	
10501 · Port Manager	6,217.60
10502 · Port Office Staff	7,662.04
10503 · RV Park Office Staff	3,582.18
10504 · Operations Staff	16,543.60
10505 · Overtime	
10505.1 · Office	237.84
10505.2 · Operations	214.75
Total 10505 · Overtime	452.59
10506 · Payroll Taxes/Costs/Benefits	
10506.1 · Paid Holidays	1,158.40
10506.2 · Sick Leave Benefit	111.52
10506.3 · Vacation	4,710.14
10506.5 · SEP Retirement	
10506.6 · Office	1,288.59
10506.7 · Operations	1,949.07
10506.8 · Port Manager	653.06
Total 10506.5 · SEP Retirement	3,890.72
10506.9 · Personal Vehicle Allowance	313.06
10506 · Payroll Taxes/Costs/Benefits - Other	3,842.71
Total 10506 · Payroll Taxes/Costs/Benefits	14,026.55
10509 · Health Care and Dental	6,821.10
Total 500 · PERSONNEL SERVICES	55,305.66
601 · GENERAL FUND Material & Service	
10601 · ADVERTISING & NOTIFICATIONS	94.43
10602 · REPAIRS & MAINTENANCE	
10602.1 · Maintenance & Repairs	
10602.5 · Projects	1,360.85
10602.1 · Maintenance & Repairs - Other	8,002.69
Total 10602.1 · Maintenance & Repairs	9,363.54
10602.2 · Contracts and Agreements	6,721.76
10602.3 · Tools & Equipment Purchases	39.99
10602.4 · Supplies & Services	6,427.64
10602 · REPAIRS & MAINTENANCE - Other	577.00
Total 10602 · REPAIRS & MAINTENANCE	23,129.93
10603 · FUEL purchased for resale	78,112.16
10605 · UTILITIES	
10605.1 · Electric & Propane Gas	8,125.40
10605.2 · Water, Sanitary & Waste	15,799.36
10605.3 · Telecommunications & Cable TV	1,462.13
10605 · UTILITIES - Other	39.79
Total 10605 · UTILITIES	25,426.68

1:10 PM
10/12/20
Cash Basis

Port of Brookings Harbor
Profit & Loss
September 2020

	Sep 20
10606 · OFFICE EXPENSE	3,895.13
10607 · BANK SERVICE & FINANCE FEES	4,312.85
10608 · TRAINING & TRAVEL	87.11
10609 · PERMITS, LICENSES, TAXES & MISC	99.75
10610 · INSURANCE; PROP & CAS, BOND	8,771.24
10611 · PROFESSIONAL FEES	
10611.1 · Accounting	500.00
10611.2 · Attorney	1,378.00
10611.4 · Engineering/Consultant	24,222.50
10611.5 · Architecture & Planning	3,946.55
10611.6 · Payroll Administration	254.26
10611.7 · IT/Computer Support	99.00
Total 10611 · PROFESSIONAL FEES	30,400.31
Total 601 · GENERAL FUND Material & Service	174,329.59
Total 600 · GENERAL FUND EXPENDITURES	277,579.83
630 · DEBT SERVICE FUND EXPENDITURES	
30802P · IFA PRINCIPAL	
30802.1 · OBDD #520139/Boardwalk Prin	7,586.92
30802.2 · OBDD #525172/RV Park Prin.	6,841.84
30802.3 · OBDD #525176/Green Bldg Prn	12,048.18
30802.4 · OBDD #525181/EurekaFish Prn	7,825.96
30802.5 · SPWF #L02009/Cold Strg Prin	38,169.72
30802.7 · SPWF L98004/Dock Impr Prin	48,789.08
30802.8 · SPWF L02001/MarineFuel Dock Prn	10,525.84
30802.9 · SPWF X03004/Eureka Fishery Prin	13,212.46
Total 30802P · IFA PRINCIPAL	145,000.00
801 · Principal	
30803P · 50 BFMII Travelift Principal	3,894.66
30804P · 2018 Genie Forklift Principal	1,107.65
Total 801 · Principal	5,002.31
810 · Interest Payments	
30813I · 50 BFMII Travelift Interest	764.34
30814I · 2018 Genie Forklift Interest	357.06
Total 810 · Interest Payments	1,121.40
Total 630 · DEBT SERVICE FUND EXPENDITURES	151,123.71
640 · CAPT. PROJ. EXPENDITURES	
40602 · Materials & Services Capt Proj	115.95
740 · CAPT. PROJ. CAPITAL OUTLAY	
40702 · Land Improvement - Capt Proj	
40702.2 · Materials & Services	161.25
Total 40702 · Land Improvement - Capt Proj	161.25
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	161.25
Total 640 · CAPT. PROJ. EXPENDITURES	277.20
660 · DEBT SERV. RV PARK EXPENDITURES	
60806P · RV Park Improv. Loan Principal	3,108.93
60815I · RV Park Improv. Loan Interest	1,700.94
Total 660 · DEBT SERV. RV PARK EXPENDITURES	4,809.87

1:10 PM
10/12/20
Cash Basis

Port of Brookings Harbor
Profit & Loss
September 2020

	Sep 20
670 · PORT CONST FUND EXPENDITURES	
70100 · PORT CONST. CAPITAL OUTLAY	
70700 · Land Improvement - Port Const.	8,401.50
Total 70100 · PORT CONST. CAPITAL OUTLAY	8,401.50
Total 670 · PORT CONST FUND EXPENDITURES	8,401.50
Total Expense	442,192.11
Net Income	-172,541.25

2:40 PM
10/09/20
Cash Basis

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

	Jul - Sep 20	Budget	% of Budget
Income			
400 · REVENUES			
401 · GENERAL FUND REVENUES			
10411 · Cash Carry Over	0.00	60,000.00	0.0%
10412 · Property Tax Current	0.00	230,000.00	0.0%
10413 · Property Tax Prior	3,542.14	9,500.00	37.3%
10414 · Interest General Fund	676.23	3,570.00	18.9%
10415 · Loans - General Fund	700,000.00	715,000.00	97.9%
10417 · Assets Sales	0.00	6,000.00	0.0%
10418 · Miscellaneous	1,599.21	29,652.00	5.4%
10419 · Transfer to General Fund	15,267.02		
10420 · Grants & Other Funding - GF	33,328.69		
Total 401 · GENERAL FUND REVENUES	754,413.29	1,053,722.00	71.6%
402 · GENERAL FUND PROGRAM REVENUES			
10421 · MARINA			
10421.2 · Moorage			
10421.3 · Commercial Slip Rent	17,364.55		
10421.4 · Recreational Slip Rent	102,800.80		
10421.5 · Transient	4,785.60		
10421.6 · Liveaboard	1,050.00		
10421.2 · Moorage - Other	300.00		
Total 10421.2 · Moorage	126,300.95		
10421.8 · Storage	26,643.72		
10421 · MARINA - Other	14,010.94	675,255.00	2.1%
Total 10421 · MARINA	166,955.61	675,255.00	24.7%
10421.9 · Administration Fees	1,450.07		
10422 · BEACHFRONT RV PARK			
10422.1 · Space Rental	213,125.42		
10422.2 · Wood Sales	1,770.00		
10422.3 · Other Sales	11,430.00		
10422 · BEACHFRONT RV PARK - Other	0.00	546,700.00	0.0%
Total 10422 · BEACHFRONT RV PARK	226,325.42	546,700.00	41.4%
10423 · BOATYARD	23,061.20	120,720.00	19.1%
10424 · COMMERCIAL RETAIL	130,415.24	515,000.00	25.3%
10425 · FUEL DOCK	245,603.16	900,000.00	27.3%
10426 · PROPERTY GROUND EVENT USE	-43.75	8,540.00	-0.5%
Total 402 · GENERAL FUND PROGRAM REVENUES	793,766.95	2,766,215.00	28.7%
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	0.00	98,395.00	0.0%
20414 · Interest Revenue Bond Fund	320.53	2,000.00	16.0%
20419 · Transfer to USDA Bond Fund	32,529.00	130,120.00	25.0%
Total 420 · USDA REVENUE BOND FUND	32,849.53	230,515.00	14.3%
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	0.00	23,602.00	0.0%
30414 · Interest Debt Service Fund	261.13	1,500.00	17.4%
30419 · Transfer to Debt Service Fund	90,875.13	427,247.00	21.3%
Total 430 · DEBT SERVICE FUND REVENUE	91,136.26	452,349.00	20.1%
440 · CAPITAL PROJECTS FUND REVENUE			

2:40 PM
10/09/20
Cash Basis

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

	Jul - Sep 20	Budget	% of Budget
40411 · Cash Carry Over - Capt Proj	0.00	2,500.00	0.0%
40416 · Government Funding			
40416.1 · Grant Funding	0.00	79,825.00	0.0%
40416.2 · FEMA Funding	0.00	3,400,000.00	0.0%
40416.3 · State Lottery Funding	39,598.00	570,000.00	6.9%
Total 40416 · Government Funding	39,598.00	4,049,825.00	1.0%
40419 · Transfer to Capital Project	0.00	75,000.00	0.0%
Total 440 · CAPITAL PROJECTS FUND REVENUE	39,598.00	4,127,325.00	1.0%
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	0.00	130,000.00	0.0%
50414 · Interest Reserve Fund	444.60	3,000.00	14.8%
50419 · Transfer to Reserve Fund	6,000.00	24,000.00	25.0%
Total 450 · RESERVE FUND REVENUE	6,444.60	157,000.00	4.1%
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	9,619.74		
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	9,619.74		
470 · PORT CONSTRUCTION FUND REVENUE			
70414 · Interest Port Construction Fund	1,421.76		
70419 · Transfers to Port Const. Fund	684,000.00		
Total 470 · PORT CONSTRUCTION FUND REVENUE	685,421.76		
Total 400 · REVENUES	2,413,250.13	8,787,126.00	27.5%
Total Income	2,413,250.13	8,787,126.00	27.5%
Gross Profit	2,413,250.13	8,787,126.00	27.5%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	823,023.87	656,367.00	125.4%
500 · PERSONNEL SERVICES			
10501 · Port Manager	21,681.84	84,500.00	25.7%
10502 · Port Office Staff	26,331.38	116,465.00	22.6%
10503 · RV Park Office Staff	11,472.00	48,194.00	23.8%
10504 · Operations Staff	53,315.88	192,836.00	27.6%
10505 · Overtime			
10505.1 · Office	718.53	863.00	83.3%
10505.2 · Operations	830.89		
10505 · Overtime - Other	0.00	5,282.00	0.0%
Total 10505 · Overtime	1,549.42	6,145.00	25.2%
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	2,153.60		
10506.2 · Sick Leave Benefit	598.38		
10506.3 · Vacation	10,277.32		
10506.5 · SEP Retirement			
10506.6 · Office	4,459.92		
10506.7 · Operations	5,145.20		
10506.8 · Port Manager	2,277.73		
Total 10506.5 · SEP Retirement	11,882.85		
10506.9 · Personal Vehicle Allowance	1,095.71		

2:40 PM
10/09/20
Cash Basis

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

	Jul - Sep 20	Budget	% of Budget
10507 · Payroll Taxes	5,350.08		
10506 · Payroll Taxes/Costs/Benefits - Other	7,223.52	129,350.00	5.6%
Total 10506 · Payroll Taxes/Costs/Benefits	38,581.46	129,350.00	29.8%
10508 · Workers Compensation	6,709.46	18,920.00	35.5%
10509 · Health Care and Dental	21,979.10	63,665.00	34.5%
Total 500 · PERSONNEL SERVICES	181,620.54	660,075.00	27.5%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	635.70	14,105.00	4.5%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Maintenance & Repairs			
10602.5 · Projects	30,663.13		
10602.1 · Maintenance & Repairs - Other	13,703.01	0.00	100.0%
Total 10602.1 · Maintenance & Repairs	44,366.14	0.00	100.0%
10602.2 · Contracts and Agreements	12,761.25		
10602.3 · Tools & Equipment Purchases	142.55		
10602.4 · Supplies & Services	16,923.37		
10602 · REPAIRS & MAINTENANCE - Other	577.00	288,372.00	0.2%
Total 10602 · REPAIRS & MAINTENANCE	74,770.31	288,372.00	25.9%
10603 · FUEL purchased for resale	182,056.28	800,000.00	22.8%
10605 · UTILITIES			
10605.1 · Electric & Propane Gas	23,628.14		
10605.2 · Water, Sanitary & Waste	38,233.82		
10605.3 · Telecommunications & Cable TV	4,894.86		
10605 · UTILITIES - Other	120.46	319,483.00	0.0%
Total 10605 · UTILITIES	66,877.28	319,483.00	20.9%
10606 · OFFICE EXPENSE	8,450.95	61,011.00	13.9%
10607 · BANK SERVICE & FINANCE FEES	15,613.99	34,818.00	44.8%
10608 · TRAINING & TRAVEL	205.31	10,162.00	2.0%
10609 · PERMITS, LICENSES, TAXES & MISC	294.30	12,085.00	2.4%
10610 · INSURANCE; PROP & CAS, BOND	27,794.79	86,996.00	31.9%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting	1,500.00		
10611.2 · Attorney	5,221.00		
10611.4 · Engineering/Consultant	33,965.00		
10611.5 · Architecture & Planning	3,946.55		
10611.6 · Payroll Administration	1,140.51		
10611.7 · IT/Computer Support	297.00		
10611 · PROFESSIONAL FEES - Other	0.00	81,463.00	0.0%
Total 10611 · PROFESSIONAL FEES	46,070.06	81,463.00	56.6%
Total 601 · GENERAL FUND Material & Service	422,768.97	1,708,495.00	24.7%
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	0.00	715,000.00	0.0%
Total 710 · GENERAL FUND CAPITAL OUTLAY	0.00	715,000.00	0.0%
920 · OPERATING CONTINGENCY	0.00	35,000.00	0.0%
Total 600 · GENERAL FUND EXPENDITURES	1,427,413.38	3,774,937.00	37.8%
620 · USDA REVENUE BOND EXPENDITURES			

2:40 PM
10/09/20
Cash Basis

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

	Jul - Sep 20	Budget	% of Budget
20801P · USDA Revenue Bond Principal	0.00	76,112.00	0.0%
20810I · USDA Revenue Bond Interest	0.00	54,008.00	0.0%
Total 620 · USDA REVENUE BOND EXPENDITURES	0.00	130,120.00	0.0%
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	3,793.46		
30802.2 · OBDD #525172/RV Park Prin.	3,420.92		
30802.3 · OBDD #525176/Green Bldg Prn	6,024.09		
30802.4 · OBDD #525181/EurekaFish Prn	3,912.98		
30802.5 · SPWF #L02009/Cold Strg Prin	19,084.86		
30802.7 · SPWF L98004/Dock Impr Prin	22,473.24		
30802.8 · SPWF L02001/MarineFuel Dock Prn	5,262.92		
30802.9 · SPWF X03004/Eureka Fishery Prin	8,527.53		
30802P · IFA PRINCIPAL - Other	0.00	294,800.00	0.0%
Total 30802P · IFA PRINCIPAL	72,500.00	294,800.00	24.6%
801 · Principal			
30803P · 50 BFMII Travelift Principal	11,654.91	47,754.00	24.4%
30804P · 2018 Genie Forklift Principal	3,318.44	13,616.00	24.4%
Total 801 · Principal	14,973.35	61,370.00	24.4%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	2,322.09	8,154.00	28.5%
30814I · 2018 Genie Forklift Interest	1,075.69	3,959.00	27.2%
Total 810 · Interest Payments	3,397.78	12,113.00	28.1%
Total 630 · DEBT SERVICE FUND EXPENDITURES	90,871.13	368,283.00	24.7%
640 · CAPT. PROJ. EXPENDITURES			
40602 · Materials & Services Capt Proj	810.40		
40900 · Operating Transfers Out Capital	15,267.02		
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	5,498.00		
40702.2 · Materials & Services	5,378.48		
40702 · Land Improvement - Capt Proj - Other	0.00	4,124,825.00	0.0%
Total 40702 · Land Improvement - Capt Proj	10,876.48	4,124,825.00	0.3%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	10,876.48	4,124,825.00	0.3%
Total 640 · CAPT. PROJ. EXPENDITURES	26,953.90	4,124,825.00	0.7%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	6,210.80	38,529.00	16.1%
60815I · RV Park Improv. Loan Interest	3,408.94	20,435.00	16.7%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	9,619.74	58,964.00	16.3%
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.	49,607.62		
Total 70100 · PORT CONST. CAPITAL OUTLAY	49,607.62		
Total 670 · PORT CONST FUND EXPENDITURES	49,607.62		
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	45,000.00	0.0%

2:40 PM

10/09/20

Cash Basis

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

	Jul - Sep 20	Budget	% of Budget
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	1,604,465.77	8,787,126.00	18.3%
Net Income	<u>808,784.36</u>	<u>0.00</u>	<u>100.0%</u>

2:27 PM

10/09/20

Cash Basis

Port of Brookings Harbor

Profit & Loss Budget vs Actual General Fund FY 2020-2021

July through September 2020

	Jul - Sep 20	Budget	% of Budget
Income			
400 · REVENUES			
401 · GENERAL FUND REVENUES			
10411 · Cash Carry Over	0.00	60,000.00	0.0%
10412 · Property Tax Current	0.00	230,000.00	0.0%
10413 · Property Tax Prior	3,542.14	9,500.00	37.3%
10414 · Interest General Fund	676.23	3,570.00	18.9%
10415 · Loans - General Fund	700,000.00	715,000.00	97.9%
10417 · Assets Sales	0.00	6,000.00	0.0%
10418 · Miscellaneous	1,599.21	29,652.00	5.4%
10419 · Transfer to General Fund	15,267.02		
Total 401 · GENERAL FUND REVENUES	721,084.60	1,053,722.00	68.4%
402 · GENERAL FUND PROGRAM REVENUES			
10421 · MARINA			
10421.2 · Moorage			
10421.3 · Commercial Slip Rent	17,364.55		
10421.4 · Recreational Slip Rent	102,800.80		
10421.5 · Transient	4,785.60		
10421.6 · Liveaboard	1,050.00		
10421.2 · Moorage - Other	300.00		
Total 10421.2 · Moorage	126,300.95		
10421.8 · Storage	26,643.72		
10421 · MARINA - Other	14,010.94	675,255.00	2.1%
Total 10421 · MARINA	166,955.61	675,255.00	24.7%
10421.9 · Administration Fees	1,448.41		
10422 · BEACHFRONT RV PARK			
10422.1 · Space Rental	213,125.42		
10422.2 · Wood Sales	1,770.00		
10422.3 · Other Sales	11,430.00		
10422 · BEACHFRONT RV PARK - Other	0.00	546,700.00	0.0%
Total 10422 · BEACHFRONT RV PARK	226,325.42	546,700.00	41.4%
10423 · BOATYARD	23,061.20	120,720.00	19.1%
10424 · COMMERCIAL RETAIL	130,415.24	515,000.00	25.3%
10425 · FUEL DOCK	245,603.16	900,000.00	27.3%
10426 · PROPERTY GROUND EVENT USE	-43.75	8,540.00	-0.5%
Total 402 · GENERAL FUND PROGRAM REV...	793,765.29	2,766,215.00	28.7%
Total 400 · REVENUES	1,514,849.89	3,819,937.00	39.7%
Total Income	1,514,849.89	3,819,937.00	39.7%
Gross Profit	1,514,849.89	3,819,937.00	39.7%
Expense			
600 · GENERAL FUND EXPENDITURES			
10900 · Operating Transfers Out General	823,023.87	656,367.00	125.4%
500 · PERSONNEL SERVICES			
10501 · Port Manager	21,681.84	84,500.00	25.7%
10502 · Port Office Staff	26,331.38	116,465.00	22.6%
10503 · RV Park Office Staff	11,472.00	48,194.00	23.8%
10504 · Operations Staff	53,315.88	192,836.00	27.6%
10505 · Overtime			

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

	Jul - Sep 20	Budget	% of Budget
10505.1 · Office	718.53	863.00	83.3%
10505.2 · Operations	830.89		
10505 · Overtime - Other	0.00	5,282.00	0.0%
Total 10505 · Overtime	1,549.42	6,145.00	25.2%
10506 · Payroll Taxes/Costs/Benefits			
10506.1 · Paid Holidays	2,153.60		
10506.2 · Sick Leave Benefit	598.38		
10506.3 · Vacation	10,277.32		
10506.5 · SEP Retirement			
10506.6 · Office	4,459.92		
10506.7 · Operations	5,145.20		
10506.8 · Port Manager	2,277.73		
Total 10506.5 · SEP Retirement	11,882.85		
10506.9 · Personal Vehicle Allowance	1,095.71		
10507 · Payroll Taxes	5,350.08		
10506 · Payroll Taxes/Costs/Benefits - O...	7,223.52	129,350.00	5.6%
Total 10506 · Payroll Taxes/Costs/Benefits	38,581.46	129,350.00	29.8%
10508 · Workers Compensation	6,709.46	18,920.00	35.5%
10509 · Health Care and Dental	21,979.10	63,665.00	34.5%
Total 500 · PERSONNEL SERVICES	181,620.54	660,075.00	27.5%
601 · GENERAL FUND Material & Service			
10601 · ADVERTISING & NOTIFICATIONS	635.70	14,105.00	4.5%
10602 · REPAIRS & MAINTENANCE			
10602.1 · Maintenance & Repairs			
10602.5 · Projects	3,520.30		
10602.1 · Maintenance & Repairs - Oth...	13,703.01	0.00	100.0%
Total 10602.1 · Maintenance & Repairs	17,223.31	0.00	100.0%
10602.2 · Contracts and Agreements	12,761.25		
10602.3 · Tools & Equipment Purchases	142.55		
10602.4 · Supplies & Services	16,031.04		
10602 · REPAIRS & MAINTENANCE - Ot...	577.00	288,372.00	0.2%
Total 10602 · REPAIRS & MAINTENANCE	46,735.15	288,372.00	16.2%
10603 · FUEL purchased for resale	182,056.28	800,000.00	22.8%
10605 · UTILITIES			
10605.1 · Electric & Propane Gas	23,628.14		
10605.2 · Water, Sanitary & Waste	38,233.82		
10605.3 · Telecommunications & Cable TV	4,894.86		
10605 · UTILITIES - Other	120.46	319,483.00	0.0%
Total 10605 · UTILITIES	66,877.28	319,483.00	20.9%
10606 · OFFICE EXPENSE	7,493.66	61,011.00	12.3%
10607 · BANK SERVICE & FINANCE FEES	15,557.72	34,818.00	44.7%
10608 · TRAINING & TRAVEL	205.31	10,162.00	2.0%
10609 · PERMITS, LICENSES, TAXES & MI...	294.30	12,085.00	2.4%
10610 · INSURANCE; PROP & CAS, BOND	27,794.79	86,996.00	31.9%
10611 · PROFESSIONAL FEES			
10611.1 · Accounting	1,500.00		
10611.2 · Attorney	5,050.00		

2:27 PM
10/09/20
Cash Basis

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

	Jul - Sep 20	Budget	% of Budget
10611.4 · Engineering/Consultant	23,935.00		
10611.6 · Payroll Administration	1,140.51		
10611.7 · IT/Computer Support	297.00		
10611 · PROFESSIONAL FEES - Other	0.00	81,463.00	0.0%
Total 10611 · PROFESSIONAL FEES	31,922.51	81,463.00	39.2%
Total 601 · GENERAL FUND Material & Service	379,572.70	1,708,495.00	22.2%
710 · GENERAL FUND CAPITAL OUTLAY			
10702 · Land Improvements	0.00	715,000.00	0.0%
Total 710 · GENERAL FUND CAPITAL OUTLAY	0.00	715,000.00	0.0%
920 · OPERATING CONTINGENCY	0.00	35,000.00	0.0%
Total 600 · GENERAL FUND EXPENDITURES	1,384,217.11	3,774,937.00	36.7%
640 · CAPT. PROJ. EXPENDITURES			
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.2 · Materials & Services	161.25		
Total 40702 · Land Improvement - Capt Proj	161.25		
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	161.25		
Total 640 · CAPT. PROJ. EXPENDITURES	161.25		
930 · Fund Balances			
10930 · Unappropriated Balance GF	0.00	45,000.00	0.0%
Total 930 · Fund Balances	0.00	45,000.00	0.0%
Total Expense	1,384,378.36	3,819,937.00	36.2%
Net Income	130,471.53	0.00	100.0%

2:26 PM
10/09/20
Cash Basis

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

	Jul - Sep 20	Budget	% of Budget
Income			
400 · REVENUES			
440 · CAPITAL PROJECTS FUND REVENUE			
40411 · Cash Carry Over - Capt Proj	0.00	2,500.00	0.0%
40416 · Government Funding			
40416.1 · Grant Funding	0.00	79,825.00	0.0%
40416.2 · FEMA Funding	0.00	3,400,000.00	0.0%
40416.3 · State Lottery Funding	39,598.00	570,000.00	6.9%
Total 40416 · Government Funding	39,598.00	4,049,825.00	1.0%
40419 · Transfer to Capital Project	0.00	75,000.00	0.0%
Total 440 · CAPITAL PROJECTS FUND REVENUE	39,598.00	4,127,325.00	1.0%
Total 400 · REVENUES	39,598.00	4,127,325.00	1.0%
Total Income	39,598.00	4,127,325.00	1.0%
Gross Profit	39,598.00	4,127,325.00	1.0%
Expense			
640 · CAPT. PROJ. EXPENDITURES			
40900 · Operating Transfers Out Capital	15,267.02		
740 · CAPT. PROJ. CAPITAL OUTLAY			
40702 · Land Improvement - Capt Proj			
40702.1 · Engineering/Consultants	5,498.00		
40702.2 · Materials & Services	5,217.23		
40702 · Land Improvement - Capt Proj - Other	0.00	4,124,825.00	0.0%
Total 40702 · Land Improvement - Capt Proj	10,715.23	4,124,825.00	0.3%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	10,715.23	4,124,825.00	0.3%
Total 640 · CAPT. PROJ. EXPENDITURES	25,982.25	4,124,825.00	0.6%
930 · Fund Balances			
40930 · Unappropriated Balance Capt Pro	0.00	2,500.00	0.0%
Total 930 · Fund Balances	0.00	2,500.00	0.0%
Total Expense	25,982.25	4,127,325.00	0.6%
Net Income	13,615.75	0.00	100.0%

1:54 PM

10/09/20

Cash Basis

Port of Brookings Harbor

Profit & Loss Budget vs Actual Debt Service Fund FY 2020-21

July through September 2020

	Jul - Sep 20	Budget	% of Budget
Income			
400 · REVENUES			
430 · DEBT SERVICE FUND REVENUE			
30411 · Cash Carry Over - Debt Service	0.00	23,602.00	0.0%
30414 · Interest Debt Service Fund	261.13	1,500.00	17.4%
30419 · Transfer to Debt Service Fund	90,875.13	427,247.00	21.3%
Total 430 · DEBT SERVICE FUND REVENUE	91,136.26	452,349.00	20.1%
Total 400 · REVENUES	91,136.26	452,349.00	20.1%
Total Income	91,136.26	452,349.00	20.1%
Gross Profit	91,136.26	452,349.00	20.1%
Expense			
630 · DEBT SERVICE FUND EXPENDITURES			
30802P · IFA PRINCIPAL			
30802.1 · OBDD #520139/Boardwalk Prin	3,793.46		
30802.2 · OBDD #525172/RV Park Prin.	3,420.92		
30802.3 · OBDD #525176/Green Bldg Prn	6,024.09		
30802.4 · OBDD #525181/EurekaFish Prn	3,912.98		
30802.5 · SPWF #L02009/Cold Strg Prin	19,084.86		
30802.7 · SPWF L98004/Dock Impr Prin	22,473.24		
30802.8 · SPWF L02001/MarineFuel Dock Prn	5,262.92		
30802.9 · SPWF X03004/Eureka Fishery Prin	8,527.53		
30802P · IFA PRINCIPAL - Other	0.00	294,800.00	0.0%
Total 30802P · IFA PRINCIPAL	72,500.00	294,800.00	24.6%
801 · Principal			
30803P · 50 BFMII Travelift Principal	11,654.91	47,754.00	24.4%
30804P · 2018 Genie Forklift Principal	3,318.44	13,616.00	24.4%
Total 801 · Principal	14,973.35	61,370.00	24.4%
810 · Interest Payments			
30813I · 50 BFMII Travelift Interest	2,322.09	8,154.00	28.5%
30814I · 2018 Genie Forklift Interest	1,075.69	3,959.00	27.2%
Total 810 · Interest Payments	3,397.78	12,113.00	28.1%
Total 630 · DEBT SERVICE FUND EXPENDITURES	90,871.13	368,283.00	24.7%
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	0.00	38,529.00	0.0%
60815I · RV Park Improv. Loan Interest	0.00	20,435.00	0.0%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	0.00	58,964.00	0.0%
930 · Fund Balances			
30930 · Unappropriated Balance Debt	0.00	25,102.00	0.0%
Total 930 · Fund Balances	0.00	25,102.00	0.0%
Total Expense	90,871.13	452,349.00	20.1%
Net Income	265.13	0.00	100.0%

2:29 PM

Port of Brookings Harbor

10/09/20

Profit & Loss Budget vs Actual USDA Bond Fund FY 2020-2021

Cash Basis

July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
400 · REVENUES			
420 · USDA REVENUE BOND FUND			
20411 · Cash Carry Over - USDA Revenue	0.00	98,395.00	0.0%
20414 · Interest Revenue Bond Fund	320.53	2,000.00	16.0%
20419 · Transfer to USDA Bond Fund	32,529.00	130,120.00	25.0%
Total 420 · USDA REVENUE BOND FUND	32,849.53	230,515.00	14.3%
Total 400 · REVENUES	32,849.53	230,515.00	14.3%
Total Income	32,849.53	230,515.00	14.3%
Gross Profit	32,849.53	230,515.00	14.3%
Expense			
620 · USDA REVENUE BOND EXPENDITURES			
20801P · USDA Revenue Bond Principal	0.00	76,112.00	0.0%
20810I · USDA Revenue Bond Interest	0.00	54,008.00	0.0%
Total 620 · USDA REVENUE BOND EXPENDITURES	0.00	130,120.00	0.0%
930 · Fund Balances			
20930 · Unappropriated Balance-USDA	0.00	100,395.00	0.0%
Total 930 · Fund Balances	0.00	100,395.00	0.0%
Total Expense	0.00	230,515.00	0.0%
Net Income	<u>32,849.53</u>	<u>0.00</u>	<u>100.0%</u>

2:28 PM

Port of Brookings Harbor

10/09/20

Profit & Loss Budget vs Actual Reserve Fund FY 2020-2021

Cash Basis

July through September 2020

	Jul - Sep 20	Budget	% of Budget
Income			
400 · REVENUES			
450 · RESERVE FUND REVENUE			
50411 · Cash Carry Over - Reserve Fund	0.00	130,000.00	0.0%
50414 · Interest Reserve Fund	444.60	3,000.00	14.8%
50419 · Transfer to Reserve Fund	6,000.00	24,000.00	25.0%
Total 450 · RESERVE FUND REVENUE	6,444.60	157,000.00	4.1%
Total 400 · REVENUES	6,444.60	157,000.00	4.1%
Total Income	6,444.60	157,000.00	4.1%
Gross Profit	6,444.60	157,000.00	4.1%
Expense			
930 · Fund Balances			
50930 · Unappropriated Balance Reserve	0.00	157,000.00	0.0%
Total 930 · Fund Balances	0.00	157,000.00	0.0%
Total Expense	0.00	157,000.00	0.0%
Net Income	6,444.60	0.00	100.0%

2:28 PM

10/09/20

Cash Basis

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

July through September 2020

	Jul - Sep 20	Budget	% of Budget
Income			
400 · REVENUES			
470 · PORT CONSTRUCTION FUND REVENUE			
70414 · Interest Port Construction Fund	1,421.76		
70419 · Transfers to Port Const. Fund	684,000.00		
Total 470 · PORT CONSTRUCTION FUND REVENUE	685,421.76		
Total 400 · REVENUES	685,421.76		
Total Income	685,421.76		
Gross Profit	685,421.76		
Expense			
600 · GENERAL FUND EXPENDITURES			
601 · GENERAL FUND Material & Service			
10611 · PROFESSIONAL FEES			
10611.5 · Architecture & Planning	3,946.55		
Total 10611 · PROFESSIONAL FEES	3,946.55		
Total 601 · GENERAL FUND Material & Service	3,946.55		
Total 600 · GENERAL FUND EXPENDITURES	3,946.55		
670 · PORT CONST FUND EXPENDITURES			
70100 · PORT CONST. CAPITAL OUTLAY			
70700 · Land Improvement - Port Const.	49,607.62		
Total 70100 · PORT CONST. CAPITAL OUTLAY	49,607.62		
Total 670 · PORT CONST FUND EXPENDITURES	49,607.62		
Total Expense	53,554.17		
Net Income	631,867.59		

2:29 PM
10/09/20
Cash Basis

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

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
400 · REVENUES			
460 · DEBT SERV. RV PARK IMPROV. FUND			
60419 · Transfer OR FFC 2020 Debt Serv.	<u>9,619.74</u>		
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	<u>9,619.74</u>		
Total 400 · REVENUES	<u>9,619.74</u>		
Total Income	<u>9,619.74</u>		
Gross Profit	<u>9,619.74</u>		
Expense			
660 · DEBT SERV. RV PARK EXPENDITURES			
60806P · RV Park Improv. Loan Principal	<u>6,210.80</u>		
60815I · RV Park Improv. Loan Interest	<u>3,408.94</u>		
Total 660 · DEBT SERV. RV PARK EXPENDITURES	<u>9,619.74</u>		
Total Expense	<u>9,619.74</u>		
Net Income	<u><u>0.00</u></u>		

1:15 PM

10/12/20

Cash Basis

Port of Brookings Harbor
Profit & Loss Prev Year Comparison
July through September 2020

	Jul - Sep 20	Jul - Sep 19	\$ Change	% Change
Income				
400 · REVENUES				
401 · GENERAL FUND REVENUES				
10411 · Cash Carry Over	0.00	280,775.87	-280,775.87	-100.0%
10412 · Property Tax Current	0.00	2,665.63	-2,665.63	-100.0%
10413 · Property Tax Prior	3,542.14	1,717.04	1,825.10	106.3%
10414 · Interest General Fund	676.23	719.87	-43.64	-6.1%
10415 · Loans - General Fund	700,000.00	0.00	700,000.00	100.0%
10417 · Assets Sales	0.00	100.00	-100.00	-100.0%
10418 · Miscellaneous	1,599.21	-11.83	1,611.04	13,618.3%
10419 · Transfer to General Fund	15,267.02	70,303.64	-55,036.62	-78.3%
10420 · Grants & Other Funding - GF	33,328.69	0.00	33,328.69	100.0%
Total 401 · GENERAL FUND REVENUES	754,413.29	356,270.22	398,143.07	111.8%
402 · GENERAL FUND PROGRAM REVENUES				
10421 · MARINA				
10421.2 · Moorage				
10421.3 · Commercial Slip Rent	17,364.55	28,867.81	-11,503.26	-39.9%
10421.4 · Recreational Slip Rent	102,800.80	109,354.50	-6,553.70	-6.0%
10421.5 · Transient	4,785.60	11,823.29	-7,037.69	-59.5%
10421.6 · Liveaboard	1,050.00	433.84	616.16	142.0%
10421.7 · Balance Forward	0.00	35,416.09	-35,416.09	-100.0%
10421.2 · Moorage - Other	300.00	2,500.00	-2,200.00	-88.0%
Total 10421.2 · Moorage	126,300.95	188,395.53	-62,094.58	-33.0%
10421.8 · Storage	26,643.72	17,265.27	9,378.45	54.3%
10421 · MARINA - Other	14,010.94	12,013.72	1,997.22	16.6%
Total 10421 · MARINA	166,955.61	217,674.52	-50,718.91	-23.3%
10421.9 · Administration Fees	1,450.07	465.92	984.15	211.2%
10422 · BEACHFRONT RV PARK				
10422.1 · Space Rental	213,125.42	249,083.23	-35,957.81	-14.4%
10422.2 · Wood Sales	1,770.00	1,020.00	750.00	73.5%
10422.3 · Other Sales	11,430.00	280.99	11,149.01	3,967.8%
10422 · BEACHFRONT RV PARK - Other	0.00	4,963.64	-4,963.64	-100.0%
Total 10422 · BEACHFRONT RV PARK	226,325.42	255,347.86	-29,022.44	-11.4%
10423 · BOATYARD	23,061.20	19,180.88	3,880.32	20.2%
10424 · COMMERCIAL RETAIL				
10424.2 · Balance Forward	0.00	13,092.72	-13,092.72	-100.0%
10424 · COMMERCIAL RETAIL - Other	130,415.24	109,328.67	21,086.57	19.3%
Total 10424 · COMMERCIAL RETAIL	130,415.24	122,421.39	7,993.85	6.5%
10425 · FUEL DOCK	245,603.16	422,755.50	-177,152.34	-41.9%
10426 · PROPERTY GROUND EVENT USE	-43.75	5,069.15	-5,112.90	-100.9%
Total 402 · GENERAL FUND PROGRAM REVENUES	793,766.95	1,042,915.22	-249,148.27	-23.9%
420 · USDA REVENUE BOND FUND				
20411 · Cash Carry Over - USDA Revenue	0.00	99,897.67	-99,897.67	-100.0%
20414 · Interest Revenue Bond Fund	320.53	791.38	-470.85	-59.5%
20419 · Transfer to USDA Bond Fund	32,529.00	32,529.00	0.00	0.0%
Total 420 · USDA REVENUE BOND FUND	32,849.53	133,218.05	-100,368.52	-75.3%
430 · DEBT SERVICE FUND REVENUE				
30411 · Cash Carry Over - Debt Service	0.00	21,005.79	-21,005.79	-100.0%
30414 · Interest Debt Service Fund	261.13	368.69	-107.56	-29.2%
30419 · Transfer to Debt Service Fund	90,875.13	90,875.13	0.00	0.0%
Total 430 · DEBT SERVICE FUND REVENUE	91,136.26	112,249.61	-21,113.35	-18.8%
440 · CAPITAL PROJECTS FUND REVENUE				
40411 · Cash Carry Over - Capt Proj	0.00	10,578.95	-10,578.95	-100.0%
40416 · Government Funding				
40416.1 · Grant Funding	0.00	4,825.00	-4,825.00	-100.0%
40416.2 · FEMA Funding	0.00	63,810.75	-63,810.75	-100.0%
40416.3 · State Lottery Funding	39,598.00	0.00	39,598.00	100.0%
Total 40416 · Government Funding	39,598.00	68,635.75	-29,037.75	-42.3%
Total 440 · CAPITAL PROJECTS FUND REVENUE	39,598.00	79,214.70	-39,616.70	-50.0%
450 · RESERVE FUND REVENUE				
50411 · Cash Carry Over - Reserve Fund	0.00	33,092.32	-33,092.32	-100.0%
50414 · Interest Reserve Fund	444.60	354.28	90.32	25.5%
50419 · Transfer to Reserve Fund	6,000.00	31,271.00	-25,271.00	-80.8%
Total 450 · RESERVE FUND REVENUE	6,444.60	64,717.60	-58,273.00	-90.0%
460 · DEBT SERV. RV PARK IMPROV. FUND				
60419 · Transfer OR FFC 2020 Debt Serv.	9,619.74	0.00	9,619.74	100.0%
Total 460 · DEBT SERV. RV PARK IMPROV. FUND	9,619.74	0.00	9,619.74	100.0%

1:15 PM

10/12/20

Cash Basis

Port of Brookings Harbor Profit & Loss Prev Year Comparison July through September 2020

	Jul - Sep 20	Jul - Sep 19	\$ Change	% Change
470 · PORT CONSTRUCTION FUND REVENUE				
70414 · Interest Port Construction Fund	1,421.76	0.00	1,421.76	100.0%
70419 · Transfers to Port Const. Fund	684,000.00	0.00	684,000.00	100.0%
Total 470 · PORT CONSTRUCTION FUND REVENUE	685,421.76	0.00	685,421.76	100.0%
Total 400 · REVENUES	2,413,250.13	1,788,585.40	624,664.73	34.9%
Total Income	2,413,250.13	1,788,585.40	624,664.73	34.9%
Gross Profit	2,413,250.13	1,788,585.40	624,664.73	34.9%
Expense				
600 · GENERAL FUND EXPENDITURES				
10900 · Operating Transfers Out General	823,023.87	154,875.13	668,348.74	432.1%
500 · PERSONNEL SERVICES				
10501 · Port Manager	21,681.84	21,203.28	478.56	2.3%
10502 · Port Office Staff	26,331.38	34,812.53	-8,481.15	-24.4%
10503 · RV Park Office Staff	11,472.00	9,763.85	1,708.15	17.5%
10504 · Operations Staff	53,315.88	70,339.44	-17,023.56	-24.2%
10505 · Overtime				
10505.1 · Office	718.53	1,201.21	-482.68	-40.2%
10505.2 · Operations	830.89	1,539.16	-708.27	-46.0%
Total 10505 · Overtime	1,549.42	2,740.37	-1,190.95	-43.5%
10506 · Payroll Taxes/Costs/Benefits				
10506.1 · Paid Holidays	2,153.60	2,587.52	-433.92	-16.8%
10506.2 · Sick Leave Benefit	598.38	1,595.20	-996.82	-62.5%
10506.3 · Vacation	10,277.32	3,865.06	6,412.26	165.9%
10506.4 · Bereavement Leave/Jury Duty	0.00	115.36	-115.36	-100.0%
10506.5 · SEP Retirement				
10506.6 · Office	4,459.92	4,232.73	227.19	5.4%
10506.7 · Operations	5,145.20	5,332.17	-186.97	-3.5%
10506.8 · Port Manager	2,277.73	2,224.15	53.58	2.4%
Total 10506.5 · SEP Retirement	11,882.85	11,789.05	93.80	0.8%
10506.9 · Personal Vehicle Allowance	1,095.71	1,038.50	57.21	5.5%
10507 · Payroll Taxes	5,350.08	14,873.72	-9,523.64	-64.0%
10508 · Payroll Taxes/Costs/Benefits - Other	7,223.52	0.00	7,223.52	100.0%
Total 10506 · Payroll Taxes/Costs/Benefits	38,581.48	35,864.41	2,717.05	7.6%
10508 · Workers Compensation	6,709.46	15,447.61	-8,738.15	-56.6%
10509 · Health Care and Dental	21,979.10	22,125.39	-146.29	-0.7%
Total 500 · PERSONNEL SERVICES	181,620.54	212,296.88	-30,676.34	-14.5%
601 · GENERAL FUND Material & Service				
10601 · ADVERTISING & NOTIFICATIONS	635.70	2,356.42	-1,720.72	-73.0%
10602 · REPAIRS & MAINTENANCE				
10602.1 · Maintenance & Repairs				
10602.5 · Projects	30,663.13	0.00	30,663.13	100.0%
10602.1 · Maintenance & Repairs - Other	13,703.01	100,300.14	-86,597.13	-86.3%
Total 10602.1 · Maintenance & Repairs	44,366.14	100,300.14	-55,934.00	-55.8%
10602.2 · Contracts and Agreements	12,761.25	25,459.05	-12,697.80	-49.9%
10602.3 · Tools & Equipment Purchases	142.55	6,539.18	-6,396.63	-97.8%
10602.4 · Supplies & Services	16,923.37	38,120.49	-21,197.12	-55.6%
10602 · REPAIRS & MAINTENANCE - Other	577.00	0.00	577.00	100.0%
Total 10602 · REPAIRS & MAINTENANCE	74,770.31	170,418.86	-95,648.55	-56.1%
10603 · FUEL purchased for resale	182,056.28	362,497.15	-180,440.87	-49.8%
10605 · UTILITIES				
10605.1 · Electric & Propane Gas	23,628.14	21,522.88	2,105.26	9.8%
10605.2 · Water, Sanitary & Waste	38,233.82	52,680.83	-14,447.01	-27.4%
10605.3 · Telecommunications & Cable TV	4,894.86	5,258.26	-363.40	-6.9%
10605 · UTILITIES - Other	120.46	122.64	-2.18	-1.8%
Total 10605 · UTILITIES	66,877.28	79,584.61	-12,707.33	-16.0%
10606 · OFFICE EXPENSE	8,450.95	9,324.46	-873.51	-9.4%
10607 · BANK SERVICE & FINANCE FEES	15,613.99	13,891.33	1,722.66	12.4%
10608 · TRAINING & TRAVEL	205.31	688.33	-483.02	-70.2%
10609 · PERMITS, LICENSES, TAXES & MISC	294.30	3,172.95	-2,878.65	-90.7%
10610 · INSURANCE; PROP & CAS, BOND	27,794.79	34,363.60	-6,568.81	-19.1%
10611 · PROFESSIONAL FEES				
10611.1 · Accounting	1,500.00	0.00	1,500.00	100.0%
10611.2 · Attorney	5,221.00	988.00	4,233.00	428.4%
10611.4 · Engineering/Consultant	33,965.00	17,519.50	16,445.50	93.9%
10611.5 · Architecture & Planning	3,946.55	3,162.50	784.05	24.8%
10611.6 · Payroll Administration	1,140.51	1,134.89	5.62	0.5%
10611.7 · IT/Computer Support	297.00	3,541.99	-3,244.99	-91.6%
Total 10611 · PROFESSIONAL FEES	46,070.06	26,346.88	19,723.18	74.9%
Total 601 · GENERAL FUND Material & Service	422,768.97	702,644.59	-279,875.62	-39.8%

1:15 PM

10/12/20

Cash Basis

Port of Brookings Harbor Profit & Loss Prev Year Comparison July through September 2020

	Jul - Sep 20	Jul - Sep 19	\$ Change	% Change
710 · GENERAL FUND CAPITAL OUTLAY				
10704 · Equipment	0.00	24,924.41	-24,924.41	-100.0%
Total 710 · GENERAL FUND CAPITAL OUTLAY	0.00	24,924.41	-24,924.41	-100.0%
Total 600 · GENERAL FUND EXPENDITURES	1,427,413.38	1,094,541.01	332,872.37	30.4%
630 · DEBT SERVICE FUND EXPENDITURES				
30802P · IFA PRINCIPAL				
30802.1 · OBDD #520139/Boardwalk Prin	3,793.46	3,793.46	0.00	0.0%
30802.2 · OBDD #525172/RV Park Prin.	3,420.92	3,420.92	0.00	0.0%
30802.3 · OBDD #525176/Green Bldg Prin	6,024.09	6,024.09	0.00	0.0%
30802.4 · OBDD #525181/EurekaFish Prin	3,912.98	3,912.98	0.00	0.0%
30802.5 · SPWF #L02009/Cold Strg Prin	19,084.86	19,084.86	0.00	0.0%
30802.7 · SPWF L98004/Dock Impr Prin	22,473.24	26,395.84	-3,922.60	-14.9%
30802.8 · SPWF L02001/MarineFuel Dock Prin	5,262.92	5,262.92	0.00	0.0%
30802.9 · SPWF X03004/Eureka Fishery Prin	8,527.53	4,684.93	3,842.60	82.0%
Total 30802P · IFA PRINCIPAL	72,500.00	72,580.00	-80.00	-0.1%
801 · Principal				
30803P · 50 BFMII Travelift Principal	11,654.91	11,020.76	634.15	5.8%
30804P · 2018 Genie Forklift Principal	3,318.44	3,121.16	197.28	6.3%
30805P · Property Purch-Kyle Aubin Prin.	0.00	216.00	-216.00	-100.0%
Total 801 · Principal	14,973.35	14,357.92	615.43	4.3%
810 · Interest Payments				
30813I · 50 BFMII Travelift Interest	2,322.09	2,956.24	-634.15	-21.5%
30814I · 2018 Genie Forklift Interest	1,075.69	1,272.97	-197.28	-15.5%
Total 810 · Interest Payments	3,397.78	4,229.21	-831.43	-19.7%
Total 630 · DEBT SERVICE FUND EXPENDITURES	90,871.13	91,167.13	-296.00	-0.3%
640 · CAPT. PROJ. EXPENDITURES				
40602 · Materials & Services Capt Proj	810.40	1,358.62	-548.22	-40.4%
40900 · Operating Transfers Out Capital	15,267.02	70,303.64	-55,036.62	-78.3%
740 · CAPT. PROJ. CAPITAL OUTLAY				
40702 · Land Improvement - Capt Proj				
40702.1 · Engineering/Consultants	5,498.00	890.00	4,608.00	517.8%
40702.2 · Materials & Services	5,378.48	0.00	5,378.48	100.0%
Total 40702 · Land Improvement - Capt Proj	10,876.48	890.00	9,986.48	1,122.1%
Total 740 · CAPT. PROJ. CAPITAL OUTLAY	10,876.48	890.00	9,986.48	1,122.1%
Total 640 · CAPT. PROJ. EXPENDITURES	26,953.90	72,552.26	-45,598.36	-62.9%
660 · DEBT SERV. RV PARK EXPENDITURES				
60806P · RV Park Improv. Loan Principal	6,210.80	0.00	6,210.80	100.0%
60815I · RV Park Improv. Loan Interest	3,408.94	0.00	3,408.94	100.0%
Total 660 · DEBT SERV. RV PARK EXPENDITURES	9,619.74	0.00	9,619.74	100.0%
670 · PORT CONST FUND EXPENDITURES				
70100 · PORT CONST. CAPITAL OUTLAY				
70700 · Land Improvement - Port Const.	49,607.62	0.00	49,607.62	100.0%
Total 70100 · PORT CONST. CAPITAL OUTLAY	49,607.62	0.00	49,607.62	100.0%
Total 670 · PORT CONST FUND EXPENDITURES	49,607.62	0.00	49,607.62	100.0%
Total Expense	1,604,465.77	1,258,260.40	346,205.37	27.5%
Net Income	808,784.36	530,325.00	278,459.36	52.5%

Financial Debt Summary

DATE: October 20, 2020
RE: Report of Debt for 3rd Quarter 2020
TO: Gary Dehlinger, Port Manager
ISSUED BY: Kim Boom, Financial Officer

IFA Debt Service and USDA Revenue Bond Payments

- IFA \$145,000 Paid 09/25/2020
 - **L98004/Basin 2 Dock Improvement**
PRINCIPAL BALANCE \$0.00 -PRINCIPAL PAID IN FULL
INTEREST BALANCE...\$312,338.92
 - **X03004/Eureka Fishery-Property Improvement**
PRINCIPAL BALANCE ...\$174,184.86 INTEREST BALANCE...\$197,881.55
 - **520139/Boardwalk**
PRINCIPAL BALANCE ...\$41,727.93 INTEREST BALANCE...\$175,540.26
 - **525172/RV Park Improvement**
PRINCIPAL BALANCE ...\$106,048.44 INTEREST BALANCE...\$138,594.25
 - **525176/Green Bldg.**
PRINCIPAL BALANCE ...\$253,012.13 INTEREST BALANCE...\$263,665.71
 - **525181/Eureka Fishery-Property Purchase**
PRINCIPAL BALANCE ...\$168,257.90 INTEREST BALANCE...\$347,562.39
 - **L02001/Marine Fueling Dock**
PRINCIPAL BALANCE ...\$157,887.88 INTEREST BALANCE...\$240,371.49
 - **L02009/Cold Storage**
PRINCIPAL BALANCE ...\$648,884.90 INTEREST BALANCE...\$1,025,118.15
- **IFA TOTAL PRINCIPLE BALANCE as of September 30, 2020...\$1,550,004.04**
• **IFA TOTAL ACCURED INTEREST as of June 30, 2020...\$3,158,805.37**
- **USDA Revenue Bond - \$130,120 paid November 6, 2019 to USDA (72,487.38 to Principal)**
BALANCE...\$1,080,588.25

Other Notes Payable

- **Travelift - \$13,977.00 paid to m2Lease**
BALANCE...\$158,109.97
- **2018 Genie Reach Forklift - \$4,394.13 paid to Umpqua Bank**
BALANCE...\$67,930.24
- **RV Park Restroom & Improvement Loan - \$9,619.74 paid to Umpqua Bank**
BALANCE...\$693,789.20

APPROXIMATE END OF MONTH BALANCES

2:50 PM

10/09/20

Cash Basis

Port of Brookings Harbor

Check Registers

As of September 30, 2020

Type	Num	Date	Name	Memo	Debit	Credit	Balance
100 · UNRESTRICTED CASH & EQUIVALENTS							-3,201,970.36
101 · GENERAL FUND CHECKING & LGIP							-3,202,042.21
10103 · General Funds Ckg Umpqua 3634							-3,450,787.94
Bill Pmt -Check	DEBIT	09/03/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	7,591.82		-3,458,379.76
Bill Pmt -Check	DEBIT	09/04/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	7,764.13		-3,466,143.89
Bill Pmt -Check	DEBIT	09/10/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	7,764.13		-3,473,908.02
Check	DEBIT	09/02/2020	Elavon	AUGUST 2020 MERCHANT SERVICE FEE ACCT#316	777.70		-3,474,685.72
Check	DEBIT	09/02/2020	Elavon	AUGUST 2020 MERCHANT SERVICE FEE ACCT#873 Ventek Boat Launch	181.51		-3,474,867.23
Check	DEBIT	09/02/2020	Elavon	AUGUST 2020 MERCHANT SERVICE FEE ACCT#951	910.71		-3,475,777.94
Bill Pmt -Check	DEBIT	09/02/2020	Pitney Bowes Global Lease	LEASE ACCT#0017098499	415.41		-3,476,193.35
Bill Pmt -Check	DEBIT	09/14/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	11,038.10		-3,487,231.45
Bill Pmt -Check	DEBIT	09/21/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	7,247.19		-3,494,478.64
Bill Pmt -Check	DEBIT	09/24/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	15,210.59		-3,509,689.23
Check	DEBIT	09/09/2020	Edward Jones	Employer Contribution 09/09/2020 ConfirmationQQFJD-8CNKS	144.65		-3,509,833.88
Check	DEBIT	09/09/2020	Edward Jones	Employer Contribution 09/09/2020 ConfirmationQQFJD-8DJYH	202.31		-3,510,036.19
Check	DEBIT	09/09/2020	Edward Jones	Employer Contribution 09/09/2020 ConfirmationQQFJD-8DPMN	139.26		-3,510,175.45
Check	DEBIT	09/09/2020	Edward Jones	Employer Contribution 09/09/2020 ConfirmationQQFJD-8DRT7	144.25		-3,510,319.70
Check	DEBIT	09/09/2020	Edward Jones	Employer Contribution 09/09/2020 ConfirmationQQFJD-8DVK7	127.88		-3,510,447.58
Check	DEBIT	09/09/2020	Edward Jones	Employer Contribution 09/09/2020 ConfirmationQQFJD-8DYQZ	168.03		-3,510,615.61
Check	DEBIT	09/09/2020	Edward Jones	Employer Contribution 09/09/2020 ConfirmationQQFJD-8F1QF	259.20		-3,510,904.81
Check	DEBIT	09/09/2020	TD Ameritrade	Employer Contribution 09/09/2020 ConfirmationQQFJD-8F4BC	202.04		-3,511,106.85
Check	DEBIT	09/09/2020	US Bank Sep- IRA	Employer Contribution 09/09/2020 ConfirmationQQFJD-8FB1G	326.53		-3,511,433.38
Check	DEBIT	09/08/2020	BL/ RV Park	\$4.41 Debit to acct #3634 via STRIPE for Sept 3, 2020	4.41		-3,511,437.79
Check	DEBIT	09/14/2020	BL/ RV Park	\$6,818.23 Debit to acct#3634 STRIPE per Refunds issued 9/10/2020	6,818.23		-3,518,256.02
Check	DEBIT	09/16/2020	BL/ RV Park	\$889.26 Debit to acct#3634 via STRIPE Refunds issued 09/15/2020	889.26		-3,519,145.28
Check	DEBIT	09/04/2020	ADP	Advice of Debit 563085557 Payroll Date: 08/26/2020	127.13		-3,519,272.41
Check	DEBIT	09/18/2020	ADP	Advice of Debit 564041060 Payroll Date: 09/18/2020	127.13		-3,519,399.54
Bill Pmt -Check	DEBIT	09/28/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	7,736.33		-3,527,135.87
Bill Pmt -Check	DEBIT	09/29/2020	Tyree Oil, Inc	Account # 56851 Fuel Purchase	13,759.87		-3,540,895.74
Check	DEBIT	09/23/2020	Edward Jones	Employer Contribution 09/23/2020 ConfirmationQRJHH-NHSCT	147.28		-3,541,043.02
Check	DEBIT	09/23/2020	Edward Jones	Employer Contribution 09/23/2020 ConfirmationQRJHH-NJTNK	203.02		-3,541,246.04
Check	DEBIT	09/23/2020	Edward Jones	Employer Contribution 09/23/2020 ConfirmationQRJHH-NK0FN	139.35		-3,541,385.39
Check	DEBIT	09/23/2020	Edward Jones	Employer Contribution 09/23/2020 ConfirmationQRJHH-NK3VY	160.67		-3,541,546.06
Check	DEBIT	09/23/2020	Edward Jones	Employer Contribution 09/23/2020 ConfirmationQRJHH-NK8DT	142.31		-3,541,688.37
Check	DEBIT	09/23/2020	Edward Jones	Employer Contribution 09/23/2020 ConfirmationQRJHH-NKC1M	166.43		-3,541,854.80
Check	DEBIT	09/23/2020	Edward Jones	Employer Contribution 09/23/2020 ConfirmationQRJHH-NKGCG	677.48		-3,542,532.28
Check	DEBIT	09/23/2020	TD Ameritrade	Employer Contribution 09/23/2020 ConfirmationQRJHH-NKLVN	183.50		-3,542,715.78
Check	DEBIT	09/23/2020	US Bank Sep- IRA	Employer Contribution 09/23/2020 ConfirmationQRJHH-NKQ5S	326.53		-3,543,042.31
Check	DEBIT	09/21/2020	BL/ RV Park	REFUNDS issued at RV Park 09/17/2020 via STRIPE	1,654.76		-3,544,697.07
Check	DEBIT	09/22/2020		STORE CURRENCY DEPOSITED & SOLD FOR 08/2020	17.98		-3,544,715.05
Bill Pmt -Check	DEBIT	09/22/2020	Intuit	8744861	1,499.99		-3,546,215.04
General Journal	DEBT 09/01	09/01/2020		Transfer to Debt Service Fund for Travelift Payment	4,659.00		-3,550,874.04
General Journal	DEBT 09/01	09/01/2020		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71		-3,552,338.75
General Journal	DEBT 09/01	09/01/2020		Transfer to Debt Serv. RV Park for Umpqua Bank Loan Acct#97748040835 Payment	4,809.87		-3,557,148.62
General Journal	IFA 09/01	09/01/2020		Transfer to IFA Debt Service for 3rd Qtr 2020 Pmt	24,168.00		-3,581,316.62
General Journal	RES 09/01	09/01/2020		Transfer to Reserve Fund	2,000.00		-3,583,316.62
General Journal	USDA 09/01	09/01/2020		To transfer to USDA Revenue Bond Fund for November 2020 Payment	10,843.00		-3,594,159.62
General Journal	CRF REQ#3	09/23/2020		Corona Virus Relief Grant PAY NO. 1652958 Inv#1222 Doc No. VP427820	6,373.07		-3,587,786.55
General Journal	PAY 09/09	09/09/2020		Rec 09/09/2020 payroll		14,260.31	-3,602,046.86
General Journal	PCF 9/9	09/09/2020		Transfer in error		1,388.00	-3,603,434.86
General Journal	PCF 9/9	09/09/2020		Transfer in error	1,388.00		-3,602,046.86
General Journal	TAX 09/09	09/09/2020		Rec 09/09/2020 payroll		5,566.28	-3,607,613.14
General Journal	PAY 09/23	09/23/2020		Rec 09/23/2020 payroll		17,395.32	-3,625,008.46
General Journal	TAX 09/23	09/23/2020		Rec 09/23/2020 payroll		6,774.92	-3,631,783.38
General Journal	USCG 09/23	09/23/2020		SEPT 2020 LEASE Pmt		923.24	-3,630,860.14
General Journal	Fuel 09/28	09/28/2020		Pmt for fuel ticket #165992 Oregon State Police paid via Pmt No. 1653987 VP303811	609.53		-3,630,250.61
Bill Pmt -Check	9989	09/10/2020	Cascade Home Center	Customer No: 56 Hardware Supplies		91.71	-3,630,342.32
Bill Pmt -Check	9990	09/10/2020	5-R Excavation, LLC	Work at Port for July & August 2020		3,550.00	-3,633,892.32
Bill Pmt -Check	9991	09/10/2020	Alexandre EcoDairy Farms	LOADS OF FISH WASTE, AUG & SEPT 2020		200.00	-3,634,092.32
Bill Pmt -Check	9992	09/10/2020	BOARDWALK MAIL SERVICE	Shipping remote EQ#4605 50T Marine Travel Lift for repair		245.01	-3,634,337.33
Bill Pmt -Check	9993	09/10/2020	Curry Transfer & Recycling	Account #2040-2434-001 Trash Dumpsters		4,524.71	-3,638,862.04
Bill Pmt -Check	9994	09/10/2020	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		49.50	-3,638,911.54
Bill Pmt -Check	9995	09/10/2020	Engineering Tech. Services	Drafting HMGP DR-4452 under EMC/Jack Akin		5,940.00	-3,644,851.54
Bill Pmt -Check	9996	09/10/2020	Ferguson Enterprises, Inc.	Customer #1120898		151.47	-3,645,003.01
Bill Pmt -Check	9997	09/10/2020	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		4,349.72	-3,649,352.73

2:50 PM

10/09/20

Cash Basis

Port of Brookings Harbor

Check Registers

As of September 30, 2020

Type	Num	Date	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	9998	09/10/2020	Harbor Logging Supply, Inc.	4x4 Alum w/holes to secure bench @ Port Office		26.19	-3,649,378.92
Bill Pmt -Check	9999	09/10/2020	Harbor Sanitary District	AUGUST 2020 Sanitary Bill		5,225.49	-3,654,604.41
Bill Pmt -Check	10000	09/10/2020	Harbor Water District P.U.D.	07/19/2020 - 08/22/2020 SERVICE/WATER BILL		2,479.16	-3,657,083.57
Bill Pmt -Check	10001	09/10/2020	Pithitude-Vendor	Logo Mug & Logo Pilsner Travel Tumbler		900.00	-3,657,983.57
Bill Pmt -Check	10002	09/10/2020	Pump Pipe & Tank Services, LLC	08/17/2020-Replaced Des-Case Institutional filter		577.00	-3,658,560.57
Bill Pmt -Check	10003	09/10/2020	Quill Corporation	ACCT#1932158 Office Supplies		38.88	-3,658,599.45
Bill Pmt -Check	10004	09/10/2020	Roto Rooter	Acct#2940-522445 Sanitary Billing Period		3,570.00	-3,662,169.45
Bill Pmt -Check	10005	09/10/2020	Sensaphone	Annual Subscription for Retail Septic system monitor		299.40	-3,662,468.85
Bill Pmt -Check	10006	09/10/2020	Spec Dist Assoc of OR- Healthcare	Customer #: 03-0016414 - HEALTHCARE PREMIUM		7,562.24	-3,670,031.09
Bill Pmt -Check	10007	09/10/2020	Spec Dist Assoc of OR- Prop & Cas	Policy#31P16414-203 Customer ID: 01-16414 - 2019 PROPERTY & CASUALTY POLICY		8,771.24	-3,678,802.33
Bill Pmt -Check	10008	09/10/2020	Xerox Capital Services, LLC	Copier Leases and Maintenance		878.80	-3,679,681.13
Bill Pmt -Check	10009	09/10/2020	Orcal Security Consulting LLC	Security Patrol for AUGUST 2020		2,790.00	-3,682,471.13
Bill Pmt -Check	10010	09/18/2020	BI-MART	Account #931481 Water & Supplies		158.96	-3,682,630.09
Bill Pmt -Check	10011	09/18/2020	BOLI PWR	Public Works Fee Prevailing Wage Rate - Demo Zola's Bldg		250.00	-3,682,880.09
Bill Pmt -Check	10012	09/18/2020	Brookings Signs & Graphics	SIGNAGE - ADA and RV Park Hours		590.25	-3,683,470.34
Bill Pmt -Check	10013	09/18/2020	City of Brookings	Chetco River Gauging Station 10/01/2020 thru 09/30/2021 - Port's share		2,781.25	-3,686,251.59
Bill Pmt -Check	10014	09/18/2020	Coast Auto Center	VOID: 09/14/2020-Replaced door handle EQ#1110 2007 Chevrolet	0.00		-3,686,251.59
Bill Pmt -Check	10015	09/18/2020	Country Media, Inc.	CUST# 38747 Curry Coastal Pilot Notices		1,163.28	-3,687,414.87
Bill Pmt -Check	10016	09/18/2020	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		104.95	-3,687,519.82
Bill Pmt -Check	10017	09/18/2020	EMC-Engineers/Scientists, LLC	Preparing & Planning for HMGP submitted 9/15/2020 DR-4452 & 4432		11,320.00	-3,698,839.82
Bill Pmt -Check	10018	09/18/2020	Fastenal Industrial Supplies	Customer No. ORBRK0013 Toiletries & Supplies		269.11	-3,699,108.93
Bill Pmt -Check	10019	09/18/2020	Gowman Electric, Inc.	Electrical Repairs		170.00	-3,699,278.93
Bill Pmt -Check	10020	09/18/2020	Pape Material Handling	Customer No. 1070715		232.17	-3,699,511.10
Bill Pmt -Check	10021	09/18/2020	Xerox Capital Services, LLC	Copier Leases and Maintenance		747.66	-3,700,258.76
Bill Pmt -Check	10022	09/18/2020	Coast Auto Center	09/14/2020-Replaced door handle EQ#1110 2007 Chevrolet		229.09	-3,700,487.85
Bill Pmt -Check	10023	09/18/2020	Engineering Tech. Services	Drafting HMGP DR-4452 under EMC/Jack Akin		372.50	-3,700,860.35
Bill Pmt -Check	10024	09/25/2020	Black Rice & Luna LLP	VOID: AUGUST 2020 Legal Services	0.00		-3,700,860.35
Bill Pmt -Check	10025	09/25/2020	Curry Equipment	VOID: Account#1052 Equip Repair & Maint. Supplies	0.00		-3,700,860.35
Bill Pmt -Check	10026	09/25/2020	EMC-Engineers/Scientists, LLC	VOID: Preparing & Planning for HMGP submitted 9/15/2020 DR-4452	0.00		-3,700,860.35
Bill Pmt -Check	10027	09/25/2020	Rogue Credit Union	VOID: ACCT #306-89 CREDIT CARD#2481	0.00		-3,700,860.35
Bill Pmt -Check	10028	09/25/2020	Cascade Home Center	VOID: Customer No: 56 Hardware Supplies	0.00		-3,700,860.35
Bill Pmt -Check	10029	09/25/2020	Del-Cur Supply Co-op	VOID: Customer No. 38700 Hardware & Other Supplies	0.00		-3,700,860.35
Bill Pmt -Check	10030	09/25/2020	Gowman Electric, Inc.	VOID: Electrical Repairs	0.00		-3,700,860.35
Bill Pmt -Check	10034	09/25/2020	Del-Cur Supply Co-op	Customer No. 38700 Hardware & Other Supplies		23.90	-3,700,884.25
Bill Pmt -Check	10035	09/25/2020	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		8.00	-3,700,892.25
Bill Pmt -Check	10035	09/25/2020	EMC-Engineers/Scientists, LLC	Preparing & Planning for HMGP submitted 9/15/2020 DR-4452		6,590.00	-3,707,482.25
Bill Pmt -Check	10036	09/25/2020	Cascade Home Center	Customer No: 56 Hardware Supplies		226.51	-3,707,708.76
Bill Pmt -Check	10036	09/25/2020	Gowman Electric, Inc.	Electrical Repairs		105.88	-3,707,814.64
Bill Pmt -Check	10037	09/25/2020	Black Rice & Luna LLP	AUGUST 2020 Legal Services		1,378.00	-3,709,192.64
Bill Pmt -Check	10037	09/25/2020	Rogue Credit Union	ACCT #306-89 CREDIT CARD#2481		3,825.52	-3,713,018.16
Bill Pmt -Check	10038	09/30/2020	BI-MART	Account #931481 Water & Supplies		58.11	-3,713,076.27
Bill Pmt -Check	10039	09/30/2020	Cascade Home Center	VOID: Customer No: 56 Hardware Supplies	0.00		-3,713,076.27
Bill Pmt -Check	10040	09/30/2020	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		8,073.02	-3,721,149.29
Bill Pmt -Check	10041	09/30/2020	Coos-Curry Electric Cooperative, Inc.	ACCT # 67601 Electrical Service		52.38	-3,721,201.67
Bill Pmt -Check	10042	09/30/2020	Gerald W. Burns, CPA	SEPT Retainer Bill #9		500.00	-3,721,701.67
Bill Pmt -Check	10043	09/30/2020	Freeman Rock, Inc.	1 SAC SLURRY & DELIVERY-Sewer Disconnect - PROJECTS:Demo Zola's Bldg		203.25	-3,721,904.92
Bill Pmt -Check	10044	09/30/2020	Curry Equipment	Account#1052 Equip Repair & Maint. Supplies		12.99	-3,721,917.91
Bill Pmt -Check	10045	09/30/2020	Cascade Home Center	Customer No: 56 Hardware Supplies		41.78	-3,721,959.69
Bill Pmt -Check	10046	09/30/2020	Gold Beach Lumber Yard, Inc.	Account #776 Hardware Supplies & Materials		1,914.23	-3,723,873.92
Bill Pmt -Check	10047	09/30/2020	Cascade Home Center	Customer No: 56 Hardware Supplies		43.58	-3,723,917.50
Bill Pmt -Check	10048	09/30/2020	SO Backflow Techs	09/18/2020-ANNUAL BACKFLOW TEST		364.00	-3,724,281.50
Bill Pmt -Check	10049	09/30/2020	Gowman Electric, Inc.	Electrical Repairs		105.88	-3,724,387.38
Total 10103 · General Funds Ckg Umpqua 3634					9,293.84	282,893.28	-3,724,387.38
10105 · General Fund LGIP 6017							248,745.73
Check	DEBIT	09/01/2020	LGIP Fees for AUGUST 2020			0.60	248,745.13
Total 10105 · General Fund LGIP 6017					0.00	0.60	248,745.13
Total 101 · GENERAL FUND CHECKING & LGIP					9,293.84	282,893.88	-3,475,642.25
10101 · Petty Cash							71.85
Total 10101 · Petty Cash							71.85

2:50 PM

10/09/20

Cash Basis

Port of Brookings Harbor

Check Registers

As of September 30, 2020

Type	Num	Date	Name	Memo	Debit	Credit	Balance
Total 100 · UNRESTRICTED CASH & EQUIVALENTS					9,293.84	282,893.88	-3,475,570.40
110 · RESTRICTED CASH & EQUIVALENTS							415,632.65
104 · RESTRICTED MONEY MKT & CHECKING							-8,175.93
20104 · USDA BOND Umpqua MM 9529							2,511.43
Total 20104 · USDA BOND Umpqua MM 9529							2,511.43
30104 · Debt Service Umpqua MM 8627							2,503.65
Check	DEBIT	09/15/2020	Umpqua Bank/Loan#747041620	Genie Reach Forklift Loan#747041620 Payment #31		1,464.71	1,038.94
Check	DEBIT	09/22/2020	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #47 - 50 BFMII Travelift		4,659.00	-3,620.06
General Journal	DEBT 09/01	09/01/2020		Transfer to Debt Service Fund for Travelift Payment	4,659.00		1,038.94
General Journal	DEBT 09/01	09/01/2020		Transfer to Debt Service Fund for Fork Lift Payment	1,464.71		2,503.65
Total 30104 · Debt Service Umpqua MM 8627					6,123.71	6,123.71	2,503.65
40104 · Capital Projects Umpqua 8018							-11,191.01
General Journal	CRF REQ#3	09/23/2020		Corona Virus Relief Grant PAY NO. 1652958 Inv#1222 Doc No. VP427820	6,373.07		-4,817.94
General Journal	CRF REQ#3	09/23/2020		Corona Virus Relief Grant PAY NO. 1652958 Inv#1222 Doc No. VP427820		6,373.07	-11,191.01
General Journal	USCG 09/23	09/23/2020		SEPT 2020 LEASE Pmt		923.24	-12,114.25
General Journal	Fuel 09/28	09/28/2020		Pmt for fuel ticket #165992 Oregon State Police paid via Pmt No. 1653987 VP303811		609.53	-12,723.78
Total 40104 · Capital Projects Umpqua 8018					6,373.07	7,905.84	-12,723.78
Total 104 · RESTRICTED MONEY MKT & CHECKING					12,496.78	14,029.55	-7,708.70
105 · RESTRICTED LGIP							421,808.58
20105 · USDA Bond Fund LGIP 6021							119,072.24
General Journal	USDA 09/01	09/01/2020		To transfer to USDA Revenue Bond Fund for November 2020 Payment	10,843.00		129,915.24
Total 20105 · USDA Bond Fund LGIP 6021					10,843.00	0.00	129,915.24
30105 · IFA Debt Service Fund LGIP 6020							139,444.02
Check	DEBIT	09/25/2020	Infrastructure Finance Authority	2nd & 3rd QTR 2020 - Depositor's Acct #1230000433 - REF#3157415 & 3157416		62,001.54	77,442.48
Check	DEBIT	09/25/2020	Infrastructure Finance Authority	2nd & 3rd QTR 2020-Depositor's Acct#1230000473 REF#3157419, 3157420, 3157421 & 3157422		34,302.90	43,139.58
Check	DEBIT	09/25/2020	Infrastructure Finance Authority	2nd & 3rd QTR 2020-Depositor's Acct#1230000995 REF#3157417		10,525.84	32,613.74
Check	DEBIT	09/25/2020	Infrastructure Finance Authority	2nd & 3rd QTR 2020-Depositor's Acct#1230001027 REF#315418		38,169.72	-5,555.98
General Journal	IFA 09/01	09/01/2020		Transfer to IFA Debt Service for 3rd Qtr 2020 Pmt	24,168.00		18,612.02
Total 30105 · IFA Debt Service Fund LGIP 6020					24,168.00	145,000.00	18,612.02
50105 · Reserve Fund LGIP 6018							163,292.32
General Journal	RES 09/01	09/01/2020		Transfer to Reserve Fund	2,000.00		165,292.32
Total 50105 · Reserve Fund LGIP 6018					2,000.00	0.00	165,292.32
Total 105 · RESTRICTED LGIP					37,011.00	145,000.00	313,819.58
Total 110 · RESTRICTED CASH & EQUIVALENTS					49,507.78	159,029.55	306,110.88
TOTAL					58,801.62	441,923.43	-3,169,459.52

Port of Brookings Harbor
Expenditures per Vendor
January through September 2020

	<u>Balance</u>
5-R Excavation, LLC	
Total 5-R Excavation, LLC	35,911.96
Alexandre EcoDairy Farms	
Total Alexandre EcoDairy Farms	200.00
Allied Roofing & Construction LLC	
Total Allied Roofing & Construction LLC	3,946.00
AMAZON MKTPLACE	
Total AMAZON MKTPLACE	2,853.62
Anchorside Printing	
Total Anchorside Printing	78.25
Asurion Wireless Insurance	
Total Asurion Wireless Insurance	9.00
Best Buy	
Total Best Buy	779.98
Betsy Bubble Bath	
Total Betsy Bubble Bath	10.00
BI-MART	
Total BI-MART	721.30
Black Rice & Luna LLP	
Total Black Rice & Luna LLP	14,073.00
BOARDWALK MAIL SERVICE	
Total BOARDWALK MAIL SERVICE	580.42
Boat Launch Kiosk	
Total Boat Launch Kiosk	36.55
BOLI PWR	
Total BOLI PWR	820.24
Brookings Glass, Inc.	
Total Brookings Glass, Inc.	416.00
Brookings Harbor Chamber of Commerce	

Port of Brookings Harbor
Expenditures per Vendor
January through September 2020

	<u>Balance</u>
Total Brookings Harbor Chamber of Commerce	250.00
Brookings Signs & Graphics	
Total Brookings Signs & Graphics	3,254.00
CAL/OR Insurance Specialists, Inc.	
Total CAL/OR Insurance Specialists, Inc.	1,481.07
Cascade Home Center	
Total Cascade Home Center	410.90
Cascadia Geoservices, Inc.	
Total Cascadia Geoservices, Inc.	3,700.00
Central Curry	
Total Central Curry	73.21
CertifiedMailLabels.com	
Total CertifiedMailLabels.com	300.00
Chetco Automotive	
Total Chetco Automotive	66.46
Chetco Drywall Inc.	
Total Chetco Drywall Inc.	150.00
CHEVRON	
Total CHEVRON	3,522.87
City of Brookings	
Total City of Brookings	2,781.25
Coast Auto Center	
Total Coast Auto Center	229.09
Cole-Parmer	
Total Cole-Parmer	53.40
Conrad Forest Products	
Total Conrad Forest Products	16,493.33
Coos-Curry Electric Cooperative, Inc.	
Total Coos-Curry Electric Cooperative, Inc.	75,321.25

Port of Brookings Harbor
Expenditures per Vendor
January through September 2020

	<u>Balance</u>
Country Media, Inc.	
Total Country Media, Inc.	3,717.70
 Crescent ACE Hardware	
Total Crescent ACE Hardware	1,117.75
 Crow/Clay & Associates, Inc	
Total Crow/Clay & Associates, Inc	9,812.80
 Curry Coastal Pilot	
Total Curry Coastal Pilot	103.00
 Curry County Business License	
Total Curry County Business License	100.00
 Curry County Planning Department	
Total Curry County Planning Department	5,671.76
 Curry Equipment	
Total Curry Equipment	3,056.71
 Curry Transfer & Recycling	
Total Curry Transfer & Recycling	40,908.60
 Da-Tone Rock Products	
Total Da-Tone Rock Products	855.45
 Del-Cur Supply Co-op	
Total Del-Cur Supply Co-op	1,867.37
 Department of State Lands	
Total Department of State Lands	826.00
 Dish Network	
Total Dish Network	4,445.35
 DMV Driver & Motor Vehicle Services	
Total DMV Driver & Motor Vehicle Services	26.50
 Dollar General	
Total Dollar General	51.95
 Dollar Tree	
Total Dollar Tree	27.00

Port of Brookings Harbor
Expenditures per Vendor
January through September 2020

	<u>Balance</u>
Eco Nutrients	
Total Eco Nutrients	200.00
Elavon	
Total Elavon	63.74
EMC-Engineers/Scientists, LLC	
Total EMC-Engineers/Scientists, LLC	59,870.00
Engineering Resource Services LLC	
Total Engineering Resource Services LLC	1,890.00
Engineering Tech. Services	
Total Engineering Tech. Services	17,931.25
Englund Marine Supply	
Total Englund Marine Supply	2,855.79
Esco Products, Inc.	
Total Esco Products, Inc.	1,342.14
Expedia	
Total Expedia	121.72
Fastenal Industrial Supplies	
Total Fastenal Industrial Supplies	6,723.74
Ferguson Enterprises, Inc.	
Total Ferguson Enterprises, Inc.	358.51
FRED MEYER	
Total FRED MEYER	1,136.65
Freeman Rock, Inc.	
Total Freeman Rock, Inc.	3,197.45
Gerald W. Burns, CPA	
Total Gerald W. Burns, CPA	4,500.00
GODaddy.com	
Total GODaddy.com	90.85
Gold Beach Lumber Yard, Inc.	

Port of Brookings Harbor
Expenditures per Vendor
January through September 2020

	<u>Balance</u>
Total Gold Beach Lumber Yard, Inc.	28,258.95
Gowman Electric, Inc.	
Total Gowman Electric, Inc.	4,087.41
Grants Pass Water Lab, Inc.	
Total Grants Pass Water Lab, Inc.	3,120.00
Harbor Logging Supply, Inc.	
Total Harbor Logging Supply, Inc.	1,285.55
Harbor Sanitary District	
Total Harbor Sanitary District	35,633.71
Harbor Water District P.U.D.	
Total Harbor Water District P.U.D.	15,893.76
Hartwick Automotive	
Total Hartwick Automotive	241.65
HD SUPPLY FACILITIES	
Total HD SUPPLY FACILITIES	407.92
Highway Specialities, LLC	
Total Highway Specialities, LLC	318.00
Holly's Handyman, LLC	
Total Holly's Handyman, LLC	300.00
Home Depot	
Total Home Depot	261.90
Intuit	
Total Intuit	2,999.98
John Kellum/John's Portable Welding	
Total John Kellum/John's Portable Welding	3,187.50
K&K Insurance Group, Inc.	
Total K&K Insurance Group, Inc.	225.00
Kendrick Equipment USA LLC	
Total Kendrick Equipment USA LLC	4,416.25

Port of Brookings Harbor
Expenditures per Vendor
January through September 2020

	<u>Balance</u>
Kerr's Ace Hardware Inc	
Total Kerr's Ace Hardware Inc	6,269.74
Les Schwab Tire Center	
Total Les Schwab Tire Center	1,089.00
Marine Surveyors & Consultants	
Total Marine Surveyors & Consultants	575.00
Mascott Equipment	
Total Mascott Equipment	551.93
McLennan Excavation, Inc.	
Total McLennan Excavation, Inc.	3,462.04
Media Nook	
Total Media Nook	30.00
Microsoft	
Total Microsoft	199.98
My Parking Permit	
Total My Parking Permit	149.50
NAPA Auto Part	
Total NAPA Auto Part	77.81
New Hope Plumbing & Custom Builders	
Total New Hope Plumbing & Custom Builders	692.00
Northwest Parking Equipment Company	
Total Northwest Parking Equipment Company	709.15
O'Reilly Auto Parts	
Total O'Reilly Auto Parts	18.27
Oil Can Henry's	
Total Oil Can Henry's	69.99
ONLINE Purchases	
Total ONLINE Purchases	3,200.92
Orcal Security Consulting LLC	
Total Orcal Security Consulting LLC	5,580.00

Port of Brookings Harbor
Expenditures per Vendor
January through September 2020

	<u>Balance</u>
Oregon Coast Magazine	
Total Oregon Coast Magazine	675.00
Oregon Department of Agriculture	
Total Oregon Department of Agriculture	278.00
Oregon PERS/State Social Security Admin.	
Total Oregon PERS/State Social Security Admin.	15.00
ORRCO	
Total ORRCO	1,480.95
Pacific Rim Copy Center	
Total Pacific Rim Copy Center	152.50
Pape Material Handling	
Total Pape Material Handling	3,103.44
Pithitude-Vendor	
	540.00
	900.00
Total Pithitude-Vendor	900.00
Pitney Bowes Global Lease	
	415.41
	830.82
	1,246.23
Total Pitney Bowes Global Lease	1,246.23
Pitney Bowes, Inc.	
	300.00
	600.00
	900.00
	1,200.00
	1,500.00
	1,800.00
Total Pitney Bowes, Inc.	1,800.00
Port of Brookings Harbor	
Total Port of Brookings Harbor	45.00
Pump Pipe & Tank Services, LLC	
Total Pump Pipe & Tank Services, LLC	1,376.89
Quill Corporation	
Total Quill Corporation	3,065.83

Port of Brookings Harbor
Expenditures per Vendor
January through September 2020

	<u>Balance</u>
Rentprep Enterprise/Fidelis Screening	
Total Rentprep Enterprise/Fidelis Screening	618.45
RezStream	
Total RezStream	298.00
River Inn at Seaside	
Total River Inn at Seaside	2,649.63
Rivers End Construction, Inc.	
Total Rivers End Construction, Inc.	100.00
Roberts & Associates Land Surveying, Inc.	
Total Roberts & Associates Land Surveying, Inc.	6,880.00
Rogue Credit Union	
Total Rogue Credit Union	21,156.27
Roto Rooter	
Total Roto Rooter	8,823.00
See Water Inc.	
Total See Water Inc.	151.06
Sensaphone	
Total Sensaphone	299.40
Shell Oil	
Total Shell Oil	52.45
SimpliSafe	
Total SimpliSafe	119.92
Slice Recovery	
Total Slice Recovery	1,531.20
SO Backflow Techs	
Total SO Backflow Techs	364.00
South Coast Knight Security	
Total South Coast Knight Security	18,549.00
Spec Dist Assoc of OR- Workers Comp	

Port of Brookings Harbor
Expenditures per Vendor
January through September 2020

	Balance
	1,460.54
	8,170.00
Total Spec Dist Assoc of OR- Workers Comp	8,170.00
Spec Dist Assoc of OR- Healthcare	
Total Spec Dist Assoc of OR- Healthcare	69,239.51
Spec Dist Assoc of OR- Prop & Cas	
Total Spec Dist Assoc of OR- Prop & Cas	87,474.40
Spec Dist Assoc of Or -TRAINING	
Total Spec Dist Assoc of Or -TRAINING	2,340.00
Spectrum Business 8752 19 060 0025169	
Total Spectrum Business 8752 19 060 0025169	811.98
Spectrum Business 8752 19 060 0226494	
Total Spectrum Business 8752 19 060 0226494	671.59
Spectrum Business 8752 19 060 0247029	
Total Spectrum Business 8752 19 060 0247029	209.94
Stormwater Biochar LLC	
Total Stormwater Biochar LLC	1,204.11
Stripe	
Total Stripe	457.00
SUPPLYHOUSE.COM	
Total SUPPLYHOUSE.COM	408.30
T3E Company	
Total T3E Company	672.96
Thermo Fluids, Inc.	
Total Thermo Fluids, Inc.	580.00
Tidewater Contractors, Inc.	
Total Tidewater Contractors, Inc.	14,437.16
Tidewinds Sportfishing/Kyle Aubin	
Total Tidewinds Sportfishing/Kyle Aubin	14,544.00
Traffic Safety Supply Co.	

Port of Brookings Harbor
Expenditures per Vendor
January through September 2020

	<u>Balance</u>
Total Traffic Safety Supply Co.	1,378.00
Training and Travel Expenses	
Total Training and Travel Expenses	615.85
Travel Information Council	
Total Travel Information Council	348.00
Tyree Oil, Inc	
Total Tyree Oil, Inc	386,570.08
U Printing	
Total U Printing	956.43
ULine	
Total ULine	2,945.16
United Rentals	
Total United Rentals	80.00
US Postal Service	
Total US Postal Service	131.00
Valvoline	
Total Valvoline	47.49
Ventek International	
Total Ventek International	2,070.00
VERIZON WIRELESS	
Total VERIZON WIRELESS	3,700.53
VISTA PRINT	
Total VISTA PRINT	69.99
Vonage	
Total Vonage	1,959.41
WebReserv	
Total WebReserv	1,091.00
WEEBLY-CHARGE.COM	
Total WEEBLY-CHARGE.COM	1,470.00
Wendy's	

Port of Brookings Harbor
Expenditures per Vendor
January through September 2020

	<u>Balance</u>
Total Wendy's	19.48
 Wes' Towing	
Total Wes' Towing	325.00
 Workamper News Inc.	
Total Workamper News Inc.	39.00
 Xerox Capital Services, LLC	
Total Xerox Capital Services, LLC	9,039.07
 Zipty Fiber 541-412-7930-102902-5	
Total Zipty Fiber 541-412-7930-102902-5	366.69
 Zipty Fiber 541-469-5867-121516-5	
Total Zipty Fiber 541-469-5867-121516-5	683.44
 Zoom Video Communications Inc.	
Total Zoom Video Communications Inc.	<u>104.93</u>
 TOTAL	<u><u>1,155,668.56</u></u>

SAFETY MONTHLY REPORT

Date: October 20, 2020
Period: September 2020
To: Gary Dehlinger, Port Manager
Issued By: Danielle Shepard, Safety Representative

Safety Meetings:

- Port staff watched a video and was given material on suicide awareness and working together as a team.
- Hired a janitor to clean the restrooms and was given new hire training on; General Safety Orientation, Workplace Injury Prevention, Personal Protective Equipment, Coronavirus: cleaning and disinfecting your workplace, Bloodborne Pathogen Exposure Prevention, MRSA Awareness, Slips, Trips and Falls and Back Injury & Lifting.

Employee Accidents:

- No employee accidents for September.

Accident / Incident Reports:

1. September 2, RV Park customer was taken away by ambulance, spouse believed they were having a heart attack. The neighboring RV volunteered to watch the dogs until they returned.
2. September 8, RV Park customer informed the Park Manager that their bike was chained up in their site and someone had cut the lock and stole their bike, and that they have already reported this incident to Curry County Sheriff's.
3. September 9, a vehicle that was on fire drove into Basin II parking lot and stopped near Roy/Joe's Shop. Port staff attempted to put the fire out, Harbor Fire arrived to put the fire out completely and was towed from Port property.
4. September 10, an individual who had a converted a blue school bus to an RV was unhappy and felt discriminated against when told they would need management approval for the school bus to come into the park. The individual then requested to video the encounter with the RV Park Manager, she refused, but then the individual divulged that they had a body camera on the whole time. The individual did leave the park but then came back and tried to video tape the RV Park Manager threw her window. She closed the blinds; the individual left the park again and the Harbormaster was informed of the encounter. They did not return after this.
5. September 14, Moorage holder from Basin 1 A dock came in asking if maintenance had removed their bumpers from their new slip since they just moved them from the old slip. With some investigating, maintenance did not remove the bumpers. Port staff informed the moorage holder.
6. September 22, Curry County Sheriff's trespassed an individual from Port Property for (6) months due to RV camping throughout Port Property.
7. September 24, an individual was yelling from the walkway of Sportshaven beach across the street towards the RV Park sites 76 & 77 and was disturbing the guests. The sheriffs were called, when they arrived there was no crime committed at this time and nothing they can do.
8. September 27, Travis found an individual walking from Righetti's property to Pacific Ocean Harvesters fenced area behind the building, Security attempted to make contact, but individual refused and then ran off onto Port Property screaming. Sheriffs were called and individual was trespassed from all port property.
9. September 30, Owners of Bell & Whistle Coffee Shop called 911 regarding a bush on fire at the commercial retail restroom. Two other bystanders also called in the fire; one bystander saw an individual running from the scene. The owners of Bell and Whistle and one other individual was able to put the bush out with a hose before the Sheriff's department and Harbor Fire showed up.

HARBORMASTER MONTHLY REPORT

Date: October 20, 2020
Period: September 2020
To: Gary Dehlinger, Port Manager
Issued By: Travis Webster, Harbormaster

RV Park

Tidewater is continuing to deliver concrete blocks each week. We expect to be completed by middle of October. Trucking time has been held to one hour per load. Handicap signs were placed out in front of parking spots. Gary and I went to Coos Bay to discuss the RV park with Crow & Clay Associates. They hope to have something ready for us to review in the month of October.

Occupancy by Month & Year

RV Park	2019	2020	Change	Month	2019	2020	Change
January	10.35%	7.45%	-2.90%	July	61.32%	84.66%	23.34%
February	7.32%	16%	8.68%	August	60.81%	70%	9.19%
March	16.83%	16.4%	-.43%	September	45.36%	51%	5.64%
April	13.53%	0	-13.53%	October	25.38%		
May	26.42%	5.7%	-20.72%	November	15.22%		
June	39.97%	71.08%	31.11%	December	8.52%		

Marina

Port staff continues to walk docks, inspect vessels, and correct any issues that may arise. Oregon State Marine Board Clean Marine Program came out and inspected the Port, and received a score of 96%, achieving 44 out of 46 possible points. The area of concern was with registration compliance and the possibility of future abandoned vessels that may not currently be in seaworthy condition. OSMB did provide us with feedback on the vessels of concern and the Port will be looking into these vessels and determine what the future is for some of the vessels in question. After information is gathered, we then will report back to OSMB with the information that we find.

Max Capacity – 512 slips

Slips Closed – 14 slips

Available Slips – 498 slips

Basin 2 239 slips	Water & Power Available	Basin 1 273 slips	With Power Available	Without Power Available
	16 – 24' slips 3 – 40' slips 0 – 35' slips		5 - 40' slips 1 – 30' slips 3 – 20' slips	6 – 40' slips 11 – 30' slips 15 – 22' & under slips 60 – daily moorage

Moorage Renewals by Month

Total Moorage Rentals

September	2019	2020	Change	YTD 2019	YTD 2020	Change
Recreational	18	12	-6	301	273	-28
Commercial	6	7	1			
Transient	15	17	2	84	58	-26

Boat Launches Paid through Launch Machine

September	2019	2020	Change	YTD 2019	YTD 2020	Change
Boat Launch	350	583	233	2844	4114	1270
Daily Moorage	-	30	-	-	207 nights	-

Gear & Boat / Trailer Storage

Inventory of all gear storage, boat/trailer storage were completed. In boat storage we currently have 56 boats that are paying \$61 dollars per month. 28 vessels are located at the green building site.

Commercial Receiving Dock

The shrimp processing plant that is currently being operated by Pacific Seafood has been running steady. This has led to more boats from out of town unloading here, buying fuel, and paying daily moorage for the time that they are here. Bornstein seafood had a hoist problem and is being worked on by Pape material handling and is back in working order.

Commercial Retail Building

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

Boat Yard

Boat yard remained busy with haul outs and boat work. Oil dump will now be opened only by Port staff. Port staff is continuing to work on rebuilding the dock to extend our work dock an additional 70ft, making for approximately a 140ft work dock. Port staff demolish 4 abandoned boats after parts were auctioned off.

Billable Services Performed this Month and Boat Yard Inventory

Description	2019	2020	2020 Hours	Change	YTD 2019	YTD 2020	Change
Reach lift (Forklift)	3	3	4	0	34	37	3
Travel Lift Haul Ins-Outs	7	6	-	1	84	64	-20

Maintenance Crew

Port maintenance completed 63 work orders for the month of September. Port staff also placed more signs at the launch area to help with traffic direction. All catch basins were cleaned. Extra time in bathrooms and office has been spent cleaning due to COVID 19 requirements and standards. Staff time is being tracked to turn in for reimbursement through COVID 19 relief funding.

Abandoned Boats (Port Acquired)

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

WORK ORDERS LOG
Port Of Brookings Harbor
September 2020

	Date	Location	Description of Work	Corrective Action	Completed	Completed By	
448	9/1/20	Commerical Basin Restroom	Quarter receptical plugged	Fixed	9/1/20	Brent	1
449	9/2/20	RV Park	Remove trash cans enclosures along walkway	Removed	9/2/20	Brent	2
450	9/2/20	Kite Field Bathroom - Mens	Sink Leaking	Fixed	9/2/20	Brent	3
451	9/2/20	Port Office	Secure Picnic Table	Completed	9/2/20	Brent	4
452	9/2/20	Kite Field Bathroom - Womens	Sink Faucet broken	Fixed	9/2/20	Brent	5
453	9/2/20	Basin I	Place water sprinklers on dock	Completed	9/3/20	Shawn & Sean	6
454	9/2/20	Boat Yard	Work Dock Build	Completed one section	9/3/20	Shawn & Sean	7
455	9/3/20	Boat Yard	Work Dock Build	Completed one section	9/3/20	Shawn & Sean	8
456	9/3/20	Commerical Basin Restroom	Drain clogged	Cleaned	9/3/20	Brent	9
457	9/3/20	Fuel Dock	Hose tangled in housing	fixed	9/3/20	Brent	10
458	9/5/20	Fish Cleaning Station	Dump Carcasses	Completed	9/5/20	Brent	11
459	9/5/20	Kite Field	Dig up water meter and reducer valve	Completed	9/5/20	Shawn	12
460	9/5/20	Kite Field Bathroom	Toilets and floor drains clogged	Cleaned	9/5/20	Brent & Shawn	13
461	9/7/20	Fish Cleaning Station	Dump Carcasses	Completed	9/7/20	Brent	14
462	9/8/20	Basin II, Parking lot	stripe access points	Completed	9/8/20	Brent	15
463	9/8/20	Boat Yard	Work Dock Build	Completed one section	9/8/20	Shawn & Sean	16
464	9/9/20	Boat Yard	Work Dock Build	Completed one section	9/9/20	Shawn & Sean	17
465	9/10/20	Boat Yard	Pressure wash trucks	Completed	9/10/20	Shawn & Sean	18
466	9/10/20	Boat Yard	Work Dock Build	Completed one section	9/10/20	Shawn & Sean	19
467	9/12/20	rv Park, Site 39	Broken Water Spigot	Fixed	9/12/20	Shawn	20
468	9/12/20	Boat Yard	Prep work dock for installation	Completed	9/12/20	Shawn	21
469	9/12/20	Boat Yard	Assemble Handicap Signs	Completed	9/12/20	Shawn	22
470	9/15/20	RV Park, Dry Camp	Replace Doggie Bag Holder	Completed	9/15/20	Shawn	23
471	9/14/20	Commercial Retail Center	Hang Harbor Market Signs	Completed	9/15/20	Brent	24
472	9/15/20	RV Park	Place Picnic Tables	Completed	9/15/20	Shawn & Sean	25
473	9/15/20	RV Park	Install Handicap Signs	Completed	9/15/20	Shawn	26
474	9/15/20	Old Zola's Building	Decommission & Remove Septic System	Completed	9/15/20	Brent	27
475	9/16/20	RV Park	Install Handicap Signs	Completed	9/16/20	Shawn & Sean	28
476	9/16/20	RV Park	fix water line	Completed	9/16/20	Shawn/Brent/Sean	29
477	9/16/20	RV Park, Site 53	110V not working	Gowman Electric fixed	9/16/20	Travis	30
478	9/16/20	RV Park, Site 57	Broken water spicket	Fixed	9/16/20	Shawn	31
479	9/17/20	RV Park	Install Handicap Signs	Completed	9/17/20	Shawn & Sean	32
480	9/17/20	Boat Launch	Hang invasive species signs	Completed	9/17/20	Shawn	33
481	9/18/20	Boat Yard	Prep work dock for installation	Completed	9/18/20	Shawn	34
482	9/18/20	RV Park	Install Signs	Completed	9/18/20	Shawn	35
483	9/19/20	Boat Yard	Prep work dock for installation	Completed	9/19/20	Shawn	36
484	9/19/20	Kitefield Bathroom, Mens	Replace T.P Dispenser Bar	Completed	9/19/20	Shawn	37
485	9/19/20	Kitefield Bathroom, Mens	Replace lock on Bathroom Stall	Completed	9/19/20	Shawn	38
486	9/16/20	RV Park, Site 69/70	Fence is falling down between the sites	Removed Fence	9/20/20	Shawn	39
487	9/21/20	Old Zola's Building	Cap Sewer Lines	Completed	9/21/20	Sean	40
488	9/21/20	Gear Storage	Clear trash and weeds from new gear spot	Completed	9/21/20	Sean	41
489	9/24/20	RV Park, Site 68	110V not working	Gowman Electric fixed	9/24/20	Travis	42
490	9/24/20	Gear Storage	Realign Spots	Completed	9/24/20	Brent & Sean	43
491	9/24/20	Commercial Basin Restroom, Mens	Toilet Plugged	Fixed	9/24/20	Brent & Sean	44
492	9/22/20	RV Park	Golf Cart has a low tire	Fixed	9/24/20	Brent	45
493	9/25/20	RV Park	End of cable cord needs to be replaced	Fixed	9/25/20	Brent	46
494	9/23/20	RV Park Office	Lightbulb burnt out	Fixed	9/25/20	Shawn	47
495	9/25/20	Fish Station	Needs to be cleaned	Completed	9/25/20	Shawn	48
496	9/25/20	RV Park	Needs fire wood	Completed	9/25/20	Shawn	49
497	9/25/20	Commercial Retail Center	Lock to breaker box broken	Fixed	9/25/20	Shawn	50
498	9/25/20	Commerical Retail Restroom, Mens	Broken mirror	Fixed	9/25/20	Shawn	51
499	9/25/20	Boat Yard	Back gate latch broken	Fixed	9/25/20	Shawn	52
500	9/25/20	Port Property, Bathroom	Restock	Completed	9/25/20	Shawn	53
501	9/26/20	Commercial Basin, Restroom	Clogged Toilet	could not fix, closed restroom	9/26/20	Shawn	54
502	9/26/20	Boat Yard	Clean Up	work in progress	9/26/20	Shawn	55
503	9/27/20	Commercial Basin Restroom, Mens	Garphiti on walls	Removed	9/27/20	Sean	56
504	9/26/20	Commercial Retail Restroom	Wall color from removed mirror was wrong	Fixed	9/27/20	Sean	57
505	9/27/20	RV Park, Site 39	Guest left sewer adapter	Removed	9/27/20	Sean	58
506	9/27/20	Rv Park, Site 79	No Power	Fixed	9/27/20	Sean	59
507	9/27/20	Commerical Retail Restroom	Toilet not flushing	Fixed	9/27/20	Brent & Sean	60
508	9/29/20	Boat Yard	Travelift Sump needs to be emptied	Completed	9/29/20	Brent	61
509	9/30/20	Fish Station	Switch out light bulbs	Completed	9/30/20	Shawn	62
510	9/30/20	Boat Yard	Clean Up	work in progress	9/30/20	Shawn	63
						Total Work Orders	63

PORT MANAGER

MONTHLY REPORT

Date: October 20, 2020
Period: September 2020
To: Honorable Board President and Harbor District Board Members
Issued By: Gary Dehlinger, Port Manager

Curry County remains in Phase 2 Reopening status with social distancing and face mask requirements. Fifteen HB 4213 notice letters and voluntary repayment plans were mailed to our tenants and commercial moorage holders that are behind in payments. The payments total about \$55,000.

Security

OrCal Security and POBH recorded 47 contacts/violations/incidents in September. (28) overnight parking (public obeyed and left property), (4) parking violations, (11) no camping, (1) unhitched camper trailer had a third parking ticket and that resulted in a trespass order, (1) individual trespassing on Port property, ambulance was called for an individual that was dropped off by the County Sheriff, graffiti on the concrete block wall (graffiti was removed), and a bush was set on fire in the retail courtyard. September 2020 Security Log attached for your review.

Port Office

Continued working with Crow/Clay & Associates to complete the bid package for the RV Park Project (new restroom building, laundry building and pull-thru sites).

New block seawall project continued through the month. Nearly all the concrete blocks are in place. The Port continues to receive positive comments.

Port hired one temporary part-time janitor at the end of this month to clean public restrooms, port office and equipment under the COVID-19 measures.

The traffic counter at the RV Park recorded 37,789 vehicles in the month of September, average of 1,259 per day. Since the day we started tracking, June 30, the total is 139,203. Month of September average drop by 300 vehicles per day from the previous two months.

Travis and I met with South Coast Lumber representatives to evaluate the possibility of barging lumber and chips at the Port again. The existing barge area would require a large sum of money to make it usable. But there is another solution by using the existing Steel Wall where Bornstein and Pacific Seafood currently use for offloading. The Steel Wall area would work if they had the entire area for unloading lumber. The Green Building area (2.5 acres) could be big enough for the wood chip pile and lumber storage. A conveyor belt system would be needed from the wood chip stockpile to the barge at the Steel Wall. The wood chip stockpile would need to be paved. Further discussions between both parties will continue.

Port had six commissioner meetings this month. Few more than normal to handle construction projects, COVID-19, FEMA HMGP, sale and change of owners of tenant business, property encroachment issues and procurement for a new duel gas diesel dispenser for the fuel dock.

Port staff met with USCG oil response team regarding new alignment on the west coast for coverage on spills in Oregon water ways. Notifications of spills will not change. We also had a discussion on abandon and sinking or sunk vessels. Sometimes USCG may become a lead agency and pick up spill and salvaging costs if the vessel cannot be removed and it is still polluting the waters.

Alex Campbell from Governor's Office called to let me know about Pacific Seafood and DEQ. DEQ gave Pacific Seafood MAO (Mutual Agreement Order) for two seasons to operate the plant. DEQ says it is highly unlikely they will allow any discharge into the Chetco River area. We also talked about having a future feasibility discharge study for a treatment plant at the Port.

DEQ 1200-Z Industrial Stormwater

Monthly inspections were completed as required. There were no rain events that met the requirements during this month to require testing.

Port Upcoming Projects

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

Maintenance and repair projects: (strikethrough = completed)

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

2019 FEMA Disasters

Received approval from Oregon Emergency Management for engineering and permitting. Jack Akin/EMC Engineering begun scheduling survey for the construction areas. Survey is needed to finalize the construction drawings and then submit Joint Permit Application to Corp of Engineers and Department of State Lands.

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

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

SECURITY LOG

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
227	09/01/20	OrCal	Overnight Parking	RV Park	9U1027	OR
228	09/01/20	OrCal	No Camping	Boat Launch	BKR7728	WA
229	09/02/20	OrCal	No Camping	RV Park	9U1027	OR
230	09/04/20	OrCal	Overnight Parking	Retail Parking Lot	YCTJ811	OR
231	09/04/20	OrCal	Overnight Parking	Retail Parking Lot	YCTJ644	OR
232	09/04/20	OrCal	Overnight Parking	Retail Parking Lot	YCTK540	OR
233	09/04/20	OrCal	Overnight Parking	Retail Parking Lot	8FUB459	CA
234	09/06/20	OrCal	Overnight Parking	RV Park	BOV4401	WA
235	09/07/20	OrCal	Overnight Parking	Retail Parking Lot	YAJC281	OR
236	09/08/20	OrCal	Overnight Parking	RV Park	9H2XC	UT
237	09/08/20	OrCal	No Camping	Public Fishing Pier	ARKH44	NM
238	09/08/20	OrCal	No Camping	Kite Field	177BNN	OR
239	09/08/20	OrCal	No Camping	Commercial Boat Basin	8FCD960	CA
240	09/08/20	OrCal	No Camping	Commercial Boat Basin	HD10626	OR
241	09/09/20	OrCal	No Camping	RV Park	AIT0261	WA
242	09/10/20	OrCal	Emergency Vehicle	Commercial Boat Basin		Sheriff dropped off individual and turned into medical assist
243	09/11/20	OrCal	Overnight Parking	Kite Field	314AKA	OR
244	09/11/20	POBH	Parking Violation	Boat Launch	033DAK	OR
245	09/11/20	POBH	Parking Violation	Boat Launch	296HWL	OR
246	09/12/20	OrCal	Overnight Parking	Kite Field	049MKD	OR
247	09/13/20	OrCal	Overnight Parking	Commercial Boat Basin	CA45140	OR
248	09/13/20	OrCal	Overnight Parking	RV Park	727HUA	OR
249	09/15/20	OrCal	Overnight Parking	Kite Field	6LPY970	CA
250	09/16/20	OrCal	No Camping	Commercial Boat Basin	7JTR465	CA
251	09/18/20	OrCal	Overnight Parking	Commercial Boat Basin	8JNR921	CA
252	09/19/20	OrCal	Overnight Parking	RV Park	6Y41779	CA
253	09/20/20	OrCal	Overnight Parking	Kite Field	081HFB	OR
254	09/21/20	OrCal	Overnight Parking	Commercial Boat Basin	081HFB	OR
255	09/21/20	OrCal	Overnight Parking	Commercial Boat Basin	762LKZ	OR
256	09/21/20	OrCal	Overnight Parking	Kite Field	282FAV	OR
257	09/21/20	POBH	Parking Violation	Retail Parking Lot	864HTQ	OR
258	09/22/20	POBH	Parking Violation	RV Park	825916	Did not pay at dry camp
259	09/22/20	POBH	Unhitched Trailer	Retail Parking Lot	825916	Trespass Order
260	09/23/20	OrCal	Overnight Parking	RV Park	6SXG015	CA - Ticket
261	09/23/20	OrCal	Overnight Parking	Retail Parking Lot	1AWX744	OR - Ticket
262	09/23/20	OrCal	No Camping	Commercial Boat Basin		CA
263	09/25/20	OrCal	Overnight Parking	Commercial Boat Basin	762LKZ	OR
264	09/25/20	OrCal	Overnight Parking	Commercial Boat Basin	282FAV	OR
265	09/27/20	OrCal	Overnight Parking	Kite Field	107JQV	OR
266	09/27/20	OrCal	Trespassing	Boat Launch		Marcus Kendrot
267	09/29/20	OrCal	Overnight Parking	RV Park	427HSR	OR
268	09/29/20	OrCal	No Camping	RV Park	HC30474	OR
269	09/29/20	OrCal	No Camping	RV Park	V119CF	UT

SEPTEMBER 2020
SECURITY LOG

#	Date	Reported By	Issue Type	Location	Vehicle Plate	Notes
270	09/29/20	OrCal	Overnight Parking	Commercial Boat Basin	ACX6586	AZ
271	09/29/20	OrCal	Overnight Parking	Commercial Boat Basin	081HFB	OR
272	09/29/20	OrCal	Overnight Parking	Commercial Boat Basin	BJNR921	CA
273	09/30/20	OrCal	Fire	Retail Courtyard		Bush set fire

ACTION ITEM – A

DATE: October 20, 2020
RE: Pacific Ocean Harvesters Lease Amendment No. 1
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Pacific Ocean Harvesters requested for additional rental space adjacent to the existing Leased Premises.
- Port legal counsel and Pacific Ocean Harvesters reviewed Amendment No. 1.

DOCUMENTS

- Pacific Ocean Harvesters Letter, dated September 4, 2020, 1 page
- Draft Commercial Lease Agreement Amendment No. 1, 6 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Pacific Ocean Harvesters draft Commercial Lease Agreement Amendment No. 1.

Pacific Ocean Harvesters

Port of Brookings, OR

541-251-3643

Pacifcoceanharvesters@gmail.com



September 4, 2020

To: Port of Brookings,

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

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

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

Russell Burkman

Pacific Ocean Harvesters

Cell 541-661-7248

**COMMERCIAL LEASE AGREEMENT
AMENDMENT NO. 1**

DRAFT

This lease amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("Landlord") and **Pacific Ocean Harvesters LLC** an Oregon limited liability company (referred to herein as the "Tenant") to amend the terms of the commercial lease dated May 1, 2019.

1. AMENDMENTS. The following terms of the commercial lease agreement are amended as follows:

A. Paragraph 1.a is amended to read as follows:

A retail building and ground, approximately 4,027 square-feet of ground and building located at 16372 Lower Harbor Road, Brookings, Oregon, consisting of two thousand three hundred twenty (2,320) square feet of building, six hundred twenty (620) square feet of asphalt ground, and an additional (1,087) square feet of bare ground for storage of business related equipment. The property being leased is shown in Exhibits "A" & "B", attached hereto and incorporated herein by this reference (referred to herein as the "Leased Premises").

B. Paragraph 2.b is amended to read as follows:

b. The base rental rate for the Leased Premises shall be One Thousand Nine Hundred Thirty-four and 11/100 Dollars (\$1,934.11) per month, as calculated below, payable on the first day of each month commencing November 1, 2020. The base rental rate is the combined rate of:

1. The building consisting of 2,320 square feet of property at approximately \$0.71 per square foot per month, for a total of One Thousand Six Hundred Fifty-three and 57/100 Dollars (\$1,653.57) per month.
2. The asphalt ground, consisting of 620 square feet of property at approximately \$0.31 per square foot per month, for a total of One Hundred Ninety and 05/100 Dollars (\$190.05) per month.
3. The bare ground consisting of 295 square feet of unimproved property at approximately \$0.092 per square foot per month, for a total of Twenty-seven and 13/100 Dollars (\$27.13) per month.
4. The bare ground consisting of 792 square feet of concrete property at \$0.08 per square foot per month, for a total of Sixty-three and 36/100 Dollars (\$63.36) per month.

2. OTHER TERMS AND CONDITIONS. All other terms and conditions of the original lease agreement remain in full force and effect and remain unaffected hereby.

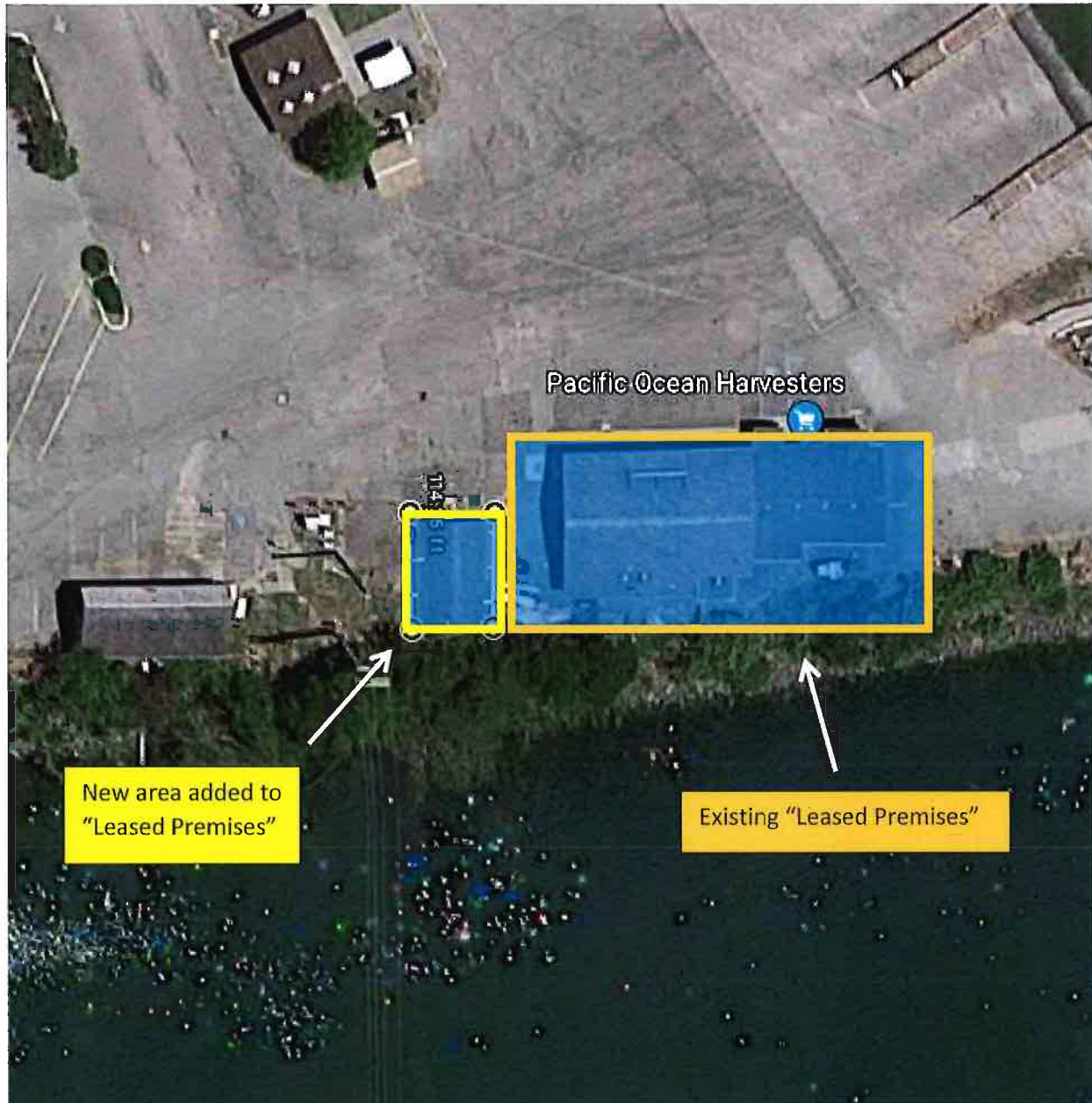
3. EFFECTIVE DATE. This Amendment shall be effective as of the date that it is executed.

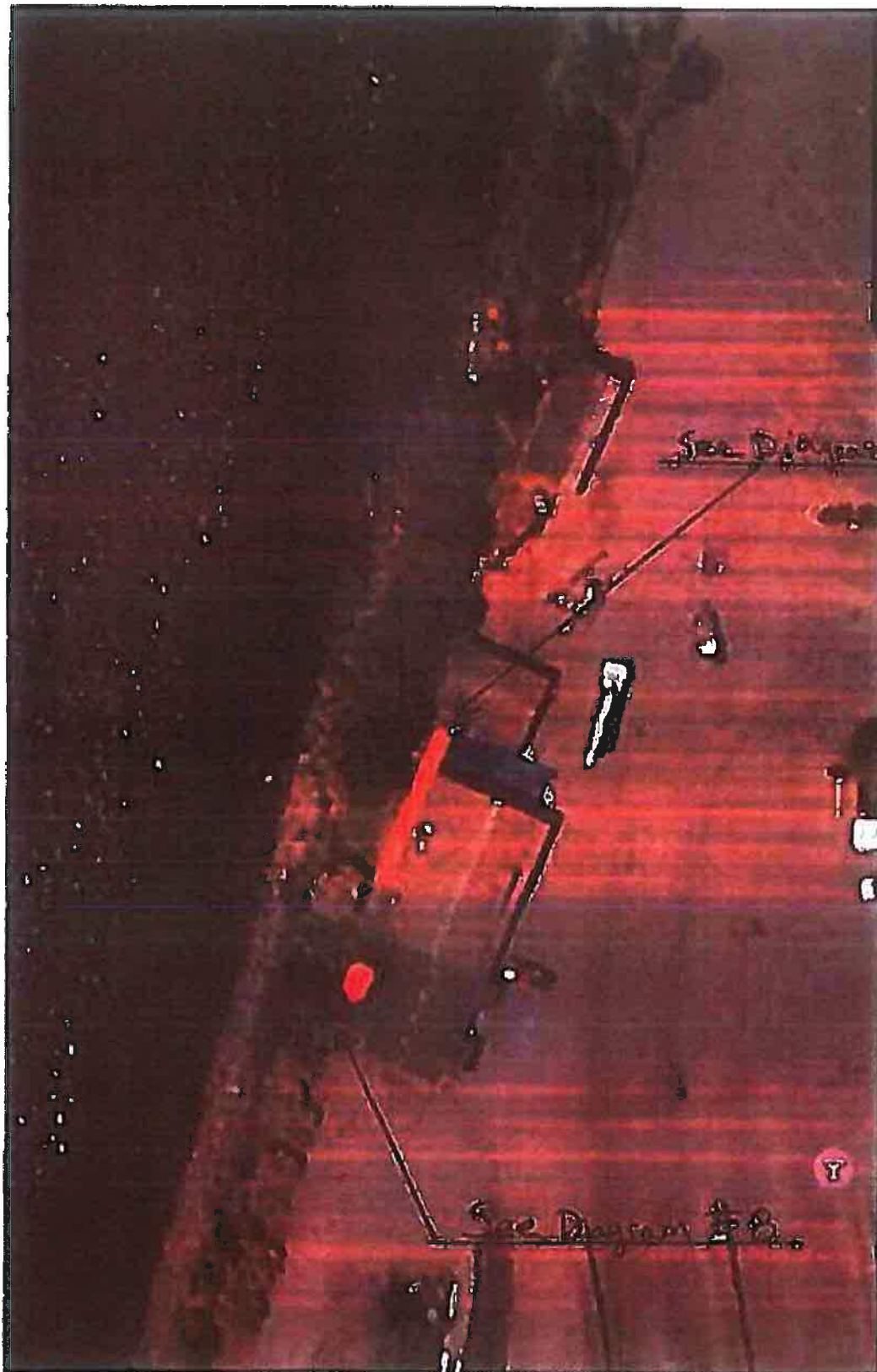
IN WITNESS WHEREOF, the parties have entered into this agreement as of the date last below written at Brookings, Oregon.

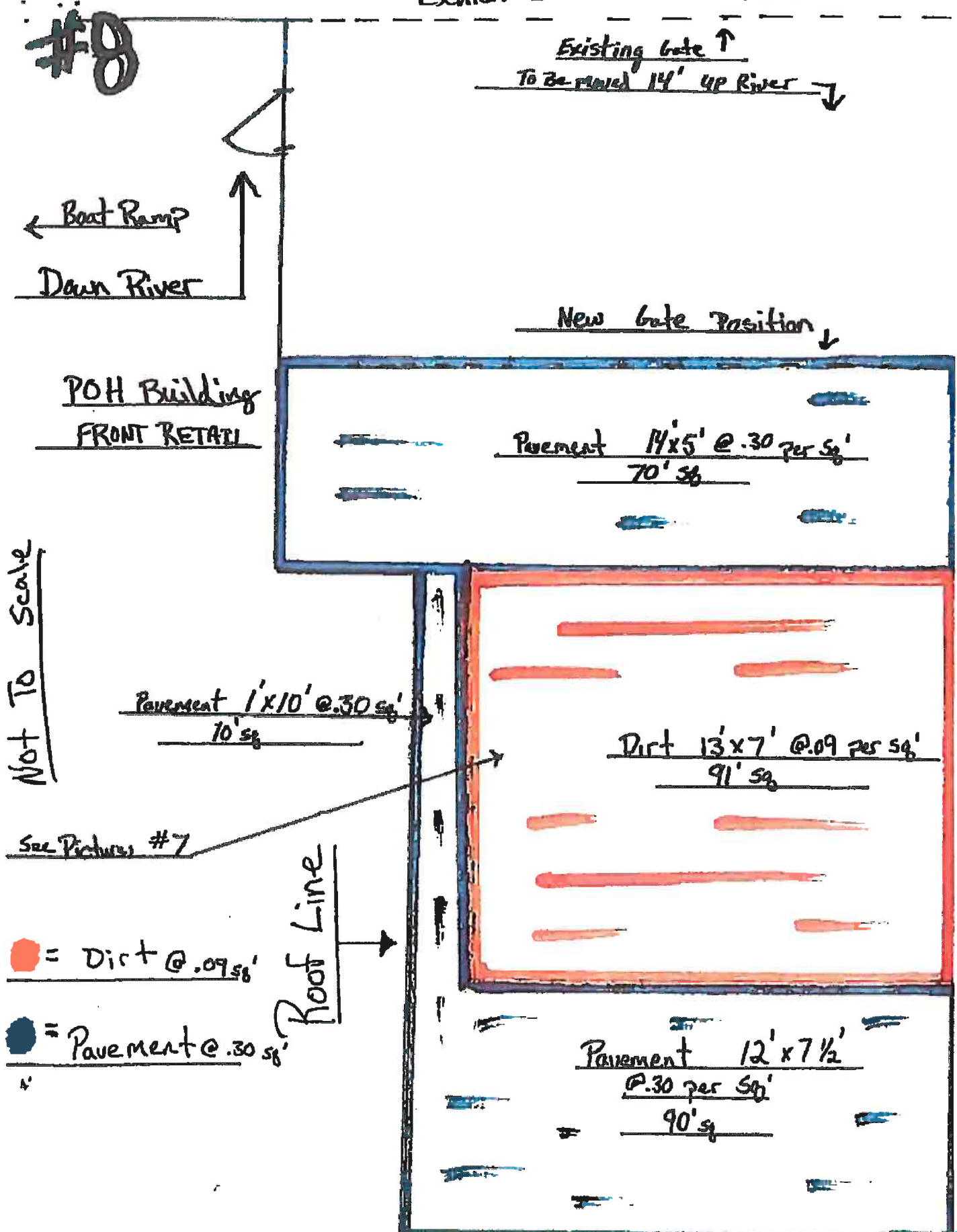
PORT OF BROOKINGS HARBOR, Landlord	PACIFIC OCEAN HARVESTERS LLC Tenant
Dated: _____	Dated: _____
By: _____ Roy C. Davis, Board President	By: _____ Russell Burkman
ATTEST:	Its: President / Member
_____ Sharon Hartung, Board Secretary / Treasurer	DRAFT

**Pacific Ocean Harvesters
Leased Premises
Exhibit – A**

DRAFT







NOT TO SCALE

#9

PORTS BUILDING

792 SF (DEMOLISHED)
NEW LEASED AREA
24' X 33'

● = Dirt @ .09/sq

■ = Pav @ .30/sq
Pavement

Down River

New Gate
Chain Link
with visual
slats
not pick color

To Boat Ramp

Roller Door

Broken Pavers
6' X 34' @ .09
204' sq

See Pictures
#1-6

Roof
PAH Back Shop
2,320 SF

ACTION ITEM – B

DATE: October 20, 2020
RE: Roy Davis and Joe Speir Lease Amendment No. 1
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Roy Davis and Joe Speir wishes to extend the lease renewal for another 2-years instead of the option for 3-years for storage at the Boat Yard warehouse building.
- The amendment is needed to confirm the renewal with the Port since the tenant request was not received 90-days prior to expiration of the lease.
- Port legal counsel and Roy Davis & Joe Speir reviewed Amendment No. 1.

DOCUMENTS

- Letter from Joe Speir & Roy Davis to Port, 1 page
- Draft Commercial Lease Agreement Amendment No. 1, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve Roy Davis and Joe Speir draft Commercial Lease Agreement Amendment No. 1.

Joe Speir & Roy Davis
P.O. Box 651
Brookings OR 97415

Dear Port of Brookings Harbor,

We are officially requesting to extend our current lease for an additional 2 years.

Sincerely,



Joseph M. Speir

**COMMERCIAL LEASE AGREEMENT
AMENDMENT NO. 1**

DRAFT

This lease amendment ("Amendment") is entered into by and between the Port of Brookings Harbor ("Landlord") and Roy Davis and Joe Speir ("Tenant") to amend the terms of the commercial lease dated November 1, 2017 ("Lease").

1. WAIVER. Landlord waives Tenant's default for failing to provide at least 90 days' advance written notice of Tenant's intent to exercise its option to extend the Lease term for an additional three years as required by the Lease. This is not an express or implied waiver of Tenant's obligation to fulfill the same Lease provision in the future or any other Lease provision during the term of the Lease.

2. TERM. The waiver of the default by Landlord results in a two-year extension to the term of the Lease for the period November 1, 2020 through October 31, 2022.

3. OTHER TERMS AND CONDITIONS. All other terms and conditions of the original Lease agreement, which includes the terms of the agreement dated November 1, 2017 between the parties regarding lease terms, remain in full force and effect and remain unaffected hereby.

4. EFFECTIVE DATE. This Amendment shall be effective as of November 1, 2020.

IN WITNESS WHEREOF, the parties have executed this instrument as of the date last below written at Curry County, Oregon.

Port of Brookings Harbor, Landlord	Roy Davis and Joe Speir, Tenant
Dated: _____	Dated: _____
By: _____ Richard Heap, Board Vice-President	By: _____ Roy C. Davis
ATTEST: _____ Sharon Hartung, Board Secretary / Treasurer	By: _____ Joseph M. Speir

ACTION ITEM – C

DATE: October 20, 2020
RE: Port Office Copier Agreement Addendum
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- At a Special Commissioner Meeting July 30, 2020, the Board of Commissioners approved the agreement for a Ricoh IM C6000. The agreement is a standard lease agreement.
- The leasing company realized the Port is a government entity and the agreement wording were incorrect. The addendum provides the proper wording for governmental entities.
- Port legal counsel reviewed the addendum.

DOCUMENTS

- Email from Pacific Office Automation, 1 page
- Draft Addendum Agreement, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Addendum Agreement with Pacific Office Automation, Inc for the Port Office copier and allow the Port Manager to sign the addendum.



Brent Ferguson <brent@portofbrookingsharbor.com>

State and Local Government (SLG) Agreement1 message

Jeffrey A Bush <Jeffrey.Bush@pacificoffice.com>

Wed, Sep 30, 2020 at 8:47 AM

To: Brent Ferguson <brent@portofbrookingsharbor.com>

Brent – here is what I was told as the reasoning for the agreement:

"SLG addendum is required for all SLG entities. Mostly - It contains the necessary terms and conditions in the event of a SLG being non-appropriated funds. The paragraph defines/lays out what actions are required in the event of non-appropriation of funds.

There is also a paragraph – Representations and Warranties of Customer – this paragraph aligns to fit a SLG entity."

Let me know if you have further questions but hoping this should be sufficient.

Best,
Jeff

DRAFT

STATE AND LOCAL
GOVERNMENT ADDENDUM

AGREEMENT #
2687992

Addendum to Agreement # 2687992 and any future supplements/schedules thereto, between PORT OF BROOKINGS HARBOR, as Customer and Pacific Office Automation, Inc., as Lessor ("Agreement"). The words "you" and "your" refer to Customer. The words "we," "us" and "our" refer to Lessor.

The parties wish to amend the above-referenced Agreement by adding the following language:

REPRESENTATIONS AND WARRANTIES OF CUSTOMER: You hereby represent and warrant to us that: (i) you have been duly authorized under the Constitution and laws of the applicable jurisdiction and by a resolution or other authority of your governing body to execute and deliver this Agreement and to carry out your obligations hereunder; (ii) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (iii) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (iv) the Equipment will be used by you only for essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use, and your need for the Equipment is not expected to diminish during the term of this Agreement; (v) you have funds available to pay Payments until the end of your current appropriation period, and you intend to request funds to make Payments in each appropriation period, from now until the end of the term of this Agreement; and (vi) your exact legal name is as set forth on page one of this Agreement.

NON-APPROPRIATION OR RENEWAL: If either sufficient funds are not appropriated to make Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed either automatically or by mutual ratification, this Agreement shall terminate and you shall not be obligated to make Payments under this Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which Payments have been appropriated or the term of this Agreement has been renewed, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after (i) your failure to appropriate funds sufficient for the payment of the Payments or (ii) to the extent required by applicable law, (a) this Agreement is not renewed or (b) this Agreement is renewed by you (in which event this Agreement shall be mutually ratified and renewed), provided that your failure to give any such notice under clause (i) or (ii) of this sentence shall not operate to extend this Agreement or result in any liability to you.

TITLE TO THE EQUIPMENT: If the selected purchase option for this Agreement is \$1.00 or \$101.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

The parties wish to amend the above-referenced Agreement by restating the following language:

Any provision in the Agreement stating this Agreement supersedes any invoice and/or purchase order is hereby amended and restated as follows: "You agree that the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document."

Any provision in the Agreement stating that this Agreement shall automatically renew unless the Equipment is purchased, returned or a notice requirement is satisfied is hereby amended and restated as follows: "Unless the purchase option is \$1.00 or \$101.00, at the end of the initial term, this Agreement shall renew on a month-to-month basis under the same terms hereof unless you send us written notice at least 30 days before the end of any term that you want to purchase or return the Equipment, and you timely purchase or return the Equipment."

Any provision in the Agreement stating that we may assign this Agreement is hereby amended and restated as follows: "We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent."

Any provision in the Agreement stating that you grant us a security interest in the Equipment to secure all amounts owed to us under any agreement is hereby amended and restated as follows: "To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement and any supplements hereto. You authorize and ratify our filing of any financing statement(s) to show our interest."

Any provision in the Agreement stating that you shall indemnify and hold us harmless is hereby amended and restated as follows: "You shall not be required to indemnify or hold us harmless against liabilities arising from this Agreement. However, as between you and us, and to the extent permitted by law and legally available funds, you are responsible for and shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of this Agreement to us or that arise directly from our gross negligence or willful misconduct."

Any provision in the Agreement stating that a default by you under any agreement with our affiliates or other lenders shall be an event of default under the Agreement is hereby amended and restated as follows: "You will be in default if: (i) you do not pay any Payment or other sum due to us under this Agreement when due or you fail to perform in accordance with the covenants, terms and conditions of this Agreement; (ii) you make or have made any false statement or misrepresentation to us; or (iii) you dissolve, liquidate, terminate your existence or are in bankruptcy."

Any provision in the Agreement stating that you shall pay our attorneys' fees is hereby amended and restated as follows: "In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay, to the extent permitted by law and to the extent of legally available funds, our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee."

Any provision in the Agreement requiring you to pay amounts due under the Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew the Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

Any provision in the Agreement stating that the Agreement is governed by a particular state's laws and you consent to such jurisdiction and venue is hereby amended and restated as follows: "This Agreement will be governed by and construed in accordance with the laws of the state where you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum."

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor to make such changes. In the event of any conflict between this Addendum and the Agreement, this Addendum shall prevail. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

Pacific Office Automation, Inc.

Lessor

Signature

Title

Date

PORT OF BROOKINGS HARBOR

Customer

X

Signature

Title

Date

DRAFT

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

ACTION ITEM – D

DATE: October 20, 2020
RE: RV Park Drawings and Bid Package
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Crow/Clay & Associates provided the bid package for the Board to approve prior to bidding. Crow/Clay will be handling the bid process and allow 30-days to receive bids.
- Some changes were made to the bid package to allow the Port to decide what sections of the RV Park to be upgraded during this phase of construction:
 1. Base Bid – Restroom/shower building, 11 pull-thru spaces, demolition of old restroom/shower building, demolition of small restroom, and earthwork, plumbing and electrical for all new construction.
 2. Alternate Bid # 1 – Upgrade to electrical service in existing RV spaces 78 thru 103. This alternate bid would upgrade electrical wiring and pedestals for all pull-thru spaces.
 3. Alternate Bid # 2 – Upgrade to electrical services to RV spaces 1 thru 6, 9 thru 27, and 32 thru 48. This alternate bid would upgrade electrical wiring and pedestals for all back-in spaces.
 4. Alternate Bid # 3 – Build two new trash bin enclosures to store two 6-yard bins in each enclosure. One enclosure located next to the RV Office and the other next to the new restroom/shower building.
 5. Alternate Bid # 4 – Laundry building, earthwork, plumbing, electrical and four each washers & dryers.
- The budget for this project is about \$650,000. Crow/Clay has provided a construction estimate for this project.
- Once the bids are received, the Port can decide which alternate bid(s) can be done within the budget and then approve the contractor and sign the contract for the project.
- Port legal counsel completed cursory reviewed of the front end of the bid package.

DOCUMENTS

- Draft Crow/Clay & Associates RV Park Bid Package, 168 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Crow/Clay & Associates Beachfront RV Park Improvements bid package and release the project to bid.



CROW/CLAY & ASSOCIATES INC.

ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS

October 13, 2020

Beachfront RV Park
Construction Estimate

Basic Bid

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

DRAFT

CONTRACT DOCUMENTS FOR:

**Beachfront RV Park Improvements
Port of Brookings-Harbor
16035 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: October 2020

CONTRACT DOCUMENTS FOR:

**Beachfront RV Park Improvements
Port of Brookings-Harbor
16035 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: October 2020

TABLE OF CONTENTS

Invitation to Bid	2
Instructions to Bidders	6
First Tier Subcontractor Instructions and Disclosure Form	2
Bid Form	3
Contract Forms	4
General Conditions and Supplementary General Conditions	5

DIVISION 1 - GENERAL REQUIREMENTS

Section 01010 - Summary of Work	2
Section 01027 - Applications for Payment	3
Section 01030 - Alternate Bids	2
Section 01035 - Modification Procedures	5
Section 01040 - Project Coordination	2
Section 01050 - Field Engineering	2
Section 01095 - Reference Standards and Definitions	2
Section 01140 - Work Restrictions	1
Section 01200 - Project Meetings	2
Section 01300 - Submittals	6
Section 01400 - Quality Control	3
Section 01500 - Temporary Facilities	4
Section 01600 - Materials - Delivery, Storage and Handling	2
Section 01631 - Product Substitutions	2
Section 01700 - Project Closeout	4
Section 01740 - Warranties	2

DIVISION 2 - SITEWORK

Section 02070 - Demolition	2
Section 02200 - Earthwork	6
Cascadia Geoservices, Inc. Report	23
Section 02511 - Hot Mixed Asphalt Paving	4
Section 02512 - Gravel Paving	2

DIVISION 3 - CONCRETE

Section 03300 - Cast-in-Place Concrete	10
--	----

DIVISION 4 - MASONRY

Section 04230 - Reinforced Unit Masonry	3
---	---

TABLE OF CONTENTS	1
-------------------	---

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

DIVISION 5 – METALS – NOT USED

DIVISION 6 - WOOD AND PLASTICS – NOT USED

DIVISION 7 - THERMAL AND MOISTURE PROTECTION

Section 07600 - Flashing and Sheet Metal 3

DIVISION 8 - DOORS AND WINDOWS – NOT USED

DIVISION 9 – FINISHES

Section 09800 - Block Sealers 2

DIVISION 10 – SPECIALTIES – NOT USED

DIVISION 11 – EQUIPMENT – NOT USED

DIVISION 12 – FURNISHINGS – NOT USED

DIVISION 13 - SPECIAL CONSTRUCTION

Section 13000 - Prefabricated Precast Restroom Structure and Laundry Structure 10

DIVISION 14 - CONVEYING SYSTEMS – NOT USED

DIVISION 15 - MECHANICAL

Section 15010 - General Mechanical Requirements 5

Section 15050 - Basic Mechanical Methods and Materials 5

Section 15250 - Mechanical Insulation 2

DIVISION 16 - ELECTRICAL

Section 16010 - General Electrical Requirements 4

Section 16050 - Basic Electrical Materials and Methods 5

END OF SECTION

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

INVITATION TO BID

Notice is hereby given that sealed bids are invited in single contract proposal for the installation of prefab laundry and restroom building and other upgrades at the Port of Brookings-Harbor Beachfront RV Park. Work consists of demolition of concrete slabs, earthwork, concrete, reinforced unit masonry, 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 (time) _____ A./P. M., (day) _____, (date) _____, 20____. Bids will be opened and read in a public meeting at the office of Crow/Clay & Associates Inc., scheduled for (time) _____ A./P. M., (day) _____, (date) _____, 20____. Bids received after (time) _____ A./P. M., 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 (time) _____ A./P. M., (day) _____, (month and date) _____, at the job site, (address) _____. 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
16035 BOAT BASIN ROAD

PROJECT NO. 19005

Publish Dates:

Daily Journal of Commerce
Curry County Pilot

Dates
Dates



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: _____ Time: _____ ☐AM ☐PM

REQUIRED DISCLOSURE DEADLINE: Date: _____ Time: _____ ☐AM ☐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:

	SUBCONTRACTOR NAME	CATEGORY OF WORK	DOLLAR VALUE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

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
16035 BOAT BASIN ROAD

PROJECT NO. 19005

BID FORM

Bid: Port of Brookings-Harbor Beachfront RV Park Improvements

To: Port of Brookings-Harbor

Date:

Time: **CLOSING:**
OPENING:

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.

Alternate Bid #1 – Upgrade to electrical service in existing RV sites 78 thru 103.

ADD _____ dollars

and _____ cents (\$_____).

ADD _____ calendar days to completion time.

Alternate Bid #2 – Upgrade to electrical services to RV sites 1 thru 6, 9 thru 27, and 32 thru 48.

ADD _____ dollars

and _____ cents (\$_____).

ADD _____ calendar days to completion time.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

Alternate Bid #3 – Trash Enclosures

ADD _____ dollars

and _____ cents (\$_____).

ADD _____ calendar days to completion time.

Alternate Bid #4 - Laundry Building

ADD _____ dollars

and _____ cents (\$_____).

ADD _____ calendar days to completion time.

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).

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: _____

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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
16035 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:
Project No.:

RFI Number: _____

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: _____

Coos Bay, Oregon
125 W. Central Avenue, Suite 400 • Coos Bay, Oregon 97420 (541) 269-9388
Members American Institute of Architects
www.crowclay.com

101



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: _____

Coos Bay, Oregon

125 W. Central Avenue, Suite 400 • Coos Bay, Oregon 97420 (541) 269-9388

Members American Institute of Architects

www.crowclay.com

102



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

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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 prefab concrete restroom and laundry buildings, upgrades to the RV Park
16 electrical system, new sewer line caps at each RV site and new RV sites and sidewalks.
17

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

20
21 **CONTRACTOR USE OF PREMISES**

22
23 **General:** During the construction period, the Contractor shall have use of 50% of the site for construction
24 at a time.
25

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

29
30 **PROTECTION OF EXISTING**

31
32 Protect all in-place construction in connection with the Work, unless specifically indicated otherwise.
33

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

38
39 **MISCELLANEOUS PROVISIONS**

40
41 All Work performed shall be under a single Contract. Divisions in these Specifications conform generally
42 to customary trade practice; they are intended for convenience only. The Architect is not bound to define
43 the limits of any subcontract and will not enter into disputes between the Contractor and his employees,
44 INCLUDING SUBCONTRACTORS.
45

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

51 Before ordering any material or doing any Work, the Contractor and/or the Subcontractor for each Section
52 of Work shall verify all measurements at the job. Any difference found between dimensions on Drawings
53 and actual measurements shall be brought to Architect's attention via Contractor for consideration before
54 proceeding with Work.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1
2 Carry on the Work so as to minimize interference with the Owner's operation of the existing facilities.

3
4 Provide necessary supervision, coordination and verification of the Work of the various trades. Transmit
5 Contract requirements to Subcontractors. Transmit subcontract questions to Architect.

6
7 Perform Work during weather conditions conducive to best results for a sound and durable installation.
8
9

10 PERMITS AND FEES

11
12 Owner (Port of Brookings) will pay for all permits and fees required under this contract. Contractor to call
13 for all inspections.
14
15
16

17
END OF SECTION

SECTION 01027 – APPLICATIONS FOR PAYMENT

PART 1 – GENERAL

RELATED DOCUMENTS

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

SUMMARY

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

SCHEDULE OF VALUES

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

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

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

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

Generic Name.

Related Specification Section.

Name of Subcontractors, manufacturer, Fabricator or supplier.

Dollar Value.

Percentage of Contract Sum to the nearest one-hundredth percent, adjusted to total 100 percent.

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

The total shall equal the Contract sum.

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

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

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



APPLICATIONS FOR PAYMENT

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

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

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

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

Entries shall match data on the Schedule of Values.

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

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

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

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

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

List of Subcontractors.
List of principal suppliers and Fabricators.
Schedule of Values.
Contractor's Construction Schedule.
Copies of building permits.

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

Actions or Submittals required with application include:

Occupancy permits and similar approvals.
Final cleaning.
Lien waivers.

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

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

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1
2
3
4
5
6
7
8
9
10
11

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

1 **SECTION 01030 –ALTERNATE BIDS**

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 administrative and procedural requirements for Alternates and Bid Schedules.

16
17 **Definition:** An "Alternate" is an amount proposed by Bidders and stated on the Bid Form for certain
18 construction activities defined in the Bidding Requirements that may be deducted from or added to the Base
19 Bid amount if the Owner decides to accept a corresponding change in either the amount of construction to
20 be completed, or in the products, materials, equipment, systems or installation methods described in
21 Contract Documents.
22

23 **Coordination:** Alternate amount to include coordination of related Work and modification of adjustment of
24 adjacent Work as necessary to ensure that Work affected by each accepted Alternate is complete and fully
25 integrated into the Project.
26

27 **Notification:** Immediately following the award of the Contract, prepare and distribute to each party involved,
28 notification of the status of each Alternate. Indicate whether Alternates have been accepted or rejected.
29

30 **Schedule:** A "Schedule of Alternates" is included at the end of this Section. Specification Sections
31 referenced in the Schedule contain requirements for materials and methods necessary to achieve the Work
32 described under each Alternate. The Schedule does not list the alternates in order of priority. The Owner
33 may select or reject alternates in any order.
34

35 Include as part of each Alternate, miscellaneous devices, accessory objects and similar items
36 incidental to or required for a complete installation whether or not mentioned as part of the
37 Alternate.
38
39

40 **PART 2 – PRODUCTS (Not Applicable)**

41
42
43 **PART 3 – EXECUTION**

44
45
46 **SCHEDULE OF ALTERNATES**

47
48 **Alternate Bid Number 1:** Upgrade electrical services to RV sites 78 thru 103. Sections 16000.

49
50 **Alternate Bid Number 2:** Upgrade electrical services to RV sites 1 thru 6, 9 thru 27 and 32 thru 48. Sections
51 16000.
52

53 **Alternate Bid Number 3:** Trash Enclosures. Section 02200, Section 03300, Section 04230.
54

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1 Alternate Bid Number 4: Laundry Building. Section 02200 and Section 13000, Sections 15000 and 16000.

2

3

4

5

6

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

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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

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

Contractor's Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

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

RFI Submittal Format

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

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

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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

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

Include a breakdown of labor required for the change.

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

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

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

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

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

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

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

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

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

CONSTRUCTION CHANGE DIRECTIVE

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

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

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

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

1
2 CHANGE ORDER PROCEDURES
3

4 Subsequent to the Owner's approval of a Proposal Request, the Contractor may proceed with the Work
5 contained in that request. The Architect will issue a Change Order for signatures of the Owner and
6 Contractor, as provided in the conditions of the Contract.
7

8 Change Order Form: Sample copy of form included in Contract Forms Section.
9

10
11 PART 2 – PRODUCTS (Not Applicable)
12

13
14 PART 3 – EXECUTION (Not Applicable)
15
16
17
18
19

20
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
15 This Section specifies requirements necessary for Project Coordination including, but not limited to:

- 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.
53
54

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

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.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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

SECTION 01095 – REFERENCE STANDARDS AND DEFINITIONS

PART 1 – GENERAL

RELATED DOCUMENTS

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

DEFINITIONS

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

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

Back Prime: See "Prime".

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

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

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

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

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

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

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

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

INDUSTRY STANDARDS

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

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

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

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

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

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

GOVERNING REGULATIONS/AUTHORITIES

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

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

SUBMITTALS

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

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

SECTION 01140 – WORK RESTRICTIONS

PART 1 – GENERAL

RELATED DOCUMENTS

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

USE OF PREMISES

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

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

Owner Occupancy: Approximately 50% of the park will be available for construction at a time.

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

Schedule deliveries to minimize use of driveways and entrances.

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

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

OCCUPANCY REQUIREMENTS

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

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

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

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

SECTION 01200 – PROJECT MEETINGS

PART 1 – GENERAL

RELATED DOCUMENTS

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

SUMMARY

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

Pre-Construction Conference.
Progress Meetings.

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

PRE-BID CONFERENCE

Pre-Bid Conference to be held at (time) am/pm, (day) , (date) , at the Job Site,
 (address) .

The Pre-Bid Conference is not mandatory.

PRE-CONSTRUCTION CONFERENCE

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

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

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

Tentative Construction Schedule.
Critical Work sequencing.
Designation of responsible personnel.
Procedures for processing field decisions and Change Orders.
Procedures for processing Applications for Payment.
Distribution of Contract Documents.
Submittal of Shop Drawings, product data, and samples.
Preparation of record documents.
Use of the premises.
Safety procedures.
First aid.
Security.
Housekeeping.

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

SECTION 01300 – SUBMITTALS

PART 1 – GENERAL

RELATED DOCUMENTS

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

SUMMARY

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

Related Sections:

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

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

DEFINITIONS

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

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

SUBMITTAL ADMINISTRATIVE REQUIREMENTS

All Submittals to be electronic.

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

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

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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

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

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

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

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

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

Options: Identify options requiring selection by the Architect.

Deviations: Identify deviations from the Contract Documents on submittals.

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

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

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

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

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

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

PART 2 – PRODUCTS

SUBMITTAL PROCEDURES

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

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

Contractor's Construction Schedule

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

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

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

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

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

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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

Other Submittals

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

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

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

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

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

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

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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

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

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

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

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

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

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

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

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

DELEGATED DESIGN SERVICES

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

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

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

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

PART 3 – EXECUTION

CONTRACTOR'S REVIEW

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

Project Closeout and Maintenance/Material Submittals: Refer to requirements in Division 1 Section 'Closeout Procedures.'

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

ARCHITECT'S ACTION

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

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

1. **No Exceptions**
2. **Revise and Resubmit**
3. **Make Corrections Noted**
4. **Rejected**
5. **Submit Specified Item**

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

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

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

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.
54

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

Report Data: Written reports of each inspection, test or similar service include, but are not limited to, the following:

Date of issue.

Project title and number.

Name, address and telephone number of testing agency.

Dates and locations of samples and tests or inspections.

Names of individuals making the inspection or test.

Designation of the Work and test method.

Identification of product and Specification Section.

Complete inspection or test data.

Test results and an interpretation of test results.

Ambient conditions at the time of sample taking and testing.

Comments or professional opinion on whether inspected or tested Work complies with Contract

Document requirements.

Name and signature of laboratory inspector.

Recommendations on retesting.

QUALITY ASSURANCE

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

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION

REPAIR AND PROTECTION

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

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

Repair and protection is Contractor's responsibility, regardless of the assignment of responsibility for inspection, testing or similar services.

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
54

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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

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

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

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

First Aid Supplies: Comply with governing regulations.

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

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

PART 3 – EXECUTION

UTILITIES

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

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

Provide adequate capacity at each stage of construction.

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

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

Sterilization: Sterilize temporary water piping prior to use.

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

Temporary Lighting: Provide temporary lighting with local switching.

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

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

TEMPORARY CONSTRUCTION AND SUPPORT FACILITIES INSTALLATION

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

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

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

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

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

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

Temporary Enclosures: Provide temporary enclosure for protection of construction in progress and completed, from exposure, foul weather, other construction operations and similar activities.

Collection and Disposal of Waste: Collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Dispose of material in a lawful manner.

SECURITY AND PROTECTION FACILITIES INSTALLATION

Do not change over from use of temporary security and protection facilities to permanent facilities until Substantial Completion.

Temporary Fire Protection: Until fire protection needs are supplied by permanent facilities, install and maintain temporary fire protection facilities of the types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 10 "Standard for Portable Fire Extinguishers," and NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations."

Locate fire extinguishers where convenient and effective for the intended purpose.

Store combustible materials in containers in fire safe locations.

Provide supervision of welding operations.

Barricades, Warning Signs and Lights: Comply with standards and code requirements for barricades.

Construction barricades, fences, railings and similar safety precautions in accordance with but not limited to "Oregon Administrative Rules, Chapter 437."

Neatly assemble and firmly brace.

Maintain as required during construction period.

Remove barriers prior to final acceptance.

Environmental Protection: Provide protection, operate temporary facilities and conduct construction that comply with environmental regulations. Avoid use of tools and equipment which produce harmful noise. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms near the Site.

OPERATION, TERMINATION AND REMOVAL

Supervision: Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.

Maintenance: Maintain facilities in good operating condition until removal. Protect from damage by freezing temperatures and similar elements.

Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation and similar facilities on a 24-hour day basis where required to achieve indicated results and to avoid possibility of damage.

Termination and Removal: Unless the Architect requests it to be maintained longer, remove each temporary facility when the need has ended, or when replaced by authorized use of a permanent facility, or no later than Substantial Completion.

Materials and facilities that constitute temporary facilities are property of the Contractor.

At Substantial Completion, clean and renovate permanent facilities that have been used during the construction period.

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.

For products specified by naming one or more products but indicating the option of selecting equivalent products by stating "or equal" after specified product; the Contractor must submit requests as required for the substitution for any product not specifically named.

For products specified by naming only one (1) product and manufacturer, there is no option, and no substitution will be allowed.

Compliance with Standards, Codes and Regulations: Where the Specifications only require compliance with an imposed code, standard or regulation, select a product that complies with the standards, codes or regulations specified.

PART 3 – EXECUTION

INSTALLATION AND PRODUCTS

Comply with manufacturer's instructions and recommendations for installation of products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other Work.

Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

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.
53

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

35 PART 2 – PRODUCTS (Not Applicable)
36
37

38 PART 3 – EXECUTION (Not Applicable)
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**

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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

SECTION 01740 – WARRANTIES

PART 1 – GENERAL

RELATED DOCUMENTS

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

SUMMARY

This Section specifies general requirements for warranties required by the Contract Documents, including manufacturer's standard warranties on products and special warranties.

Refer to the General Conditions for terms of the Contractor's special warranty of workmanship and materials.

Specific requirements for warranties for the Work and products and installations that are specified to be warranted, are included in the individual Sections of Divisions 2 through 16.

Disclaimers and Limitations: Manufacturer's disclaimers and limitations and product warranties do not relieve the Contractor of the warranty on the Work that incorporates the products.

WARRANTY REQUIREMENTS

Related Damages and Losses: When correcting warranted Work that has failed, remove and replace other Work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted Work.

Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.

Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Owner has benefitted from use of the Work through a portion of its anticipated useful service life.

Owner's Recourse: Written warranties made to the Owner are in addition to implied warranties and shall not limit the duties, obligations, rights and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties obligations, rights or remedies.

Rejection of Warranties: The Owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.

The Owner reserves the right to refuse to accept Work for the Project where a special warranty, 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 buildings as indicated on Drawings.
52

53 Safety Requirements: All work is to be done on conformance with the rules and regulations pertaining to
54 safety.
55

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

UTILITIES

At Building Removal Locations: Contractor to cap existing water and sewer lines at depth below grade that vertical line connects to lateral unless otherwise indicated.

See mechanical and electrical specification sections for additional information on demolition requirements.

If unanticipated mechanical or electrical utilities are encountered, investigate and measure both nature and extent of the conflict. Submit report to Owner in writing. Pending receipt of directive from Owner, rearrange demolition schedule as necessary to continue overall job progress without undue delay.

Contractor shall remove existing construction below grade at prefab building locations.

If unknown underground water, gas, electric, other utility lines, drain lines, sewers or other construction are encountered by excavation; dispose of such items according to the following conditions. Upon encountering any utility line, drain line or sewer, verify active or inactive status of the item.

If inactive, remove that portion within prefab building area. Cap off lines if connected to active utilities.

If active, reroute to clear excavation and remove any portion within excavated area, all as directed by the Architect. Contract price will be adjusted according to provisions of the General Conditions.

DISPOSAL OF DEMOLISHED MATERIALS

Remove building debris, concrete, site debris, rubbish and other materials resulting from demolition operations, transport and legally dispose off-site.

Burning of removed materials is not permitted on Project Site.

ASBESTOS

If during the course of his Work the Contractor observes the existence of asbestos, asbestos bearing materials or lead based paint, the Contractor shall immediately terminate further Work on that portion of the Project and notify the Owner of the condition. The Owner will determine further course of action.

SALVAGE

All salvage, except as specified herein, will become the property of the Contractor.

CLEAN UP AND REPAIR

General: Upon completion of demolition Work, remove tools, equipment and demolished materials from the Site. Repair and finish damage caused to adjacent surfaces by demolition Work. Remove protections.

END OF SECTION

SECTION 02200 - EARTHWORK

PART 1 - GENERAL

RELATED DOCUMENTS

Drawing and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to Work of this section.

SUMMARY

This Section includes but is not limited to the following:

Excavation.

Preparing of subgrade and base for prefab buildings.

Inspection and Testing of subgrade and base.

Excavating and backfilling of trenches within building lines.

Filling and backfilling.

Aggregate base course.

Excavating and backfilling for Mechanical/Electrical Work: Refer to Divisions 15 and 16 for excavation and backfill required in conjunction with underground mechanical and electrical utilities and buried mechanical and electrical appurtenances.

DEFINITIONS

Excavation consists of removal and disposal of material to subgrade elevations. Review Geotech Report dated March 14, 2020 regarding depth of excavation and material to be removed (Geotech Report follows this Section).

Unauthorized excavation consists of removal of materials beyond indicated subgrade elevations or dimensions. Unauthorized excavation and remedial work shall be at Contractor's expense.

Additional Excavation: When excavation has reached required subgrade elevations, notify Geotech, who will make an inspection of conditions. If Geotech determines that bearing materials at required subgrade elevations are unsuitable, continue excavation until suitable bearing materials are encountered and replace excavated material as directed by Geotech.

Geotechnical Engineer: Eric Oberbeck, Cascadia Geoservices, Inc.

D: 541-332-0433

C: 541-655-0021

Email: info@cascadiageoservices.com

Removal of unsuitable material and its replacement as directed will be paid on truck measure cubic yard.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1
2 Subgrade: The undisturbed earth or the compacted soil layer immediately below granular base or topsoil
3 materials.
4

5 Structure: Buildings, foundations, slabs, tanks, curbs or other man-made stationary features occurring
6 above or below ground surface.
7

8
9 QUALITY ASSURANCE

10
11 Codes and Standards: Perform excavation work in compliance with applicable requirements of authorities
12 having jurisdiction.
13

14
15 PROJECT CONDITIONS

16
17 Existing Utilities: Locate underground utilities in areas of excavation work. If utilities are to remain in
18 place, provide adequate means of protection during earthwork operations.
19

20 Use of Explosives: Use of explosives is not permitted.
21

22 Protection of Persons and Property: Barricade open excavations occurring as part of this work.
23

24 Post and Operate warning lights as recommended by authorities having jurisdiction.
25

26 Protect new structures, utilities, sidewalks, pavements and other facilities from damage caused by
27 settlement, lateral movement, undermining washout and other hazards created by earthwork
28 operations.
29

30
31 PART 2 - PRODUCTS

32
33
34 SOIL MATERIALS

35
36 Satisfactory soil materials are defined as those complying with American Association of State Highway and
37 Transportation Officials (AASHTO) M145, soil classifications A-1, A-2-4, A-2-5 and A-3.
38

39 Unsatisfactory soil materials are defined in AASHTO M145 soil classification groups A-2-6, A-2-7, A-4, A-
40 5, A-6 and A-7; also peat and other highly organic soils.
41

42 Base Course Material: Naturally or artificially graded mixture of crushed rock, ASTM D 2940, with at least
43 95 percent passing a 3/4 inch sieve and not more than 5 percent passing a No. 8 sieve and less than 2%
44 passing the No. 200 sieve.
45

46 Backfill and Fill Materials: Satisfactory soil materials free of clay, rock or gravel larger than 2" in any
47 dimension, debris, waste, frozen materials, vegetable and other deleterious matter.
48

49 Geotextile: MIRAFI FW 400 or approved.
50

51 Herbicide Treatment: Commercial chemical for weed control, registered by Environmental Protection
52 Agency. Granular Monoborchlorate.
53

54 Backfill for soft spots and other excavated areas:

One (1) inch minus crushed rock as directed by Geotechnical Engineer.

PART 3 - EXECUTION

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.

TRENCH EXCAVATION FOR PIPES AND CONDUIT

Refer to Divisions 15 and 16.

GEOTEXTILE

Place geotextile fabric over proof-rolled subgrade at laundry and restroom buildings prior to installation of aggregate base course material. Install geotextile fabric per manufacturer's written instructions overlapping sides and ends.

BACKFILL AND FILL

General: Place soil material in layers to elevations using materials specified in Part 2 of this Section.

Under asphalt pavement: use 6" base course material.

Under walks and gravel pavements: use 4" minimum base course material.

Under prefab building slabs: use 6" minimum base course material.

Herbicide Treatment: Prior to installation of aggregate base course at RV spaces, apply chemical weed control agent in strict compliance with manufacturer's recommended dosages and application instructions. Apply to compacted, dry subbase.

Do not backfill trenches until tests and inspections have been made and backfilling is completed. Use care in backfilling to avoid damage or displacement of pipe systems.

Backfill excavations as promptly as work permits, but not until completion of the following:

Acceptance of construction below finish grade.

Inspection, testing, approval and recording locations of underground utilities have been performed and recorded.

Removal of shoring and bracing and backfilling of voids with satisfactory materials.

Removal of trash and debris from excavation.

PLACEMENT AND COMPACTION

Ground Surface Preparation: Remove upper 3"-4" of existing surface material prior to placement of fill.

Proof roll subgrade in presence of geotechnical engineer prior to placement of base material. Soft spots to be corrected as directed by engineer.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

When existing ground surface has a density less than that specified under "Compaction" for particular area classification, break up ground surface, pulverize, moisture-condition to optimum moisture content, and compact to required depth and percentage of maximum density.

Place backfill and fill materials in layers not more than 9 inches in loose depth for material compacted by heavy compaction equipment and not more than 4 inches in loose depth for material compacted by hand-operated tampers.

Before compaction, moisten or aerate each layer as necessary to provide optimum moisture content. Compact each layer to required percentage of maximum dry density or relative dry density for each area classification. Do not place backfill or fill material on surfaces which are muddy, frozen or contain frost or ice.

Control compaction, providing minimum percentage of density specified for each area classification indicated below. Correct improperly compacted areas or lifts as directed by Geotechnical Engineer if soil density tests indicate inadequate compaction.

Percentage of Maximum Density Requirements: Compact soil to not less than the following percentages of maximum density, in accordance with ASTM D 1557.

Under prefab building slabs, compact top 6 inches of subgrade and each layer of aggregate base material at 95 percent maximum density.

Under exterior walkways and gravel pavement, compact top 6 inches of subgrade and each layer of base material at 95 percent maximum density.

GRADING

General: Uniformly grade areas within limits of grading under this section, including adjacent transition areas. Smooth finished surface within specified tolerances, compact with uniform levels or slopes between points where elevations are indicated or between such points and existing grades.

Gravel Pavements: Shape surface of areas under pavement to line, grade and cross-section with finish surface not more than ½ inch above or below required subgrade elevation.

Grading Surface of Fill Under Building Slabs: Grade smooth and even, free of voids, compacted as specified, and to required elevation. Provide final grades within a tolerance of ½ inch when tested with a 10 foot straightedge.

MAINTENANCE

Protection of Graded Areas: Protect newly graded areas from traffic and erosion. Keep free of trash and debris.

Repair and re-establish grades in settled, eroded and rutted areas to specified tolerances.

Settling: Where settling is measurable or observable at excavated areas during general project warranty period, remove surface (pavement, lawn or other finish), add backfill material, compact and replace surface treatment. Restore appearance, quality and condition of surface or finish to match adjacent work and eliminate evidence of restoration to greatest extent possible.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1 DISPOSAL OF EXCESS AND WASTE MATERIALS

2
3 Remove excess excavated material, trash, debris and waste materials and dispose of it off Owner's
4 property.
5
6
7
8
9

10 END OF SECTION

Cascadia Geoservices, Inc.

190 6th Street
PO Box 1026
Port Orford, Oregon 97465
D. 541-332-0433
C. 541-655-0021
Email: info@cascadiageoservices.com
[www: CascadiaGeoservices.com](http://www.CascadiaGeoservices.com)



March 14, 2020

Mr. Gary Dehlinger, Port Manager
Port of Brookings Harbor
PO Box 848
Harbor, Oregon 97415
Email: portmanager@portofbrookingsharbor.com

GEOTECHNICAL SITE EVALUATION – Commercial Development

Port of Brookings Harbor Beachfront RV Park
Lower Harbor Road
Harbor, Oregon 97415
CGS Project No. 20008

Dear Mr. Dehlinger,

Cascadia Geoservices, Inc. (CGS) is pleased to provide you with this report which summarizes our Geotechnical Site Evaluation of a portion of the Port of Brookings Harbor Beachfront RV Park, located on Lower Harbor Road in Harbor, Oregon (site or subject property) (see Figure 1, Location Map). We understand that you are installing both a shower/bathroom facility and a laundry facility at the site, and prior to this installation, you are requesting that CGS provide you with an opinion as to the geotechnical suitability of the site. This report summarizes our project understanding and site investigation, including subsurface explorations, and provides our conclusions and recommendations for developing the site.

PROJECT UNDERSTANDING AND DESCRIPTION

Our understanding is based on telephone conversations and email correspondence with you and with Travis Webster, beginning February 11, 2020. Our understanding is further based on a set of building documents by CXT Precast Products, provided to us by you in an email dated February 11, 2020. And, our understanding is based on a preliminary site visit to the subject property on February 13, 2020, and on a second site

161

visit on February 18, 2020, at which time the excavation of three test pits were observed and a geologic reconnaissance of the site was conducted.

We understand that the laundry building will measure approximately 42.25 feet long by 16.30 feet wide, and the shower/bathroom will measure approximately 30.00 feet long by 26.00 feet wide. Both buildings will be single-story, precast concrete, modular structures which will be supported on a minimum 6-inch aggregate base of $\frac{3}{4}$ inch-minus gravel mechanically compacted to 95 percent of maximum density in accordance with ASTM D1557.

SURFACE DESCRIPTION

Based on our site visit, the site encompasses two RV sites and measures 60 feet long by 60 feet wide (see Figure 2, Site Map), and was marked out on the ground at the time of our site visit. The site is bordered to the north by Boat Basin Road, to the east and west by developed RV sites and to the south by a paved access road. The site is level and at an elevation of 23 feet above mean sea level (AMSL). At the closest point, the site is 171 feet north of the beach vegetation line.

The site is part of the elevated gravel spit which was built, based on historical aerial photographs, sometime between 1952 and 1965, and was constructed in conjunction with developing the boat basin at the mouth of the Chetco River. The site is protected by an armored bank to the south and west and is thus not impacted by coastal erosion. Based on FEMA maps,¹ the site is classified as being within the Regulatory Floodway Zone (AE). The site appeared stable at the time of our visit, with no observed areas of settlement, ground cracks, or scarps.

Based on mapping done by others,^{2,3} soils at the site are classified as Urban Land (266-Urban Land). These soils typically include a variety of both native and imported soils (fill) which are variable in composition. We infer that these overlie Quaternary alluvium, which was deposited at the mouth of the Chetco River and which typically consists of

¹ FEMA Flood Map 41015C1242F, 11/16/2018. Viewed online at FEMA Flood Map Service Center, <https://msc.fema.gov>

² United States Department of Agriculture (USDA). Natural Resource Conservation Service Web Soil Survey. Viewed at <http://websoilsurvey.nrcs.usda.gov>

³ Beaulieu, J. D., and Hughes, P. W. 1976. Land-Use Geology of Western Curry County, Oregon: Oregon Department of Geology and Mineral Industries. Bull. 90, p. 148.

unconsolidated sand, gravel, silt, and clay. These alluvial sediments were not encountered in our subsurface explorations.

SUBSURFACE EXPLORATIONS

In order to analyze the soils at the site, CGS observed the excavation of three test pits during our February 18, 2020 site visit. The test pits were excavated by 5-R Excavation and Paving of Brookings, Oregon, using a track-mounted mini excavator. The test pits were logged by an Oregon Certified Engineering Geologist from our southern Oregon Coast office and were excavated to observe subsurface conditions across the site and to collect soil and rock samples for later classification. The test pits were excavated to a depth of up to 6 feet below ground surface (bgs) at three locations which are shown on Figure 2, Site Map. Detailed logs for the test pits are included at the end of this report in Attachment 1.

Following is a detailed description of the soils encountered.

Fill: Encountered from 0.0 to 6.0 feet bgs. Consists of medium-dense, gray, granular fill. The fill was variable in composition, ranging from clayey, silty sand and silty, sandy gravel to gravel and cobbles. The coarse constituent of the gravel ranged in size from 3-inch-minus, subangular road base, to 6-inch-minus, angular, to rounded coarse gravel. Some larger boulders were observed.

A dynamic cone penetrometer (DCP)⁴ was used by CGS to test the relative consistency of the fill encountered in the test pits. In general, the granular fill encountered in our test pits was determined to be medium dense with a penetration rate (PR) of from 12 to 28.

GROUNDWATER

Groundwater was encountered at 6.0 feet bgs in test pit TP-1. There was no caving detected in any of the three test pits. We anticipate that water levels will rise during periods of sustained rainfall and are tidally influenced, and therefore will also rise following high tides. Based on topography, we anticipate that the hydraulic gradient is variable due to the tide cycle.

⁴ The dynamic cone penetrometer (DCP) test uses a 15-pound steel mass falling 20 inches to strike an anvil to penetrate a 1.5-inch-diameter 45° (vertex angle) cone that has been seated in the bottom of a hand-augered hole. The penetrometer is used to determine a penetration resistance relationship with the standard penetration resistance of virgin soils. The penetration rate (PR) is the average number of blows needed to advance the cone a distance of 1 inch.

LABORATORY ANALYSIS

Select samples were packaged in moisture-tight bags and shipped to a commercial laboratory for analysis. The soils were classified in general accordance with the Unified Soil Classification System, Visual-Manual Procedure. In addition, water content (ASTM 2216) and percent fines (ASTM D114) were determined for selected samples. The results are summarized below in Table 1. The Lab Analysis Reports for the samples are provided as Attachment 2.

Table 1: Laboratory Testing Results

Sample ID	Test Pit Depth (feet)	Type of Soil	Water Content (%)	USCS Symbol ⁵
SS2	TP-1 (4.0)	Silty Sandy Gravel	11.1	GS
SS4	TP-2 (4.0)	Gravel	14.4	GW
SS6	TP-3 (4.0)	Clayey Silty Sand	11.4	SC

Our analysis indicates that the gravel samples have a moderate moisture content which was detected in all three test pits. We infer that moisture content varies with variable groundwater levels.

Our analysis and recommendations are based on the following physical properties of the soil encountered:

Depth below Surface (feet)	Type of Soil	Penetration Rate	Effective Unit Weight (pcf)	Drained Friction Angle, ϕ' (degrees)	Drained Cohesion, c' (psf)
0.0 to 6.0	Silty Sandy Gravel	12 to 30	Variable	Variable	0

⁵ Classification symbols are estimated based on visual observation.

GEOLOGIC HAZARDS

A review of the State Landslide Inventory Database (Oregon HazVu)⁶ indicates that there are no identified landslides, earthflows, or debris flows which impact the subject property.

A review of LIDAR mapping for the area (a surveying technology that measures distance by measuring the amount of time it takes for light to travel from a light emitting source to an object and back to a sensor) indicates that the site is part of the level spit which was constructed to form the boat basin and to control flooding at the mouth of the Chetco River. Based on our review, there are no obvious anomalous landforms associated with geologic hazards visible on the site.

Based on a review of U.S. Geological Survey maps,⁷ the Chetco River Bar Fault crosses the river bar 700 feet north of the subject property. The Chetco River Bar Fault is a geologically young fault, having formed during the late Quaternary (about 1 million years ago). Minor movement of between 0.2 and 1.0 mm per year is indicated. As with other folds and faults located in the Cascadia forearc, it is suspected that great megathrust earthquakes along the Cascadia Subduction Zone will cause future displacement on these faults.

There is now a consensus among earth scientists that much of the western US coastline, including the entire southern Oregon coast, is in an area which has been seismically active in the recent geologic past. In order to protect people living in seismically active areas within the state, the State has recently updated its Oregon Structural Specialty Code⁸ (OSSC 2019). It is our opinion that new commercial structures such as you are proposing for this site should adopt, where applicable, these updated standards.

SEISMIC DESIGN CRITERIA

Our seismic design parameters are based on Site Class D. The subject property is located in an area that is highly influenced by regional seismicity due to the proximity to

⁶ (HazVu). Oregon Department of Geology and Mineral Industries (DOGAMI) Statewide Geohazards Viewer. Viewed at <https://www.oregongeology.org>

⁷ U.S. Geological Survey (USGS), Quaternary Faults Web Mapping Application, viewed at <https://earthquake.usgs.gov>

⁸ Oregon Structural Specialty Code, 2019, State of Oregon, viewed at http://ecodes.biz/ecodes_support/free_resources/oregon/11_residential/11_orresidential_main.html

the Cascadia Subduction Zone (CSZ). Seismic design criteria, in accordance with the ASCE⁹ 7-10 (IBC-12¹⁰), are summarized in Table 2 below.

Table 2: ASCE 7-10 (IBC-12) Seismic Design Parameters

Seismic Design Parameters	Short Period	1 Second
Maximum Credible Earthquake Spectral Acceleration	$S_s = 2.071 \text{ g}$	$S_1 = 0.973 \text{ g}$
Site Class	D = Stiff Soil	
Site Coefficient	$F_a = 1.0$	$F_v = \text{null}$
Adjusted Spectral Acceleration	$S_{MS} = 2.071 \text{ g}$	$S_{M1} = \text{null}$
Design Spectral Response Acceleration Parameters	$S_{DS} = 1.381 \text{ g}$	$S_{D1} = \text{null}$
Peak Ground Acceleration	$\text{PGA} = 1.009 \text{ g}$	

Liquefaction

Liquefaction potential was assessed based on the information obtained from our borings and using the parameters suggested in Youd & Andrus, et al., 2001.¹¹

According to our seismic analysis, the site will experience a peak ground acceleration (PGA) during a design seismic event of 1.009 g. Further, groundwater appears to be approximately 6.0 feet bgs. Based on the depth of groundwater and the consistency of the granular soils encountered in our test pits, it is our opinion that the liquefaction potential for the site is low to moderate.

Tsunamis

Based on recent mapping and modeling done by the state of Oregon,¹² the site is within the Tsunami Inundation Zone and may be inundated during a tsunami generated by a distant-source (Alaska-Aleutian Subduction Zone) moment magnitude (Mm)

⁹ American Society of Civil Engineers

¹⁰ 2012 International Building Code

¹¹ Youd, T. L., Andrus, I. M., et al. 2001. Resistance of Soils: Summary Report from the 1996 NCEER and 1998 NCEER/NSF Workshops on Evaluation of Liquefaction Resistance of Soils. ASCE, Journal of Geotechnical and Geoenvironmental Engineering, v. 127, No. 10, pp.817-833.

¹² Oregon Department of Geology and Mineral Industries (DOGAMI) Tsunami Inundation Map (TIM) Series. Viewed at oregongeology.org

earthquake of 8.7 or greater. Because of this, we strongly recommend that the Port of Brookings Harbor staff check local resources and the State of Oregon's Department of Geology and Mineral Industries (DOGAMI) Tsunami Resource Center¹³ for current information regarding tsunami preparedness and emergency procedures.

DISCUSSION AND RECOMMENDATIONS

Feasibility

It is our opinion that the site is stable and thus suitable for siting the proposed structures, provided it is prepared in accordance with our recommendations.

We believe the existing gravel subgrade encountered in our test pits is suitable to construct the new compacted aggregate base (6-inch minimum) and concrete slab on. We understand that the finished floor elevation will be above the surrounding grade. Surface preparation should consist of the following:

1. Remove the upper 3 to 4 inches of sod, organics, loose surface debris, and asphalt from the two building footprints and a minimum of 3 feet outside the proposed footprints.
2. Remove any buried utilities, pipes, etc. and recompact any excavated areas with imported 1-inch-minus granular fill.
3. Repair any identified soft areas by excavating and replacing with 1-inch-minus crushed rock.
4. Grade the surface of the resulting rock by adding or excavating to achieve the desired subgrade elevation beneath the slab.
5. Level and roll the surface of the existing gravel with a smooth-wheel vibratory compactor (minimum 25,000 pounds) so that a firm, unyielding surface results from the work. Repair any identified soft areas by excavating and replacing with 1-inch-minus crushed rock.

The imported granular material used as aggregate base should be placed in lifts of 9 inches and compacted to at least 95 percent of the maximum dry density, as determined by ASTM D1557. Final compaction of the elevated building pad should be checked using a proof roll or other suitable method.

¹³ View online at www.oregongeology.org

Where imported granular material is placed over soft-soil subgrades, we recommend a geotextile be placed as a barrier between the subgrade and imported granular material. Installing a geotextile before placing the aggregate base will prevent the downward movement of granular materials into the underlying subgrade soil and the upward intrusion of fine-grained materials into the aggregate base matrix.

It is CGS's opinion that the proposed structures can be supported on a thickened edge slab. In order to successfully develop the site, we make the following recommendations:

1. All footings should be designed for an allowable bearing pressure of 2,000 pounds per square foot (psf) for building column and perimeter foundation loads. If greater loads are anticipated, we will need to evaluate the specific load scenario individually.
2. The recommended allowable bearing pressure applies to the total of dead plus long-term-live loads, and this bearing pressure may be doubled for short-term loads, such as those resulting from wind or seismic forces.
3. Lateral loads on footings can be resisted by passive earth pressure on the sides of the structures and by friction at the base of the footings. An allowable passive earth pressure of 250 pounds per cubic foot (pcf) may be used for footings confined by native soils and new structural fills. Adjacent floor slabs, pavements, or the upper 12 inches of adjacent unpaved areas should not be considered when calculating passive resistance.
4. For footings in contact with granular structural fill, use a coefficient of friction equal to 0.35 when calculating resistance to sliding.

Based on CGS's estimates and provided that the subgrade is prepared in accordance with CGS's recommendations, total post-construction settlement is estimated to be less than 1 inch, with post-construction differential settlement of less than 0.5 inch over a 50-foot span. CGS should confirm suitable bearing conditions and evaluate all footing subgrades. We have provided additional construction recommendations in this report under **MATERIALS**.

DRAINAGE

Surface and Groundwater

We recommend that all pavement and driveway subgrades be appropriately graded to prevent ponding and to provide positive drainage away from the buildings.

Wet-Weather/Wet-Soil Conditions

The granular soils at the site are susceptible to disturbance during the wet season. Trafficability or grading operations within the exposed soils may be difficult during or after extended wet periods or when the moisture content of the soils is more than a few percentage points above optimum. Soils disturbed during site-preparation activities, or soft or loose zones identified during probing, should be removed and replaced with compacted structural fill.

Excavation

Subsurface conditions at the project site are generally medium-dense gravel and cobbles with some boulders. Excavations in these soils may be readily accomplished with conventional earthwork equipment; however, caving may occur locally and should be anticipated, particularly below the water table.

Groundwater was encountered at 6 feet bgs in test pit TP-1. Water levels may fluctuate during the wet months of the year. If shallow groundwater is observed during construction, the use of a trench shield (or other approved temporary shoring) is recommended for cuts that extend below groundwater seepage or if vertical walls are desired for cuts deeper than 4 feet. If shoring or dewatering is used, CGS recommends that the type and design of the shoring and dewatering systems be the responsibility of the contractor, who is in the best position to choose systems that fit the overall plan of operation. These excavations should be made in accordance with applicable Occupational Safety and Health Administration guidelines and state regulations.

MATERIALS

A wide range of materials may be used as structural fill; however, all materials used should be free of organic matter or other unsuitable materials and should meet the specifications provided in the 2018 Oregon Standard Specifications for Construction,

Oregon Department of Transportation (ODOT, SS 2018),¹⁴ depending on the application. A brief characterization of some of the acceptable materials and our recommendations for their use as structural fill are provided below.

Native Soils

The surficial soils are suitable for use as landscape fill and to backfill around the structure. Material with excessive organics and other deleterious materials should not be used.

Placement

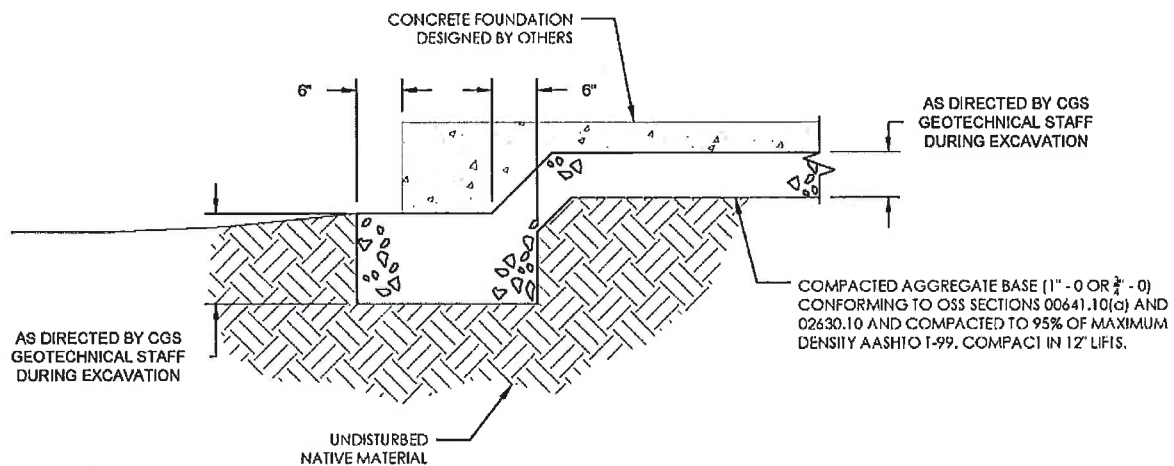


Figure 1 - Slab Base Preparation

¹⁴ http://www.oregon.gov/ODOT/Business/Documents/2018_STANDARD_SPECIFICATIONS.pdf

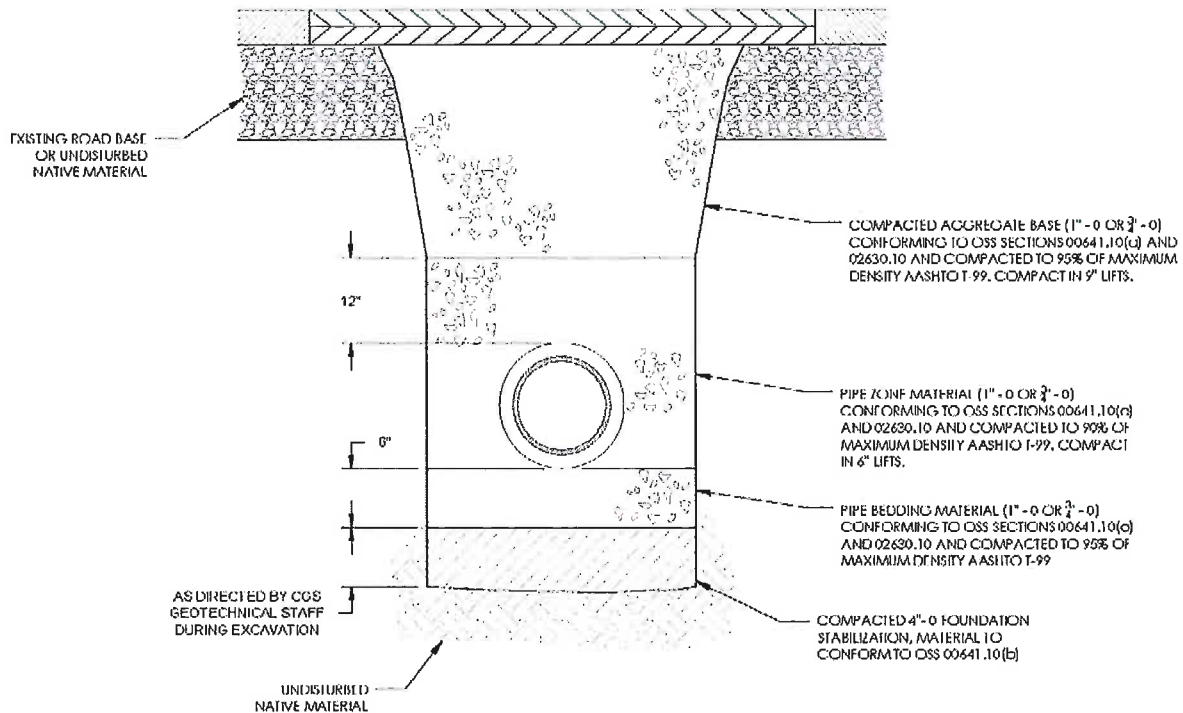


Figure 2 - Trench in ROW, Under Structure or Pavement, Etc.

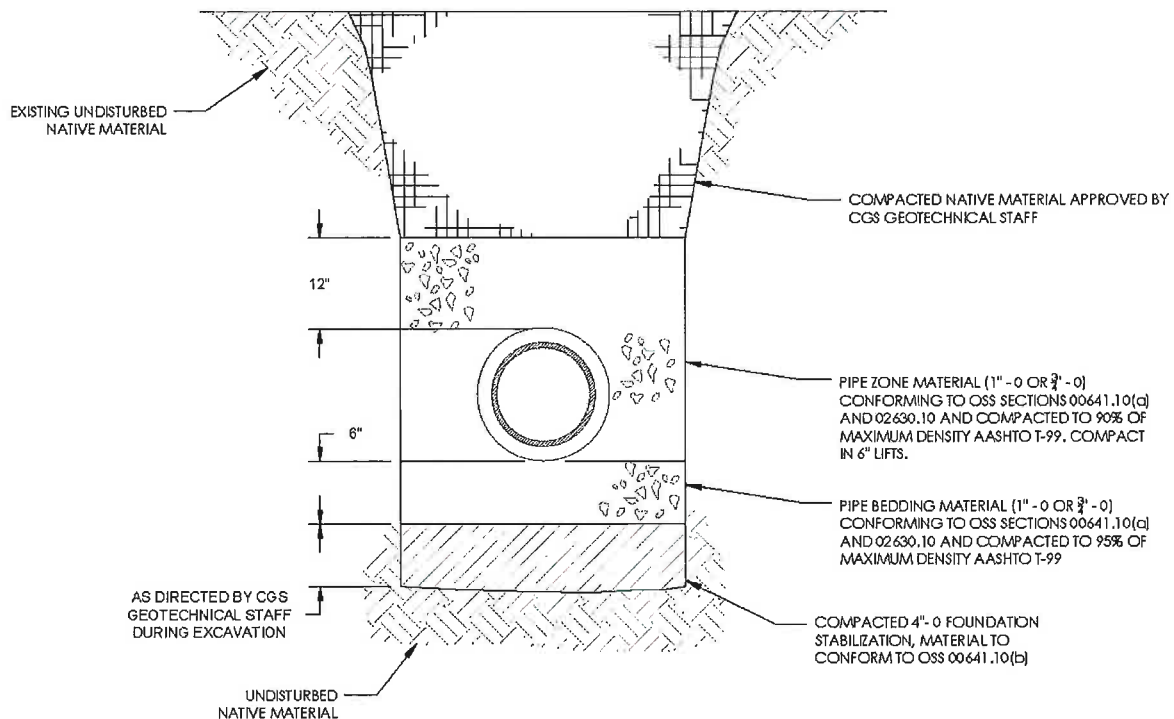


Figure 3 - Trench Not in ROW, Under Structure or Pavement, Etc.

BUILDING CODES

There is now a consensus among earth scientists that much of the western US coastline, including the entire southern Oregon coast, is in an area which has been seismically active in the recent geologic past. Our understanding of these forces is evolving and has been heightened by witnessing recent earthquakes and tsunamis in similar tectonic settings in northern Indonesia (2005) and in northern Japan (2011). In order to protect people living in seismically active areas within the state, the State has recently updated and released the 2017 Oregon Residential Specialty Code.¹⁵ It is our opinion that new structures should adopt these updated standards.

CONSTRUCTION OBSERVATIONS

Satisfactory pavement and earthwork performance depends on the quality of construction. Sufficient monitoring of the contractor's activities is a key part of determining that the work is completed in accordance with the construction drawings and specifications. We recommend that a representative from CGS be retained to observe general excavation, stripping, fill placement, footing subgrades, and subgrades and base rock for floor slabs and pavements.

Subsurface conditions observed during construction should be compared with those encountered during the subsurface explorations. Recognition of changed conditions requires experience; therefore, qualified personnel should visit the site with sufficient frequency to detect whether subsurface conditions change significantly from those anticipated.

LIMITATIONS

Cascadia Geoservices, Inc.'s (CGS) professional services are performed, findings obtained, and recommendations prepared in accordance with generally accepted principles and practices for engineering geologists. No other warranty, express or implied, is made. The Customer acknowledges and agrees that:

¹⁵ Oregon Residential Specialty Code, 2017, state of Oregon, viewed at <https://oregonhba.com/2017-oregon-residential-specialty-code-now-available/>

1. CGS is not responsible for the conclusions, opinions, or recommendations made by others based upon our findings.
2. This report has been prepared for the exclusive use of the addressee, and their agents, and is intended for their use only. It is not to be photographed, photocopied, or similarly reproduced, in total or in part, without the expressed written consent of the Customer and Cascadia Geoservices, Inc.
3. The opinions, comments, and conclusions presented in this report are based upon information derived from our literature review, historical topographic map and aerial photograph review, and on our site observations. The scope of our services is intended to evaluate soil and groundwater (ground) conditions within the primary influence or influencing the proposed development area. Our services do not include an evaluation of potential ground conditions beyond the depth of our explorations or agreed-upon scope of our work. Conditions between or beyond our site observations may vary from those encountered.
4. Recommendations provided herein are based in part upon project information provided to CGS. If the project information is incorrect or if additional information becomes available, the correct or additional information should be immediately conveyed to CGS for review.
5. The scope of services for this subsurface exploration and report did not include environmental assessments or evaluations regarding the presence or absence of wetlands or hazardous substances in the soil, surface water, or groundwater at this site.
6. If there is a substantial lapse of time between the submission of this report and the start of work at the site, if conditions have changed due to natural causes or construction operations at or adjacent to the site, or if the basic project scheme is significantly modified from that assumed, this report should be reviewed to determine the applicability of the conclusions and recommendations. Land use, site conditions (both on and off site), or other factors may change over time and could materially affect our findings. Therefore, this report should not be relied upon after two years from its issue, or in the event that the site conditions change.
7. The work performed by the Consultant is not warrantied or guaranteed.

8. There is an assumed risk when building on marginal ground, sites subject to flooding, or adjacent to bluffs, sea cliffs, or on steep ground.
9. The Consultant's work will be performed to the standards of the engineering and geology professions and will be supervised by licensed professionals. Attempts at improving marginal ground, sites subject to flooding, or adjacent to bluffs, sea cliffs, or on steep ground supporting the Customer's property may, through acts of God or otherwise, be temporary and that marginal ground, sites subject to flooding, or adjacent to bluffs, sea cliffs, or on steep ground may continue to degrade over time. The Customer hereby waives any claim that they may have against CGS for any claim, whether based on personal injury, property damage, economic loss, or otherwise, for any work performed by CGS for the Customer relating to or arising out of attempts to stabilize the marginal ground, sites subject to flooding, or bluffs, sea cliffs, or steep ground located at the Customer's property identified hereunder. It is further understood and agreed that continual monitoring of the Customer's property may be required, and that such monitoring is done by sophisticated monitoring instruments used by CGS. It is further understood and agreed that repairs may require regular and periodic maintenance by the Customer.
10. The Customer shall indemnify, defend, at the Customer's sole expense, and hold harmless CGS, affiliated companies of CGS, its partners, joint ventures, representatives, members, designees, officers, directors, shareholders, employees, agents, successors, and assigns (Indemnified Parties) from and against any and all claims for bodily injury or death, damage to property, demands, damages, and expenses (including but not limited to investigative and repair costs, attorney's fees and costs, and consultant's fees and costs) (hereinafter "Claims") which arise or are in any way connected with the work performed, materials furnished, or services provided under this Agreement by CGS or its agents.

PROFESSIONAL QUALIFICATIONS

To review our professional qualifications, please visit our website at
www.CascadiaGeoservices.com.

Sincerely,

Cascadia Geoservices, Inc.



Eric Oberbeck, CEG
Expires June 1, 2020



PHOTOS

FIGURES

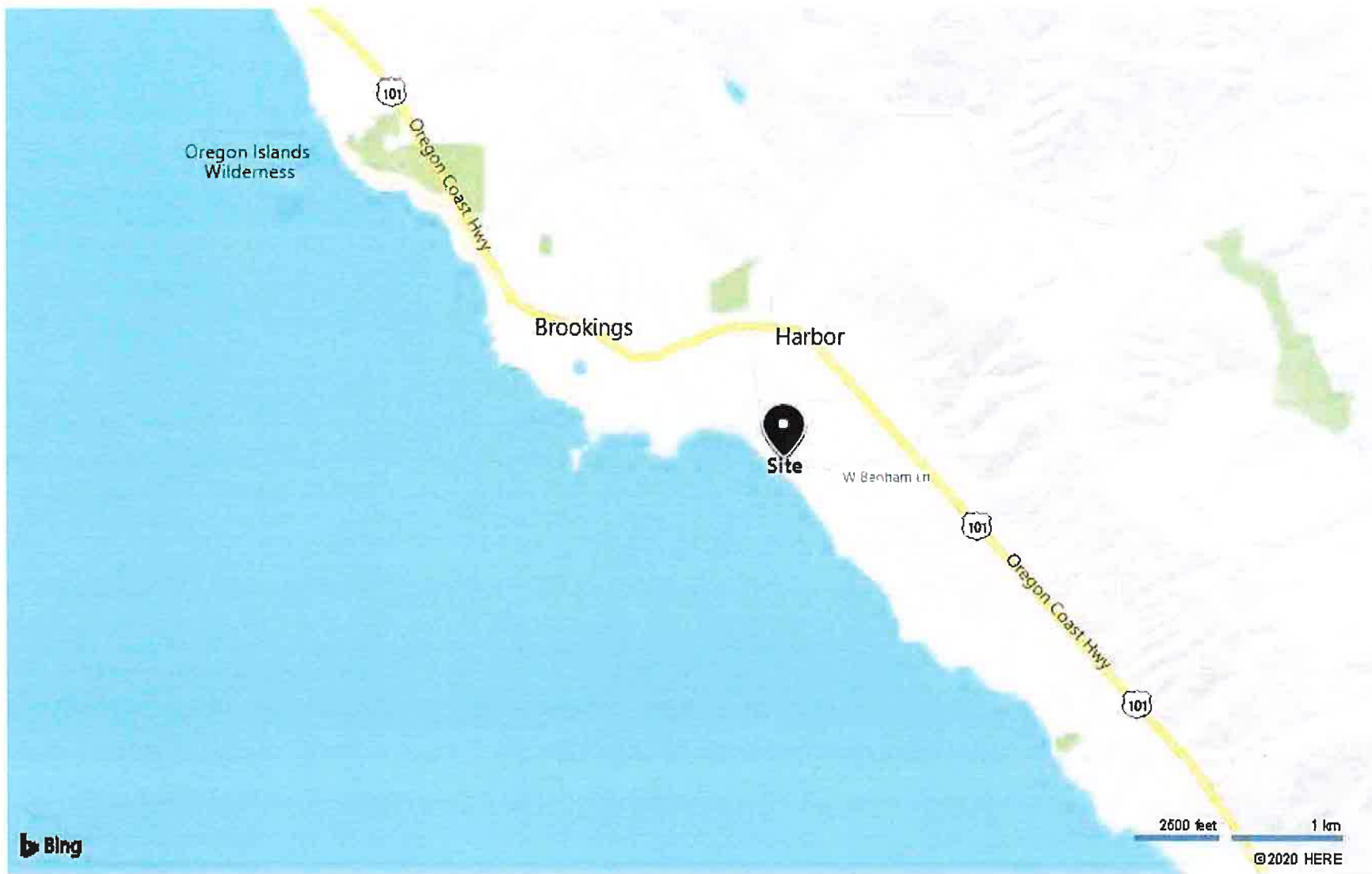
Figure 1, Location Map

Figure 2, Site Map

ATTACHMENTS

Attachment 1 – Summary Test Pit Logs

Attachment 2 – Lab Analysis Reports



Prepared for Port of Brookings Harbor



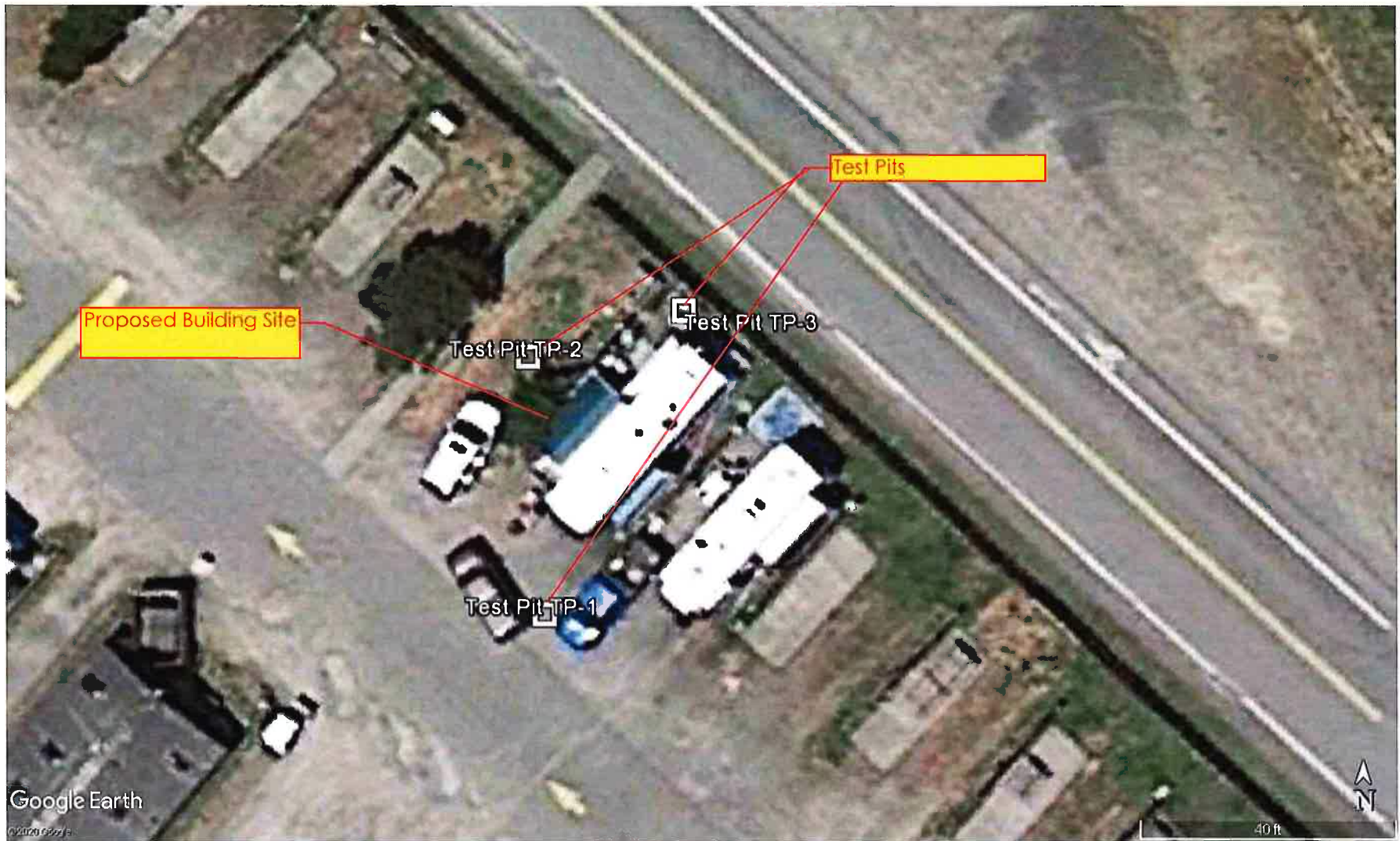
Project: 20008

March, 2020

Location Map
 Port of Brookings Harbor Beachfront RV Park
 Lower Harbor Road
 Harbor, Oregon 97415

**Figure
1**

176



Prepared for Port of Brookings Harbor



Project: 20008

March, 2020

Site Map

Port of Brookings Harbor Beachfront RV Park
Lower Harbor Road
Harbor, Oregon 97415

**Figure
2**

MT

TABLE 1
FIELD CLASSIFICATIONS

SOILS



SOIL DESCRIPTION FORMAT	
(1) consistency,	(9) structure,
(2) color,	(10) cementation,
(3) grain size,	(11) reaction to HCL,
(4) classification name [secondary PRIMARY additional];	(12) odor,
(5) moisture,	(13) groundwater seepage,
(6) plasticity of fines,	(14) caving,
(7) angularity	(15) (unit name and/or origin),
(8) shape,	

Note: Bolded items are the minimum required elements for a soil description.

1. CONSISTENCY - COARSE-GRAINED				
TERM	SPT (140-LB. HAMMER) ¹	D & M SAMPLER (140-LB. HAMMER) ¹	DYNAMIC CONE PENETROMETER PENETRATION RATE SAMPLER (DCP) ^{4,5,6}	FIELD TEST (USING ½-INCH REBAR)
Very loose	0 – 4	0 – 11	0 – 2	Easily penetrated when pushed by hand
Loose	4 – 10	11 – 26	2 – 5	Easily penetrated several inches when pushed by hand
Medium dense	10 – 30	26 – 74	6 – 31	Easily to moderately penetrated when driven by 5 lb. hammer
Dense	30 – 50	74 – 120	32 – 42	Penetrated 1-foot with difficulty when driven by 5 lb. hammer
Very dense	>50	>120	>43	Penetrated only few inches when driven by 5 lb. hammer

1. CONSISTENCY - FINE-GRAINED						
TERM	SPT (140-LB. HAMMER) ¹	D & M SAMPLER (140-LB. HAMMER) ¹	DYNAMIC CONE PENETROMETER PENETRATION RATE SAMPLER (DCP) ^{5,6}	POCKET PEN. ²	TORVANE ³	FIELD TEST
Very soft	<2	<3	<2	<0.25	<0.13	Easily penetrated several inches by fist
Soft	2 – 4	3 – 6	2 – 3	0.25 – 0.5	0.13 – 0.25	Easily penetrated several inches by thumb
Medium stiff	5 – 8	7 – 12	4 – 7	0.50 – 1.0	0.25 – 0.5	Can be penetrated several inches by thumb with moderate effort
Stiff	9 – 15	13 – 25	8 – 16	1.0 – 2.0	0.5 – 1.0	Readily indented by thumb but penetrated only with great effort
Very stiff	16 – 30	26 – 65	17 – 27	2.0 – 4.0	1.0 – 2.0	Readily indented by thumbnail
Hard	>30	>65	>28	>4.0	>2.0	Difficult to indent by thumbnail

¹ Standard penetration resistance (SPT N-value); Dames and Moore (D & M) sampler, number of blows/ft. for last 12" and 30" drop. Unconfined

² compressive strength with pocket penetrometer; in tons per square foot (tsf).

³ Undrained shear strength with torvane (tsf).

⁴ Up to maximum medium-size sand grains only.

⁵ Dynamic cone penetration resistance; number of blows/inch.

⁶ Reference: George F. Sowers et. al. "Dynamic Cone for Shallow In-Situ Penetration Testing of In-Situ Soils, ASTM STP 399, ASTM, , pg. 29. 1966.

2. COLOR

Use common colors. For combinations use hyphens. To describe tint use modifiers: pale, light, and dark. For color variations use adjectives such as "mottled" or "streaked". Soil color charts may be required by client. **Examples:** red-brown; or orange-mottled pale green; or dark brown.

3. GRAIN SIZE

DESCRIPTION		SIEVE*	OBSERVED SIZE
boulders		—	>12"
cobbles		—	3" – 12"
gravel	coarse	¾" – 3"	¾" – 3"
	fine	#4 – ¾"	4.75 mm (0.19") – ¾"
sand	coarse	#10 – #4	2.0 – 4.75 mm
	medium	#40 – #10	0.425 – 2.0 mm
	fine	#200 – #40	0.075 – 0.425 mm
fines		<#200	<0.075 mm

4. CLASSIFICATION NAME

* Use of #200 field sieve encouraged for estimating percentage of fines.

NAME AND MODIFIER TERMS		CONSTITUENT PERCENTAGE	CONSTITUENT TYPE
Coarse grained	GRAVEL, SAND, COBBLES, BOULDERS	>50%	PRIMARY
	sandy, gravelly, cobbly, bouldery	30 – 50%	secondary
	silty, clayey*	15 – 50%	
	with (gravel, sand, cobbles, boulders)	15 – 30%	additional
	with (silt, clay)*	5 – 15%	
	trace (gravel, sand, cobbles, boulders)	<5%	
Fine grained	CLAY, SILT*	>50%	PRIMARY
	silty, clayey*	30 – 50%	secondary
	sandy, gravelly	15 – 30%	
	with (sand, gravel, cobbles, boulders)	5 – 15%	additional
	with (silt, clay)*		
	trace (sand, gravel, cobbles, boulders)		
Organic	PEAT	50 – 100%	PRIMARY
	organic (soil name)	15 – 50%	secondary
	(soil name) with some organics	5 – 15%	additional





* For classification and naming fine-grained soil: dry strength, dilatancy, toughness, and plasticity testing are performed (see Describing Fine-Grained Soil page 2). Confirmation requires laboratory testing (Atterberg limits and hydrometer).

TABLE 1
FIELD CLASSIFICATIONS

SOILS

5. MOISTURE	
TERM	FIELD TEST
dry	absence of moisture, dusty, dry to touch
moist	contains some moisture
wet	visible free water, usually saturated

6. PLASTICITY OF FINES
See "Describing fine-grained Soil" on Page 2.

7. ANGULARITY
 rounded  Angular  subrounded  Subangular

8. Shape	
TERM	OBSERVATION
flat	particles with width/thickness ratio >3
elongated	particles with length/width ratio >3
flat and elongated	particles meet criteria for both flat and elongated

9. STRUCTURE	
TERM	OBSERVATION
stratified	alternating layers >1 cm thick, describe variation
laminated	alternating layers <1 cm thick, describe variation
fissured	contains shears and partings along planes of weakness
slickensides	partings appear glossy or striated
blocky	breaks into lumps, crumbly
lensed	contains pockets of different soils, describe variation
homogenous	same color and appearance throughout

10. CEMENTATION	
TERM	FIELD TEST
weak	breaks under light finger pressure
moderate	breaks under hard finger pressure
strong	will not break with finger pressure

11. REACTION TO HCL	
TERM	FIELD TEST
none	no visible reaction
weak	bubbles form slowly
strong	vigorous reaction

12. ODOR
Describe odor as organic; or potential non-organic*
*Needs further investigation

13. GROUNDWATER SEEPAGE
Describe occurrence (i.e. from soil horizon, fissures with depths) and rate: slow (<1 gpm); moderate (1-3 gpm); fast (>3 gpm)

14. CAVING
Describe occurrence (depths, soils) and amount with term
Test Pits minor (<1 ft³) moderate (1-3 ft³) Severe (>3 ft³)

15. (UNIT NAME/ORIGIN)
Name of stratigraphic unit (e.g. Willamette Silt), and/or origin of deposit (Topsoil, Alluvium, Colluvium, Decomposed Basalt, Loess, Fill, etc.).

DESCRIBING FINE-GRAINED SOIL				
FIELD TEST				
NAME	PLASTICITY (A BELOW)	DRY STRENGTH (B BELOW)	DILATANCY REACTION (C BELOW)	TOUGHNESS OF THREAD (D BELOW)
SILT	non-plastic, low	none, low	rapid	low
SILT with some clay	low	low, medium	rapid, slow	low, medium
clayey SILT	low, medium	medium	slow	medium
silty CLAY	medium	medium, high	slow, none	medium, high
CLAY with some silt	high	High	none	high
CLAY	high	very high	none	high
organic SILT	non-plastic, low	low, medium	slow	low, medium
organic CLAY	medium, high	medium to very high	none	medium, high
A. PLASTICITY				
TERM	OBSERVATION			
non-plastic	A 1/8" (3-mm) thread cannot be rolled at any water content.			
low	The thread can barely be rolled and the lump cannot be formed when drier than the plastic limit.			
medium	The thread is easy to roll and not much time is required to reach the plastic limit. The thread cannot be re-rolled after reaching the plastic limit. The lump crumbles when drier than the plastic limit.			
high	It takes considerable time rolling and kneading to reach the plastic limit. The thread can be re-rolled several times after reaching the plastic limit. The lump can be formed without crumbling when drier than the plastic limit.			
B. DRY STRENGTH				
TERM	OBSERVATION			
none	Dry specimen crumbles into powder with mere pressure of handling.			
low	Dry specimen crumbles into powder with some finger pressure.			
medium	Dry specimen breaks into pieces or crumbles with considerable finger pressure.			
high	Dry specimen cannot be broken with finger pressure. Will break into pieces between thumb and a hard surface.			
very high	Dry specimen cannot be broken between thumb and a hard surface.			
C. DILATANCY REACTION				
TERM	OBSERVATION			
none	No visible change in the specimen.			
slow	Water appears slowly on surface of specimen during shaking and doesn't disappear or disappears slowly upon squeezing.			
rapid	Water appears quickly on the surface of the specimen during shaking and disappears quickly upon squeezing.			
D. TOUGHNESS OF THREAD				
TERM	OBSERVATION			
low	Only slight hand pressure is required to roll the thread near the plastic limit. The thread and lump are weak and soft.			
medium	Medium pressure is required to roll the thread to near the plastic limit. The thread and lump have medium stiffness.			
high	Considerable hand pressure is required to roll the thread to near the plastic limit. The thread and lump have very high stiffness.			

TABLE 2
KEY TO TEST PIT AND BORING LOG SYMBOLS

SAMPLE NUMBER ACRONYMS/WATER SYMBOLS

DM - Dames & Moore Sampler

GR - Grab or Bulk Samples

OS - Osterberg (Piston) Sampler

C - Rock Core

SA - Screen Air Sampling

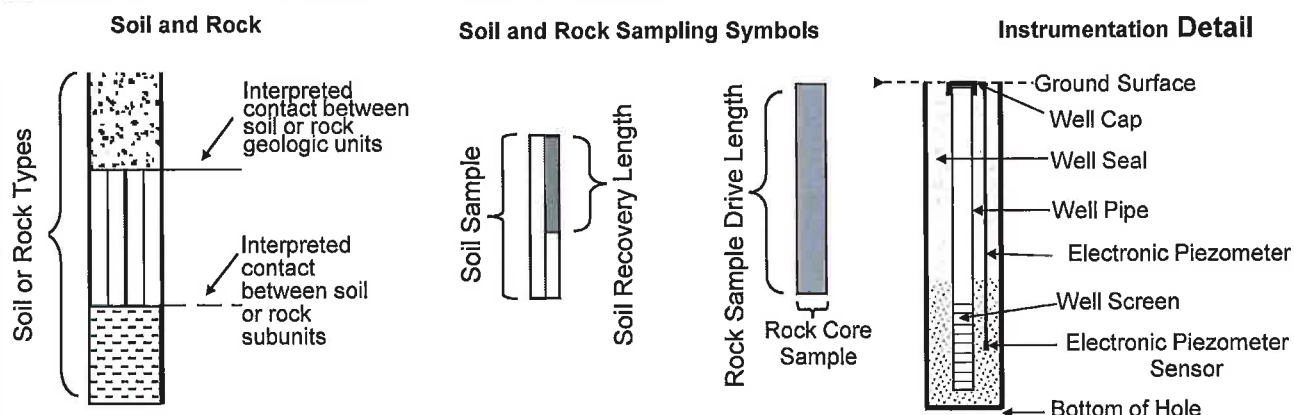
SW - Screen Water Sampling

SS - SPT Standard Penetration Drive Sampler (ASTM D1586)

ST - Shelby Tube Push Sampler (ASTM D1587)

 Water Level
During Drilling/
Excavation




 Water Level
on Date
Measured

LOG GRAPHICS/INSTALLATIONS

GEOTECHNICAL FIELD & LABORATORY TESTING/ACRONYM EXPLANATIONS

ATT	Atterberg Limits	OC	Organic Content
AMSL	Above Mean Sea Level	OD	Outside Diameter
BGS	Below ground surface	P200	Percent Passing U.S. Standard No. 200 Sieve
CBR	California Bearing Ratio	PI	Plasticity Index
CON	Consolidation	PL	Plasticity Limit
DCP	Dynamic Cone Penetrometer	PP	Pocket Penetrometer
DD	Dry Density	RES	Resilient Modulus
DS	Direct Shear	SC	Sand Cone
GPS	Global Positioning System	SIEV	Sieve Gradation
HCL	Hydrochloric Acid	SP	Static Penetrometer
HYD	Hydrometer Gradation	TOR	Torvane
kPa	kiloPascal	UC	Unconfined Compressive Strength
LL	Liquid Limit	VS	Vane Shear



ENVIRONMENTAL TESTING/ACRONYM EXPLANATIONS

ATD	At Time of Drilling	ND	Not Detected
BGS	Below ground surface	NS	No Sheen
CA	Sample Submitted for Chemical Analysis	PID	Photoionization Detector Headspace Analysis
HS	High Sheen	PPM	Parts Per Million
MS	Moderate Sheen		

TEST PITS		PORT OF BROOKINGS RV PARK LOWER HARBOR ROAD BROOKINGS, OREGON		Cascadia Geoservices 190 6th Street Mail: PO Box 1026 Port Orford, Oregon 97465 Direct: 541-332-0433 Cell: 541-655-0021 Email: eric@cascadiageoservices.com Web: www.cascadiageoservices.com			
CASCADIA GEOSERVICES PROJECT NO: 20008							
DEPTH IN FEET	GRAPHIC LOG	MATERIAL DESCRIPTION	DEPTH	TESTING	SAMPLE/ SAMPLE ID	◆ DYNAMIC PENETROMETER (DP or DCP) ■ STATIC PENETROMETER (SP) ● MOISTURE CONTENT (%) ○ INDEX PROPERTIES (IP) ○ NUCLEAR DENSITY (ND) ○ DRY DENSITY (DD) ○ SIEVE (SIEV)	COMMENTS
TP-1 SURFACE CONDITIONS: Dry <div style="float: right;">TP-1</div>							
0.0		ASPHALT	0.0				
0.3		GRAVEL road base (FILL)	0.3				
0.5		COBBLES, angular, to 6-inch diameter (FILL)	0.5				
2.0		becomes medium dense gray, silty	2.5	DCP	SS-1	12	
3.0		sandy GRAVEL; damp (FILL)	3.0				
4.0		becomes SAND	4.0	DCP	SS-2	21	
5.0		becomes wet	5.0				
6.0		Final depth 6.0 feet bgs; test pit backfilled with uncompacted excavated material	6.0	DCP	SS-3	30	
7.0							
9.0							
							W% = 11.1% ▽ 02/18/20 Groundwater level detected at 6.0 feet bgs. No caving detected at the time of exploration
TP-1 Location: Lat: 42.04412 Long: -124.26719 (See Figure 2)						Completed: 2/18/2020	
TP-2 SURFACE CONDITIONS: Dry <div style="float: right;">TP-2</div>							
0.0		(Removed top 6 inches)	0.0				
0.5		Silty sandy GRAVEL road base; rounded, 3/4-inch diameter (FILL)	0.5	DCP		32	
2.0		becomes medium dense rounded, 2-inch diameter GRAVEL	2.0				
4.0		becomes with more GRAVEL, rounded, to 3-inch diameter	4.0	DCP	SS-4	14	
5.0			5.0	DCP		12	
6.0		Final depth 6.0 feet bgs; test pit backfilled with uncompacted excavated material	6.0				
7.0							
8.0							
9.0							
							Hard digging at 3.0 feet bgs W% = 14.4% Hard digging at 5.0 feet bgs No seepage or caving detected at the time of exploration
TP-2 Location: Lat: 42.04423 Long: -124.26720 (See Figure 2)						Completed: 2/18/2020	

EXCAVATION METHOD: Mini Excavator
EXCAVATED BY: S-R Construction

LOGGED BY: E. Oberbeck

TEST PITS		PORT OF BROOKINGS RV PARK LOWER HARBOR ROAD BROOKINGS, OREGON		Cascadia Geoservices 190 6th Street Mail: PO Box 1026 Port Orford, Oregon 97465 Direct: 541-332-0433 Cell: 541-655-0021 Email: eric@cascadiageoservices.com Web: www.cascadiageoservices.com				
CASCADIA GEOSERVICES PROJECT NO: 20008								
DEPTH IN FEET	GRAPHIC LOG	MATERIAL DESCRIPTION	DEPTH	TESTING	SAMPLE/ SAMPLE ID	◆ DYNAMIC PENETROMETER (DP or DCP) ■ STATIC PENETROMETER (SP) ● MOISTURE CONTENT (%) ● INDEX PROPERTIES (IP) ● NUCLEAR DENSITY (ND) ● DRY DENSITY (DD) ● SIEVE (SIEV)		COMMENTS
<div style="display: flex; justify-content: space-between;"> TP-3 SURFACE CONDITIONS: Dry TP-3 </div>								
0.0		(Removed top 6 inches)	0.0		0	25	50	W% = 11.4% No seepage or caving detected at the time of exploration Hard digging at 6.0 feet bgs
0.5		Dark gray, silty sandy GRAVEL; rounded, subrounded, to 3-inch diameter (FILL)	0.5					
1.0			1.0					
2.0		becomes medium dense gray, silty sandy GRAVEL; clasts are variable in size, subrounded to subangular (FILL)	2.0	DCP	SS-3	30		
3.0			3.0					
4.0		becomes gray, clayey silty SAND with some gravel (FILL)	4.0	DCP	SS-6	15		
5.0		5.0						
6.0		Final depth 6.0 feet bgs; test pit backfilled with uncompacted, excavated material	6.0	DCP	SS-7	28		
7.0			7.0					
8.0			8.0					
9.0			9.0					


TP-3 Location: Lat: 42.04425 Long: -124.26711 (See Figure 2)
Completed: 2/18/2020

EXCAVATION METHOD: Mini Excavator
 EXCAVATED BY: 5-R Construction

LOGGED BY: E. Oberbeck

ALL EXPLORATIONS-2 PER PAGE PORT OF BROOKINGS TP1-3.GPJ PRINT DATE 3/2/20



DAILY FIELD REPORT			Job No. 619034	
			Page 1 Of 1	
Project Name 20008, 20006Winters, 20006Frye		Client/Owner Cascadia Geoservices, Inc.		Daily Field Report Sequence No
General Location Of Work In Lab		Owner/Client Representative Eric Oberbeck, RG, CEG		Date 2/21/2020
				Day Of Week Friday
General Contractor Cascadia Geoservices, Inc.		Grading Contractor		Project Engineer
Type Of Work Moistures, P200, LL-PL		Grading Contractor, Superintendent, Or Foreman		Supervisor
Source & Description Of Fill Material			Weather Cloudy	
			Technician Dennis Edwards	
			Key Persons Contacted (Civil Engr, Architect, Developer, Etc)	
Describe Equipment Used For Hauling, Spreading, Watering, Conditioning, & Compacting				
<p>On 2/21/2020 Eric Oberbeck dropped off 9 samples of material wanting moistures on all 9 samples and P200 on sample marked SS4 Winters (20006), and LL-PL on samples marked SS11 Frye (20006).</p> <p>Results: Port of Brookings 20008 Sample SS2: Wet Sample = 746.5g Dry Sample = 671.7g %Moisture = 11.1% Sample SS4: Wet Sample = 919.7g Dry Sample = 804.1g %Moisture = 14.4% Sample SS6: Wet Sample = 926.4g Dry Sample = 831.3g %Moisture = 11.4%</p> <p>Results: Winters 20006 Sample SS1: Wet Sample = 492.0g Dry Sample = 385.7g %Moisture = 27.6% Sample SS4: Wet Sample = 483.9g Dry Sample = 404.8g %Moisture = 19.5% After Wash = 258.9g P200 = 404.8g - 258.9g = 145.9g 36% Washed Out Sample SS11: Wet Sample = 503.0g Dry Sample = 402.6g %Moisture = 24.9%</p> <p>Results: Frye 20006 Sample SS2: Wet Sample = 405.9g Dry Sample = 358.4g %Moisture = 13.3% Sample SS9: Wet Sample = 563.0g Dry Sample = 488.1g %Moisture = 15.3% Sample SS11: Wet Sample = 362.5g Dry Sample = 309.2g %Moisture = 17.2% Atterberg Limits: PL = 25.1% LL = 32.7% PI = 32.7 - 25.1 = 7.6</p>				
 43099		Copy given to:		Reported By: Dennis Edwards

1 **SECTION 02511 – HOT MIXED ASPHALT 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 hot mixed asphalt paving over prepared subbase.

16
17 Prepared subbase is specified in another Division 2 Section.

18
19 Proof rolling of prepared subbase is included in this Section.

20
21 Pavement – marking paint is included in in this Section.
22

23
24 SUBMITTALS

25
26 Material certificates signed by material producer and Contractor, certifying that each material item complies
27 with or exceeds specified requirements.
28

29
30 SITE CONDITIONS

31
32 Weather Limitations: Apply coats when ambient temperature is above 50°F (10°C) and when temperature
33 has not been below 35°F (1°C) for twelve (12) hours immediately prior to application. Do not apply when
34 base is wet or contains an excess of moisture.
35

36 Grade Control: Establish and maintain required lines and elevations.
37

38 Pavement Marking Paint: Proceed with pavement marking only on clean dry surfaces and at a minimum
39 ambient or surface temperature of 40°F (4°C) for oil based materials, 50°F (10°C) for water based materials,
40 and not exceeding 95°F.
41

42
43 **PART 2 – PRODUCTS**

44
45
46 MATERIALS

47
48 General: Use locally available materials and gradations that exhibit a satisfactory record of previous
49 installations.
50

51 Base Course Aggregate: Sound, angular crushed stone or crushed gravel ASTM D692, Type 1, well
52 graded.
53

54 Base Coarse: 1½" minus, evenly graded. Minimum 6" thick base course.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

Leveling Coarse: $\frac{3}{4}$ " minus, evenly graded. Minimum 2" thick.

Asphalt Aggregate: Provide single lift of minimum 3" thickness at car parking at laundry. Aggregate shall comply with Oregon Department of Transportation Standard section 00744.10 and 00744.12 for a Level II $\frac{1}{2}$ " Dense mix.

Asphalt Cement: ASTM D 3381 for viscosity graded material (AASHTO M226)

Viscosity Grade: PG 64-22 or PG 70-22, contractor's option.

Herbicide Treatment: Commercial chemical for weed control, registered by Environmental Protection Agency. Granular monoborchlorate.

Lane Marking Paint: Alkyd-resin type, lead and chromate free, ready mixed, complying with AASHTO M 248, Type N.

Color: White. (Yellow where indicated.)

ASPHALT AGREGATE MIXTURE

Provide plant mixed, hot laid asphalt aggregate mixture complying with ASTM D 3515 and as recommended by local paving authorities to suit Project conditions. Submit certificate and list of toher projects with same mix.

PART 3 – EXECUTION

SURFACE PREPARATION

General: Remove loose material from compacted subbase surface immediately before applying herbicide treatment.

Proof roll prepared subbase surface to check for unstable areas and areas requiring additional compaction.

Notify Contractor of unsatisfactory conditions. Do not begin paving work until deficient subbase areas have been corrected and area ready to receive paving.

Herbicide Treatment: Apply chemical weed control agent in strict compliance with manufacturer's recommended dosage and application instructions. Apply to compacted, dry subbase.

GRAVEL BASE

Place gravel base in compacted layers. Spread, shape and compact all material placed during same day. Compact gravel base to 95% of maximum density, in accordance with ASTM D1557 – Method D.

PLACING MIX

General: Place hot mixed asphalt mixture on prepared surface, spread and strike off. Spread mixture at minimum temperature of 226°F (107°C). Place areas inaccessible to equipment by hand. Place each course to required grade, cross-section and compacted thickness.

Pave Placing: Place in strips not less than 10 feet wide, unless otherwise acceptable to Architect. After first strip has been placed and rolled, place succeeding strips and extend rolling to overlap previous strips. Complete base course of a section before placing surface course. Immediately correct surface irregularities in finish course behind paver. Remove excess material forming high spots with shovel or lute.

Joints: Make joints between old and new pavements, or between successive days work, to ensure continuous bond between adjoining work. Construct joints to have the same texture, density and smoothness as other sections of hot mixed asphalt course. Clean contact surfaces and apply tack coat.

ROLLING

General: Begin rolling when mixture will bear roller weight without excessive displacement. Compact mixture with hot hand tampers or vibrating plate compactors in areas inaccessible to rollers.

Breakdown Rolling: Accomplish breakdown or initial rolling immediately following rolling of joints and outside edge. Check surface after breakdown rolling and repair displaced areas by loosening and filling, if required, with hot material.

Second Rolling: Follow breakdown rolling as soon as possible, while mixture is hot. Continue rolling until mixture has been evenly compacted.

Finish Rolling: Perform finish rolling while mixture is still warm enough for removal of roller marks. Continue rolling until roller marks are eliminated and course has attained 95 percent laboratory density.

Patching: Remove and replace paving areas mixed with foreign materials and defective areas. Cut out such areas and fill with fresh, not mixed asphalt. Compact by rolling to specified surface density and smoothness.

Protection: After final rolling, do not permit vehicular traffic on pavement until it has cooled and hardened.

Erect barricades to protect paving from traffic until mixture has cooled enough not to become marked.

TRAFFIC AND LANE MARKINGS

Cleaning: Sweep and clean surface to eliminate loose material and dust.

Striping and Signage: Use traffic lane marking paint, factory mixed, quick drying and non-bleeding.

Verify minimum curing time necessary for asphalt before installation of permanent marking. Consult with Architect.

Do not apply traffic and lane marking paint until layout and placement have been completed for entire area. Notify Architect of discrepancy before paint application.

Apply paint with mechanical equipment to produce uniform straight edges. Apply at manufacturer's recommended rates to provide minimum 12 to 15 mils dry thickness.

FIELD QUALITY CONTROL

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1 General: Testing in place hot mixed asphalt courses for compliance with requirements for thickness and
2 surface smoothness. Repair or remove and replace unacceptable paving as directed by the Architect.

3
4 Thickness: In place compacted thickness tested in accordance with ASTM D 3549 will not be acceptable
5 if exceeding allowable variation of plus or minus $\frac{1}{4}$ ".

6
7 Surface Smoothness: Test finished surface or each hot mixed asphalt course for smoothness, using 10
8 foot straight edge applied parallel with and at right angles to centerline of paved area. Surfaces will not be
9 acceptable if exceeding the following tolerances for smoothness: $\frac{3}{16}$ ".

10
11 Crowned Surfaces: Test with crowned template centered and at right angle to crown. Maximum allowable
12 variance from template is $\frac{1}{4}$ ". Check surface areas at intervals as directed by the Architect.

13
14
15
16
17
END OF SECTION

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. site 1A thru 10A.
49

50
51 **PART 3 – EXECUTION**

52
53
54 GRAVEL COURSES

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 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.

Use plywood to comply with U.S. Product Standard for Construction and Industrial Plywood DOC PS1 "B-B (Concrete Form) Plywood", Class 1 or better, Exterior Grade, mill-oiled and edge sealed, with each piece bearing legible inspection trademark.

Forms for Unexposed Finish Concrete: Plywood, lumber, metal or other acceptable material. Provide lumber dressed on at least two (2) edges and one (1) side for tight fit.

Form Coatings: Provide commercial formulation form-coating compounds that will not bond with, stain, or adversely affect concrete surfaces and will not impair subsequent treatments of concrete surfaces.

REINFORCING MATERIALS

Welded Wire Fabric: ASTM A 185, welded steel wire fabric.

Supports for Reinforcement: Bolsters, chairs, spacers and other devices for spacing, supporting and fastening welding wire fabric in place. Use wire-bar-type supports complying with CRSI Specifications.

For slabs-on-grade, use supports with sand plates or horizontal runners where base material will not support chair legs.

CONCRETE MATERIALS

Portland Cement: ASTM C 150, Type 1.

Fly Ash: ASTM C 618, Type F.

Normal Weight Aggregates: ASTM C 33 and as herein specified. Provide aggregates from a single source for exposed concrete. Natural aggregates free from deleterious coatings. Aggregates shall be thoroughly washed before use.

Fine Aggregates: Conform to ASTM C 33. Materials finer than the 200 sieve shall not exceed 4%. Use only clean, sharp, natural sand.

Coarse Aggregates: Use only natural gravels, a combination of gravels and crushed gravels, crushed stone or a combination of these materials containing no more than 15 percent flat or elongated particles (long dimension more than five (5) times the short dimension). Materials finer than 200 sieve shall not exceed 0.5%.

Water: Drinkable.

Admixtures, General: Provide admixtures for concrete that contain not more than 0.1% chloride ions.

Water-Reducing Admixture: All concrete shall contain a water-reducing admixture. The admixture shall conform to ASTM C 494, Type A except it shall contain no chlorides, shall be nontoxic after thirty (30) days and shall be compatible with the air-entraining admixtures. The amount of admixture added to the concrete shall be in accordance with the manufacturer's recommendations. Furnish a compliance statement that the admixture used satisfies all requirements of the Specification.

Moisture Barrier: Provide over prepared base material where indicated below slabs on grade. Use only materials that are resistant to deterioration when tested in accordance with ASTM E 154 and exceeds ASTM E 1745 Class A, B and C Standards.

"MOISTOP ULTRA 15" as manufactured by Fortifiber Corporation, 1-800-773-4777.

"VAPORBLOCK VB 15" as manufactured by Raven Industries, 1-800-635-3456, or approved.

Moisture-Retaining Cover: One of the following, complying with ASTM C 171.

Waterproof paper.

Polyethylene film.

Polyethylene-coated burlap.

PROPORTIONING AND DESIGN OF MIXES

Prepare design mixes for each type and strength of concrete by either laboratory trial batch or field experience methods as specified in ACI 301. If trial batch method is used, use an independent testing facility acceptable to Architect for preparing and reporting proposed mix designs. The testing facility shall not be the same facility as used for field quality control testing.

Limit use of fly ash to not exceed 25 percent of cement content by weight.

Submit written reports to Architect of each proposed mix for each class of concrete at least seven (7) days prior to start of Work. Do not begin concrete production until proposed mix designs have been reviewed by Architect.

Design mixes to provide normal weight of concrete with the following properties:

Exterior Slabs, Sidewalks and Curbs: 3000-psi, 28-day compressive strength; (air-entrained). $\frac{3}{4}$ " minus aggregate.

Adjustment to Concrete Mixes: Mix design adjustments may be requested by Contractor when characteristics of materials, job conditions, weather, test results, or other circumstances warrant, as accepted by Architect. Laboratory test data for revised mix design and strength must be submitted to and accepted by Architect before using in Work.

ADMIXTURES

Use water-reducing admixture or high range water-reducing admixture (super plasticizer) in all concrete.

Use air-entraining admixture in exterior exposed concrete slabs, unless otherwise indicated. Add air-entraining admixture at manufacturer's prescribed rate to result in concrete at point of placement having total air content of 3% to 6% measured by volume.

Use admixtures for water reduction and set control in strict compliance with manufacturer's directions.

Slump Limits: Proportion and design mixes to result in concrete slump at point of placement as follows:

Slabs: Not more than four (4) inches.

CONCRETE MIXING

Ready-Mix: comply with requirements of ASTM C 94, and as specified. Provide batch ticket for each batch used in Project. Addition of water to batch at site is not permitted.

When air temperature is between 85 degrees Fahrenheit (30 degrees Celsius) and 90 degrees Fahrenheit (32 degrees Celsius), reduce mixing and delivery time from 1½ hours to 75 minutes, and when air temperature is above 90 degrees Fahrenheit (32 degrees Celsius), reduce mixing and delivery time to sixty (60) minutes.

PART 3 – EXECUTION

FORMS

General: Design, erect, support, brace, and maintain formwork to support loads that might be applied until concrete has cured adequately. Construct formwork so concrete is of correct alignment, elevation and position. Maintain formwork construction tolerances complying with ACI 347.

Construct forms to obtain accurate alignment, location and grades. Solidly butt joints and provide backup at joints to prevent leakage of cement paste.

Fabricate forms for easy removal without hammering or prying against concrete surfaces. Provide crush plates where stripping may damage cast concrete surfaces.

Provisions for Other Trades: Provide openings in concrete formwork to accommodate Work of other trades. Determine size and location of openings, recesses and chases from trades providing such items. Accurately place and securely support items built into forms.

Cleaning and Tightening: Thoroughly clean forms and adjacent surfaces to receive concrete. Remove chips, wood, sawdust, dirt or other debris just before concrete is placed. Retighten forms and bracing before concrete placement as required to prevent mortar leaks and maintain proper alignment.

MOISTURE BARRIER INSTALLATION

General: Following leveling and tamping of granular base, place moisture barrier with longest dimension parallel to structure. Install moisture barrier membrane and accessories following ASTM E1643 and manufacturer's recommendations for a complete moisture barrier system.

Lap joints six (6) inches and seal barrier joints with manufacturer's recommended mastic and pressure-sensitive tape. Seal around all penetration through membrane, i.e. pipes, conduits etc. Special attention to slab edges, conduits and other slab penetrations to provide complete waterproof installation.

PLACING REINFORCEMENT

General: Comply with Concrete Reinforcing Steel Institute's recommended practice for "Placing Reinforcing Bars", for details and methods and reinforcement placement and supports and as herein specified.

Avoid cutting or puncturing moisture barrier during reinforcement placement and concreting operations.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1 Clean reinforcement of loose rust and mill scale, earth, ice and other materials that reduce or destroy
2 bond with concrete.

3
4 Accurately position, support and secure reinforcement against displacement. Locate and support
5 reinforcing by metal chairs, runners, bolsters, spacers or hangers.

6
7 Install welded wire fabric in as long lengths as practicable. Lap adjoining pieces at least one (1) foot and
8 lace splices with wire. Offset laps of adjoining widths to prevent continuous laps in either direction.

9
10
11 JOINTS

12
13 General: Construct construction, weakened plane, isolation, contraction and expansion joints true to line
14 with face perpendicular to surface of concrete.

15
16 Construction Joints: Locate and install construction joints as indicated, or if not indicated, locate so as not
17 to impair strength and appearance of the structure, as acceptable to Architect. Place construction joints
18 at end of placement and at locations where placement operations are stopped for a period of more than
19 one-half hour, except where such placements terminate at expansion joints. Construct joints as shown,
20 or, if not shown, use standard metal keyway section forms.

21
22 Place construction joints perpendicular to main reinforcement. Continue reinforcement across
23 construction joints, except as otherwise indicated.

24
25 Weakened Plane (Contraction) Joints: Provide weakened plane joints, sectioning concrete into areas as
26 shown on Drawings. Construct weakened plane joints for a depth equal to at least one-third concrete
27 thickness. Form in fresh concrete by grooving top portion with a recommended cutting tool and finishing
28 edges with a jointer. Spacing as indicated on Drawings; but in no case more than 7'-0" o.c. for sidewalk.

29
30 Isolation Joints in Slabs-on-Ground: Construct isolation joints in slabs-on-ground at points of contact
31 between slabs-on-ground and vertical surfaces, such as column pedestals, foundation walls, grade
32 beams and elsewhere as indicated.

33
34 Joint filler and sealant materials are specified in Division 7 Sections of these Specifications.
35 Furnish joint fillers in one piece lengths for full width being placed, whenever possible. Protect
36 top edge of joint filler with metal cap during concrete placement. Remove cap after concrete
37 placement complete on both sides.

38
39 Contraction (Control) Joints in Slabs-on-Ground: Construct contraction joints in slabs-on-ground to form
40 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
41 depth, unless otherwise indicated.

42
43 Expansion Joints: Provide premolded joint filler for expansion joints abutting concrete curbs, catch
44 basins, manholes, inlets, structures, walks and other fixed objects, unless otherwise indicated.

45
46
47 INSTALLATION OF EMBEDDED ITEMS

48
49 General: Set and build into Work anchorage devices and other embedded items required for other Work
50 that is attached to or supported by cast-in-place concrete. Use setting Drawings, diagrams, instructions
51 and directions provided by suppliers of items to be attached thereto.

52
53
54 PREPARATION OF FORM SURFACES

General: Coat contact surfaces of forms with an approved, nonresidual, low-VOC, form-coating compound before reinforcement is placed. (Moisten wood forms immediately before placing concrete where form coatings are not used.)

Do not allow excess form-coating material to accumulate in forms or to come into contact with in-place concrete surfaces against which fresh concrete will be placed. Apply in compliance with manufacturer's instructions.

Forms for Slabs: Set edge forms, bulkheads and intermediate screed strips for slabs to obtain required elevations and contours in finished surfaces.

CONCRETE PLACEMENT

Inspection: Before placing concrete, inspect and complete formwork installation, reinforcing steel and items to be embedded or cast-in. Notify other crafts to permit installation of their Work; cooperate with other trades in setting such Work. Notify Architect to schedule inspection before scheduling concrete delivery.

General: Comply with ACI 304, "Recommended Practice for Measuring, Mixing, Transporting and Placing Concrete", and as herein specified.

Deposit concrete continuously or in layers of such thickness that no concrete will be placed on concrete that has hardened sufficiently to cause the formation of seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as herein specified. Deposit concrete to avoid segregation at its final location.

Placing Concrete Slabs: Deposit and consolidate concrete slabs in a continuous operation, within limits of construction joints, until the placing of a panel or section is completed.

Bring slab surfaces to correct level with straightedge and strike off. Use bull floats or darbies to smooth surface, free of humps or hollows. Do not disturb slab surfaces prior to beginning finishing operations.

Maintain reinforcing in proper position during concrete placement.

Cold-Weather Placing: Comply with provisions of ACI 306 and as follows. Protect concrete Work from physical damage or reduced strength that could be caused by frost, freezing actions or low temperatures.

When air temperature has fallen to or is expected to fall below 40 degrees Fahrenheit (4 degrees Celsius), uniformly heat water and aggregates before mixing to obtain a concrete mixture temperature of not less than 50 degrees Fahrenheit (10 degrees Celsius) and not more than 80 degrees Fahrenheit (27 degrees Celsius) at point of placement.

Do not use frozen materials or materials containing ice or snow. Do not place concrete on frozen subgrade or on subgrade containing frozen materials.

Do not use calcium chloride, salt or other materials containing antifreeze agents or chemical accelerators, unless otherwise accepted in mix designs.

Hot-Weather Placing: When hot weather conditions exist that would seriously impair quality and strength of concrete, place concrete in compliance with ACI 305 and as herein specified.

Cover reinforcing steel with water-soaked burlap, if it becomes too hot, so that steel temperature will not exceed the ambient air temperature immediately before embedment in concrete.

Fog spray forms, reinforcing steel, and subgrade just before concrete is placed.

Use water-reducing retarding admixture when required by high temperatures, low humidity or other adverse placing conditions.

Moisten forms immediately before placing concrete where form coating is not used.

MONOLITHIC SLAB FINISHES

Float Finish: Apply float finish to monolithic slab surfaces to receive trowel finish and other finishes as hereinafter specified.

After screeding, consolidating and leveling concrete slabs, do not work surface until ready for floating. Begin floating, using float blades or float shoes only, when surface water has disappeared, when concrete has stiffened sufficiently to permit operation of power-driven floats, or both. Consolidate surface with power-driven floats or by hand-floating, if area is small or inaccessible to power units. Check and level surface plane to tolerance not exceeding $\frac{1}{4}$ " in 10' when tested with a 10' straightedge. Cut down high spots and fill low spots. Immediately after leveling, refloat surface to a uniform, smooth, granular texture.

Trowel Finish: Apply trowel finish to monolithic slab surfaces to be exposed to view.

After floating, begin first trowel finish operation using a power-driven trowel. Begin final troweling when surface produces a ringing sound as a trowel is moved over surface. Consolidate concrete surface by final hand-troweling operation, free of trowel marks, uniform in texture and appearance and with surface leveled to a tolerance $\frac{1}{8}$ " in 10' when tested with a 10' straightedge.

Nonslip Broom Finish: Apply nonslip broom finish to exterior sidewalks and elsewhere as indicated.

Immediately after trowel finishing, slightly roughen concrete surface by brooming with fiber-bristle broom perpendicular to main traffic route. Coordinate required final finish with Architect before application.

CONCRETE CURING AND PROTECTION

General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Start initial curing as soon as free water has disappeared from concrete surface after placing and finishing. Weather permitting, keep continuously moist for not less than seven (7) days.

Curing Methods: Perform curing of concrete, by moist curing or moisture-retaining cover curing, as herein specified.

Provide moisture curing by following methods:

Keep concrete surface continuously wet by covering with water.

Use continuous water-fog spray.

Cover concrete surface with specified absorptive cover, thoroughly saturate cover with water, and keep continuously wet. Place absorptive cover to provide coverage of concrete surfaces and edges, with 4-inch lap over adjacent absorptive covers.

Provide moisture-cover curing as follows:

Cover concrete surfaces with moisture-retaining cover for curing for curing concrete, placed in widest practicable width with sides and ends lapped at least three (3) inches and sealed by waterproof tape or adhesive. Immediately repair any holes or tears during curing period using cover material and waterproof tape.

Curing Unformed Surfaces: Cure unformed surfaces, such as slabs, floor topping and other flat surfaces, by application of appropriate curing method.

REMOVAL OF FORMS

Do not remove formwork until concrete has hardened and attained sufficient strength to permit safe removal and adequate support for inherent and imposed loads.

Remove forms carefully to avoid damaging corners and edges of exposed concrete.

REUSE OF FORMS

Architect approval required before reuse of forms.

Clean and repair surfaces of forms to be reused in Work. Split, frayed, delaminated, or otherwise damaged form-facing material will not be acceptable for exposed surfaces. Apply new form-coating compound as specified for new formwork.

CONCRETE SURFACE REPAIRS

Patching Defective Areas: Repair and patch defective areas with cement mortar immediately after removal of forms, when acceptable to Architect.

Repair of Unformed Surfaces: Test unformed surfaces, such as monolithic slabs, for smoothness and verify surface plane to tolerances specified for each surface and finish. Correct low and high areas as herein specified.

Repair finished unformed surfaces that contain defects that affect durability of concrete. Surface defects, as such, include crazing and cracks in excess of 0.01 inch wide or that penetrate to reinforcement or completely through non reinforced sections regardless of width, spalling, popouts, honeycomb, rock pockets and other objectionable conditions.

Correct high areas in unformed surfaces by grinding after concrete has cured at least fourteen (14) days.

Correct low areas in unformed surfaces during or immediately after completion of surface finishing operations by cutting out low areas and replacing with fresh concrete. Finish repaired area to blend into adjacent concrete. Proprietary patching compounds may be used when acceptable to Architect.

Repair defective areas, except random cracks and single holes not exceeding one (1) inch in diameter, by cutting out and replacing with fresh concrete. Remove defective areas to sound concrete with clean, square cuts and expose reinforcing steel with at least ¾" clearance all around. Dampen concrete surfaces in contact with patching concrete and apply bonding compound. Mix patching concrete of same materials to provide concrete of same type or class as original concrete. Place, compact and finish to blend with adjacent finished concrete. Cure in same manner as adjacent concrete.

Repair isolated random cracks and single hole by dry pack method. Groove top of cracks and cut out holes to sound concrete and clean off dust, dirt and loose particles. Dampen cleaned concrete surfaces and apply bonding compound. Mix dry pack, consisting of one part Portland Cement to 2½ parts fine aggregate passing a No. 16 sieve, using only enough water for handling and placing. Place dry pack after bonding compound has dried. Compact mixture in place and finish to match adjacent concrete. Keep patch area continuously moist for not less than seventy-two (72) hours.

Repair methods not specified above may be used, subject to acceptance of Architect.

QUALITY CONTROL TESTING DURING CONSTRUCTION

General: The Owner may employ a testing laboratory to perform tests and to submit test reports.

Sampling and testing for quality control during placement of concrete may include the following, as directed by Architect.

Sampling Fresh Concrete: ASTM C 172, except modified for slump to comply with ASTM C 94.

Slump: ASTM C 143; one test at point of discharge for each day's pour of each type of concrete; additional tests when concrete consistency seems to have changed.

Compression Test Specimen: ASTM C 31; one set of four (4) standard cylinders for each compressive strength test, unless otherwise directed. Mold and store cylinders for laboratory-cured test specimens, except when field-cure test specimens are required.

Compressive Strength Tests: ASTM C 39; one set for each day's pour exceeding five (5) cu. yds., plus additional sets for each fifty (50) cu. yds. more than the first 25 cu. yds. of each concrete class placed in any one day; one specimen test at seven (7) days, two specimens tested at twenty-eight (28) days, and one specimen retained in reserve for later testing if required.

When total quantity of a given class of concrete is less than fifty (50) cu. yds., Architect may waive strength test if adequate evidence of satisfactory strength is provided.

When strength of field-cured cylinders is less than eighty-five (85) percent of companion laboratory-cured cylinders, evaluate current operations and provide corrective procedures for protecting and curing the in-place concrete.

Strength level of concrete will be considered satisfactory if averages of sets of three consecutive strength test results equal or exceed specified compressive strength, and no individual strength test result falls below specified compressive strength by more than 500 psi.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1 Test results will be reported in writing to Architect, Ready-Mix Producer and Contractor within twenty-four
2 (24) hours after test. Reports of compressive strength tests shall contain the project identification name
3 and number, date of concrete placement, name of concrete testing service, concrete type and class,
4 location of concrete batch in structure, design compressive strength at twenty-eight (28) days, concrete
5 mix proportions and materials, compressive breaking strength and type of break for both seven (7) day
6 tests and twenty-eight (28) day tests.

7
8 Nondestructive Testing: Impact hammer, sonoscope or other nondestructive device may be permitted but
9 shall not be used as the sole basis for acceptance or rejection.

10
11 Additional Tests: The testing service will make additional tests of in-place concrete when test results
12 indicate specified concrete strengths and other characteristics have not been attained in the structure, as
13 directed by Architect. Testing service may conduct tests to determine adequacy of concrete by cored
14 cylinders complying with ASTM C 42, or by other methods as directed. Contractor shall pay for such tests
15 when unacceptable concrete is verified.

16
17
18
19
20
21
22
END OF SECTION

1 **SECTION 04230 - REINFORCED UNIT MASONRY**

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 DESCRIPTION OF WORK

14
15 Extent of each type of reinforced unit masonry work is indicated on drawing.

16
17
18 SUBMITTALS

19
20 Product Data: Submit manufacturer's specifications and other data for each type of masonry unit,
21 accessory and other manufactured products, including certifications that each type complies with
22 specified requirements. Include instruction for handling, storage, installations and protection.

23
24
25 JOB CONDITIONS

26
27 Protection of Work: During erection, cover top of walls with heavy waterproof sheeting at end of each
28 day's work. Cover partially completed structures when work is not in progress.

29
30 Extend cover a minimum of 24 inches down both sides and hold cover securely in place.

31
32 Staining: Prevent grout or mortar from staining the face of masonry to be left exposed. Remove
33 immediately grout or mortar in contact with such masonry.

34
35 Protect sill, ledges and projections from droppings of mortar.

36
37
38 **PART 2 - PRODUCTS**

39
40
41 MASONRY UNITS, GENERAL

42
43 Manufacturer: Obtain masonry units from one manufacturer.

44
45
46 CONCRETE MASONRY UNITS

47
48 Size: Manufacturer's standard units with nominal face dimensions of 16" long x 8" (15 $\frac{5}{8}$ " x 7 $\frac{5}{8}$ " actual),
49 unless otherwise indicated.

50
51 Split-face as indicated.

52
53 Special Shapes: Provide where required for corners, jambs, headers, bond beams and other special
54 conditions.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

Hollow Load-Bearing Units: ASTM C90, Grade N.

Provide medium weight units using aggregate complying with ASTM C331 producing dry net unit weight of 105 to 125 lbs. per cubic foot.

Average compressive strength, 3 block average, minimum 1900 lbs. per sq. inch net.

Total water absorption, 3 block average, not more than 15 lbs. per cubic ft.

Standard color.

Manufacturers: Willamette Graystone, Cascade Concrete Products or approved.

REINFORCING

Reinforcing Bars: ASTM A 615, Grade 60.

MORTAR AND GROUT MATERIALS

Portland Cement: ASTM C150, Type 1.

Lime: ASTM C207, Type S, special finishing hydrated lime, non-air-entrained.

Aggregate for Mortar: Sand, ASTM C144.

Aggregate for Grout: ASTM C404.

MORTAR AND GROUT MIXES

Measurement: Use methods which will ensure that specified proportions are controlled and accurately maintained. Measure aggregate materials in a damp, loose condition.

Mortar: ASTM C476; Use Type PL mortar proportioned by volume; one part Portland Cement, $\frac{1}{4}$ to $\frac{1}{2}$ part lime and part sand equal to $2\frac{1}{2}$ to 3 times the sum of the volume of cement and lime materials. Compressive strength - 2500 psi at 28 days.

Mixing: Combine and mix cement, lime, water and aggregates for a minimum of five (5) minutes in a mechanical batch mixer. For mortar, add as much water and remixing, as required for workability. Mortar may be retempered by adding water and remixing, as required for workability. Do not use mortar or grout which has begun to set or if more than $2\frac{1}{2}$ hours has elapsed after initial mixing. Mix grout to have a slump of 10" plus or minus 1", at time of placement.

PART 3 - EXECUTION

PLACING REINFORCING

General: Clean, free of loose rust, mill scale, earth, ice or other materials which will reduce bond to mortar or grout.

1 Produce reinforcing accurately at the spacing shown. Support and secure vertical bars against
2 displacement. Horizontal reinforcing may be placed as the masonry work progresses. Where vertical
3 bars are shown in close proximity, provide a clear distance between bars of not less than the nominal
4 bar diameter or 1" (whichever is greater).

5
6
7 INSTALLATION, GENERAL
8

9 Lay out walls in advance for accurate spacing of exposed bond patterns with uniform joint widths.
10 Avoid the use of less-than-half-size units at corners and wherever possible at other locations.

11
12 Lay-up walls plumb and true with courses level, accurately spaced and coordinated with other work.

13
14 Tool exposed joints slightly concave, unless otherwise indicated.

15
16 Build in items specified under this and other sections of these specifications as the work progresses.
17 Fill-in solidly with masonry around built-in items.

18
19
20 INSTALLATION OF REINFORCED CONCRETE UNIT MASONRY
21

22 General:
23

24 Do not wet concrete masonry units (CMU).
25

26 Lay CMU units with full-face shell mortar beds. Fill vertical head joints (end joints between units)
27 solidly with mortar from face of unit to a distance behind face equal to not less than the thickness of
28 longitudinal face shells. Solidly bed cross-webs of starting courses in mortar. Maintain head and bed
29 joint widths shown, or if not shown, provide $\frac{3}{8}$ " joints.

30
31 Walls:
32

33 Pattern Bond: Lay CMU wall units in $\frac{1}{2}$ running bond with vertical joints in each course centered on
34 units in courses above and below, unless otherwise indicated. Bond and interlock each course at
35 corners and intersections. Use special shaped units where shown and as required for corners, jambs
36 and bond beams.

37
38 Maintain vertical continuity of core or cell cavities, which are to be reinforced and grouted, to provide
39 minimum clear dimensions shown and to provide minimum clearance and grout coverage for vertical
40 reinforcing bars. Keep cavities free of mortar. Solidly bed webs in mortar where adjacent to
41 reinforced cores or cells.

42
43 Where horizontal reinforced beams (bond beams) are shown, use special units or modify regular units
44 to allow for placement of continuous horizontal reinforcing bars.

45
46 Grout all cells solid.
47
48
49
50
51

END OF SECTION

1 **SECTION 07600 - FLASHING AND SHEET METAL**

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 Division 1
10 Specification sections, apply to work of this section.

11
12
13 DESCRIPTION OF WORK

14
15 This Section includes the following:

16
17 Gutters and Downspouts.

18
19 Related work specified in other sections:

20
21 Section 07610 Sheet Metal Roofing

22
23
24 QUALITY ASSURANCE

25
26 Warrant work of this section to be weatherproof for two (2) years following project substantial completion date
27 and repair and/or replace without additional cost to Owner any water leaks and resulting damage to building
28 materials and/or building contents as may occur under normal usage within warranty period.

29
30
31 PROJECT CONDITIONS

32
33 Coordinate work of this section with interfacing and adjoining work for proper sequencing of each installation.
34 Ensure best possible weather resistance and durability of work and protection of materials and finishes.

35
36
37 **PART 2 - PRODUCTS**

38
39
40 SHEET METAL FLASHING AND TRIM MATERIALS

41
42 Gutters and Downspouts: Extruded aluminum with bonderized finish. Commercial profile. See drawings.
43 Downspout size to be 2 ½ x 3 ½ or 2 x 4 as required to fit bottom of gutter.

44
45 Metal Drip Edges: See Section 07610 for metal drip edges at roofing.

46
47
48 MISCELLANEOUS MATERIALS AND ACCESSORIES

49
50 Solder: For use with steel or copper, provide 50-50 tin/lead solder (ASTM B 32), with rosin flux.

51
52 Fasteners: Same material as flashing or sheet metal or stainless steel. Match finish of exposed heads with
53 material being fastened.

1 Mastic Sealant: Polyisobutylene; nonhardening, nonskinning, nondrying, nonmigrating sealant.

2
3 Elastomeric Sealant: Generic type recommended by manufacturer of metal and fabricator of components
4 being sealed; comply with Federal Specification TT-S-001543. Sika 1a, or approved.

5
6 Epoxy Seam Sealer: Two part noncorrosive metal seam cementing compound, recommended by metal
7 manufacturer for exterior/interior nonmoving joints, including riveted joints.

8
9 Metal Accessories: Provide sheet metal clips, straps, anchoring devices and similar accessory units as
10 required for installation of work, matching or compatible with material being installed, noncorrosive, size and
11 gauge required for performance.

12
13 Roofing Cement: ASTM D 2822, asphaltic.

14
15
16 FABRICATED UNITS

17
18 General Metal Fabrication: Shop-fabricate work to greatest extent possible. Comply with details shown, and
19 with applicable requirements of SMACNA "Architectural Sheet Metal Manual" and other recognized industry
20 practices. Fabricate for waterproof and weather-resistant performance; with expansion provisions for running
21 work, sufficient to permanently prevent leakage, damage or deterioration of the work. Form work to fit
22 substrates. Comply with material manufacturer instructions and recommendations for forming material. Form
23 exposed sheet metal work without excessive oil-canning, buckling and tool marks, true to line and levels as
24 indicated, with exposed edges folded back to form hems.

25
26 Seams: Lap seams, 3 inch finish width, unless otherwise indicated.

27
28 Separations: Provide for separation of metal from noncompatible metal or corrosive substrates by coating
29 concealed surfaces at locations of contact, with bituminous coating or other permanent separation as
30 recommended by manufacturer/fabricator.

31
32 Sealant Joints: Where movable, non-expansion type joints are required for proper performance of work, form
33 metal to provide for proper installation of elastomeric sealant, in compliance with industry standards.

34
35
36 PART 3 - EXECUTION

37
38
39 INSTALLATION REQUIREMENTS

40
41 General: Except as otherwise indicated, comply with manufacturer's installation instructions and
42 recommendations and with SMACNA "Architectural Sheet Metal Manual". Anchor units of work securely in
43 place by methods indicated, providing for thermal expansion of metal units; conceal fasteners where possible,
44 and set units true to line and level as indicated. Install work with laps, joints and seams which will be
45 permanently watertight and weatherproof. Provide for expansion and contraction joints at corners.

46
47 Bed Flanges of work in a thick coat of bituminous roofing cement where required for waterproof performance.

48
49
50 CLEANING AND PROTECTION

51
52 Clean exposed metal surfaces, removing substances which might cause corrosion of metal or deterioration of
53 finishes.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

Protection: Advise Contractor of required procedures for surveillance and protection of flashings and sheet metal work during construction to ensure that work will be without damage or deterioration, other than natural weathering, at time of substantial completion.

END OF SECTION

1 **SECTION 09800 - BLOCK SEALERS**

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 Extent of surfaces to receive sealer is indicated on drawings and by provision of this section. Application
16 of coatings is to split faced C.M.U. - meter shed enclosure and garbage enclosure.
17

18
19 SUBMITTALS

20
21 Submit complete list of materials designating where and in what manner each is to be applied.
22

23 Product Data: Manufacturer's technical information and application instructions for each material
24 proposed for use.
25

26
27 QUALITY ASSURANCE

28
29 The following specifications are based on surface preparation and material applications as required by the
30 Oregon Council, Painting and Decoration Contractors of America Painting Specification Guide and the
31 product manufacturer's recommendations. Modifications and specific requirements are specified herein.
32 All other items are in strict accordance to the above named document.
33

34
35 DELIVERY, STORAGE AND HANDLING

36
37 Deliver materials to the job site in the manufacturer's original, unopened packages and containers bearing
38 manufacturer's name and label.
39

40
41 JOB CONDITIONS

42
43 Do not apply sealer when the temperature of surfaces to be painted and surrounding air temperatures are
44 below 50° F. (10° C.).
45

46 Do not apply sealer in snow, rain, fog, or mist, when the relative humidity exceeds 85 percent, at
47 temperatures less than 5° F. (3° C.) above the dew point, or to damp or wet surfaces.
48

49
50 **PART 2 - PRODUCTS**

51
52
53 General: The following products are specified. Others equal to it may be approved prior to bidding.
54

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

Benjamin Moore Clear Acrylic Masonry Sealer 0608

ToughCrete Concrete Sealer

Armor SX5000 Silane Siloxane Masonry Water Repellant

PART 3 - EXECUTION

EXAMINATION

Examine substrates and conditions under which painting will be performed for compliance with requirements for application of paint. Do not begin paint application until unsatisfactory conditions have been corrected.

Start of painting will be construed as the Applicator's acceptance of surfaces and conditions within a particular area.

PREPARATION

General:

Surface to be waterproofed to be clean, free of efflorescents, lime deposits or other contaminants.

Protect adjoining work. Comply with manufacturer's recommendations for cleaning. Avoid application to asphalt paving areas.

APPLICATION

Apply sealer at manufacturer's recommended application rate. Spray application with back roll.

Apply two (2) coats to C.M.U. surfaces.

END OF SECTION

SECTION 13000 - PREFABRICATED PRECAST RESTROOM STRUCTURE AND LAUNDRY STRUCTURE

PART 1 - GENERAL

RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

SUMMARY

Design, manufacture and installation of precast concrete restroom and laundry structures. NOTE: Both buildings to be provided by same manufacturer if Alternate Bid #4 selected. Laundry structure is Alternate Bid #4.

Related Work

Section 02200 – Earthwork

PREINSTALLATION MEETING

Preinstallation conference: conduct conference at project site.

QUALITY ASSURANCE

Manufacturer's Criteria:

The manufacturer supplying the requested precast facilities must meet the following:

Manufacturer must be ISO 9001 certified at the time of bid.

Manufacturing plant must be PCI certified at the time of bid.

Manufacturer must not have defaulted on any contract within the last five (5) years.

Manufacturer must provide stamped, engineered drawings prior to acceptance.

Manufacturer must be pre-approved prior to bidding.

Manufacturer must show four (4) examples of precast concrete facilities produced, installed and in use as an example of their ability to perform this contract.

The manufacturer shall be responsible for the design, fabrication and installation of the precast structures.

Manufacturer shall provide a warranty against defects in material and workmanship for a period of one (1) year on all concrete components. The warranty is valid only when concrete is used within the

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components.

Manufacturer:

CXT Incorporated
6701 E. Flamingo Avenue, Building 300
Nampa, ID 83687
Phone 800-696-5766

OR APPROVED

Design Criteria

Ground Snow Load: 25 PSF

Floor Live Load: 400#/SF

Basic Wind Speed: 150 miles per hour (3-second gust) wind exposure C.

Seismic

Spectral Response: $S_s=1.534$, $S_q=1.068$

Site Class: D

Use Group: II

Design Category: E

Bearing Wall System: R=40, A5-intermediate precast shear walls.

Additional Design Standards

Buildings to be designed to meet the accessibility requirements put forth by federal, state, and local statutes.

Buildings are all concrete design with a minimum 3/12 roof pitch. The structures shall have a minimum 4" wall, 4½" roof, and 5" floor thickness.

All wall to floor interior surface seams shall have a minimum 1" radius coving made of high strength grout.

LED Lighting

SPECIFICATIONS

ASTM C33	Concrete Aggregates
ASTM C39	Method of Test for Compressive Strength of Cylindrical Concrete Specimens
ASTM C94	Standard Specification for Ready-Mixed Concrete
ASTM C143	Method of Test for Slump of Concrete
ASTM C150	Standard Specification for Portland Cement
ASTM C172	Standard Practice for Sampling Freshly Mixed Concrete
ASTM A185	Standard Specification for Steel Welded Wire Reinforcement, Plain, or Concrete
ASTM C192	Method of Making and Curing Test Specimens in the Laboratory
ASTM C231	Standard Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method
ASTM C309	Standard Specifications for Liquid Membrane-Forming Compounds for Curing Concrete
ASTM C494	Standard Specification for Chemical Admixtures for Concrete
ASTM A615	Standard Specification for Deformed and Plain Carbon-Steel Bar for Concrete Reinforcement
ASTM C618	Standard Specification for Coal Fly Ash and Raw or Calcine Natural Pozzolan for Use in Concrete
ASTM C979	Standard Specification for Pigments for Integrally Colored Concrete
ASTM D1557	Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Modified Effort
ACI 211.1	Standard Practice for Selecting Proportions for Normal, Heavyweight, and Mass Concrete
ACI 306	Cold Weather Concreting
ACI 318	Building Code Requirements Structural Concrete and Commentary (includes Errata)
PCI MNL 116	Quality Control for Plants and Production of Precast Prestressed Concrete Products

SUBMITTALS

Submit shop drawings in accordance with Section 01300.

Complete plans, specifications and structural calculations for each precast structure.

Plans must be designed by a State of Oregon Registered Engineer and be approved by the Oregon Building Codes Division for code compliance. Applicable Codes:

2019 Oregon Structural Specialty Code (2018 IBC)
2017 Oregon Plumbing Specialty Code
2017 Oregon Electrical Specialty Code
2019 Oregon Zero Energy Ready Commercial
2019 Oregon Mechanical Code

Color samples of each color selected for building component.

PART 2 - MATERIALS

RESTROOM STRUCTURE

Concrete – General

The concrete mix design is designed to ACI 211.1 to produce concrete of good workability.
Concrete to contain a minimum of 675 pounds of cementitious material per yard. Cement
to be a low alkali type I/II or III conforming to ASTM C-150.

Coarse aggregates used in the concrete mix design to conform to ASTM C33 with the
designated size of coarse aggregate #67.

Maximum water/cement ratio not to exceed .45.

Air-entraining admixtures to conform to ASTM C260. Water reducing admixtures to
conform to ASTM C494, Type A.

If Self Compacting Concrete (SCC) is used, it must conform to ASTM C1611.

Colored Concrete

Color additives to conform to ASTM C979.

The following to contain colored concrete:

Building roof panels.

Building walls.

The same brand and type of color additive to be used throughout the manufacturing
process.

Concrete Reinforcement

All reinforcing steel to conform to ASTM A615. All welded wire fabric to conform to ASTM
A185.

All reinforcement to be new, free of dirt, oil, paint, grease, loose mill scale and rust when
placed.

Steel reinforcement to be centered in the cross-sectional area of the walls and to have at
least 1 1/4" of cover on the under surface of the floor.

The maximum allowable variation for center-center spacing of reinforcing steel to be 1/2".

Full lengths of reinforcing steel when possible.

Lap bars under #4 a minimum of 12" bar diameters.

Lap bars larger than #4 a minimum of 24" bar diameters.

Reinforcing bars are to be bent cold.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1 Caulking, Grout, Adhesive and Sealer

2 Caulking service temperatures: -40°F to +194°F.

3 Interior and exterior joints caulked with a paintable polyurethane sealant.

4 Grout non-shrink type, painted to match color of surrounding concrete.

5 Paint

6 All paints and materials to conform to all federal specifications and be "top-of-the- line-
7 components."

8 Type of paints.

9 Inside concrete surfaces.

10 Interior floors to be a chemical resistant urethane.

11 Interior walls and ceilings to be a modified acrylic, water repellent
12 penetrating stain. The color to be white followed by a clear acrylic anti-
13 graffiti sealer.

14 Metal surfaces both inside and out.

15 DTM ALKYD.

16 Exterior concrete surfaces.

17 Exterior slab to be clear sealer.

18 Exterior walls and roof to be a water repellent penetrating stain in the same
19 color as the walls or roof followed by a clear acrylic anti-graffiti sealer.

20 Grab Bars

21 Grab bars to be 18-gauge, type 304 stainless steel with 1½" clearance. Grab bars to be
22 able to withstand 300-pound top loading.

23 Toilet Paper Dispenser

24 Dispenser to be constructed of ¼" thick, type 304 stainless steel. Dispenser to be capable
25 of holding three (3) standard rolls of toilet paper. Toilet paper holder fastening system to
26 be able to withstand 300-pound top loading.

27 Steel Doors

28 Doors to be flush panel type 1¾" thick, minimum 16-gauge galvanized steel, top painted
29 with DTM ALKYD.

30 Door frames to be welded type, single rabbet, minimum 16-gauge prime coated steel top
31 painted with DTM ALKYD, width to suit wall thickness. Three (3) rubber door silencers to
32 be provided on latch side of frame.

33 Door Hinges

34 Door hinges to be three (3) per door with dull chrome plating 4½" x 4½", adjustable tension,
35 and automatic closing for each door.

36 Shower Room Doors Lockset

37 Lockset to meet ANSI A156.2 Series 4000, Grade 1 cylindrical lockset.

38 Lever handle both inside and out.

39 U.S. 26D finish.

40 Schlage CD-200 electronic lock function 40 or approved on shower room doors.

41 Restroom and service chase doors Dead Bolt and Push Pull

42 Certified ANSI/BHMA A156.5-2001 Grade 1.

43 Heavy duty tamper resistant.

44 2¾" backset.

45 U.S. 26D finish.

46 Ives stainless push plate Model 8200 or approved.

47 Ives stainless pull Model 8103ES or approved.

48 Doorstop

49 Doorstop to be a dome style stop meeting ANSI 156.16.

50 Double Coat Hook

51 Coat hook to be 304 stainless steel 16-gauge (1.5mm), formed construction with a satin
52 finish and have ⅜" x ⅞" nail in anchor. Upper hook to extend at least 2½" from the wall.

53 Lower hook to extend at least 1¼" from the wall.

54 Door Sweep

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

- 1 Door sweep to be provided at the bottom of door and will be an adjustable brush type.
- 2 Wall Vent
- 3 Wall vent to be crank operated allowing the unit to be opened or closed. Crank to be
- 4 removable. Vent cover to be 14-gauge 304 stainless steel and anchored into the concrete
- 5 wall with high strength anti-rust tap con fasteners. Vent to come with insect screen. Cover
- 6 to be recessed a minimum $\frac{3}{4}$ " on exterior walls with a 45-degree bevel. Interior to be
- 7 flush mounted. Wall vent to not protrude from the wall.
- 8 Signs
- 9 Signs to have raised pictograms, letters, and braille to meet ADA.
- 10 Restrooms
- 11 Men's Accessible
- 12 Women's Accessible
- 13 Showers
- 14 Unisex
- 15 Unisex Accessible
- 16 Windows
- 17 Window frames to be constructed from steel.
- 18 Window glazing to be $\frac{3}{16}$ " thick translucent pebble finished mar-resistant Lexan.
- 19 Windows to have $\frac{3}{4}$ " recess with 45-degree bevel.
- 20 Window frames to have vandal resistant fasteners.
- 21 Mirrors
- 22 Mirror to be 18" x 36" frameless 430 18-gauge stainless steel with #8 bright polish.
- 23 Stall and Stall Doors
- 24 Stall doors to be solid HDPE in matching white color.
- 25 Stalls to be made from concrete matching wall finish.
- 26 Shower Section Benches
- 27 Shower benches to be heavy duty, type 304 satin finish stainless steel with phenolic slats.
- 28 Plumbing Flush Section/Room
- 29 All fixtures to meet ANSI A112.19.2.
- 30 Plumbing to be concealed in the service area.
- 31 Flush valve – Concealed closet flush-o-meter constructed of rough brass. Furnish valve
- 32 with integral vacuum breaker and wall mounted push button. Valve to be of a water saver
- 33 type. Water closet with a flow of 1.6 gallons per flush. Urinal with a flow of .5 gallons per
- 34 flush.
- 35 Hammer arrester – Installed on water line.
- 36 Hose bib – Available in the chase area.
- 37 Lavatory – Stainless steel with back splashguard, front overflow opening, equipped with
- 38 brass trap and drainpipe without stopper. Sink to be 20" wide x 18" front to back x $5\frac{3}{4}$ "
- 39 deep with ADA trap cover.
- 40 Main shut-off valve and drain.
- 41 Toilet – Constructed of stainless steel, wall hung, with siphon jet action. Toilet to have a
- 42 back spud for a concealed flush valve connection and be mounted with the top of the
- 43 seat 18" above the finished floor. Seat to be heavy duty solid plastic with an open front.
- 44 Urinals to be constructed of stainless steel, wall hung with siphon jet action. Urinal to have
- 45 a back spud for a concealed flush valve connection and mounted at proper height per
- 46 code.
- 47 Trap primer distribution unit.
- 48 Waste and vent material – ABS or PVC plastic and plumbed to meet current edition Oregon
- 49 Plumbing Specialty Code and Amendments.
- 50 Water material – Copper tubing Type L, hard drawn. A gate valve to be provided at the
- 51 inlet end of the water line. All water lines to be of a size to provide proper flushing action
- 52 based on a nominal water pressure of 40 psi.
- 53 Water valve – Self-closing water set with indexed push button.
- 54 Plumbing Shower Section/Room

Shower control unit – 14-gauge, type 304 stainless steel recessed shower panel with 2.5 gpm flow rate, pressure balancing valve, recessed soap dish and integral stainless steel shower head.

ADA shower control unit – 14-gauge, type 304 stainless steel recessed shower panel with 2.5 gpm flow rate, pressure balancing valve, recessed soap dish, high low diverter valve, and high low integral stainless steel shower heads.

High efficiency electric commercial grade water heaters required.

Electrical

All components are UL listed.

Breaker panel – Sized to meet load requirements and mounted to meet electrical code.

Interior lighting – Vandal resistant fixtures with built-in dual technology occupancy sensor, energy efficient LED lights, and lifetime warranty. Minimum 30 foot candles at floor level.

Exterior lighting – Vandal resistant fixtures with built-in photoelectric switch, energy efficient LED lights. Minimum of 2 foot candles at walking path level at walking paths around building.

Exhaust fans – All wet location motion activated with speed control in chase area to control CFM. Humidity sensor to operate shower exhaust if fan is intermittent. Fans to run 30 minutes after last occupancy is detected.

Wiring – Conduit, surface mounted in the service area and concealed in the user compartments. All wire to be copper.

GFI outlets provided per code requirements.

Warm air, ADA compliant, vandal resistant hand dryers.

LAUNDRY STRUCTURE

Concrete – General

The concrete mix design is designed to ACI 211.1 to produce concrete of good workability. Concrete to contain a minimum of 675 pounds of cementitious material per yard. Cement to be a low alkali type I/II or III conforming to ASTM C-150.

Coarse aggregates used in the concrete mix design to conform to ASTM C33 with the designated size of coarse aggregate #67.

Maximum water/cement ratio not to exceed .45.

Air-entraining admixtures to conform to ASTM C260. Water reducing admixtures to conform to ASTM C494, Type A.

If Self Compacting Concrete (SCC) is used, it must conform to ASTM C1611.

Colored Concrete

Color additives to conform to ASTM C979.

The following to contain colored concrete:

Building roof panels.

Building walls.

The same brand and type of color additive to be used throughout the manufacturing process.

Concrete Reinforcement

All reinforcing steel to conform to ASTM A615. All welded wire fabric to conform to ASTM A185.

All reinforcement to be new, free of dirt, oil, paint, grease, loose mill scale and rust when placed.

Steel reinforcement to be centered in the cross-sectional area of the walls and to have at least 1¼" of cover on the under surface of the floor.

The maximum allowable variation for center-center spacing of reinforcing steel to be ½".

Full lengths of reinforcing steel when possible.

Lap bars under #4 a minimum of 12" bar diameters.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

- 1 Lap bars larger than #4 a minimum of 24" bar diameters.
2 Reinforcing bars are to be bent cold.
3 Caulking, Grout, Adhesive and Sealer
4 Caulking service temperatures: -40°F to +194°F.
5 Interior and exterior joints caulked with a paintable polyurethane sealant.
6 Grout non-shrink type, painted to match color of surrounding concrete.
7 Paint
8 All paints and materials to conform to all federal specifications and be "top-of-the- line-
9 components."
10 Type of paints.
11 Inside concrete surfaces.
12 Interior floors to be a chemical resistant urethane.
13 Interior walls and ceilings to be a modified acrylic, water repellent
14 penetrating stain. The color to be white followed by a clear acrylic anti-
15 graffiti sealer.
16 Metal surfaces both inside and out.
17 DTM ALKYD.
18 Exterior concrete surfaces.
19 Exterior slab to be clear sealer.
20 Exterior walls and roof to be a water repellent penetrating stain in the same
21 color as the walls or roof followed by a clear acrylic anti-graffiti sealer.
22 Steel Doors
23 Doors to be flush panel type 1¾" thick, minimum 16-gauge galvanized steel, top painted
24 with DTM ALKYD.
25 Door frames to be welded type, single rabbet, minimum 16-gauge prime coated steel top
26 painted with DTM ALKYD, width to suit wall thickness. Three (3) rubber door silencers to
27 be provided on latch side of frame.
28 Door Hinges
29 Door hinges to be three (3) per door with dull chrome plating 4½" x 4½", adjustable tension,
30 and automatic closing for each door.
31 Lockset
32 Lockset to meet ANSI A156.2 Series 4000, Grade 1 cylindrical lockset for exterior door.
33 Lever handle both inside and out.
34 U.S. 26D finish.
35 Schlage CD-200 electronic lock function 70 or approved.
36 Doorstop
37 Doorstop to be a dome style stop meeting ANSI 156.16.
38 Door Sweep
39 Door sweep to be provided at the bottom of door and will be an adjustable brush type.
40 Wall Vent
41 Wall vent to be crank operated allowing the unit to be opened or closed. Crank to be
42 removable. Vent cover to be 14-gauge 304 stainless steel and anchored into the concrete
43 wall with high strength anti-rust tap con fasteners. Vent to come with insect screen. Cover
44 to be recessed a minimum ¾" on exterior walls with a 45-degree bevel. Interior to be
45 flush mounted. Wall vent to not protrude from the wall.
46 Signs
47 Signs to have "LAUNDRY", letters, and braille to meet ADA.
48 Windows
49 Window frames to be constructed from steel.
50 Window glazing to be ¾" thick translucent pebble finished mar-resistant Lexan.
51 Windows to have ¾" recess with 45-degree bevel.
52 Window frames to have vandal resistant fasteners.
53 Laundry Tables
54 Steel with powder coat finish. 96" x 36" depth x 34" high, 3000# load capacity.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

- 1 Jamco UA496GP or approved.
2 Plumbing
3 All fixtures to meet ANSI A112.19.2.
4 Hammer arrester – Installed on water lines.
5 Hose bib – See Plan for location.
6 Main shut-off valve and drain.
7 Trap primer distribution unit.
8 Waste and vent material – ABS or PVC plastic and plumbed to meet current edition Oregon
9 Plumbing Specialty Code and Amendments.
10 Water material – Copper tubing Type L, hard drawn. A gate valve to be provided at the
11 inlet end of the water line. All water lines to be of a size to provide proper flushing action
12 based on a nominal water pressure of 40 psi.
13 High efficiency electric commercial grade water heaters required.
14 Electrical
15 All components are UL listed.
16 Breaker panel – Sized to meet load requirements and mounted to meet electrical code.
17 See Plans for circuit sizes.
18 Interior lighting – Vandal resistant fixtures with built-in dual technology occupancy sensor,
19 energy efficient LED lights, and lifetime warranty. Minimum 30 foot candles at floor
20 level.
21 Exterior lighting – Vandal resistant fixtures with built-in photoelectric switch, energy efficient
22 LED lights. Minimum 2 foot candles at walking path level at walking path around
23 building perimeter.
24 Exhaust fans – Motion activated with speed control to control CFM.
25 Wiring – Conduit, concealed. All wire to be copper.
26 GFI outlets provided per code requirements.
27
28

29 MANUFACTURE

- 30
31 Finishing Concrete
32 Exterior building wall textures to be selected by Architect.
33 Exterior surfaces of roof panels to be cast to simulate shingle texture. The underside of the
34 overhang to have a smooth finish.
35 Cracks and Patching
36 Cracks or patching in concrete components which are judged to affect the structural
37 integrity of the building will be rejected.
38 Small holes, depressions, and air voids will be patched with a suitable material. The patch
39 will match the finish and texture of the surrounding surface.
40
41

42 FINISHING AND FABRICATION

- 43
44 Structural Joints
45 Wall components to be joined together with two (2) welded plate pairs at each joint. Each
46 weld plate to be 6" long and located one (1) pair in the top quarter and one (1) pair in the
47 bottom quarter of the seam. Weld plates to be anchored into the concrete panel and
48 welded together with a continuous weld.
49 The inside seams to be a paintable caulk. The outside seams to use a caulk in a
50 coordinating building color or clear.
51 Walls and roof to be joined with weld plates, 3" x 6" at each building corner.
52 The joint between the floor slab and walls to be joined with a grout mixture on the inside, a
53 matching colored caulk on the outside and two (2) weld plates 6" long per wall.
54 Painting/Staining

Appropriate curing time to be allowed before paint is applied to concrete.
Schedule of finishes.

Inside concrete surfaces.

Inside floors to be one (1) coat of 1-part water based chemical resistant urethane.

Interior walls and ceilings to be two (2) coats of a modified acrylic, water repellent penetrating stain, followed by one (1) coat of clear sealer.

Metal surfaces both inside and out.

Two (2) coats of DTM ALKYD.

Exterior concrete surfaces.

Exterior walls to be two (2) coats of water repellent penetrating stain in the same color as the walls or roof followed by 1 coat of clear acrylic anti-graffiti sealer.

TESTING

The following tests are to be performed on concrete used in the manufacture of structures. All testing to be performed in PCI certified laboratories. Testing to only be performed by qualified individuals who have been certified ACI Technician Grade 1. Sampling to be in accordance with ASTM C172.

The air content of the concrete to be checked per ASTM C231 on the first batch of concrete. The air content to be in the range of 5.0% +/- 2.0%.

The compressive strength of the cylinders to be tested to ASTM C39. The 7-day must be a minimum of 4500 psi and the 28-day must be a minimum of 5000 psi.

A copy of all test reports to be available to the customer as soon as 28-day test results are available.

INSTALLATION

Scope of Work

Work specified under this section relates to the placement of the unit by CXT on customer prepared foundations. See Installation Specifications.

Location

It is the responsibility of the Contractor to:

Provide exact location by stakes or other approved method.

Provide clear and level site free of overhead and/or underground obstructions.

Provide access to the site for truck delivery and sufficient area for the crane to install and the equipment to perform the contract requirements.

Water, electrical, and sewage site connections to be placed per manufacturer's drawings and must be placed to easily connect to the building.

Compacting

The bottom of the area must be compacted after it has been dug out. After the base has been placed, it must be compacted as well. The bearing of the soil and base should be a minimum of 1,500 pounds per square foot.

Base

After compacting the bottom of the area, a minimum of 6" thick and consist of ¾" minus crushed rock (i.e. road base material) compacted to 95% of optimal density in accordance with ASTM D1557. Finished surface of sub-base shall be flat and level, with a maximum deviation of -½", +0" from a true horizontal plane.

The base should be placed for support, leveling and drainage purposes, and also to limit frost action. The base must be confined so as to prevent washout, erosion, or any other undermining.

Access to Site

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1 Delivery to site made on normal highway trucks and trailers.
2
3

4 WARRANTY
5

6 Provide a one (1) year warranty. Warrants that all goods sold pursuant hereto will, when delivered, conform
7 to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice
8 identifying the nature of any non-conformity is provided in writing within the specified warranty.
9 Manufacturer will repair or replace the goods or issue credit for the customer provided manufacturer is first
10 given the opportunity to inspect such goods. It is specifically understood that manufacturer's obligation
11 hereunder is for credit, repair, or replacement.
12
13
14

15 END OF SECTION

SECTION 15010 – GENERAL MECHANICAL REQUIREMENTS

PART 1 GENERAL

DESCRIPTION OF WORK

Section 15010 details the general requirements for the Division 15 contractor for the installation of the mechanical equipment and systems described in the Contract Documents.

Division 15 contractor to provide labor, materials for a complete and operable system complying to all the conditions in the Contract Documents. Order of priority of Contract Documents are as follows:

1. Change Orders
2. Addendums
3. Schedules
4. Specifications
5. Details
6. Drawings

Drawings are diagrammatic only, to show general arrangement of mechanical equipment and accessories. Coordinate location of all mechanical equipment with other trades prior to rough in. Provide necessary offsets or transitions as required to install the system in the space provided.

Provide all required accessories for a complete and operable system as intended, review all manufacturer installation requirements prior to rough in. Notify engineer of any conflict between manufacturer's requirements and Contract Documents prior to proceeding with installation.

Contractor to verify all installation requirements prior to ordering of equipment. Verify correct voltage, amperage, physical size, mounting, and access requirements prior to ordering. Notify engineer of discrepancies prior to ordering.

Contractor to provide all required transitions from duct or pipe size shown to unit connections.

Contractor to notify owner if asbestos is found on the project immediately. No materials containing asbestos are to be used on project.

Contractor to submit for and obtain all permits required to perform the work as described. Contractor is responsible for the payment of the permits and coordination of all inspections required by the local authority having jurisdiction.

Contractor to install all equipment and accessories in a professional manner, run piping and duct work parallel to the building, install equipment plumb and level, with adequate access for maintenance. Provide permanent plastic laminate labels with equipment identification matching Contract Documents.

Contractor to provide seismic restraints for all equipment as required by the AHJ. Provide stamped structural calculations as required and submit to the AHJ as requested for approval. Provide all special inspections as required by the AHJ.

It is the Contractor's responsibility to satisfy himself as to the nature and location of the work, the general conditions, availability of labor, water, electric power, roads, physical conditions at the site, the existing equipment to remain, existing equipment to be modified or to be removed, and all other matters which 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

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

- 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

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

Contractor is responsible for all mechanical equipment and accessories until final completion of the project. Contractor to protect all mechanical equipment and accessories provided from damage, theft, and contamination. Contractor is responsible for the repair/replacement of any damaged or stolen equipment or accessories. Contractor is responsible for cleaning any and all equipment contaminated before final completion. Any equipment used prior to final completion must be protected from debris by temporary placement of filters on all intakes. If debris has contaminated the system during construction the contractor is responsible for removal of debris prior to final acceptance.

CUTTING AND PATCHING

Contractor to coordinate all required penetrations with other trades prior to rough in.

Contractor is not to cut or notch any framing material without direction from engineer. Contractor will be required to repair/replace any framing member damaged by cutting or notching if done so without prior approval.

Contractor to patch all penetrations or wall coverings where equipment has been removed, replaced or abandoned to match the adjacent surface.

SUBMITTALS

Provide submittals per Division 1 Submittals

The contractor shall submit prior to ordering or construction of the following equipment and accessories for review. Submittals to include shop drawings, equipment performance, equipment efficiencies, listings, coatings, accessories, warranties and supplier information. Submittals to note on first page any differences between specified item and submitted item.

Plumbing fixtures.

Duct work material, construction, hangers, supports and accessories.

Piping materials, valves, hangers, supports and accessories.

Heat Pumps

Exhaust Fans.

OPERATION AND MAINTENANCE MANUALS (O&M)

O&M manuals to include submitted information.

Manufacturer's factory start up forms completed as required for warranty. Warranty information for all equipment.

Equipment suppliers contact information.

Equipment service requirements and spare parts list.

Material Safety Data Sheets on all chemicals provided on the project.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1 Reports.

2 Compliance with listings and approvals for equipment and for fire ratings.

3
4 Acceptance certificates from inspecting agencies.

5
6 Manufacturer's performance tests on operating equipment.

7
8 Field pipe pressure testing reports.

9
10 Field operating test results for operating equipment.

11
12 Performance report on the balancing of air system.

13
14 Record drawings showing all significant changes to the Contract Documents. Location of all valves and
15 mechanical equipment access.

16
17 Construction pictures, provide construction pictures showing location of all equipment and accessories
18 covered up by building materials, such as but not limited to piping in walls, above hard lid ceilings or
19 connections/offsets not readily accessible. Label each picture and make note on as-built drawings of
20 picture location.

21
22
23 SUBSTITUTIONS

24
25 Contractor is required to provide substitution requests per Division 1, prior to bid closing. All substituted
26 equipment or accessories must be of the same quality of the specified item, the contractor is responsible
27 to verify all installation requirements prior to submission. All variations to the specified item is to be listed
28 on the front page of the substitution request.

29
30
31 ACCESSIBILITY

32
33 Contractor is to provide manufacturer's minimum access for all equipment provided.

34
35 Contractor to provide adequate access to all valves, test ports, manual vents, gauges and controls for all
36 equipment.

37
38 Contractor responsible to coordinate installation of all panels, ceilings, doors for adequate access.

39
40 Contractor responsible to maintain all access paths to new or existing equipment, locate piping, duct work
41 out of access paths.

42
43
44 DEMOLITION

45
46 Contractor responsible for the removal of all equipment shown in the contract documents shown to be
47 removed. Contractor to dispose of items off site.

48
49 Contractor responsible for patching all surfaces exposed after demolition of any existing equipment to
50 match the adjacent surface.

51
52 Contractor responsible to remove all components associated with equipment being removed, including
53 but not limited to controls, electrical back to nearest panel, duct work, piping back to the nearest main.

54
END OF SECTION

222

SECTION 15050 - BASIC MECHANICAL METHODS AND MATERIALS

PART 1 GENERAL

SECTION INCLUDES

This section describes the pipe specialties for piping systems including, but not limited, to the following:

Piping support

Domestic water pipe

Sanitary sewer and vent pipe

Fittings

RELATED SECTIONS

Division 15, Division 16 Supplementary Conditions and drawings.

REFERENCES

ASME

ASTM.

UL

SUBMITTALS

Product Data: Manufacturer's data sheets on each product to be used, including:

Preparation instructions and recommendations.

Storage and handling requirements and recommendations.

Installation methods.

DELIVERY, STORAGE, AND HANDLING

Store products in manufacturer's unopened packaging until ready for installation.

Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

PART 2 - PRODUCTS

MECHANICAL PIPE SUPPORTS

Provide piping support system complying with layout, elevations, slope and support frequency as indicated or required to comply with referenced or applicable codes and ordinances. Installation shall eliminate potential for stress on piping runs, fittings, bends and terminations. Isolate materials to prevent galvanic reaction and abrasive damage due to thermal expansion and vibration. Installation shall not exceed weight capacity of support.

Supports to be adjustable steel clevis type hanger.

Michigan Hanger Co. #400 or approved.

BELOW GROUND (EXTERIOR) WATER PIPING

Domestic potable cold water plumbing system, where shown on the Drawings and Schedules, shall be crosslinked polyethylene pipe, and shall include the following:

Crosslinked polyethylene (PEXa) piping.

Cold-expansion and compression-sleeve fittings.

Pipe fasteners as approved by the manufacturer of the PEXa piping.

Publications listed here are part of this specification to the extent they are referenced. Where no specific edition of the standard or publication is identified, the current edition shall apply.

ASTM - American Society for Testing and Materials

ASTM D2765 – Standard Test Method for Determination of Gel Content and Swell Ratio of Crosslinked Ethylene Plastics

ASTM E84 – Standard Test Method for Surface Burning Characteristics of Building Materials

ASTM E119 – Standard Test Methods for Fire Tests of Building Construction and Materials

ASTM F876 – Standard Specification for Crosslinked Polyethylene (PEX) Tubing

ASTM F877 – Standard Specification for Crosslinked Polyethylene (PEX) Plastic Hot- and Cold-Water Distribution Systems

ASTM F2023 – Standard Test Method for Evaluating the Oxidative Resistance of Crosslinked Polyethylene (PEX) Tubing and Systems to Hot Chlorinated Water

ASTM F2080 – Standard Specification for Cold-Expansion Fittings with Metal Compression Sleeves for Crosslinked Polyethylene (PEX) Pipe

AWWA – American Water Works Association

AWWA C904-06 - Crosslinked Polyethylene (PEX) Pressure Pipe, 1/2 In.(12 mm) Through 3 In. (76 mm), for Water Service

Quality Assurance

Manufacturer: Must be a company specializing in the Work of this Section with a minimum of 5 years documented experience.

All components shall be supplied by one manufacturer.

Pipe shall be manufactured in a facility whose quality management system is ISO 9001 certified.

Crosslinked polyethylene (PEXa) pipe shall conform and be certified to ASTM F876, F877 and CSA B137.5. Fittings shall conform and be certified to ASTM F877 or F2080, and CSA B137.5.

ABOVE GROUND (INTERIOR) WATER PIPING

Pipe: Copper tube, ASTM B88, Type L.

Fittings for Copper Tube:

Wrought copper or bronze castings conforming to ANSI B16.18 and B16.22. Unions shall be bronze, MSS SP72 & SP 110, Solder or braze joints. Use 95/5 tin and antimony for all soldered joints.

Adapters: Provide adapters for joining screwed pipe to copper tubing.

Solder: ASTM B32 Composition Sb5 HA or HB. Provide non-corrosive flux.

Brazing alloy: AWS A5.8, Classification BCuP.

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 (DWV).

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.

TRAPS

Traps shall be provided on all sanitary branch waste connections from fixtures or equipment not provided with traps. Exposed brass shall be polished brass chromium plated with nipple and set screw escutcheons. Concealed traps may be rough cast brass or same material as pipe connected to. Slip joints are not permitted on sewer side of trap. Traps shall correspond to fittings

on cast iron soil pipe or steel pipe respectively, and size shall be as required by connected service or fixture.

PART 3 - EXECUTION

PIPE INSTALLATION

The pipe installation shall comply with the requirements of the 2011 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 above accessible ceilings where possible.

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.

Changes in direction for soil and waste drainage and vent piping shall be made using appropriate branches, bends and long sweep bends. Sanitary tees and short sweep quarter bends may be used on vertical stacks if change in direction of flow is from horizontal to vertical. Long turn double wye branch and eighth bend fittings shall be used if two fixtures are installed back to back or side by side with common drain pipe. Straight tees, elbows, and crosses may be used on vent lines. Do not change direction of flow more than 90 degrees. Proper size of standard increaser and reducers shall be used if pipes of different sizes are connected. Reducing size of drainage piping in direction of flow is prohibited.

SPECIALTY PIPE FITTINGS

Transition coupling shall be installed at pipe joints with small differences in pipe outside diameters.

Dielectric fittings shall be installed at connections of dissimilar metal piping and tubing.

PIPE HANGERS, SUPPORTS AND ACCESSORIES

All piping shall be supported according to the Oregon Plumbing Specialty Code (OPSC) and these specifications. Where conflicts arise between these the code and OPSC, the most restrictive or the requirement that specifies supports with highest loading or shortest spacing shall

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1 apply.

2
3 Hangers, supports, rods, inserts and accessories used for pipe supports shall be shop coated
4 with zinc chromate primer paint. Electroplated copper hanger rods, hangers and accessories
5 may be used with copper tubing.

6
7 Horizontal piping and tubing shall be supported within 300 mm (12 inches) of each fitting or
8 coupling.

9
10 Horizontal cast iron piping shall be supported with the following maximum horizontal spacing and
11 minimum hanger rod diameters:

12
13 40 mm or DN40 to 50 mm or DN50 (NPS 1-1/2 inch to NPS 2 inch): 1500 mm (60
14 inches) with 10 mm (3/8 inch) rod.

15
16 80 mm or DN 80 (NPS 3 inch): 1500 mm (60 inches) with 13 mm (1/2 inch) rod.

17
18 100 mm or DN100 to 125 mm or DN125 (NPS 4 to NPS 5): 1500 mm (60 inches) with 16
19 mm (5/8 inch) rod.

20
21
22 TESTS

23
24 Sanitary waste and drain systems shall be tested in sections.

25
26 After installing all fixtures and equipment, open water supply so that all p-traps can be observed.
27 For 15 minutes of operation, all p-traps shall be inspected for leaks and any leaks found shall be
28 corrected.

29
30 Filling, Testing & Balancing:

31
32 Tests of domestic plumbing systems shall comply with authorities having jurisdiction, and, where
33 required, shall be witnessed by the building official.

34
35 Pressure gauges used in testing and balancing shall show pressure increments of 1 psig and
36 shall be located at or near the lowest points in the distribution system.

37
38 Air Test

39 Charge the completed, yet unconcealed pipes with air at a minimum of 80 psig.

40 Do not exceed 150 psig.

41 The test pressure shall be restored and continued as the main test for 2 hours.

42 The main test pressure shall not fall more than 3 psig after 2 hours.

43 No leakage shall be detected.

44
45 Flush and Disinfect per AHJ

46
47
48 END OF SECTION
49

1 **SECTION 15250 – MECHANICAL INSULATION**

2
3
4 CONTRACT CONDITIONS

5
6 Division 15 Contractor is bound by the General Conditions, Supplementary Conditions and
7 Division 1 bound herewith in addition to this Specification and accompanying Drawings.

8
9
10 GENERAL

11
12 Work includes labor, materials and accessories for insulating equipment and piping furnished
13 under the Mechanical Division.

14
15
16 SUBMITTALS

17
18 Provide Submittals for the following:

19
20 Pipe Insulation

21
22 Include installation instructions with submittal for all insulation materials.

23
24
25 PRODUCTS

26
27 Materials and accessories with flame spread index not to exceed 25 and smoke developed index
28 not to exceed 50 in accordance with NFPA 255 and UL 723.

29
30
31 PIPE INSULATION

32
33 CLOSED CELL ELASTOMERIC PIPE INSULATION

34
35 Flexible, expanded closed-cell elastomeric, unslit, black.

36 Flame spread (ASTM E84):

37 1/2" or less - 50

38 1/2" - 1" - 75

39 Rated temperature range -40 degF to +220 degF.

40 Butt joints and seams sealed with manufacturer's recommended sealant.

41 Manufacturer's weather resistant protective finish on exterior installation.

42 0.255 Btu-in/hr-sf-degF thermal conductivity (ASTM C177-71)

43 5.0 lbs/cf density.

44 1/2" thickness unless otherwise noted.

45 Armstrong Standard Armaflex Pipe Insulation, 520 Adhesive, Armaflex Finish Weather Coating.

46
47
48 EXECUTION

49
50 Nameplates, access openings, damper actuators and code stamps not insulated.

51 All insulation products to be installed strictly in accordance with manufacturer's instructions.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

- 1 Provide Installation Manual with product submittal.
- 2 Joints, valve bodies and fittings insulated.
- 3 Cut, form and seal pipe insulation at elbows.
- 4 Provide preformed insulation covers for all valves.
- 5 Seal all insulation joints and seams per manufacturer's recommendations.
- 6 Install manufacturer's weatherproof coating on all exterior pipe insulation.
- 7 Piping insulation to be continuous through all piping supports, do NOT cut insulation at pipe
- 8 hangers.
- 9

10
11 INSTALLATION

- 12
- 13 By skilled applier in the employ of a firm specializing in this type of work.
- 14 Placed after the system has been tested and approved.
- 15 Install insulation with rigid inserts at supports as recommended by insulation manufacturer.
- 16 All work in accordance with manufacturer's standards.
- 17

18
19 PIPE INSULATION

- 20
- 21 Above ground domestic hot and cold water
- 22 Closed cell elastomeric insulation
- 23 Joints, valve bodies (except balancing valves) and fittings insulated.
- 24

25
26
27
28
END OF SECTION

SECTION 16010 -GENERAL ELECTRICAL REQUIREMENTS

PART 1 - GENERAL

DESCRIPTION OF WORK

Section 65010 details the general requirements for the Division 16 contractor for the installation of the electrical equipment and systems described in the Contract Documents.

Division 16 contractor to provide labor, materials for a complete and operable system complying to all the conditions in the Contract Documents. Order of priority of Contract Documents are as follows:

1. Change Orders
2. Addendums
3. Schedules
4. Specifications
5. Details
6. Drawings

Drawings are diagrammatic only, to show general arrangement of electrical equipment and accessories. Coordinate location of all electrical equipment with other trades prior to rough in. Provide necessary offsets or transitions as required to install the system in the space provided.

Provide all required accessories for a complete and operable system as intended, review all manufacturer installation requirements prior to rough in. Notify engineer of any conflict between manufacturer's requirements and Contract Documents prior to proceeding with installation.

Contractor to verify all installation requirements prior to ordering of equipment. Verify correct voltage, amperage, physical size, mounting, and access requirements prior to ordering. Notify engineer of discrepancies prior to ordering.

Contractor to notify owner if asbestos is found on the project immediately. No materials containing asbestos are to be used on project.

Contractor to submit for and obtain all permits required to perform the work as described. Contractor is responsible for the payment of the permits and coordination of all inspections required by the local authority having jurisdiction.

Contractor to install all equipment and accessories in a professional manner, run race ways parallel to the building, install equipment plumb and level, with adequate access for maintenance. Provide permanent plastic laminate labels with equipment identification matching Contract Documents.

Contractor to provide seismic restraints for all equipment as required by the AHJ. Provide stamped structural calculations as required and submit to the AHJ as requested for approval. Provide all special inspections as required by the AHJ.

It is the Contractor's responsibility to satisfy himself as to the nature and location of the work, the general conditions, availability of labor, water, electric power, roads, physical conditions at the site, the existing equipment to remain, existing equipment to be modified or to be removed, and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the Contractor to acquaint himself with all available information will not relieve him of

responsibility of successfully performing the work.

This specification and the electrical drawings size equipment, wire, conduit, etc. based on the horse powers of motors and voltage of equipment information available at the time of design and as shown on the plans or specified herein. The contractor is responsible to install wire, conduit, starters, or any other electrical equipment based on equipment actually furnished. The electrical Contractor shall not furnish or install any electrical raceways, conductors, safety switches, contactors, or motor starters of sizes smaller than those required by codes or shown on drawings or specified in this specification. The electrical contractor shall coordinate with various trades, and various sections of specifications to provide the properly sized equipment without additional cost to owner.

RELATED DOCUMENTS

Division 16 contractor is bound by Division 1, Division 16, Supplemental General Conditions and the associated drawings.

REFERENCE STANDARDS

Compliance with the codes and standards of the following organizations as applicable to the work being performed:

1. Codes, Rules and Regulations of the State of Oregon.
2. Local county/city Codes, Rules and Regulations
3. NEMA
National Electrical Manufacturers Association
4. FM
Factory Mutual
5. NFPA
National Fire Protection Association
6. ASTM
American Society for Testing Materials
7. UL
Underwriters Laboratories, Inc.
8. NEC
National Electrical Code
9. OSHA
Occupational Safety and Health Act
10. BSA
Board of Standards and Appeals
11. MEA
Materials and Equipment Acceptance
12. IES
Illuminating Engineering Society of North America

DEFINITIONS

"Provide" means furnish and install, complete, with the specified material or equipment and perform all required labor to make a complete and functioning installation.

"Install" means to provide labor and materials to receive, unload, assemble, place, mount,

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

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

SECTION 16050-BASIC ELECTRICAL MATERIALS AND METHODS

GENERAL

DESCRIPTION

This section of the specification includes the furnishing, installation, connection and testing of the revised electrical system(s). It shall include, but not be limited to, coordination and installation of the main service(s) from the local utility, main distribution panel(s), sub panels, grounding, complete interior lighting system with occupancy sensors meeting 2019 Oregon Zero Energy Ready Specialty Code, building exterior lighting, electrical serving all mechanical systems, and RV site upgrades.

The electrical system shall comply with the latest versions of the National Electrical Code, the 2017 Oregon Electrical Specialty Code, NFPA, ADA and the Illuminating Engineering Society of North America (IES) standards and recommendations.

All components of the electrical system shall be provided and installed in strict conformance of Underwriters Laboratories Inc. (UL) listings.

REFERENCES

- EIA/TIA 569A, Commercial Building Wiring Standard.
- Federal Communications Commission (FCC), Code of Federal Regulations, Part 68.
- National Electric Code (NEC).
- National Electrical Manufacturer's Association (NEMA).
- National Fire Protection Association (NFPA):
 - NFPA 70: National Electrical Code (copyrighted by NFPA, ANSI approved) - hereinafter referred to as NEC.
- Underwriters Laboratory, Inc. (UL).

SUBMITTALS

Submit under provisions in Division 1.

Product Data: Manufacturer's data sheets on each product to be used, including:

1. Preparation instructions and recommendations.
2. Storage and handling requirements and recommendations.
3. Installation methods.

Shop Drawings: Provide diagrams, schematics of networked systems indicating system performance and identifying components with location.

Panel Drawings: Submit dimensional drawings.

One Line Diagrams: Submit one line diagrams of the system configuration proposed. Submit one line drawings indicating location and addresses of all hardware, including, but not limited to, panel board or load center, circuit breaker, MDP, lights, sensors, time clock and receptacles.

Wiring Diagrams: Submit wiring diagrams detailing power, signal, and control systems, clearly

1 differentiating between manufacturers installed wiring and field installed wiring, and between
2 components provided by the manufacturer and those provided by others.

3
4 Submit typical connection diagrams for all components including, but not limited to, panel boards,
5 communications devices, sensors, and time clocks.

6
7 Conduit, breakers and wiring as detailed in these specifications.
8
9

10 QUALITY ASSURANCE

11
12 Installer Qualifications: Installer shall be a licensed electrical firm that shall have minimum of 2
13 years documented successful installation experience with projects utilizing similar equipment that
14 is required for this project.

15
16 Product Requirements:

17 Product shall be manufactured by an ISO 9001-2000 Certified facility.

18
19 Product shall be free from defects in material or workmanship.

20
21 Critical manufacturing processes of the product shall have documented in-process inspections
22 and production testing according to ISO 9001-2000.
23
24

25 DELIVERY, STORAGE, AND HANDLING

26
27 Deliver materials to the Project site in supplier's or manufacturer's original wrappings and
28 containers, labeled with supplier's or manufacturer's name, material or product brand name, and
29 lot number, if any.
30

31 Store materials in their original, undamaged packages and containers, inside a well ventilated
32 area protected from weather, moisture, soiling, extreme temperatures, and humidity. Ambient
33 temperature range between -22 degrees F to 131 degrees F (-30 degrees C to 55 degrees C).
34 Ambient humidity range 0% to 95%, non-condensing.
35

36 Store on a pallet or shelf elevated from the ground.
37
38

39 PROJECT CONDITIONS

40
41 Maintain environmental conditions (temperature, humidity, and ventilation) within limits
42 recommended by manufacturer for optimum results. Do not install products under environmental
43 conditions outside manufacturer's absolute limits.
44
45

46 WARRANTY

47
48 Provide manufacturer's standard warranty. Product is warranted free of defects in material or
49 workmanship. Product is warranted to perform the intended function within design limits.
50

51 Field-applied paint coatings on raceway, boxes, plates or fittings shall be excluded from raceway
52 manufacturer's warranty.
53

1 Provide a one year warranty on parts and service.

2
3
4 PART 2 - PRODUCTS

5
6
7 MANUFACTURERS

8
9 Acceptable Manufacturer:

10 Hubbell Wiring Devices-Kellems used for performance and standard reference.

11 Lithonia Lighting used for performance and standard references.

12 WattStopper Sensors used for performance and standard references.

13
14
15 GENERAL DEVICES

16
17 Receptacles: UL Listed, CSA Certified. Colors as selected from manufacturer's standard colors
18 by architect.

19
20 Hubbell Specification Grade Commercial Series Receptacles:

21 Rating and Type: 15 & 20A 125V, 2P 3W, side and backed wired duplex receptacles, tamper
22 resistant, BR15(x)TR Series.

23
24 4-Plex Receptacle Series:

25
26 Rating and Type: 15 & 20A 125V, 2P 3W 4-PLEX receptacles and accessories, HBL415(x)
27 Series.

28
29 Switches: UL Listed UL20, CSA Certified. Colors as selected from manufacturer's standard
30 colors by architect.

31
32 Specification Grade Commercial Series:

33
34 Rating and Type: 15A & 20A, 120-277V AC single pole through four-way, construction series
35 toggle, back and side wired, CSB115(x) Series.

36
37 Rating and Type: 15A & 20A, 120-277V AC single pole through four-way, commercial series
38 toggle, side wired only, CS115(x) Series.

39
40 Ground Fault Products: UL Listed, CSA Certified. Colors as selected from manufacturer's
41 standard colors.

42
43 Hubbell Industrial Tamper Resistant GFCI Series:

44
45 Rating and Type: 15 & 20A, 125V, 2P 3W grounding straight blade AUTOGUARD self test,
46 tamper resistant industrial grade GFCI receptacles, GFR5262SG Series.

47 Rating and Type: 15 & 20A, 125V, 2P 3W grounding straight blade tamper resistant industrial
48 grade GFCI receptacles, GFR5262(x)TR Series.

49
50 Lighting Fixtures Interior:

51
52 Per building supplier, approved alternates Philips Lighting, Cooper Lighting or approved alternate.

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1 Lighting Fixtures Exterior:

2
3 Per building supplier, approved alternates Philips Lighting, Cooper Lighting or approved alternate.

4
5 Occupancy Sensors

6
7 Per schedule on plans, approved alternates Philips Lighting, Cooper Lighting or approved
8 alternate.

9
10
11 ELECTRICAL DELIVERY SYSTEMS

12
13 Interior:

14
15 Conduits:
16 Electric Metallic Tubing (EMT)

17
18 Minimum 1/2" conduit size, minimum #12 copper conductors THHN.

19
20 MDP, Panel boards and breakers to be manufactured by Square D, GE, Siemens, Eaton or
21 approved

22
23 Exterior:

24
25 Conductors and conduits per plans.

26
27
28 PART 3 - EXECUTION

29
30
31 EXAMINATION

32
33 Do not begin installation until substrates and supporting structures have been properly prepared.

34
35 If substrate preparation is the responsibility of another installer, notify engineer of unsatisfactory
36 preparation before proceeding.

37
38 Review all equipment shown on mechanical plans, electrical contractor to verify correct voltage,
39 phase and circuit size prior to equipment ordering and rough in. Coordinate with mechanical
40 contractor all electrical requirements for mechanical equipment prior to purchasing and
41 installation of electrical systems, including line voltage and low voltage control wiring.

42
43
44 INSTALLATION

45
46 Install in strict accordance with the NEC, manufacturer's instructions and requirements indicated
47 in specifications.

48
49 Raceway system shall be free of open gaps and exposed uneven cuts.

50
51 All outlets, boxes, and enclosures shall be fastened securely to walls or permanent structures.

52
53 Verify power wires and data cables are separated by a physical barrier. Power wires and data

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16035 BOAT BASIN ROAD

PROJECT NO. 19005

1 cables shall not be combined in any channel.

2 Contractor is not to cut or notch any structural member without prior approval from engineer.

3 All exposed low voltage wiring is to be concealed in EMT.

4 All low voltage connections are to be performed in a junction box with cover.

5
6
7
8
9
10 PROTECTION

11 Protect installed products until completion of project.

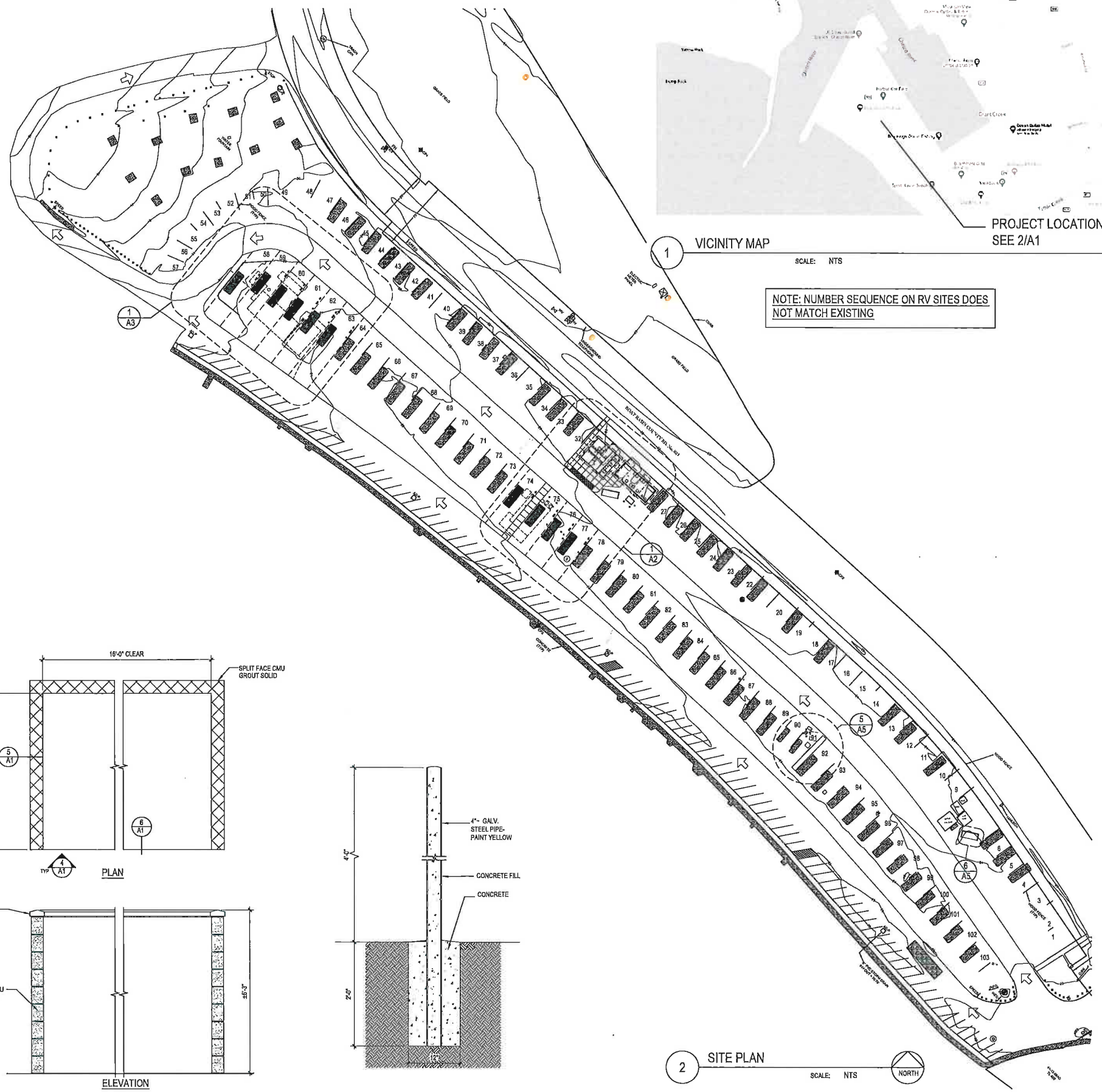
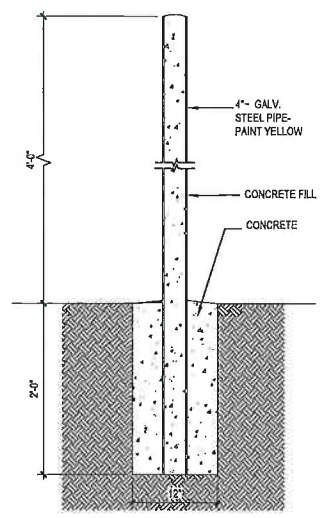
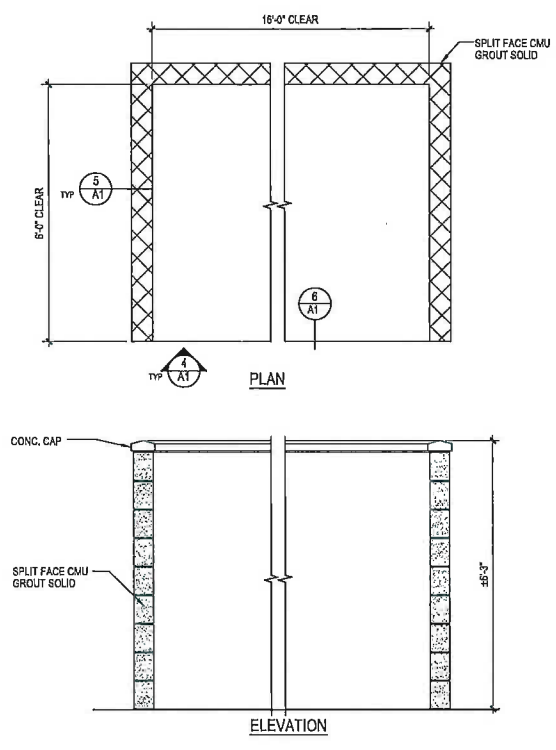
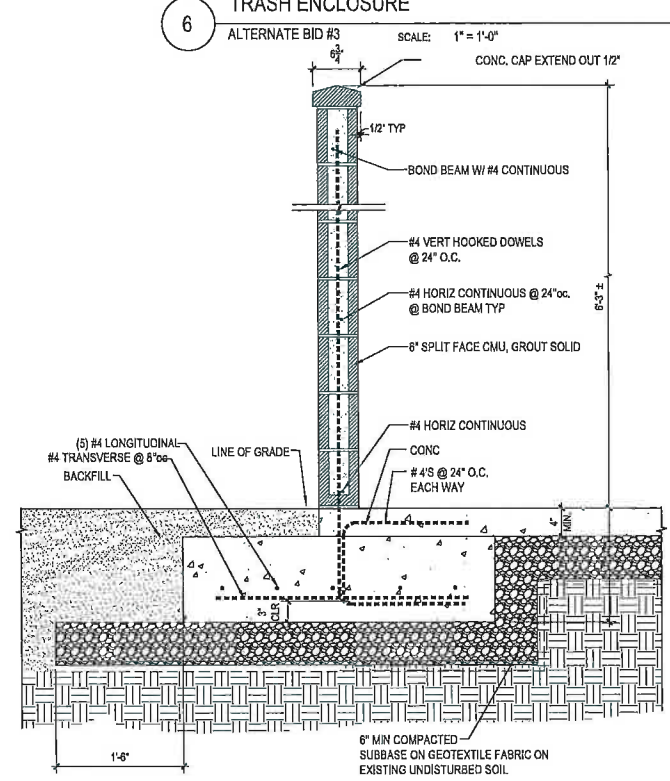
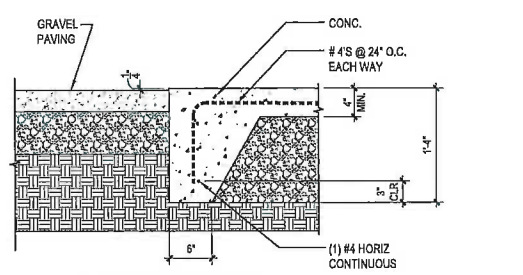
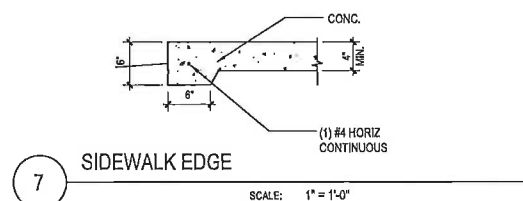
12 Touch-up, repair or replace damaged products before Substantial Completion.

13
14
15
16
17 INSTRUCTION

18 Instruction shall be provided on operation of system. Hands-on demonstration of the operation of
19 occupancy sensors and time clocks shall be provided. Demonstrate setting and adjusting of
20 sensors and time clocks.

21
22
23
24
25
26
END OF SECTION

- DRAWING SHEET INDEX
- ARCHITECTURAL
- A-1.0 SITE PLAN
 - A-2.0 ENLARGED SITE PLAN
 - A-3.0 ENLARGED SITE PLAN
 - A-4.0 SHOWER BUILDING
 - A-5.0 LAUNDRY BUILDING
- PLUMBING
- P-1.0 DEMOLITION PLAN
 - P-1.1 PLUMBING SITE PLAN
 - P-1.2 SHOWER/LAUNDRY BUILDING PLAN
- ELECTRICAL
- E-1.0 DEMOLITION PLAN
 - E-1.1 ELECTRICAL SITE PLAN
 - E-1.2 LAUNDRY/PANEL SCHEDULES



NOTE: NUMBER SEQUENCE ON RV SITES DOES NOT MATCH EXISTING

PRELIMINARY

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

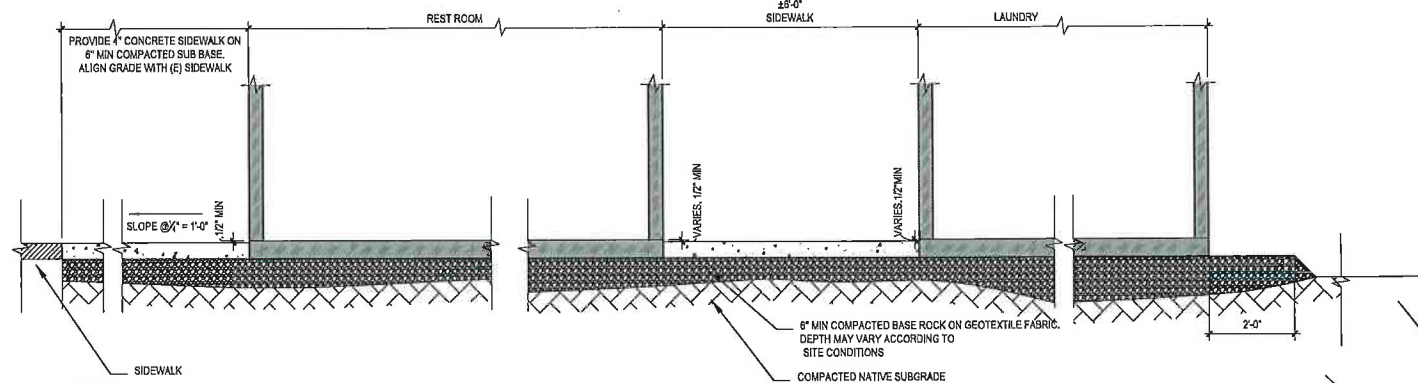
REVISIONS	Date:
Rev:	
No:	
OCTOBER 2020	
PROJECT NO:	19005

A1

125 WEST CENTRAL AVENUE
SUITE 400
COOS BAY, OREGON 97420
TEL: (541) 289-8888
www.crowclay.com

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

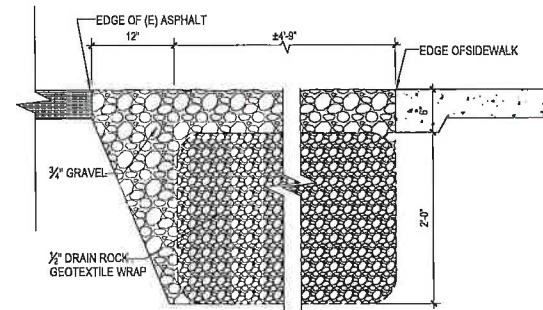




- NOTES:
1. REFER TO BUILDING HANDLING SHEET FOR BASE REQUIREMENTS DURING BUILDING PLACEMENT. NOTIFY ARCHITECT PRIOR TO CONSTRUCTION IF THERE ARE ANY DISCREPANCIES.
 2. GEOTECHNICAL ENGINEER TO REVIEW SUBGRADE CONDITIONS PRIOR TO BASE INSTALLATION.

SECTION @ GRADE

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



FOOT RINSE DRYWELL

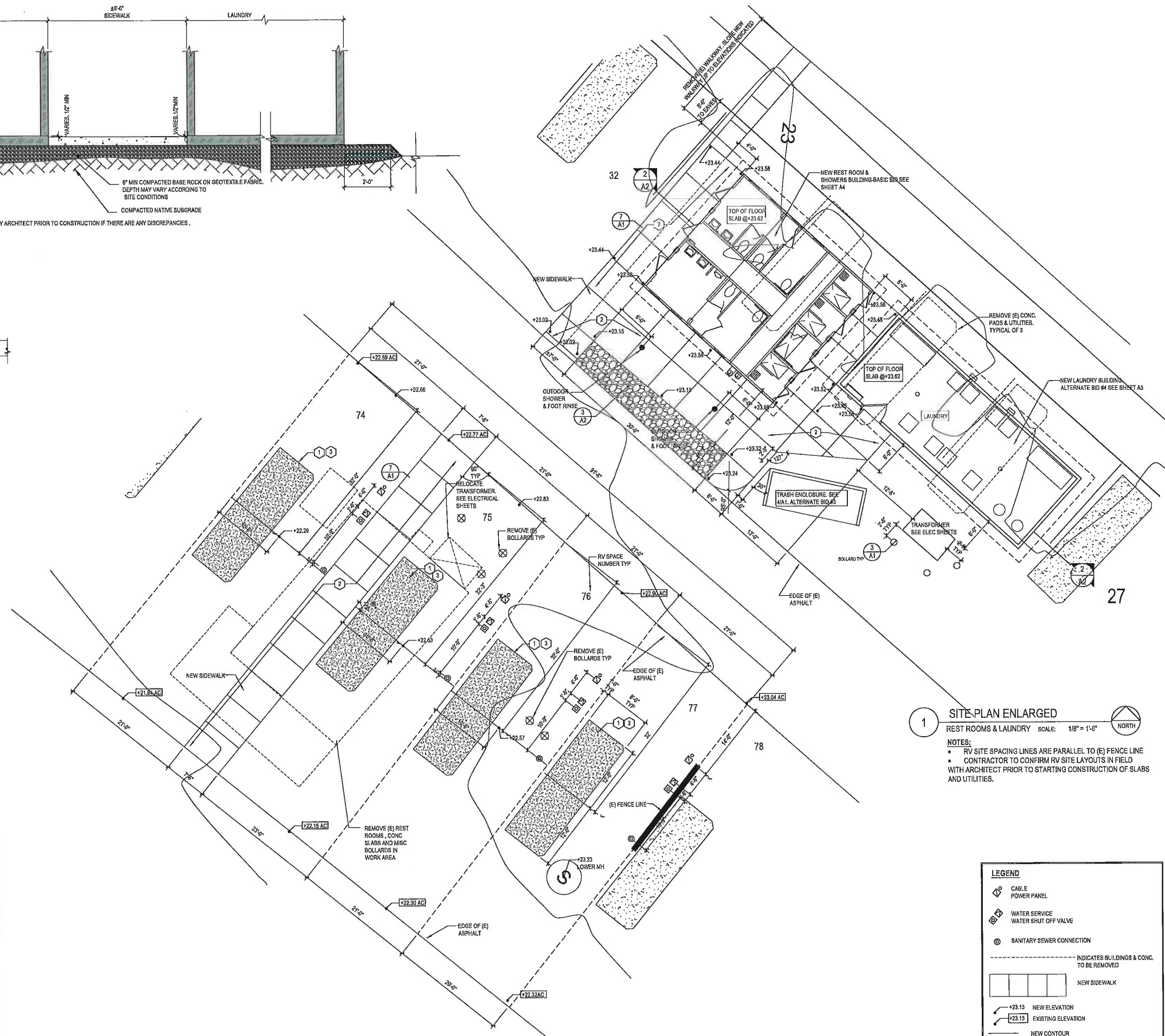
SCALE: 1" = 1'-0"

GENERAL NOTES

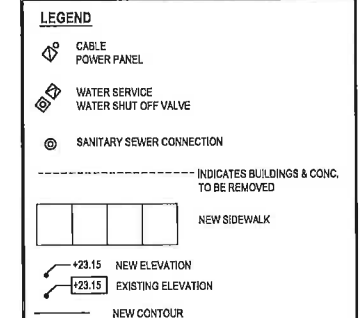
- CONSTRUCT (4) NEW RV SITES, 74, 75, 76, & 77 AS INDICATED
- FILL DEMOLITION AREAS WITH GRAVEL PAVEMENT FLUSH TO INDICATED & EXISTING ADJACENT GRADES. NOTE: CONSTANT SLOPE FROM HIGH END TO LOW END REQUIRED.
- ASBESTOS ABATEMENT HAS BEEN COMPLETED ON (E) STRUCTURES TO BE REMOVED. SURVEY & ABATEMENT INFORMATION AND DISPOSAL CERTIFICATES ARE AVAILABLE UPON REQUEST.

KEYNOTES

1. 6" THICK CONC. SLAB W/ #4S @ 12" ON EACH WAY ON GEOTEXTILE FABRIC ON 6" COMPACTED BASE COURSE. INSTALL FLUSH TO GRADE
2. 4" THICK CONC. SIDEWALK W/ THICKENED EDGES ON 6" COMPACTED BASE COURSE
3. NEW SLAB TO BE FLUSH W/ EXISTING GRADE & NEW GRADES



- 1 SITE PLAN ENLARGED
REST ROOMS & LAUNDRY SCALE: 1/8" = 1'-0" NORTH
- NOTES:
- RV SITE SPACING LINES ARE PARALLEL TO (E) FENCE LINE
 - CONTRACTOR TO CONFIRM RV SITE LAYOUTS IN FIELD WITH ARCHITECT PRIOR TO STARTING CONSTRUCTION OF SLABS AND UTILITIES.



125 WEST CENTRAL AVENUE
SUITE 400
COOS BAY, OREGON 97420
TEL: (541) 268-9888
www.crowclay.com

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



PRELIMINARY

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

REVISIONS	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

OCTOBER 2020

PROJECT NO: 18005

A2



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

NOTES:
• RV SITE SPACING LINES ARE PARALLEL TO (E) FENCE LINE
• CONTRACTOR TO CONFIRM RV SITE LAYOUTS IN FIELD WITH ARCHITECT PRIOR TO STARTING CONSTRUCTION OF SLABS AND UTILITIES.

GENERAL NOTE:
• ASBESTOS ABATEMENT HAS BEEN COMPLETED ON (E) STRUCTURES TO BE REMOVED. SURVEY & ABATEMENT INFORMATION & DISPOSAL CERTIFICATES ARE AVAILABLE UPON REQUEST
• RV SITE BOUNDARIES ARE PARALLEL TO (E) FENCE LINE

KEYNOTES:
1 6" CONC. SLAB WITH #4s @12" oc EACH WAY. SET NEW SLAB FLUSH W/TOP OF GRAVEL PAVEMENT
2 REMOVE EXISTING AC PAVING FROM ROAD EDGE AT SITES 5A, 6A, 7A, 8A, 9A & 10A
3 SLOPE NEW GRAVEL PAVEMENT FROM EDGE OF ROAD AC PAVING TO NEW ELEVATIONS INDICATED

LEGEND
CABLE POWER PANEL
WATER SERVICE WATER SHUT OFF VALVE
SANITARY SEWER CONNECTION
INDICATES BUILDINGS & CONC. TO BE REMOVED
NEW SIDEWALK
NEW ELEVATION
(E) ELEVATION
NEW CONTOUR

125 WEST CENTRAL AVENUE
SUITE 400
COOS BAY, OREGON 97420
TEL: (541) 269-5388
www.crowdley.com

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

PRELIMINARY

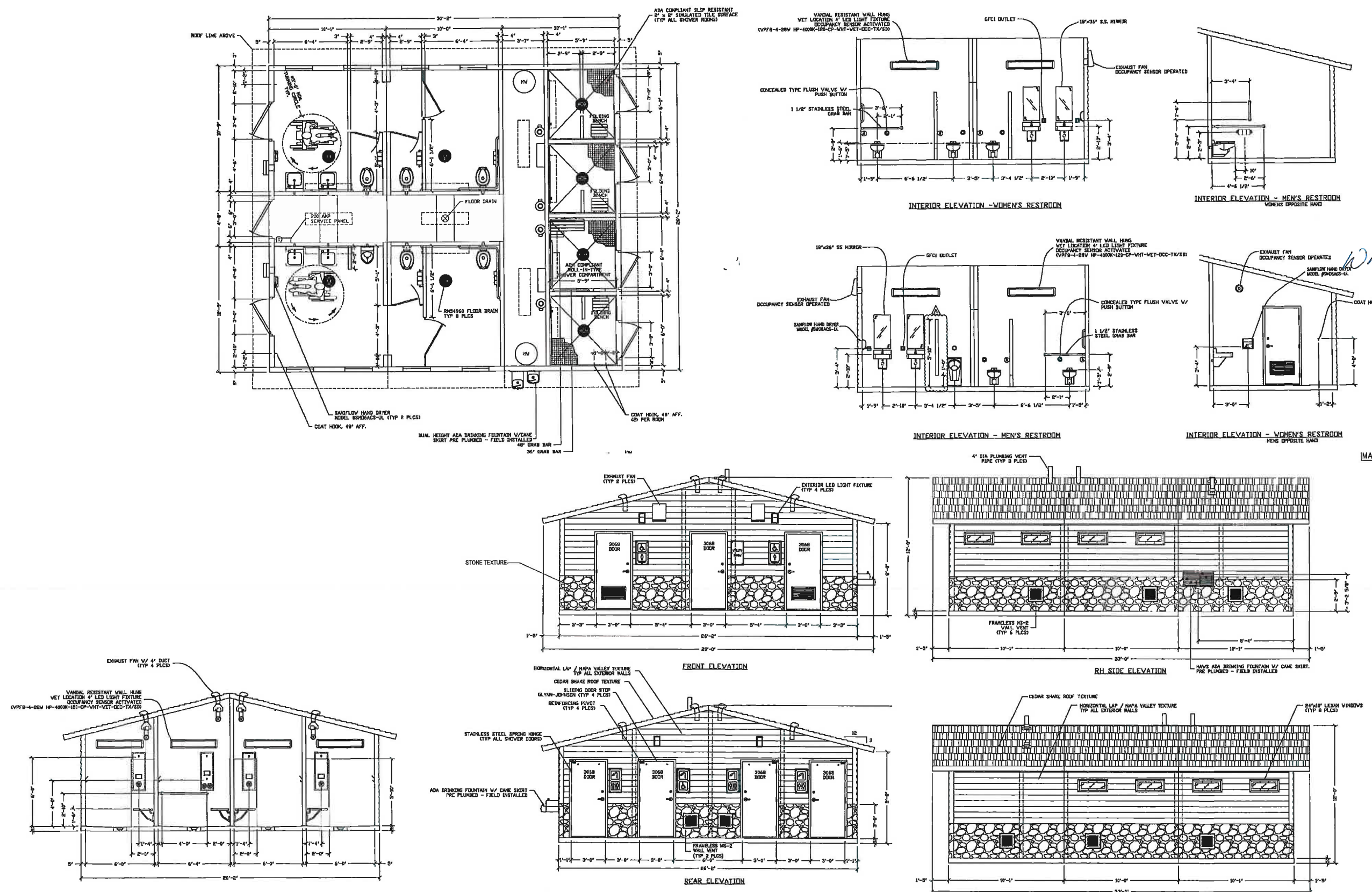
PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

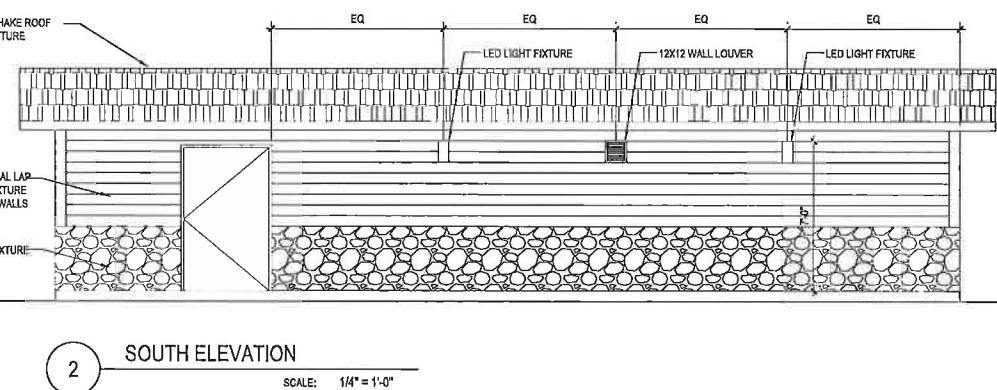
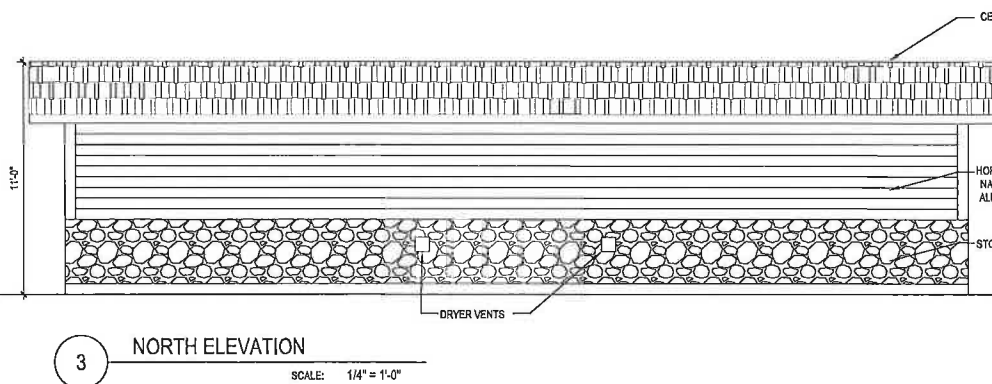
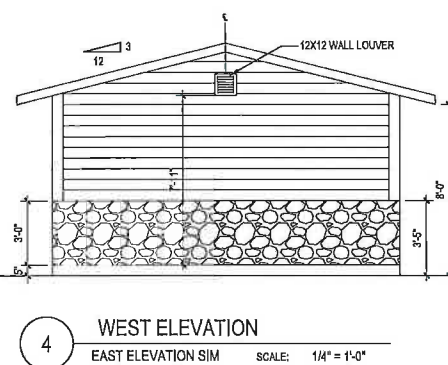
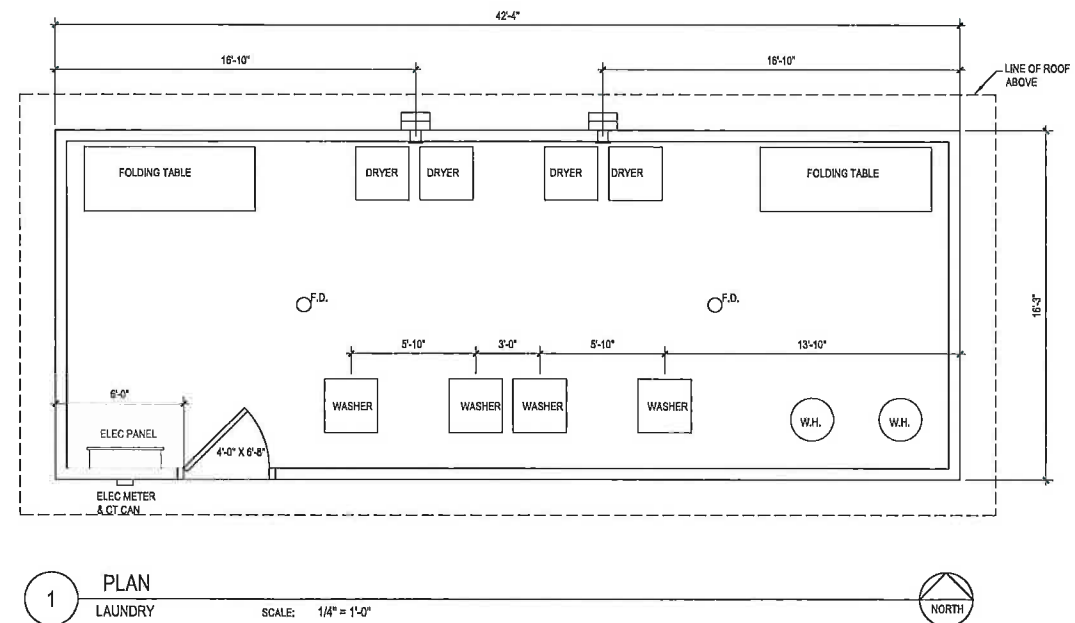
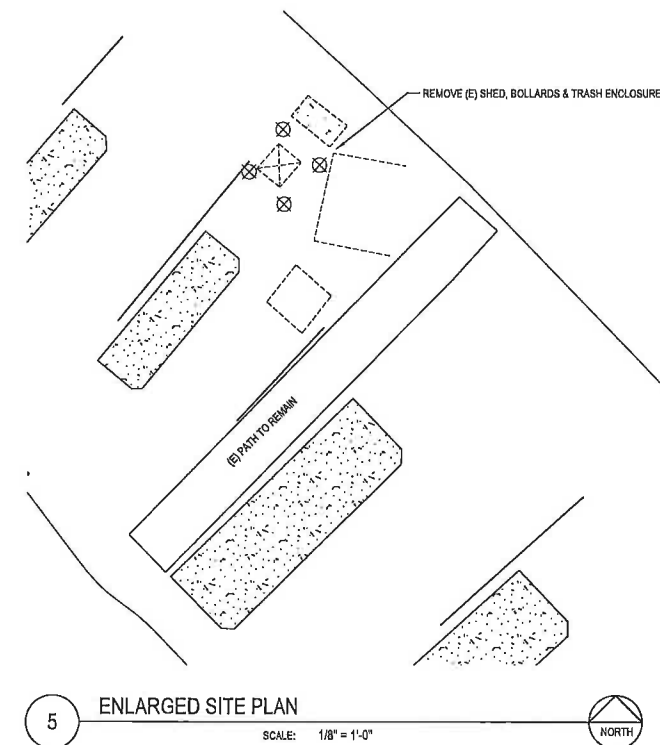
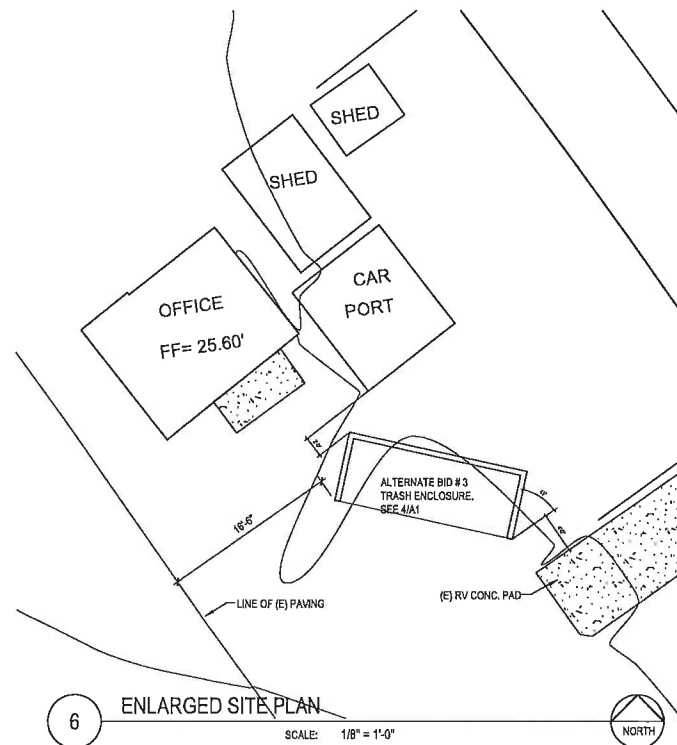
REVISIONS	Date:
Revised:	
No:	

OCTOBER 2020

PROJECT NO: 19005

A3

[illegible]



125 WEST CENTRAL AVENUE
SUITE 400
CROSS BAY, OREGON 97420
TEL: (541) 269-9888
www.crowclay.com

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



PRELIMINARY

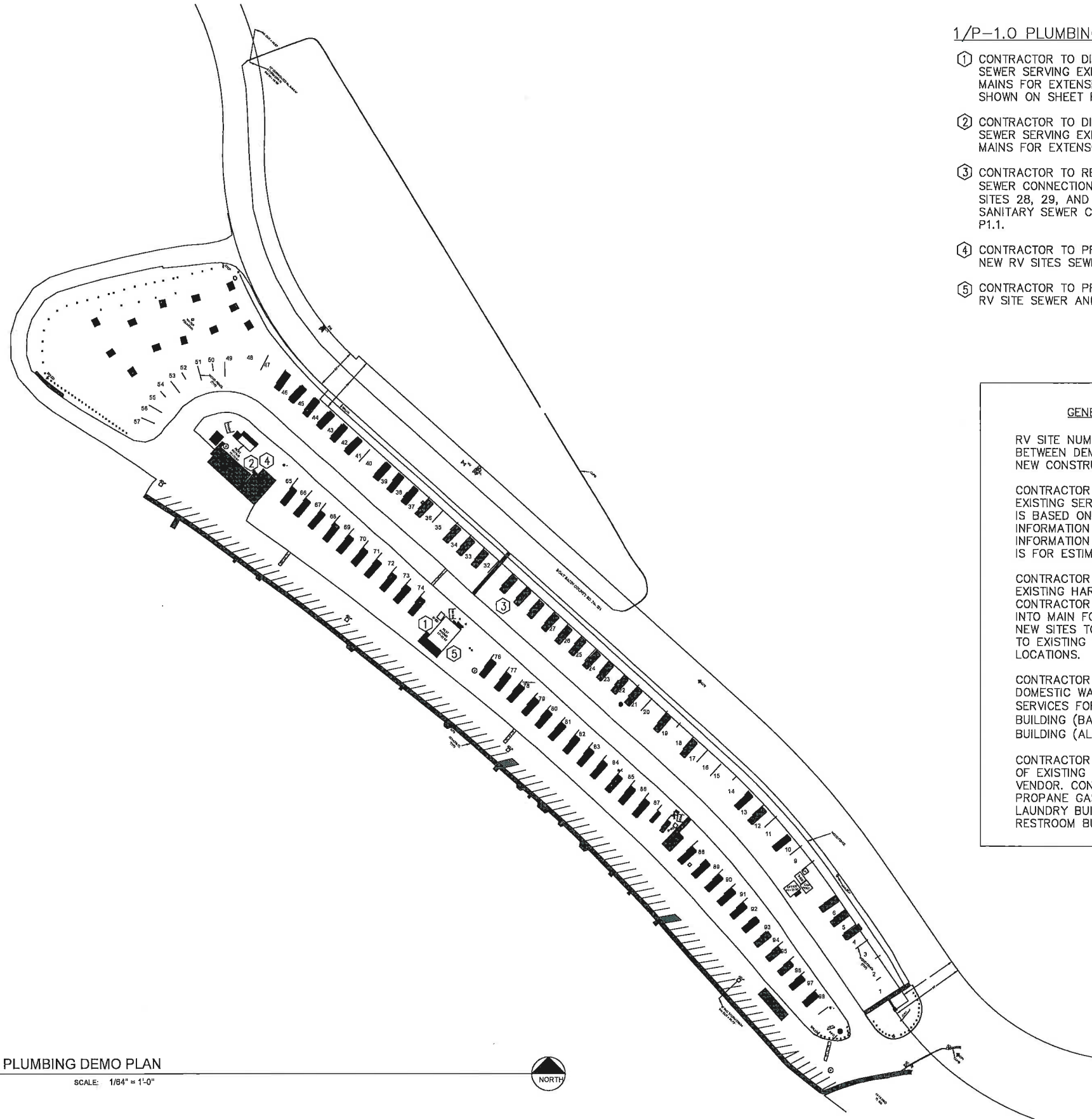
PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

REVISIONS	Date:
Revision:	
No:	

OCTOBER 2020

PROJECT NO: 19005

A5



1/P-1.0 PLUMBING DEMO NOTES

- ① CONTRACTOR TO DISCONNECT EXISTING WATER AND SANITARY SEWER SERVING EXISTING BUILDING, PREPARE CONNECTION TO MAINS FOR EXTENSION TO NEW BUILDINGS AND RV SITES AS SHOWN ON SHEET P1.1.
- ② CONTRACTOR TO DISCONNECT EXISTING WATER AND SANITARY SEWER SERVING EXISTING BUILDING, PREPARE CONNECTION TO MAINS FOR EXTENSION TO RV SITES AS SHOWN ON SHEET P1.1.
- ③ CONTRACTOR TO REMOVE EXISTING HOSE BIBS AND SANITARY SEWER CONNECTION BACK TO MAIN SERVING EXISTING (3) RV SITES 28, 29, AND 30 BEING REMOVED. PROVIDE WATER AND SANITARY SEWER CONNECTIONS TO NEW BUILDINGS PER SHEET 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 PREPARE OLD RESTROOM LOCATION FOR 4 NEW RV SITE SEWER AND WATER HOOKUPS, SEE SHEET P1.1.

GENERAL NOTES

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

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

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

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

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

1 SITE PLUMBING DEMO PLAN

SCALE: 1/84" = 1'-0"



125 WEST CENTRAL AVENUE
SUITE 400
CDS BAY, OREGON 97420
TEL: (541) 268-9388
www.growday.com

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



PRELIMINARY

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

REVISIONS	No.	Revision	Date

SEPT 2020

PROJECT NO: 19005

P1.0

FIXTURE SCHEDULE

DESIGNATION	FIXTURE TYPE	C.W.	H.W.	SAN/ WASTE	VENT	MANUFACTURER	MODEL	HARDWARE	NOTES
P-1	FLOOR SINK	N/A	N/A	4"	2"	JR SMITH	2005Y	6" NB GRATE WITH TRAP PRIMER	1,2
P-2	HOSE BIB	3/4"	N/A	N/A	N/A	WOODFORD	MODEL 24	R.P. BACKFLOW DEVICE ON SUPPLIES, KEYED HANDLE	
P-3	FLOOR DRAIN	N/A	N/A	3"	1-1/2"	JR SMITH	2005Y	6" NB GRATE WITH TRAP PRIMER	1
P-4	WASHING MACHINE	3/4"	3/4"	2"	1-1/2"	SPEED QUEEN	SFNNCASP115TW01	PROVIDE WITH WATER HAMMER ARRESTORS	
P-5	EXT. SHOWER	3/4"	N/A	N/A	N/A	WILLOUGHBY	WODS-ADA		

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

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

LAUNDRY ROOM

FIXTURE	COUNT	FU/UNIT	DFU/UNIT	TOTAL FU	TOTAL DFU
WASHER	4	6	10	24	40
FLOOR DRAIN	2		2		4
FLOOR SINK	2		4		8
HOSE BIB	1	2.5		2.5	
TOTALS				26.5	52

SHOWER ROOM

FIXTURE	COUNT	FU/UNIT	DFU/UNIT	TOTAL FU	TOTAL DFU
FLUSH VALVE WC	5	TABLE 6-7	4	115	20
FLUSH VALVE UR	1	TABLE 6-7	2	20	2
LAYS	4	1	2	4	8
SHOWER	4	2	2	8	8
FLOOR DRAIN	8		2		16
TOTALS				147	54

GENERAL NOTES

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

CONTRACTOR TO PROVIDE 4" SPRING OPERATED SEWER DRAIN CAPS, ENVIRO DESIGN FF1040 OR APPROVED, TO ALL 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
COOS BAY, OREGON 97420
TEL: (541) 268-6988
www.crowley.com

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



PRELIMINARY

PORT OF BROOKINGS HARBOR

RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

REVISIONS	No.	Revised	Date

SEPT 2020

PROJECT NO: 19005

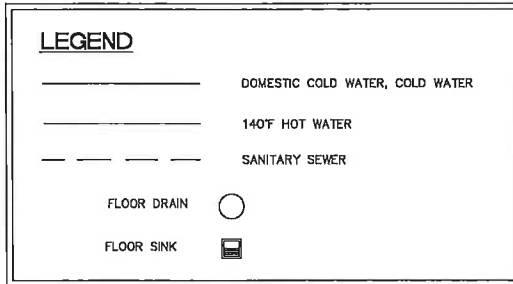
P1.1

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

1/P-1.1 PLUMBING NOTES

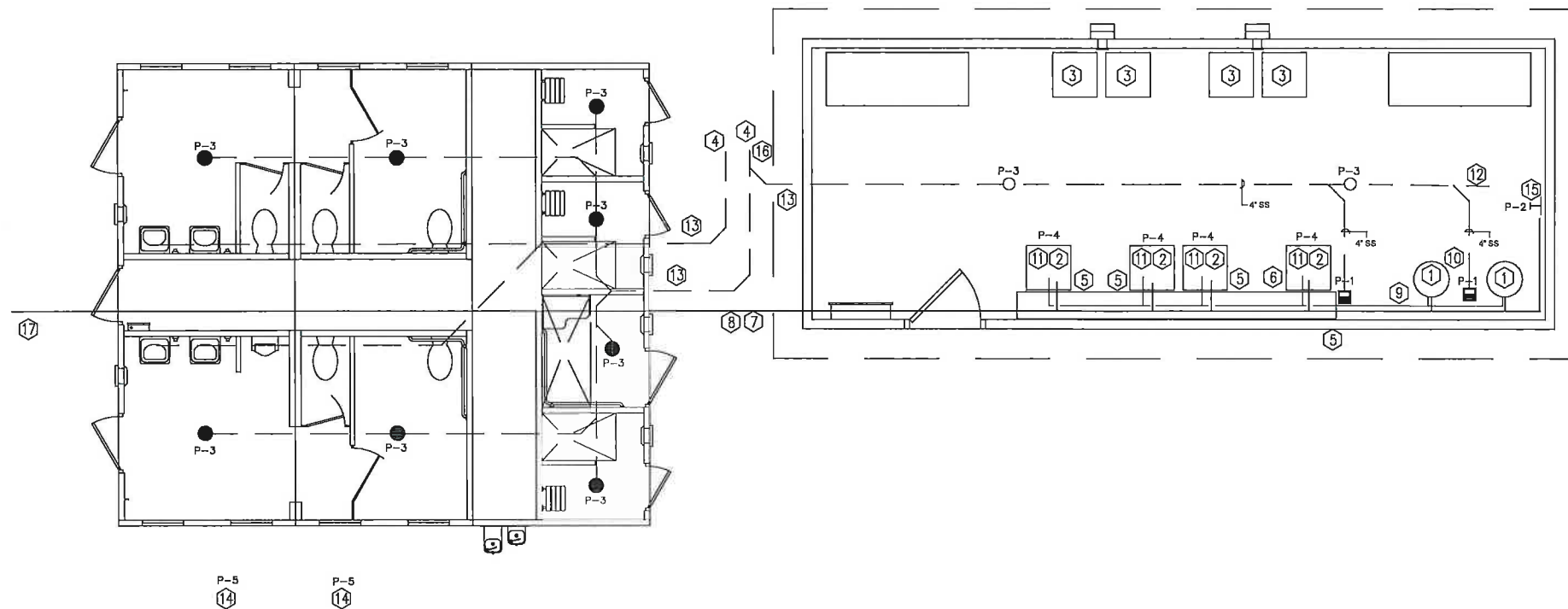
1. CONTRACTOR TO CONNECT 2-1/2" WATER SUPPLY FROM MAIN LOCATED BEHIND SITE 37 AND 4" SANITARY SEWER FROM EXISTING LATERAL SERVING REMOVED RV SITES TO NEW RESTROOM/SHOWER BUILDING. CONTRACTOR TO FIELD VERIFY LOCATION AND CONNECTION POINT.
2. ALTERNATE BID #4: CONTRACTOR TO EXTEND 1-1/2" WATER SUPPLY FROM 2-1/2" WATER SUPPLY TO NEW RESTROOM/SHOWER BUILDING TO NEW LAUNDRY BUILDING. CONTRACTOR TO CONNECT 4" SANITARY SEWER TO EXISTING SANITARY SEWER LATERAL SERVING REMOVED RV SITES. CONTRACTOR TO FIELD VERIFY LOCATION AND CONNECTION POINT.
3. CONTRACTOR TO PROVIDE (1) SANITARY YARD HYDRANT, WOODFORD S3, FOR EACH OF THE NEW RV SPOTS, 10 TOTAL. CONNECT TO WATER SERVICE IN DRIVEWAY, FIELD LOCATE, WITH 3/4" CW PIPE. INSTALL PER MANUFACTURER'S INSTRUCTIONS. REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS.
4. 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 TO REMOVED BUILDING.

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



1/P-1.2 PLUMBING LAUNDRY ROOM NOTES

- ① ALTERNATE 4: CONTRACTOR TO PROVIDE (2) 50 GAL. HOT WATER HEATERS, AO SMITH DRE-52-12 GOLD SERIES 240 VOLT 1 PHASE 50 AMP. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR PRIOR TO ORDERING. PROVIDE DRAIN PAN WITH DRAIN ROUTED TO FLOOR SINK.
- ② ALTERNATE 4: CONTRACTOR TO PROVIDE COIN OPERATED WASHING MACHINE, SPEED QUEEN SFNNCASP115TW01 OR APPROVED. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR.
- ③ ALTERNATE 4: CONTRACTOR TO PROVIDE COIN OPERATED DRYER, SPEED QUEEN SDENCRGS173TW02 OR APPROVED. CONTRACTOR TO COORDINATE ELECTRIC CIRCUIT WITH ELECTRICAL CONTRACTOR. PROVIDE 4" DRYER VENT TO STAINLESS STEEL HOODED WALL CAP, OLYMPIA CHIMNEY SUPPLY INC. DVV-4 OR APPROVED.
- ④ CONTRACTOR TO CONNECT 4" SANITARY SEWER TO EXISTING SEWER FOR REMOVED RV SITE #29. CONTRACTOR TO FIELD LOCATE SEWER FOR OLD RV SITE. IF ALTERNATE 4 IS ACCEPTED THEN THE LAUNDRY ROOM WILL BE CONNECTED IN THE SAME MANNER.
- ⑤ ALTERNATE 4: CONTRACTOR TO PROVIDE (1) WATER HAMMER ARRESTOR, WATTS LF15M2 OR APPROVED, FOR EACH 3/4" CW AND 3/4" HW PIPE FEEDING WASHING MACHINES.
- ⑥ ALTERNATE 4: CONTRACTOR TO PROVIDE LINT TRAP TROUGH DRAIN, 18" WIDE 12" TALL 18' LONG H-M COMPANY OR APPROVED. PLUMB WASHING MACHINE DRAINS INTO TOP OF LINT TROUGH PER MANUFACTURE, ELBOW TROUGH DRAIN INTO FLOOR SINK. FIELD VERIFY DIMENSIONS PRIOR TO ORDERING. VERIFY WITH MANUFACTURE INSTALLATION REQUIREMENTS.
- ⑦ ALTERNATE 4: CONTRACTOR TO SUPPLY BUILDING WITH 1-1/2" WATER MAIN, 3/4" CW DROPS TO EACH WASHER. PROVIDE ISOLATION VALVE IN ACCESSIBLE LOCATION AS THE MAIN WATER SUPPLY ENTERS THE BUILDING.
- ⑧ ALTERNATE 4: CONTRACTOR TO PROVIDE REDUCE BACK FLOW PREVENTION DEVICE FOR 1-1/2" WATER SUPPLY.
- ⑨ ALTERNATE 4: CONTRACTOR TO CONNECT HOT WATER HEATERS TO WASHING MACHINE USING 1-1/2" MAIN PIPE AND 3/4" DROPS.
- ⑩ ALTERNATE 4: CONTRACTOR TO PROVIDE 4" VENT FOR SANITARY SEWER, ROUTE OUT THROUGH ROOF.
- ⑪ ALTERNATE 4: CONTRACTOR TO PROVIDE EACH FLOOR DRAIN AND FLOOR SINK WITH A TRAP PRIMER.
- ⑫ ALTERNATE 4: CONTRACTOR TO PROVIDE SANITARY SEWER END OF LINE CLEAN OUT.
- ⑬ CONTRACTOR TO PROVIDE A TWO WAY CLEAN OUT ON SANITARY SEWER OUTSIDE OF BUILDING.
- ⑭ CONTRACTOR TO PROVIDE WILLOUGHBY WODS-ADA SERIES STAINLESS STEEL OUTDOOR FOOT SHOWER OR APPROVED. EXTEND 3/4" COLD WATER SUPPLY FROM RESTROOM/SHOWER BUILDING.
- ⑮ ALTERNATE 4: CONTRACTOR TO PROVIDE HOSE BIB, WOODFORD MODEL 19 OR APPROVED. SUPPLY WITH 3/4" CW.
- ⑯ CONTRACTOR TO PROVIDE ZURN Z1181 SAND TRAP OR APPROVED IN GRAY WATER FROM RESTROOM/SHOWER BUILDING (CONTRACTOR TO DRAIN ALL FLOOR DRAINS AND SHOWERS THROUGH GRAY WATER DRAIN TO SAND TRAP PRIOR TO CONNECTION TO SANITARY SEWER. ALTERNATE #4: CONNECT LAUNDRY BUILDING SANITARY SEWER UPSTREAM OF SAND TRAP.
- ⑰ CONTRACTOR TO ROUTE 2" COLD WATER SUPPLY FROM MAIN SERVICE LOCATED NEAR SITE 37 TO NEW RESTROOM/SHOWER BUILDING, VERIFY LOCATION OF CONNECTION TO BUILDING WITH BUILDING SUPPLIER. PROVIDE ISOLATION VALVE AT BUILDING CONNECTION IN ACCESSIBLE LOCATION, STUB 1-1/2" COLD WATER TO FUTURE LAUNDRY BUILDING.



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

125 WEST CENTRAL AVENUE
SUITE 400
COOS BAY, OREGON 97420
TEL (541) 268-4588
www.crowclay.com

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

PRELIMINARY

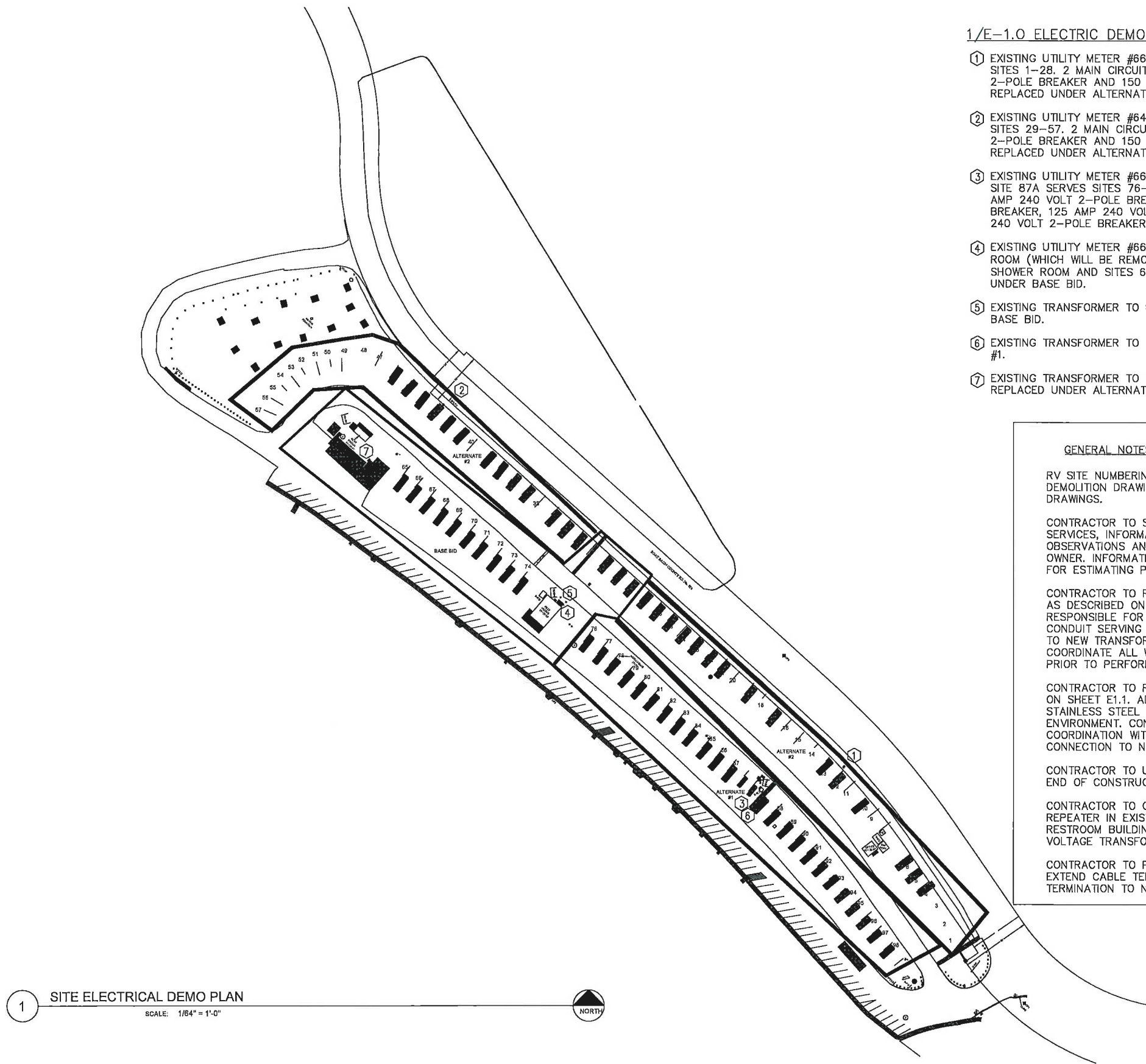
PORT OF BROOKINGS HARBOR
RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

REVISIONS	No.	Date:
Revision:		

SEPT 2020

PROJECT NO: 19005

P1.2



1/E-1.0 ELECTRIC DEMO NOTES

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

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

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

CONTRACTOR TO COORDINATE RELOCATION OF WIFI REPEATER IN EXISTING RESTROOM BUILDING TO NEW RESTROOM BUILDING. PROVIDE RECEPTACLE FOR LOW VOLTAGE TRANSFORMER.

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

1 SITE ELECTRICAL DEMO PLAN
SCALE: 1/64" = 1'-0"



125 WEST CENTRAL AVENUE
SUITE 400
COOS BAY, OREGON 97420
TEL: (541) 269-9388
www.crowclay.com

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



PRELIMINARY

PORT OF BROOKINGS HARBOR

RV PARK -
BOAT BASIN ROAD
BROOKINGS, OREGON 97415

REVISIONS	No.	Revision	Date

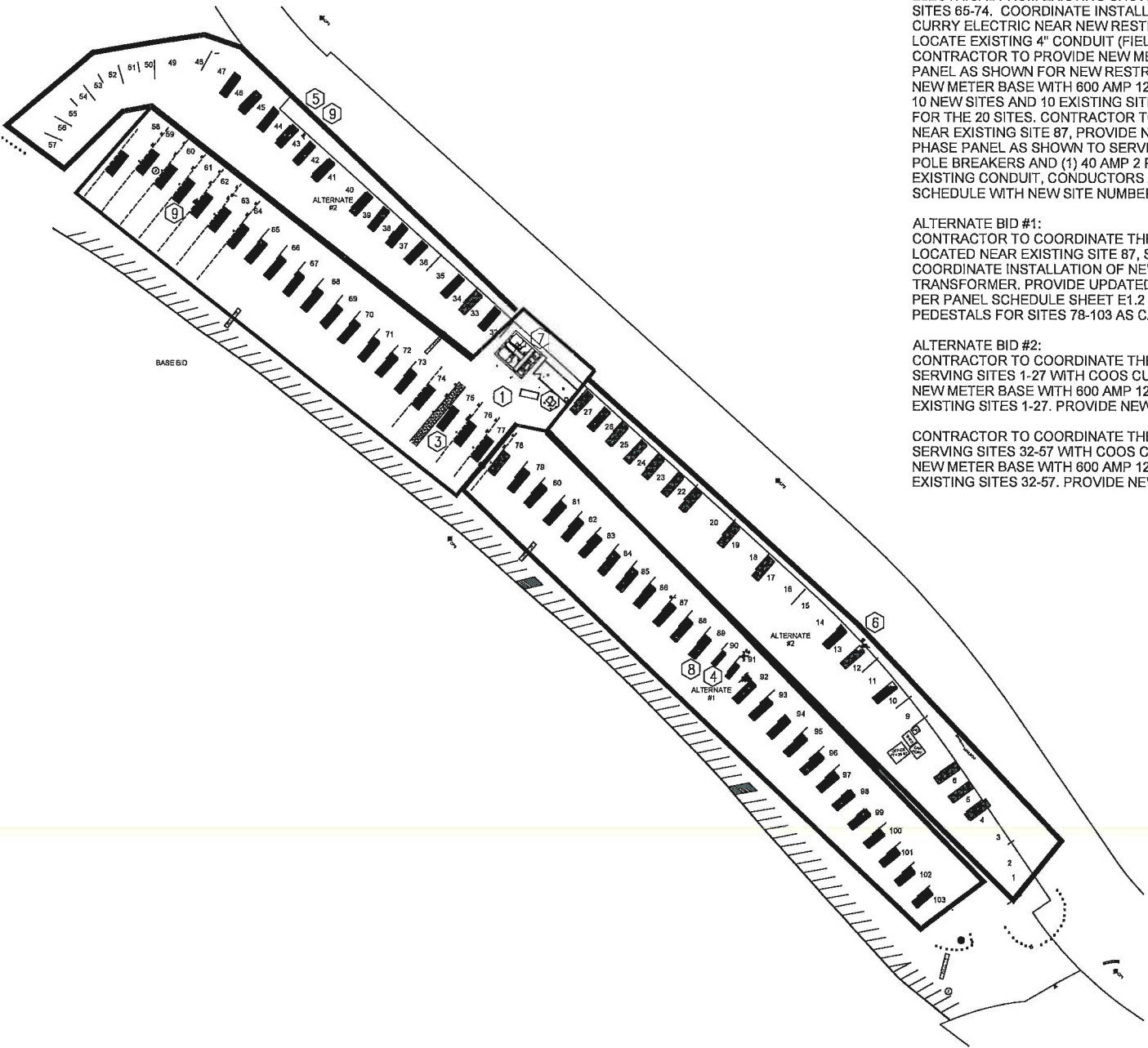
SEPT 2020

PROJECT NO: 19005

E1.0

1/E-1.1 ELECTRICAL NOTES

- ① CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR PLACEMENT OF NEW TRANSFORMER. CONTRACTOR TO FIELD LOCATE EXISTING 4" (FIELD VERIFY) CONDUIT SERVING EXISTING TRANSFORMER, REROUTE CONDUIT TO NEW TRANSFORMER LOCATION.
- ② CONTRACTOR TO PROVIDE NEW 400 AMP SERVICE TO NEW LAUNDRY BUILDING UNDER ALTERNATE #4, PROVIDE NEW PANEL PER SCHEDULE.
- ③ CONTRACTOR TO PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO SERVE 10 NEW SITES AND 10 EXISTING SITES 58-77. PROVIDE NEW 50 AMP PEDESTAL, HYPOWER POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, POWERSNAP PANEL WITH BREAKERS, 50 AMP, 30 AMP AND 20 AMP GFCI RECEPTACLES, CAP WITH LIGHT. PROVIDE 24"x24"x4" CONCRETE PAD FOR MOUNTING. ROUTE CABLE FOR TELEVISION THROUGH PEDESTAL. CONTRACTOR TO PROVIDE 150 AMP 120/240 VOLT SINGLE PHASE CIRCUIT FROM SERVICE TO NEW SHOWER BUILDING. (3) #3/0 (1) #4 ALUMINUM IN 3" CONDUIT. VERIFY CIRCUIT SIZE AND LOCATION OF PANEL IN SHOWER BUILDING WITH BUILDING MANUFACTURER PRIOR TO ROUGH IN.
- ④ ALTERNATE #1:
CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR REPLACEMENT OF EXISTING TRANSFORMER WITH NEW TRANSFORMER. PROVIDE NEW 50 AMP SERVICES TO 26 EXISTING SITES 78-103. PROVIDE NEW 50 AMP PEDESTAL, HYPOWER POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, POWERSNAP PANEL WITH BREAKERS, 50 AMP, 30 AMP AND 20 AMP GFCI RECEPTACLES, CAP WITH LIGHT. PROVIDE 24"x24"x4" CONCRETE PAD FOR MOUNTING. CONTRACTOR TO MAINTAIN CIRCUITS SERVING OTHER SERVICES. ROUTE CABLE TELEVISION THROUGH PEDESTAL.
- ⑤ ALTERNATE #2:
CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR REPLACEMENT OF EXISTING TRANSFORMER WITH NEW TRANSFORMER. PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO 26 EXISTING SITES 32-57. PROVIDE NEW 50 AMP PEDESTAL FOR SITES 32-48, HYPOWER POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, POWERSNAP PANEL WITH BREAKERS, 50 AMP, 30 AMP AND 20 AMP GFCI RECEPTACLES, CAP WITH LIGHT. PROVIDE 24"x24"x4" CONCRETE PAD FOR MOUNTING. ROUTE CABLE TELEVISION THROUGH PEDESTAL. MAINTAIN EXISTING CIRCUIT TO SITES 49-57, PROVIDE NEW BREAKER IN NEW SERVICE PANEL.
- ⑥ ALTERNATE #2:
CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC TO PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO 25 EXISTING SITES 1-27. PROVIDE NEW 50 AMP PEDESTAL, HYPOWER POWERPORT RV OR APPROVED, COMPLETE WITH WEATHER BASE, POWERSNAP PANEL WITH BREAKERS, 50 AMP, 30 AMP AND 20 AMP GFCI RECEPTACLES, CAP WITH LIGHT. PROVIDE 24"x24"x4" CONCRETE PAD FOR MOUNTING. ROUTE CABLE TELEVISION THROUGH PEDESTAL.
- ⑦ ALTERNATE #4: CONTRACTOR TO PROVIDE 150 AMP 120/240 VOLT SINGLE PHASE CIRCUIT FROM LAUNDRY BUILDING TO NEW SHOWER BUILDING. (3) #3/0 (1) #4 ALUMINUM IN 3" CONDUIT. VERIFY CIRCUIT SIZE AND LOCATION OF PANEL IN SHOWER BUILDING WITH BUILDING MANUFACTURER PRIOR TO ROUGH IN.
- ⑧ CONTRACTOR TO REMOVE EXISTING SERVICE GEAR IN ELECTRICAL SHED, PROVIDE NEW 600 AMP 120/240 VOLT SERVICE TO SERVE EXISTING SITES 78-103. CONTRACTOR TO PROVIDE (3) 125 AMP 2 POLE BREAKERS AND (1) 40 AMP 2 POLE BREAKER, MAINTAIN CONDUIT AND CONDUCTORS TO EXISTING SITES, LABEL PANEL WITH NEW SITE NUMBERS.
- ⑨ CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC FOR RELOCATION OF EXISTING TRANSFORMER. CONTRACTOR TO FIELD LOCATE EXISTING 4" (FIELD VERIFY) CONDUIT SERVING EXISTING TRANSFORMER, REROUTE CONDUIT TO NEW TRANSFORMER LOCATION.



1 SITE ELECTRICAL PLAN
SCALE: 1/64" = 1'-0"

GENERAL NOTES

UNLESS OTHERWISE NOTED 120 VOLT 20 AMP BRANCH CIRCUITS SHALL BE (2) #12 THHN, (1) #12 GRND. 1/2" CONDUIT OR IN MC CABLE.

CONTRACTOR TO VERIFY LOCATIONS OF EQUIPMENT AND DEVICES WITH ARCHITECTURAL DRAWINGS PRIOR TO ROUGH IN.

CONTRACTOR TO FIELD VERIFY CIRCUITS PRIOR TO DEMOLITION.

CONTRACTOR TO PROVIDE PERMANENT, TYPE WRITTEN PANEL SCHEDULES.

CONTRACTOR TO COORDINATE INSTALLATION OF NEW ELECTRICAL COMPONENTS AND DEVICES WITH GENERAL CONTRACTOR. ALL NEW CONDUIT, BOXES AND COMPONENTS TO BE CONCEALED IN WALLS WHERE POSSIBLE. ALL EXPOSED EQUIPMENT AND WIRING TO BE STRAIGHT AND TRUE TO THE STRUCTURE AND INSTALLED IN RIGID CONDUIT.

CONTRACTOR TO COORDINATE ELECTRICAL REQUIREMENTS WITH PLUMBING CONTRACTOR.

CONTRACTOR TO FIELD LOCATE CIRCUITS TO EXISTING POLE LIGHTS, CONTRACTOR TO MAINTAIN POWER TO EXISTING POLE LIGHTS THROUGH EXISTING OR REPLACED PANELS.

BASE BID:
CONTRACTOR TO COORDINATE WITH COOS CURRY ELECTRIC TO REMOVE EXISTING TRANSFORMER NEXT TO EXISTING SHOWER BUILDING, SEE SHEET E1.0. REMOVE EXISTING ELECTRICAL FROM EXISTING SHOWER BUILDING AND ELECTRICAL SERVING EXISTING SITES 65-74. COORDINATE INSTALLATION OF NEW 167KVA TRANSFORMER, WITH COOS CURRY ELECTRIC NEAR NEW RESTROOM/SHOWER BUILDING. CONTRACTOR TO FIELD LOCATE EXISTING 4" CONDUIT (FIELD VERIFY), ROUTE TO NEW TRANSFORMER LOCATION. CONTRACTOR TO PROVIDE NEW METER BASE AND 400 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN FOR NEW RESTROOM/SHOWER BUILDING. CONTRACTOR TO PROVIDE NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE 10 NEW SITES AND 10 EXISTING SITES. PROVIDE NEW 50 AMP PEDESTALS AS CALLED OUT FOR THE 20 SITES. CONTRACTOR TO REMOVE GEAR FROM EXISTING ELECTRICAL SHED NEAR EXISTING SITE 87, PROVIDE NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE EXISTING SITES 78-98, PROVIDE (3) NEW 125 AMP 2 POLE BREAKERS AND (1) 40 AMP 2 POLE BREAKER TO REPLACE EXISTING, MAINTAIN EXISTING CONDUIT, CONDUCTORS AND PEDESTALS AT EXISTING SITES, PROVIDE PANEL SCHEDULE WITH NEW SITE NUMBERING.

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

ALTERNATE BID #2:
CONTRACTOR TO COORDINATE THE REMOVAL OF THE EXISTING 200 AMP SERVICE SERVING SITES 1-27 WITH COOS CURRY ELECTRIC. COORDINATE THE INSTALLATION OF A NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE EXISTING SITES 1-27. PROVIDE NEW 50 AMP PEDESTALS FOR SITES 1-27 AS CALLED OUT.

CONTRACTOR TO COORDINATE THE REMOVAL OF THE EXISTING 200 AMP SERVICE SERVING SITES 32-57 WITH COOS CURRY ELECTRIC. COORDINATE THE INSTALLATION OF A NEW METER BASE WITH 600 AMP 120/240 VOLT SINGLE PHASE PANEL AS SHOWN TO SERVE EXISTING SITES 32-57. PROVIDE NEW 50 AMP PEDESTALS FOR SITES 32-57 AS CALLED OUT.

125 WEST CENTRAL AVENUE
SUITE 400
COOS BAY, OREGON 97420
TEL: (541) 268-9388
www.crowley.com

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

PRELIMINARY

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

REVISIONS	No.	Revised	Date

SEPT 2020
PROJECT NO: 19005

E1.1

ALTERNATE BID #4

Panel Name: L-1		Panel Amperage: 400	
Voltage & Phase: 120/240—1Ø		Panel A.I.C. Rating: 65kAIC	
Mounting: Flush		Other: MCB /	
Description	Brk	Phase	Description
WASHER	20/1	1 A 2 150/2	SHOWER BUILDING
WASHER	20/1	3 B 4 —	
WASHER	20/1	5 A 6 30/2	DRYER
WASHER	20/1	7 B 8 —	
LAUNDRY BUILDING LIGHTS	20/1	9 A 10 30/2	DRYER
LAUNDRY HOT WATER HEATER	70/2	11 B 12 —	
	—	13 A 14 30/2	DRYER
LAUNDRY HOT WATER HEATER	70/2	15 B 16 —	
	—	17 A 18 30/2	DRYER
LIGHTS	20/1	19 B 20 —	
EXTERIOR LIGHTS	20/1	21 A 22 —	
		23 B 24 —	
		25 A 26 —	
		27 B 28 —	
		29 A 30 —	
		31 B 32 —	
		33 A 34 —	
		35 B 36 —	
		37 A 38 —	
		39 B 40 —	
		41 A 42 —	

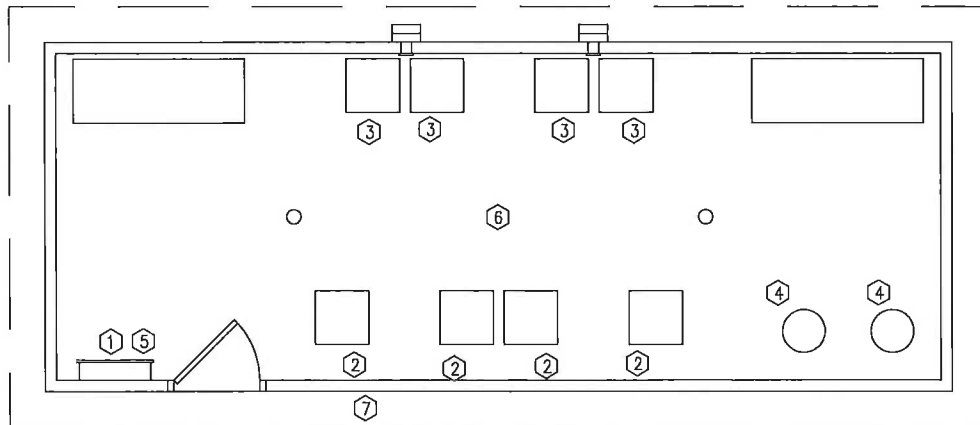
Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	1000	500	0	1500	1.25	1875
M = Motors	0	0	0	0	1.00	0
O = Other Load	40800	40800	0	81600	1.00	81600
R = Receptacles	0	0	0	0	1.00	0
Load Totals	41800	41300	0	83100	1.00	83475
Total VA Loads	42050	41425	0			
Load Balance	100.7%	99.3%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						83475
Amperage This Panel Per Largest Phase VA						350.4

BASE BID

Panel Name: S (NW)		Panel Amperage: 600	
Voltage & Phase: 120/240—1Ø		Panel A.I.C. Rating: 65kAIC	
Mounting: Flush		Other: MCB /	
Description	Brk	Phase	Description
SITES 58-64	250/2	1 A 2 250/2	SITES 71-77
	—	3 B 4 —	
SITES 65-70	250/2	5 A 6 150/2	RESTROOMSHOWER BUILDING
	—	7 B 8 —	
		9 A 10 —	
		11 B 12 —	

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	0	0	0	0	1.25	0
M = Motors	0	0	0	0	1.00	0
O = Other Load	15000	15000	0	30000	1.00	30000
R = Receptacles	120000	120000	0	240000	0.45	125000
Load Totals	135000	135000	0	270000	0.45	155000
Total VA Loads	69000	69000	0			
Load Balance	69.0%	69.0%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						155000
Amperage This Panel Per Largest Phase VA						575.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS



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

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

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

ALTERNATE BID #1

Panel Name: S (SW)		Panel Amperage: 600	
Voltage & Phase: 120/240—1Ø		Panel A.I.C. Rating: 65kAIC	
Mounting: Flush		Other: MCB /	
Description	Brk	Phase	Description
SITES 78-83	250/2	1 A 2 250/2	SITES 81-87
	—	3 B 4 —	
SITES 84-90	250/2	5 A 6 250/2	SITES 98-103
	—	7 B 8 —	
		9 A 10 —	
		11 B 12 —	

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	0	0	0	0	1.25	0
M = Motors	0	0	0	0	1.00	0
O = Other Load	0	0	0	0	1.00	0
R = Receptacles	168000	130000	0	298000	0.42	153000
Load Totals	168000	130000	0	298000	0.42	153000
Total VA Loads	69720	54600	0			
Load Balance	91.1%	71.4%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						153000
Amperage This Panel Per Largest Phase VA						581.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS

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 KCML 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.

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

- CONTRACTOR TO PROVIDE NEW 120/240 VOLT SINGLE PHASE SERVICE TO LAUNDRY BUILDING, COORDINATE WITH COOS CURRY ELECTRIC.
- PROVIDE DEDICATED 120 VOLT 20 AMP RECEPTACLE FOR WASHER, CIRCUIT PER PANEL SCHEDULE THIS SHEET.
- PROVIDE 240 VOLT 30 AMP CIRCUIT TO DRYER, CIRCUIT THROUGH PANEL L-1, REFER TO PANEL SCHEDULE THIS SHEET. (3) #10 THHN CU (1) #10 CU GROUND IN 3/4" CONDUIT. PROVIDE RECEPTACLE TO MATCH DRYER, COORDINATE WITH MECHANICAL CONTRACTOR.
- PROVIDE 240 VOLT 70 AMP CIRCUIT TO HOT WATER HEATER, CIRCUIT THROUGH PANEL L-1, REFER TO PANEL SCHEDULE THIS SHEET. (3) #4 THHN CU (1) #8 CU GROUND IN 1-1/2" CONDUIT.
- CONTRACTOR TO PROVIDE 240 VOLT 150 AMP CIRCUIT TO NEW SHOWER BUILDING. VERIFY REQUIREMENTS WITH BUILDING MANUFACTURER PRIOR TO ROUGH IN. (3) #3/0 AL (1) #4 AL IN 3" CONDUIT.
- CONTRACTOR TO PROVIDE LIGHTING PER SPECIFICATIONS, SURFACE MOUNT, WET LOCATION, VANDAL RESISTANT, LED FIXTURES TO MATCH RESTROOM/SHOWER BUILDING, MINIMUM 30 FOOT CANDLES AT FLOOR, PROVIDE CEILING MOUNTED DUAL TECHNOLOGY OCCUPANCY SENSORS FOR COMPLETE ROOM COVERAGE.
- CONTRACTOR TO PROVIDE EXTERIOR LIGHTING FIXTURES ON BUILDING (REFER TO ARCHITECTURAL PLANS FOR LOCATIONS). MATCH FIXTURES ON RESTROOM/SHOWER BUILDING. CIRCUIT THROUGH PHOTOEYE FOR DUSK TILL DAWN OPERATION.

ALTERNATE BID #2

Panel Name: S (SE)		Panel Amperage: 600	
Voltage & Phase: 120/240—1Ø		Panel A.I.C. Rating: 65kAIC	
Mounting: Flush		Other: MCB /	
Description	Brk	Phase	Description
SITES 27-21	250/2	1 A 2 250/2	SITES 13-6
	—	3 B 4 —	
SITES 20-14	250/2	5 A 6 250/2	SITES 5-1
	—	7 B 8 —	
		9 A 10 —	
		11 B 12 —	

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	0	0	0	0	1.25	0
M = Motors	0	0	0	0	1.00	0
O = Other Load	0	0	0	0	1.00	0
R = Receptacles	164000	164000	0	328000	0.42	169000
Load Totals	164000	164000	0	328000	0.42	169000
Total VA Loads	68880	68880	0			
Load Balance	81.5%	81.5%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						169000
Amperage This Panel Per Largest Phase VA						574.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS

ALTERNATE BID #2

Panel Name: S (NE)		Panel Amperage: 600	
Voltage & Phase: 120/240—1Ø		Panel A.I.C. Rating: 65kAIC	
Mounting: Flush		Other: MCB /	
Description	Brk	Phase	Description
SITES 37-48	150/2	1 A 2 250/2	SITES 42-37
	—	3 B 4 —	
SITES 48-43	250/2	5 A 6 250/2	SITES 38-32
	—	7 B 8 —	
		9 A 10 —	
		11 B 12 —	

Load Codes	VA Load per Phase			Calculations		
	A	B	C	Total VA	Multiplier	VA Load
C = Cooling Only	0	0	0	0	0.00	0
E = Existing Load	0	0	0	0	1.25	0
H = Heating Only	0	0	0	0	0.00	0
K = Kitchen	0	0	0	0	1.00	0
L = Lighting	0	0	0	0	1.25	0
M = Motors	0	0	0	0	1.00	0
O = Other Load	0	0	0	0	1.00	0
R = Receptacles	164000	164000	0	328000	0.42	169000
Load Totals	164000	164000	0	328000	0.42	169000
Total VA Loads	68880	68880	0			
Load Balance	81.5%	81.5%	0.0%			
Total VA of Largest Motor on this Panel				0	0.25	0
VA Load This Panel						169000
Amperage This Panel Per Largest Phase VA						574.0

ALL FEEDERS SERVING RV SITE PEDESTALS TO BE 350 MCM ALUMINUM WITH 1/0 GROUNDS

125 WEST CENTRAL AVENUE
SUITE 400
COOS BAY, OREGON 97420
TEL (541) 268-4588
www.crowdy.com

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



PRELIMINARY

PORT OF BROOKINGS HARBOR

RV PARK -

BOAT BASIN ROAD

BROOKINGS, OREGON 97415

REVISIONS	Date:				
Revised:					
No					

SEPT 2020

PROJECT NO: 19005

E1.2

ACTION ITEM – E

DATE: October 20, 2020
RE: Best Management Practices Policy
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- During the demolition phase of Zola's Pizzeria building, the excavator struck a disconnected ABC fire extinguisher cylinder and the chemical was released into the air. No one was hurt and the contractor swept up as much of the material as possible.
- Jack Akin/EMC Engineers was at the Port during the demolition and he saw the aftermath of the incident and advised the Port of the incident. Jack said the material was nonhazardous to the environment. (Please see attached emails from DEQ and Jack Akin for more detail of the complaint and response)
- Few days later the Port received a DEQ complaint of this incident via email. Jack Akin responded to the complaint and part of the corrective action recommendations, the Port should update its Best Management Practices Policy regarding demolition of buildings.
- Jack Akin provided the updated paragraph to be inserted into the Best Management Practices.
 - Demolition of Buildings on Port Grounds
The Port Manager and/or Harbormaster must ensure that, in conformance with all local, state and federal laws and ordinances, all utilities, alarms, fire suppression systems, battery backups, pumps, wells, heating/cooling, above/underground storage, wastewater treatment, asbestos-containing building materials, hazardous materials, hazardous wastes, solid wastes and lead-painted surfaces will be disconnected, decommissioned and/or removed prior to building demolition.

DOCUMENTS

- DEQ and Jack Akin/EMC Engineers emails, 5 pages
- Draft Best Management Practices, 12 pages (updated section on page 9)

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Best Management Practices Policy.

From: Jack <emc@emcengineersscientists.com>
Sent: Monday, September 28, 2020 12:03 PM
To: Gary Dehlinger-Port of Brookings Harbor; Travis Webster
Subject: FW: File #126385 Port of Brookings - Stormwater Complaint20-2365-Response Required

Gary, Travis...sorry to be spending all this time on this. Kim wrote yet another question and I responded, as all shown below.

Jack Akin, MS, PE, IC, HMS, AI
EMC-Engineers/Scientists, LLC
Ph: 541.474-9434 Cell: 541.261.9929
emc@emcengineersscientists.com
www.emcengineersscientists.com
Fax: 541.727.5488

From: [Jack](#)
Sent: Monday, September 28, 2020 12:00 PM
To: [SINGLETON Kim](#)
Subject: RE: File #126385 Port of Brookings - Stormwater Complaint20-2365-Response Required

I'm sorry Kim I don't understand the question. Are you asking how soon before it gets placed in the BMP?

If so I expect it to be placed this next month, after the mid-month Board of Commissioners meeting approves it. However, since there is virtually no chance that such a system will be encountered any time within the next decade, I don't think we are in a hurry.

The suggested narrative has been submitted to the Port manager and the Harbormaster, at their request.

RE general communication, BMPs are communicated to all contractors as a pre-requisite to the awarding of a contract.

Port employees do not enter into restaurants and business facilities, as they are not owned by the Port.

Jack Akin, MS, PE, IC, HMS, AI
EMC-Engineers/Scientists, LLC
Ph: 541.474-9434 Cell: 541.261.9929
emc@emcengineersscientists.com
www.emcengineersscientists.com
Fax: 541.727.5488

From: [SINGLETON Kim](#)
Sent: Monday, September 28, 2020 11:11 AM
To: 'Jack'
Subject: RE: File #126385 Port of Brookings - Stormwater Complaint 20-2365-Response Required

Thank you, Jack. I'm glad to hear that additional language will be added to the Port's BMPs. How will this new policy language be communicated with internal employees and contractors for similar projects?

Kim

From: Jack <emc@emcengineersscientists.com>

Sent: Monday, September 28, 2020 10:42 AM

To: SINGLETON Kim <Kim.SINGLETON@state.or.us>

Subject: RE: File #126385 Port of Brookings - Stormwater Complaint 20-2365 -Response Required

This fire suppressant cylinder was not seen, apparently hidden behind an interior wall. Regarding my note under **Caution** about utilities, I was referring to what would have been expected to have been observed during the initial site utility survey, as directed in the General Note #7, Sheet 1.2 of the attached Drawing Package Notes, which states:

ALL LOCATIONS OF EXISTING UTILITIES SHOWN HEREON HAVE BEEN ESTABLISHED BY FIELD SURVEY OR OBTAINED FROM AVAILABLE RECORDS AND SHOULD THEREFORE BE CONSIDERED APPROXIMATE ONLY AND NOT NECESSARILY COMPLETE. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO INDEPENDENTLY VERIFY THE ACCURACY OF ALL UTILITY LOCATIONS SHOWN AND TO FURTHER DISCOVER AND AVOID ANY OTHER UTILITIES NOT SHOWN HEREON WHICH MAY BE AFFECTED BY THE IMPLEMENTATION OF THIS PLAN. THE CONTRACTOR SHALL CONTACT THE UNDERGROUND UTILITIES LOCATION SERVICE (DIAL 811) AT LEAST TWO BUSINESS DAYS PRIOR TO CONSTRUCTION. THE APPLICANT OR HIS REPRESENTATIVE AND THE ENGINEER SHALL BE CONTACTED IMMEDIATELY IF CONFLICTS EXIST.

Fire suppression systems fall into the category of utilities in this case. At the Port of Brookings, the only such ABC systems are located in restaurants. No other restaurants are planned for demolition on Port grounds within the next 25 years or more.

However, the Port has a Best Management Practices manual, which can be found at www.portofbrookingsharbor.com. From thence click **Marina**, then **Port Policies** to find it. Section 5.0 would be the appropriate place to put the following:

"Demolition of Buildings on Port Grounds

The Port Manager and/or Harbormaster must ensure that, in conformance with all local, state and federal laws and ordinances, all utilities, alarms, fire suppression systems, battery backups, pumps, wells, heating/cooling, above/underground storage, wastewater treatment, asbestos-containing building materials, hazardous materials, hazardous wastes, solid wastes and lead-painted surfaces will be disconnected, decommissioned and/or removed prior to building demolition."

The Port Manager, after discussing this matter with EMC, has agreed to adding the above verbiage to the Best Management Practices document at the Port.

Jack Akin, MS, PE, IC, HMS, AI
EMC-Engineers/Scientists, LLC
Ph: 541.474-9434 Cell: 541.261.9929
emc@emcengineersscientists.com
www.emcengineersscientists.com
Fax: 541.727.5488

From: [SINGLETON Kim](#)

Sent: Monday, September 28, 2020 9:03 AM

To: 'Jack '

Cc: [Gary Dehlinger-Port of Brookings Harbor](#); [Travis Webster](#)

Subject: RE: File #126385 Port of Brookings - Stormwater Complaint 20-2365 -Response Required

Thank you for the description of this release, Jack. Please expand on "Cautionary requirements for all utilities and service disconnections and removals are already in place." You listed this under Controls below. I'm not clear on how this will prevent future releases of the same nature. Please also describe education of employees/contractors that has or will take place as a results of this release to prevent future incidents.

Thank you,

Kim Singleton, Stormwater Specialist
[Oregon Department of Environmental Quality](#)
165 E. 7th Avenue, Suite 100
Eugene, OR 97401 | 541-686-7858
[1200-Z NPDES industrial stormwater general permit](#)
[1200-C NPDES construction stormwater general permit](#)

From: Jack <emc@emcengineersscientists.com>
Sent: Friday, September 25, 2020 6:06 PM
To: Kim.SINGLETON@state.or.us
Cc: Gary Dehlinger-Port of Brookings Harbor <portmanager@portofbrookingsharbor.com>; Travis Webster <travis@portofbrookingsharbor.com>
Subject: RE: File #126385 Port of Brookings - Stormwater Complaint 20-2365 - Response Required

Dear Ms. Singleton

Having received your request, the Port of Brookings-Harbor Manager, and the Harbormaster directed me (Jack Akin, EMC-Engineers/Scientists, LLC, or EMC) to respond on their behalf.

Event and Site Descriptions

EMC arrived on the Site (16362 Lower Harbor Rd, Brookings, OR 97415) at about 10:15AM, Tuesday, September 22, 2020, and at that time noticed a white, chalky-looking cloud concentrated in and around an area of approximately 50' radius, which, taken by a northward breeze, extended a maximum of about 100' northward. There were no odors associated with the cloud.

At the time a demolition of a small building was in process. This building, with a footprint of a couple hundred square feet, was in the center of an excavation action area of less than 7000 square feet. The building use was as a restaurant (ZOLAS Pizza). An erosion control plan, and other precautions, were nevertheless in place, per submitted EMC-engineered drawings. The demolition and associated paving contractor's (McLennan Excavation Inc) foreman reported upon EMC's arrival that the excavator on-Site had accidentally run into and broken the pressure valve on a dry chemical pressure steel cylinder, and that the incident had occurred about 10 minutes before EMC arrived. The cylinder was a disconnected ABC cylinder (**Class A:** Wood, Paper, cloth, trash, plastics non-metallic solids; **Class B:** Flammable Liquids-Gasoline, oil, grease, acetone and flammable gases; **Class C:** Electrical Fires, Energized electrical equipment fires).

The cloud dissipated within about 20 minutes, settling on the asphalt parking lots owned by the Port of Brookings-Harbor and the north adjacent Ragetti's building.

Actions

The contractor halted operations and immediately swept the powder up and discarded it as a solid waste. No materials were washed into nearby catch basins. None of the powder was observed to enter into the water. However, as explained below, if some small amount of this powder had in fact reached the adjacent Basin 1 (North Basin), it is EMC's assessment that it would have quickly dissolved in the water and would provide no threat to human or aquatic life.

The cylinder was corroded, about eight inches diameter and about three feet in length, was empty, and was also discarded to solid waste.

Health and Environmental Hazards

By knowledge of process EMC identified the white powder as monoammonium phosphate (**NH₄PO₄**) and determined that this material is not a federally or state-defined hazardous material (The requirement and method to determine whether or not a solid waste is a **hazardous waste** is stated in the Resource Conservation and Recovery Act (RCRA) and adopted into state regulations which can be found throughout the Oregon Administrative Rules, (OAR 340-100 through 110) and federally, in Chapter 40 of the Code of Federal Regulation (CFR), part 261). The material is commonly used in fertilizers, as well as for fire suppression and other applications (including children's toys). The only other known white powder in dry chemical fire suppression systems, generally not used for ABCs, is sodium bicarbonate. RE health and environmental hazards, the same assessment applies for sodium bicarbonate as would apply for monoammonium phosphate.

The concentration and duration of this material release, was determined via EMC's review of associated SDSs, (I personally am trained and certified as a hazardous materials specialist and an incident commander via the National Fire Academy, presented by the Oregon State Fire Marshal) to have caused no acute eye irritation, acute skin irritation, acute dermal toxicity, acute respiratory irritation, acute inhalation toxicity, acute oral toxicity or chronic toxicity (does not contain any substances that are considered by OSHA, NTP, IARC or ACGIH to be "probable" or "suspected" human carcinogens). RE ecotoxicological and chemical fate information, this material is not listed.

Controls

A release to open air of an ABC suppression system like this can only conceivably occur during a building demolition, a rare occurrence at the Port of Brookings-Harbor. Cautionary requirements for all utilities and service disconnections and removals are already in place.

The Port has requested that verbiage be provided to the Port by EMC to be inserted into its existing 1200 Z SWPCP. Since this material is not a hazardous substance, it will not be categorized as such within the SWPCP..

Thank you Ms. Singleton. Please don't hesitate to contact me via the contact information below if there are any other concerns.

Best regards

Jack Akin, MS, PE, IC, HMS, AI
EMC-Engineers/Scientists, LLC
Ph: 541.474-9434 Cell: 541.261.9929
emc@emcengineersscientists.com
www.emcengineersscientists.com

Fax: 541.727.5488

From: portmanager@portofbrookingsharbor.com

Sent: Friday, September 25, 2020 4:02 PM

To: 'Jack '

Cc: 'Travis Webster'

Subject: FW: File #126385 Port of Brookings - Stormwater Complaint 20-2365 - Response Required

Jack, can you give a quick response to this complaint. I know the contractor swept the area.

From: SINGLETON Kim <Kim.SINGLETON@state.or.us>

Sent: Friday, September 25, 2020 3:55 PM

To: 'travis@portofbrookingsharbor.com' <travis@portofbrookingsharbor.com>;

'portmanager@portofbrookingsharbor.com' <portmanager@portofbrookingsharbor.com>

Subject: File #126385 Port of Brookings - Stormwater Complaint 20-2365 - Response Required

Good afternoon,

DEQ recently received Complaint #20-2365 alleging the release of fire retardant chemicals over a large area during the demolition of the Zola's Pizza building on Lower Harbor Rd. The chemical allegedly covered neighboring businesses and was reportedly later washed into the Chetco River after a rain event.

The 1200-Z Industrial Stormwater Permit assigned to the Port of Brookings requires proper disposal of wastes to eliminate or minimize exposure of pollutants to stormwater (See Schedule A.1.c on page 10 of the 1200-Z industrial stormwater permit) and prompt cleanup of spills and releases (See Schedule A.1.h on page 11 of the permit).

Please provide the following via email to me by September 30, 2020:

1. A description of the release described in the complaint.
2. A summary of the Port of Brookings' investigation and response to the spill to contain materials and prevent entry to the stormwater system. Include a determination for whether chemicals entered surface waters and how the response was documented. If chemicals were observed entering surface waters, include a Tier I Report (See Schedule A.10 on page 19 of the permit).
3. A description of actions/controls to be implemented to prevent a similar release in the future (e.g employee education, proper removal of chemicals from buildings prior to demolition/construction, etc).

Kim Singleton, Stormwater Specialist

[Oregon Department of Environmental Quality](#)

165 E. 7th Avenue, Suite 100

Eugene, OR 97401 | 541-686-7858

[1200-Z NPDES industrial stormwater general permit](#)

[1200-C NPDES construction stormwater general permit](#)

DRAFT

Best Management Practices (BMPs)



Adopted by the Board of Commissioners

February 27, 2017

Resolution No. 469

CONTENTS

Introduction

BMP 1.0	Vessel Maintenance and Repair – General (Including Engines)
BMP 1.1	Vessel Cleaning
BMP 1.2	Scraping and Sandblasting
BMP 1.3	Vessel Painting
BMP 2.0	Vessel Storage
BMP 3.0	Fuel Handling
BMP 4.0	Storage, Handling and Disposal of Hazardous Materials and Waste
BMP 5.0	Solid Waste Handling, Disposal and Recycling
BMP 6.0	Stormwater Management
BMP 6.1	Stormwater Management – Maintenance of Oil and Sediment Trapping Devices
BMP 7.0	Maintenance of Physical Structures

INTRODUCTION

This document discusses Best Management Practices (BMP's) for minimizing water quality impacts. Operations and maintenance activities at Boat Yards are potential sources of a wide range of pollutants including sediments, heavy metals, antifoulants, hydrocarbons, solvents, antifreeze, acids and alkalis, surfactants, nutrients, bacteria, floatables and plastics. Some of these pollutants – particularly heavy metals, solvents and hydrocarbons – may be toxic to aquatic life at low concentrations.

It is the responsibility of the Port Staff to enforce the contents of this document.

Environmental Concerns:

Operations and maintenance activities at the Port of Brookings Harbor Boat Yard facility include vessel maintenance and repair, vessel storage, waste disposal, fuel handling, solid waste handling, structural maintenance, vessel work areas and storm water management. These activities are potential sources of a wide range of pollutants. It is the intent of Port staff to operate this facility under Best Management Practices (BMP's) and in an environmentally responsible manner. It is the responsibility of every user of the Port of Brookings Harbor Boat Yard facility to comply with published operating BMP's.

BMP 1.0 Vessel Maintenance and Repair – General (Including Engines):

The purpose of this BMP is to govern potential discharges of contaminants associated with the routine maintenance of vessels, including engine maintenance and repair.

- 1) The following activities may be conducted on board vessels while in the water, unless vessel can be taken out of the water by trailer:
 - Routine engine tune-ups, oil changes and other minor servicing and repair;
 - Routine care and cleaning of rigging and fittings, interior surfaces, and “bright work”, providing these activities do not produce waste water;
 - Painting and maintenance of sanitary waste water facilities;
 - Bilge pump repair;
 - Removal and replacement of an engine, when such activities are conducted so as to contain any discharges or spills of engine fluids; and
 - Similar activities for which an accidental spill can be contained on deck or within the vessel.
- 2) The following activities should be conducted with the vessel out of the water and as appropriate, within an area specifically designed for the following purposes:

- Repairs requiring the disassembly of the outboard or lower drive unit;
- Bilge repairs requiring opening or penetrating the hull;
- Scraping, sandblasting or painting the hull exterior or drive units;
- Interior or on-deck painting or similar activity involving aerosol application with a risk of overspray or drippage beyond the confines of the vessel.
- Cleaning of the hull exterior with cleaning agents other than fresh water or natural seawater. Wastewater from such cleaning should be collected and treated or discharged into a community sewage system. Discharge from wash water into waters of the State is prohibited; and
- Any other activities involving the potential risk of an uncontained discharge of oil, chemical, nutrients or other contaminants to waters of the State.

BMP 1.1 Vessel Cleaning:

The purpose of this BMP is to minimize the risk of a discharge of cleaning compounds, paint and varnish. The only two authorized sites at the Port of Brookings Harbor Boat Yard for vessel pressure washing are Boat Yard and Boat wash in retail parking lot.. All other boat washing on Port property is prohibited.

Avoid the use of heavy duty detergents containing ammonia, sodium hypochlorite, chlorinated solvents, petroleum distillates, acids or lye.

In water hull cleaning by divers is not permitted.

Do not discharge liquid wastes, including solvents, detergents and rinse water onto the ground, or allow them to enter the storm drains.

Do not dispose of liquid wastes, including solvents, detergents and rinse water onto the ground, or allow them to enter the storm drains.

Do not dispose of liquid wastes in dumpsters.

Hydro blast (high pressure washing) operations should be conducted in accordance with the following practices:

- Hydro blast waste water must be contained by directing it to a holding tank or treatment unit. This prevents paint chips and oil from being discharged to State waters;
- Cleaning processes that use chemical additions such as solvents or degreasers must be conducted in self-contained systems that prevent any discharge to storm drains or sanitary sewers;

- Permission will be required to discharge these wastes to local municipal sanitary sewer systems. Pre-treatment is required.

BMP 1.2 – Scraping and Sandblasting:

The purpose of this BMP is to minimize the risk of discharge of paint or varnish residues and contaminated blast grit to the environment, either by direct discharge to water, conveyance via storm water or conveyance by air.

Sandblasting is prohibited.

Scraping should only be conducted in designated vessel work areas.

Vessels in gravel work areas must sit on a tarp to prevent dust, paint chips and other materials from accumulation in the soil or sand.

Hand sanding is allowable, but all power sanders must have a dust collection unit attached.

Work areas must be kept clean of debris and grit from scraping and sanding operations so that runoff and wind will not carry any waste into the water.

Tarps and sheeting should be used in the gravel lot to collect debris and spent materials for appropriate disposal. All vessel work areas must be cleaned at the end of each work day.

As new, environmentally safe products become available which minimize the need for scraping and sanding, their use will be encouraged.

Scrapings and debris should be stored under cover in a manner that minimizes contact with processed water or storm water. Scrapings may be classed as a special waste or hazardous waste if soluble metals or antifoulant chemicals are present in large amounts.

BMP 1.3 – Vessel Painting:

The purpose of this BMP is to minimize the risk of a discharge of paint, solvents, and associated materials to the environment by either airborne or waterborne mechanisms.

The use of non-toxic, high bonding, easily cleaned hull coatings should be encouraged, more alternative coatings are anticipated to become available as the state of the art advances.

Painting and varnishing of vessels in water should be generally limited to the interior surfaces and to “bright work”, where paint materials and spills can be contained and prevented from entering the water.

PAINTING USING AREOSOLS OR SPRAY EQUIPMENT IS PROHIBITED.

The bottom edges of tarps and plastic sheeting should be weighted to keep them in place.

Drip pans, tarps, and sheeting should be used to contain droppings and spilled material.

Adopted by the Board of Commissioners

February 27, 2017

Resolution No. 469

The mixing of paints and solvents should be carried out in locations and under conditions such that no spill enters State waters.

Drip pans or other protective devices should be used for all paint mixing, solvent transfer, or equipment cleanup operations unless the operations are conducted in controlled areas away from storm drains, surface waters, shorelines, piers, docks or floats.

Paint and solvent mixing, brush cleaning and similar activities should not be conducted on open floats or on structures over water, but should be done in an on-shore work area. Paints mixed in a separate work area and transferred to an outdoor work area for application should be carried in a tightly covered container and re-opened at the work site.

When painting open floats or lighters, paints should be kept in cans of one gallon or less. Paint cans should be kept in drip pans with drop cloths or tarps underneath the drip pans.

All materials in the drip pan should be properly disposed.

Do not discharge paints, solvents, or other related materials onto the ground or allow them to enter storm drains.

Do not dispose of liquid waste in dumpsters.

Paint and solvent spills present a threat to waters of the State and, therefore, must be prevented from reaching storm drains or deck drains and subsequent discharge into waters.

BMP 2.0 – Vessel Storage:

The purpose of this BMP is to govern potential discharge of contaminants associated with vessel storage.

Do not perform other vessel maintenance and repair activities in dry storage areas unless the other management measures are fully implemented.

Bilges should be inspected and cleaned prior to extended vessel storage. All water, oil or foreign materials found in the bilge shall be cleaned utilizing approved absorbent materials to remove contaminated bilge water. Used absorbents should be disposed of properly. Contaminated bilge water must not be allowed to enter waters of the State.

Fuel tanks should be emptied and purged as required for storage.

Tarps shall be placed under the footprint of each stored vessel.

BMP 3.0 – Fuel Handling:

This BMP deals with operation and maintenance practices for fuel handling. Its purpose is to minimize the potential for a release of petroleum products to the environment and to deal with spills if they occur.

Fuel delivery, storage and dispensing all pose a potential for accidental releases. Each operator is responsible for the prompt containment and clean-up of any spills or releases of hazardous materials. Any spill or release must be reported immediately to the Oregon Emergency Response System (OERS) at 1-800-452-0311; or the National Response Center at 1-800-424-8802.

All containment berms or devices should be inspected weekly for their physical integrity and maintained in good condition. Signs of leakage or spillage of contained material should be investigated and cleaned up immediately.

Fueling facilities and storage areas must be secured when not in use by appropriate shut down devices or security locks. Licensed operators with Port approved spill plans are allowed to fuel vessels over the Public Hoist Dock only.

Appropriate containment and control materials should be stored in a clearly marked location, readily accessible to work and storage areas, emergency phone numbers should be posted in a conspicuous location.

BMP 4.0 – Storage, Handling & Disposal of Hazardous Materials and Waste:

The purpose of this BMP is to govern the storage, handling and disposal of hazardous materials and waste at the Port of Brookings Harbor..

Re-use or recycle anti-freeze, storing of waste anti-freeze should be in a container clearly marked “Waste Anti-Freeze Only”.

A number of substances used in Boat Yard operations may be considered “hazardous materials” or “hazardous waste” and subject to “cradle to grave” management measures specified under Federal and State statutes and regulations.

The water generator, bet it the Port, vessel owner, or Port lessee, is responsible for determining whether materials handled at the facility are subject to regulated management and for complying with applicable regulations for handling, storage, transportation and ultimate disposal of these materials, including any manifesting and reporting requirements.

In addition to the above requirements, and unless suspended by the above requirements, this BMP identifies some housekeeping practices for outdoor hazardous materials storage from the point of view of non-point source control.

The BMP addresses substances that fall within the definitions of hazardous materials or hazardous waste under State and Federal statutes. Always check with the local Department of Environmental Quality (DEQ) office with questions concerning information or hazardous materials or hazardous waste.

Where feasible, minimize the use and storage of hazardous materials on-site.

Solid chemicals, chemical solutions and waste materials, including used batteries, when stored outside, should be stored in a manner which will prevent in the inadvertent entry of these

materials into receiving waters, including ground waters. Storage should be in a manner that will prevent spillage by overfilling, tipping or rupture. In addition, the following practices should be followed:

All hazardous liquid products stored outside should be stored on durable impervious surfaces and within berms or impoundments. Impoundments should contain capacity equal to 110 percent volume of the largest tank or container.

Waste liquids should be stored under cover in closed containers.

Incompatible or reactive materials should be segregated and securely stored in separate areas and closed containers that prevent mixing of chemicals.

Concentrated waste or spilled chemicals must be transported off-site, in accordance with State law. These materials must not be discharged to any sewer or State waters.

Storage of the above listed materials must be done in accordance with State regulations, local codes and fire regulations.

Paints and solvents should be prevented from entering waterways by use of drip pans, drop cloths or tarps. Wherever possible, paints and solvents should be mixed in bermed areas, away from storm drains, surface waters, shorelines and piers. Only one gallon or less of paint should be opened at one time when working on floats and should be contained within drip pans or tarps. Paint and solvent spills should be prevented from reaching storm or deck drains, cleaned up and disposed of properly. Clean up materials soaked with solvent or paint must be handled as hazardous waste.

In the event that a spill occurs, the following steps should be performed as quickly as possible:

- a) Stop the source of the spill if possible.
- b) Contain the spill.
- c) Cover the spill with absorbent material, such as kitty litter, sawdust or oil absorbent pads. Do not use straw.
- d) For small spills of flammable liquids, the absorbent can be aired out; check with the local fire department. When dry, put in dumpster. Keep area well ventilated.
- e) Deploy containment booms, if any spill may reach the water.
- f) Comply with State and Federal regulations to contain and clean up the spill and dispose of materials at an approved facility.

BMP 5.0 Solid Waste Handling, Disposal and Recycling:

This BMP applies to routine disposal of non-hazardous solid waste at Boat Yard sites.

Adopted by the Board of Commissioners

February 27, 2017

Resolution No. 469

Encourage the use of recyclable materials and provide for collection of recyclables.

Waste disposals and/or collection bins, dumpsters and containers should be clearly marked and accessible to patrons.

Signs should be posted directing patrons to solid waste disposal areas.

Solid waste disposal areas should have signs clearly spelling out rules and regulations for disposal, including materials which are not acceptable for disposal.

The area surrounding solid waste collection facilities should be inspected daily or more frequently by Boat Yard personnel and any waste should be cleaned up immediately.

Dumpsters containing solid waste from repair areas should be covered.

Waste disposal areas should be conveniently located with respect to repair and maintenance areas.

Any waste receptacles placed on docks or near waters edge should be secured.

Disposal of liquid waste in solid waste receptacles will not be permitted.

Provide separation of solid and liquid waste for recycling. Furnish containers for separation of recyclable material and other recyclables in clearly marked, accessible locations. Post notices to inform users of required separation practices.

Appropriate receptacles for waste oil and antifreeze should be provided.

Use tarps and vacuums to contain and collect paint chips, sandings and other debris from boat maintenance areas. Dispose of non-hazardous solids in a covered dumpster or other covered solid waste receptacle. Dispose of hazardous wastes in accordance with BMP 4.0.

Dustless sanders are the approved method for sanding during boat work.

After the contents of a drum or container are used, it should be flattened and made unusable. If possible, re-use or recycle empty drums rather than dispose as solid waste.

Cleaning must be done to prevent debris from falling into the water and to prevent the accumulation of waste materials that may get blown onto surface water. Cleaning with a vacuum is the preferred method for collecting sandings and trash. Hosing of decks and docks should not be done when it might cause debris to be washed into the drains or directly into receiving waters.

Boat Yard operators are responsible for the contents of their dumpsters and hazardous waste should never be put in them. Dumpsters may be locked to prevent "midnight dumping".

Demolition of Buildings on Port Grounds

The Port Manager and/or Harbormaster must ensure that, in conformance with all local, state and federal laws and ordinances, all utilities, alarms, fire suppression systems, battery backups, pumps, wells, heating/cooling, above/underground storage, wastewater treatment, asbestos-containing building materials, hazardous materials, hazardous wastes, solid wastes and lead-

Adopted by the Board of Commissioners

February 27, 2017

Resolution No. 469

painted surfaces will be disconnected, decommissioned and/or removed prior to building demolition.

BMP 6.0 Stormwater Management:

The purpose of this BMP is to address stormwater management.

Stormwater runoff from parking lots as well as other facility areas represents a significant mode of transportation of contaminants from land-based Boat Yard facilities and activities to Boat Yard waters. The runoff water quality constitutes from parking areas and other impervious surfaces include pollutants typical of urban runoff (e.g. nutrients, metals, suspended solids, hydrocarbons, bacteria, etc.). However, depending upon the nature of specific activities with the Boat Yard, (boat scrapings and painting, boat cleaning, fueling, engine repair, commercial fisheries, etc.) runoff may contain higher concentrations of some pollutants. Pollutants generated from these activities may, in some cases, not be adequately treated in stormwater treatment devices without design modifications.

All areas of the Port of Brookings Harbor Boat Yard should be cleaned on a regular basis to prevent oils, paints, dust, grinding residues and other materials from being washed into surface waters, storm drains, ditches, swales, sloughs and other water courses.

Cleanup of Boat Yard areas should be accomplished by mechanical or manual methods to sweep up or collect debris. Debris in work areas should not be allowed to accumulate and should be cleaned up after each job.

Dispose of material in accordance with BMP 4.0 Hazardous Waste, or BMP 5.0 Solid Waste.

BMP 6.1 Stormwater Runoff Quality Management: Maintenance of Oil and Sediment Trapping Devices.

The purpose of this BMP is to address stormwater management as it relates to maintenance of oil and sediment trapping devices.

Structural measures may be employed at Boat Yards to direct stormwater runoff from parking lots, roofs, and other facility areas to oil/grit separation devices and other sediment trapping facilities. Rinse water from boat washing operations should be directed into an oil and silt trapping device as part of the treatment system, but not into a common device.

To maximize the performance of these devices, this BMP deals with the maintenance and cleaning of oil/grit separator devices, catch basins and other sediment traps.

All sediment traps and oil/grit separators in the stormwater drainage system should be inspected on a monthly basis and after each major storm event, and cleaned as necessary to ensure the

interception and retention of oils and solids entering the drainage system. At a minimum, stormwater cartridges will be replaced annually as records of those replacements are maintained.

Sediment and grit traps associated with pressure washing should be inspected after each use to ensure the retention of solids.

Inspections can be done visually. Clean out can be done manually, or by using a vacuum device. Wastes should be disposed of appropriately as solid waste after de-watering.

Oil may be removed by a skimming device and disposed as waste oil or by using absorbent pads and disposed as a solid waste.

BMP 7.0 Maintenance of Physical Structures:

Physical structures within the Port of Brookings Harbor may contribute pollutants to the marine environment as materials degrade or through leaching. Maintenance activities for these structures can be a source of pollution. The purpose of this BMP is to minimize these potential sources through the selection of suitable repair or replacement materials as well as through appropriate maintenance practices. This BMP deals with maintenance and repair practices for waterfront and in-water structures, as well as shore-side structures. This BMP addresses pollutants deriving from the following sources:

- 1) Treated timber used for waterfront and in-water structures.
- 2) Paints, solvents, paint chips and related materials from scraping and painting operations.
- 3) Floatable debris from deteriorating waterfront structures, such as broken and degraded styrofoam from floats. Source Reduction:
 - Natural vegetation should be used for shoreline stabilization whenever feasible and maintained in a good condition by prompt repair and reseedling of washouts and other losses of vegetation.
 - Riprap reventments are generally encouraged over vertical bulkheads, because sloping rip rapped embankments provide greater habitat and reduce wave reflections. Permits are required through the Oregon Division of State Lands and the U.S. Army Corps of Engineers.
 - Timber which has been pressure treated with a preservative such as chromated copper arsenate (CCA) is generally preferred over creosote treated materials for construction and replacement. Where appropriate, steel piling should be used.
 - Scraping of in-water structures and land-side structures should be conducted according to the same management principles as for vessels. Refer to BMP 1.2.
 - Painting of structures should be conducted according to the same management principles as for vessels, refer to BMP 1.3.
 - Where feasible, floating structures should be removed to shore. Line facilities for scraping, painting and major repairs.

Best Management Practices

- All styrofoam floats must be encapsulated.

ACTION ITEM – F

DATE: October 20, 2020
RE: Port Security Camera System
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Last November the Port reached out to three security contractors to provide estimates installing a professional security camera system that would cover all Port properties. Port also advertised in the local newspaper and website for proposals. Two quotes were received, and the pricing and method were far apart. Oregon Alarm provided the better price for the security system. Oregon Alarm also provided Port of Port Orford its security cameras and was recommended.
- During the Regular Commissioner Meeting November 19, 2019, the Board voted to delay installing a camera system until the RV Park issues were resolved. Then COVID-19 happened.
- Port requested new quotes and advertised again for quotes on a security camera system.
- We are asking contractors to install the camera infrastructure for room to expand and provide high quality cameras.
- Installing security cameras would increase safety and security. Recently there have been vandalism, graffiti, theft, arson, trespassing, prostitution, drug activity, fighting, dumping, etc. happening on Port grounds. The plan would be to install the minimum amount of security cameras at first (due to limited funding) and then expand the system later when more funding becomes available.
- The quotes do not include any electrical work or permitting (if needed). Electrical work and permitting would require additional Port funds to complete the work, estimated at between \$5,000 to \$15,000, depending on the number of cameras initially installed.
- Port recommends using Reserve Funds to begin this project for this budget cycle. Once the Port receives new quotes for a camera system, we will bring a plan back to the Board for contract approval.

DOCUMENTS

- Oregon Alarm Camera Specifications, 7 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve installing the first phase of a Port security camera system for all Port properties using Port Reserve Fund not to exceed \$49,000.



PORT OF BROOKINGS HARBOR SECURITY CAMERA LAYOUT

DS-2CD2T85G1-I5**8 MP Outdoor IR Fixed Network Bullet Camera**Powered by
DarkFighter.

- 1/2" (8 MP) Progressive Scan CMOS
- Up to 3840 x 2160 Resolution @ 20 fps
- Minimum Illumination:
Color: 0.014 lux @ (f/1.6, AGC on),
0 lux with IR
- Darkfighter Technology
- Up to 165 ft (50 m) EXIR 2.0 Range
- 2.8 mm, 4 mm, and 6 mm Lens Options
- H.265+, H.265, H.264+, H.264
- 120dB True WDR
- MicroSD Card Slot Supports 128 GB
- IP67 Protection
- 12 VDC and PoE (802.3af)

The Hikvision DS-2CD2T85G1-I5 Outdoor IR Fixed Network Bullet Camera provides high definition output. It supports H.265+ video compression, which assures savings in bandwidth and storage.

The camera is equipped with 2.8 mm, 4 mm, and 6 mm lens options, and offers an EXIR 2.0 range of up to 165 ft (50 m).

Smart features, such as line crossing, intrusion, unattended luggage, and scene change detection are also supported.






Available models:
DS-2CD2T85G1-I5



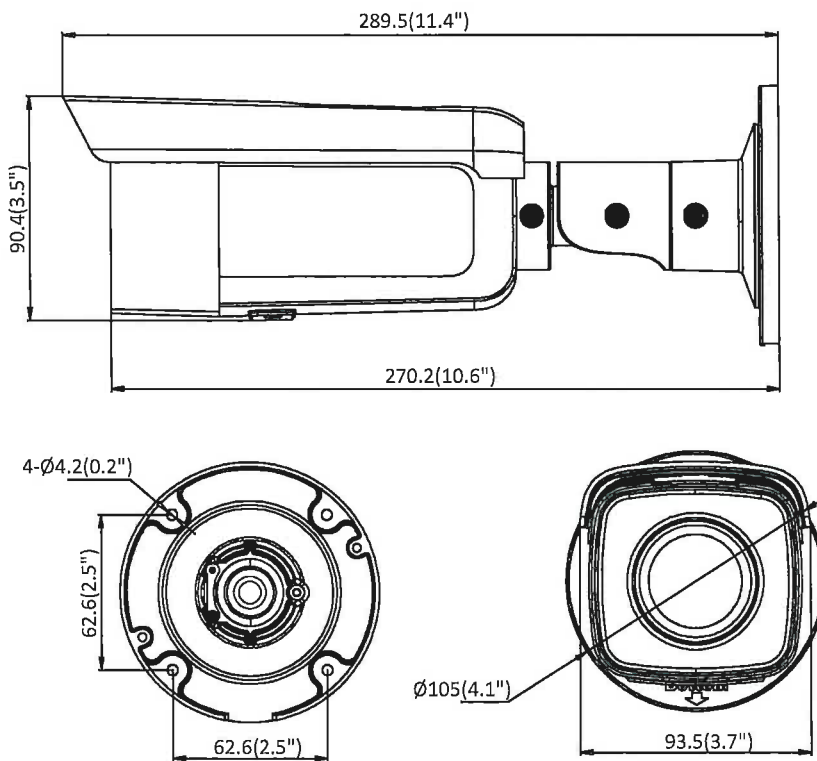
Specifications

DS-2CD2T8561-1S	
Camera	
Image Sensor	1/2" progressive scan CMOS
Minimum Illumination	Color: 0.014 lux @ (f/1.6, AGC on), 0 lux with IR
Shutter Speed	1/3 s to 1/100,000 s
Slow Shutter	Yes
Focal length	2.8 mm, 4 mm, 6 mm
Focus	Fixed
FOV	2.8 mm, horizontal FOV: 102°, vertical FOV: 55°, diagonal FOV: 120° 4 mm, horizontal FOV: 78°, vertical FOV: 43°, diagonal FOV: 92° 6 mm, horizontal FOV: 50°, vertical FOV: 27°, diagonal FOV: 59°
Lens Mount	M16
Iris	f/1.6
Day/Night	IR cut filter
DNR	3D DNR
Wide Dynamic Range	120dB
3-Axis Adjustment (bracket)	Pan: 0° to 360°, tilt: 0° to 90°, rotate: 0° to 360°
Compression Standard	
Video Compression	Main stream: H.265+/H.265/H.264+/H.264; sub stream: H.265+/H.265/H.264+/H.264/MJPEG; third stream: H.265+/H.265/H.264+/H.264
H.264 Type	Main profile/high profile
H.264+	Main stream supported
H.265 Type	Main profile
H.265+	Main stream supported
Video Bit Rate	32 Kbps to 16 Mbps
Image	
Maximum Resolution	3840 × 2160
Main Stream	20 fps (3840 × 2160), 30fps (3072 × 1728, 2560 × 1440, 1920 × 1080, 1280 × 720)
Sub Stream	30 fps (640 × 480, 640 × 360, 320 × 240)
Third Stream	30 fps (1280 × 720, 640 × 360, 352 × 240)
Image Enhancement	BLC/3D DNR
Image Setting	Rotate mode, saturation, brightness, contrast, sharpness adjustable by client software or web browser
Region of Interest (ROI)	Supports one fixed region for main and sub streams
Day/Night Switch	Day/night/auto/schedule
Network	
Network Storage	Supports microSD/SDHC/SDXC card (128G), local storage and NAS (NFS/SMB/CIFS), ANR
Alarm Trigger	Motion detection, tampering alarm, network disconnected, IP address conflict, illegal login, HDD full, HDD error
Protocols	TCP/IP, UDP, ICMP, HTTP, HTTPS, FTP, DHCP, DNS, DDNS, RTP, RTSP, RTCP, PPPoE, NTP, UPnP, SMTP, SNMP, IGMP, 802.1X, QoS, IPv6
Standard	ONVIF (PROFILE S, PROFILE G), ISAPI
General Function	One-key reset, anti-flicker, heartbeat, mirror, password protection, privacy mask, watermark, IP address filter
API	ONVIF (PROFILE S, PROFILE G), ISAPI
Simultaneous Live View	Up to six channels
User/Host	Up to 32 users, three levels: administrator, operator, and user
Client	iVMS-4200, Hik-Connect
Web Browser	IE8+, Chrome 31.0-44, Firefox 30.0-51, Safari 8.0+
Interface	
Communication Interface	1-port RJ45 10M/100M self-adaptive Ethernet port
On-Board Storage	Built-in microSD/SDHC/SDXC slot, up to 128 GB
Reset Button	Yes
SVC	H.265 and H.264 encoding support
Smart Features	
Behavior Analysis	Line crossing detection, intrusion detection, unattended baggage detection, object removal detection
Exception Detection	Scene change detection
Face Detection	Yes
General	
Operating Conditions	-22° F to 140° F (-30° C to 60° C), humidity 95% or less (non-condensing)
Power Supply	12 VDC ± 25%, PoE (802.3af, class 3), 5.5 mm coaxial power plug
Power Consumption	12 VDC, 0.7 A, maximum: 9 W, PoE: (802.3af, 36 VDC to 57 VDC), 0.3 A to 0.1 A, maximum: 11 W
IR Range	Up to 165 ft (50 m)
Wavelength	850 nm
Protection Level	IP67
Dimensions	Φ 4.1" × 11.4" (Φ 105 mm × 289.5 mm)
Weight	2.20 lbs (1.00 kg)

Accessories

				
CBS Conduit Base	CB130 Conduit Base	PM1 Pole Mount	CM1 Corner Mount	Weatherproof Rubber Sleeve

Dimensions



Unit: mm (inch)

DS-2DF8250I5X-AELW**2 MP Outdoor 50x Network IR Speed Dome**

- 1/2.8" Progressive Scan CMOS
- Up to 1920 x 1080 Resolution
- Minimum Illumination:
Color: 0.05 Lux @ (F1.8, AGC ON)
B/W: 0.01 Lux @ (F1.8, AGC ON)
0 Lux with IR
- Up to 1,640 ft (500 m) IR Distance
- H.265+/H.265 Video Compression
- 50x Optical Zoom, 16x Digital Zoom
- Optical Image Stabilization
- Smart Detection: Line Cross, Intrusion, Region Enter/Exit
- Rapid Focus Supported
- 120 dB WDR, 3D DNR, HLC, BLC
- IP66 Protection
- 24 VAC/Hi-PoE, 60 W

Hikvision DS-2DF8250I5X-AELW Network IR Speed Dome Cameras produce images with a resolution of up to 1920 x 1080 pixels.

The embedded 1/2.8" progressive scan CMOS chip supports 120 dB WDR, and the 25x optical zoom allows for greater detail to be collected over more expansive areas. The camera and lens are precision controlled using a gyroscopic sensor to improve image performance at high zoom.

The Network IR Speed Dome Camera also features a wide range of smart functions, including intrusion detection, line crossing detection, and audio exception, which allows for key events and objects to be recorded for further forensic needs.








Available models:
DS-2DF8250I5X-AELW



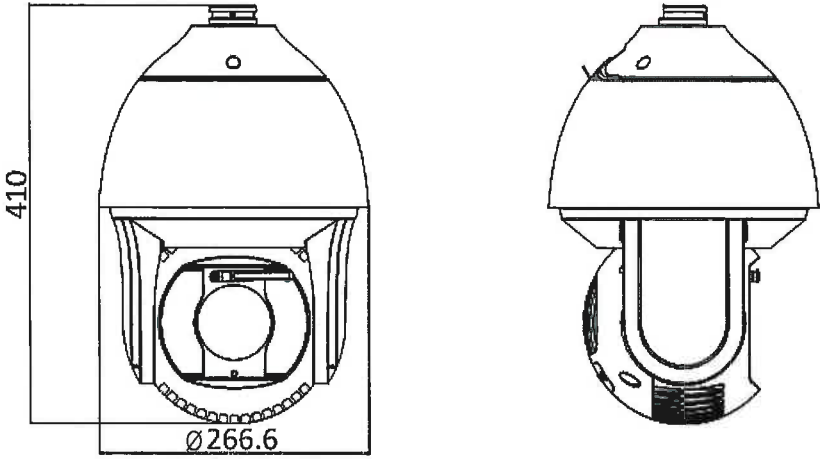
Specifications

DS-2DF8250I5X-AELW	
Camera Module	
Image Sensor	1/2.8" progressive scan CMOS
Minimum Illumination	Color: 0.05 Lux @(F1.6, AGC ON); B/W: 0.01 Lux @(F1.6, AGC ON); 0 Lux with IR
Shutter Time	1/1 to 1/30,000 s
White Balance	Auto / manual / ATW [auto-tracking white balance] / indoor / outdoor / fluorescent lamp / sodium lamp
AGC	Auto / manual
Day and Night	IR cut filter
Digital Zoom	16x
Privacy Mask	24 programmable privacy masks
Focus Mode	Auto/Semi-automatic/Manual
Optical Image Stabilization	Supported
WDR	120 dB
Rapid Focus	Supported
Lens	
Focal Length	6.6 mm to 330 mm, 50x Optical
Zoom Speed	Approximately 4.5 s [optical lens, wide to tele]
Angle of View	Horizontal field of view: 41.3° to 1.1° [wide to tele]; vertical field of view: 23.6° to 0.6° [wide to tele]; diagonal field of view: 47.4° to 1.3° [wide to tele]
Minimum Working Distance	10 mm to 1,500 mm [wide to tele]
Aperture Range	F1.8 to F5.5
IR	
IR Distance	Up to 1,640 ft (500 m)
PTZ	
Movement Range (Pan)	360° endless
Pan Speed	Configurable, from 0.1°/s to 160°/s, Preset Speed: 240°/s
Movement Range (Tilt)	From -20° to 90°
Tilt Speed	Configurable, from 0.1°/s to 120°/s, Preset Speed: 200°/s
Proportional Zoom	Supported
Presets	300
Patrol Scan	8 patrols, up to 32 presets for each patrol
Pattern Scan	4 pattern scans, record time over 10 minutes for each scan
Power-off Memory	Supported
Park Action	Preset / pattern scan / patrol scan / auto scan / tilt scan / random scan / frame scan / panorama scan
PTZ Status Display	Supported
Preset Freezing	Supported
Scheduled Task	Preset / pattern scan / patrol scan / auto scan / tilt scan / random scan / frame scan / panorama scan / dome reboot / dome adjust / aux output
Compression Standard	
Video Compression	Main stream: H.265+ / H.265 / H.264+ / H.264; sub-stream: H.265 / H.264 / MJPEG; third stream: H.265 / H.264 / MJPEG
H.264 Type	Baseline profile / main profile / high profile
H.264+	Support
H.265 Type	Main profile
H.265+	Support
Video Bitrate	32 kbps to 16,384 kbps
Audio Compression	G.711 alaw / G.711 ulaw / G.722.1 / G.726 / MP2L2 / PCM
Audio Bitrate	64 Kbps [G.711] / 16 Kbps [G.722.1] / 16 Kbps [G.726] / 32 to 160 Kbps [MP2L2]
Smart Features	
Smart Detection	Intrusion detection, line crossing detection, region entrance detection, region exiting detection, audio exception detection
Smart Tracking	Manual tracking, auto tracking, event tracking
Smart Record	ANR [Automatic Network Replenishment], dual-VCA
Image	
Maximum Resolution	1920 × 1080
Main Stream	50 Hz: 25 fps [1920 × 1080, 1280 × 960, 1280 × 720]; 50 fps [1920 × 1080, 1280 × 960, 1280 × 720]; 60 Hz: 30 fps [1920 × 1080, 1280 × 960, 1280 × 720] 60 fps [1920 × 1080, 1280 × 960, 1280 × 720]
Sub-Stream	50 Hz: 25 fps [704 × 576, 640 × 480, 352 × 288]; 60 Hz: 30 fps [704 × 480, 640 × 480, 352 × 240]
Third Stream	50 Hz: 25 fps [1920 × 1080, 1280 × 960, 1280 × 720, 704 × 576, 640 × 480, 352 × 288]; 60 Hz: 30 fps [1920 × 1080, 1280 × 960, 1280 × 720, 704 × 480, 640 × 480, 352 × 240]
Image Enhancement	HLC / BLC / 3D DNR / Defog / Optical Image Stabilization / Regional Exposure / Regional Focus / Optical Defog
SVC	Supported
Network	
Network Storage	Built-in memory card slot, support microSD / SDHC / SDXC, up to 256 GB; NAS (NFS, SMB / CIFS), ANR
Alarm Linkage	Alarm actions, such as preset, patrol scan, pattern scan, memory card video record, trigger recording, notify surveillance center, upload to FTP / memory card / NAS, send email, etc.
Protocols	IPv4 / IPv6, HTTP, HTTPS, 802.1x, Qos, FTP, SMTP, UPnP, SNMP, DNS, DDNS, NTP, RTSP, RTP, TCP/IP, DHCP, PPPoE, Bonjour
API	Open-ended, support ONVIF, PSIA and CGI, support HIKVISION SDK and third-party management platforms
Simultaneous Live View	Up to 20 channels
User / Host	Up to 32 users, 3 levels: administrator, operator and user
Security Measures	User authentication (ID and PW), Host authentication [MAC address]; HTTPS encryption; IEEE 802.1x port-based network access control; IP address filtering
Client	iVMS-4200, iVMS-4500, iVMS-5200, Hik-Connect
Web Browser	IE 7+, Chrome 18-42, Firefox 5.0+, Safari 5.02+
Interface	
Audio	1-ch audio input/1-ch audio output
Network Interface	1 RJ45 10 M/100 M Ethernet Interface, Hi-PoE
Alarm	7-ch alarm input / 2-ch alarm output
RS-485	Half duplex, HIKVISION, Pelco-P, Pelco-D, self-adaptive
BNC	1.0 V [p-p] 75 Ω, NTSC (or PAL) composite, BNC
General	
Power	24 VAC (maximum 60 W); Hi-PoE (maximum 50 W)
Working Temperature	-40° F to 149° F (-40°C to 65°C); humidity: ≤ 90%
Protection Level	IP66 standard, TVS 6,000V lightning protection, surge protection and voltage transient protection
Material	Aluminum alloy
Dimensions	Φ 10.50" × 16.14" (Φ 266.6 mm × 410 mm)
Weight	Approximately 17.64 lb (8 kg)

Accessories

						
JBPW-L Power Box Mount w/Wall Bracket	CMP-JB Corner Mount for JBPW-L	PMP-JB Pole Mount for JBPW-L	CPM-S Short Ceiling Pendant Mount	CPM-L Long Ceiling Pendant Mount	CPMPE Ceiling Pendant Mount Extension Pipe	RPM Roof Parapet Mount

Dimensions



Unit: mm

ACTION ITEM – G

DATE: September 29, 2020
RE: Port and Righetti Easement Agreement
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- September 29, 2020 Special Commissioner Meeting the Board approved moving forward with agreement with the Righetti's for the property encroachments.
- Lawyers from both sides were directed to provide agreement for both parties to sign at the next regular commissioner meeting.

DOCUMENTS

- None at time of packet release.

COMMISSIONERS ACTION

- **Recommended Motion:**
Discussion

ACTION ITEM – H

DATE: October 20, 2020
RE: Annual Financial Report Fiscal Year 2019-2020
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port audits must be reviewed by Certified Public Accountant (CPA) and approved by the Board, then submitted to State of Oregon by December 31st every year.

DOCUMENTS

- Draft Annual Financial Report FY 2019-2020, (not available at time of packet release)

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve draft Annual Financial Report for Fiscal Year 2019-2020.

INFORMATION ITEM – A

DATE: October 20, 2020
RE: Draft Boat Yard Lease
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Last month the Board discussed the proposal to lease out the warehouse and boat yard service area to a private company. The Board agreed to move forward with a draft lease for review.
- Kenny Francis with Boat Shop and More presented his plan on how he intends to operate the boat yard. Owners of commercial vessels would still be able to perform work on their vessel if they have the proper insurance. Owners of recreational vessels would not be allowed to work on their vessels. The boat yard would be available to only authorized individuals and Port staff.
- The Port is not selling any equipment or property under this lease. Tenant will be required to follow all environmental and safety regulations.
- Provision should be added in the lease when or if FEMA projects impact the boat yard operations. Suspension of rent in areas that are impacted for the entire construction period.
- Port equipment and main operations would be moved to the current Boat Shop and More location. If this lease is approved, the Harbormaster and operations staff would be relocated into the same building to help reduce the Port Office staff overcrowding and improve COVID-19 measures. The remodeling costs to move staff from the Port Office could be reimbursed through Coronavirus Relief Fund.

DOCUMENTS

- Proposal to Lease Information, 2 pages
- Draft Boat Shop and More LLC Lease, 14 pages

Port of Brookings Harbor

Boat Yard Proposal to Lease

History Overview

Boat yard was established in the late 1970's servicing the commercial, recreational and Coast Guard boats as a do-it-yourself repair yard. The Port owned and operated the equipment for haul-outs and to assist in boat repairs at billable hours. Repair yard-time is also billed to the customer. Customers are required to follow Port's Best Management Practices by cleaning and disposing of all wastes generated in the repairs of their boats.

Port Prior Years Accounting

Prior Port accounting of the Boat Yard were not administered as they are today. Below are the QuickBooks numbers for fiscal year 2005 thru 2015.

Costs included in QuickBooks			
Fiscal Year	Revenue	Expenses	Net Income
2005-06	19,897	-	19,897
2006-07	52,164	-	52,164
2007-08	1,027	-	1,027
2008-09	-	-	-
2009-10	-	-	-
2010-11	-	-	-
2011-12	-	-	-
2012-13	68	-	68
2013-14	-	-	-
2014-15	31	-	31
2015-16	127	412	-285

Port Current Accounting

Port started accounting actual costs for each revenue source between 2016-2019 which included field employee payroll, all utilities (water, sewer, electric, phonenumber, internet, etc.), maintenance and repairs and insurance.

Profit & Loss in QuickBooks			
Fiscal Year	Revenue	Expenses	Net Income
2016-17	53,892	36,961	16,931
2017-18	90,546	111,511	(20,966)
2018-19	96,160	55,284	40,876
2019-20	108,679	66,595	42,084
Average	87,319	67,588	19,731

Port of Brookings Harbor

Boat Yard Proposal to Lease

Boat Yard revenues were hampered during FY 2061-17 due to the condition of the old travel lift. The old travel lift was de-rated to a lower capacity and later shut down. New 50-MT travel lift was purchased and arrived March 2017. FY 2017-18 Boat Yard cleanup and disposal of abandon boats occurred to account for the negative net income.

Leasing the Boat Yard Business

The Port is **not** selling any property or equipment, it would be leasing the Port's warehouse building space, bare ground where the boats are serviced and for temporary storage. The Warehouse Shop per square foot rate is \$0.54. Due to the condition of the warehouse, Port Staff is recommending the per square foot rate be lowered to \$0.25. The bare ground per square foot rate is \$0.08. The total monthly rate would be \$3,376.89 per month with annual CPI increases. The total lease amount for one year would be \$40,522.68. The tenant would be required to follow the Port's Best Management Practices and Stormwater Pollution Control Plan. The Port will continue operating and removing boats with the 50 metric-ton travel lift, billable to the Port per established rates, but train Kenny's workforce on the use of the travel lift and eventually his workforce would take over the operation and maintenance of the travel lift.

Port warehouse and equipment operations would move to Kenny's Boat Shop. Office space within the Kenny's Boat Shop could be upgraded to relocate current Port Office staff. Remodeling costs for the office relocation could be reimbursed through Coronavirus Relief Fund.

Benefits for Port, Private Business and Customers

The Port would benefit in multiple ways: (1) fixed annual income, (2) increase staff time maintaining Port grounds and docks, (3) staff focused on managing Port operations. Having a private business controlling the actual repairs would help reduce environmental concerns. Customers would get better service and support for boat maintenance and repairs.

Recommendation from Port Staff

Leasing the Boat Yard business will provide steady income and more time taking care of Port maintenance duties. Better control of environmental, security and safety concerns within the Boat Yard boat service area. Port Staff highly recommends this idea.

**COMMERCIAL LEASE AGREEMENT
BOAT SHOP AND MORE, LLC**

This lease agreement is made and entered into at Brookings, Oregon, effective the 1st day of November, 2020, by and between the **Port of Brookings Harbor**, an Oregon special district (referred to herein as the "Landlord") and **Boat Shop and More, LLC** (hereinafter referred to as "Tenant").

1. **Leased Premises.** Landlord hereby leases to Tenant the following described property located in the Port of Brookings Harbor on the terms and conditions stated herein:

- a. Approximately 5,265 square-feet of warehouse-shop building space, (the Leased Premises, as described in Exhibit "A"), located at 16060 Lower Harbor Road, Brookings, Oregon.
- b. Approximately 18,763 square-feet of bare ground space, (the Leased Premises, as described in Exhibit "B"), located at 16060 Lower Harbor Road, Brookings, Oregon.
- c. Approximately 6,995 square-feet of bare ground space, (the Leased Premises, as described in Exhibit "C"), located at 16060 Lower Harbor Road, Brookings, Oregon.

2. **Lease Term and Base Rental Rate.**

- a. **Initial Term.** The initial term of this lease is three (3) years commencing November 1, 2020 and continuing through October 31, 2023.

- b. **Base Rental Rate.** The base rental rate for the Leased Premises is Three Thousand Three Hundred Seventy-Six and 89/100 Dollars (\$3,376.89) per month, as calculated below, payable on the first day of each month commencing November 1, 2020. The base rental rate is the combined rate of:

- 1. The warehouse-shop building space consisting of 5,265 square feet of property at a reduced rent due to the condition of the building at approx. \$0.25 per square foot per month, for a total of One Thousand Three Hundred Sixteen and 15/100 Dollars (\$1,316.25) per month.
- 2. The bare ground space consisting of 18,763 square feet of property for a vessel service area at approx. \$.08 per square foot per month, for a total of One Thousand Five Hundred One and 04/100 Dollars (\$1,501.04) per month.
- 3. The bare ground space consisting of 6,995 square feet of property for a vessel service or storage area at approx. \$.08 per square foot per month, for a total of Five Hundred Fifty-Nine and 60/100 Dollars (\$559.60) per month.
- 4. Reduced Rent for Two Months. Tenant and the Port will need two months to remove equipment and materials from each warehouse-shop. In consideration of the amount of equipment and materials being relocated, no base rent will be due for the first two months.
- 5. Boat haul-outs or lifts from Port 50-metric ton travel lift will be billable to the Port per established rates, subject to change from time to time.

- c. **Option to Renew.** Upon termination of the initial term of this lease, Landlord grants to Tenant the option to renew this lease in whole or in part of the Leased Premises, for

three (3) additional three (3) year term at terms and conditions to be negotiated, provided that: (a) Tenant is not in default of this lease at the time the option is exercised; (b) Landlord does not need the ground for its own use; and (c) Landlord is otherwise satisfied with Tenant's use of the Leased Premises during the initial term. The parties agree to negotiate in good faith with respect to the renewal terms and conditions on terms at least as favorable as those offered to any other tenant of Landlord at the time.

- d. **Notice of Intent.** Tenant shall notify the Landlord in writing ninety (90) days prior to expiration of the lease of Tenant's intent to exercise all or any portion of Tenant's option to extend the lease. Failure to provide such notice is a default and a material breach of the lease and Landlord may terminate the lease on the expiration date and retake possession of the Leased Premises with or without process of law.

3. **Base Rent Payment.**

- a. **Annual Adjustment.** Tenant must pay the base rent for the Leased Premises and any additional rent provided herein without deduction or offset. The base rent will increase annually, on each anniversary of the lease commencement for the second and each subsequent year, according to the Consumer Price Index for All Urban Consumers (CPI-U). The base rent increase will be for the total amount of the base rent due. Base rent includes all prior percentage increases. In the event that the CPI-U is negative, the base rent will remain the same, it will not increase or decrease.
- b. **Proration.** Rent for any partial month during the lease term will be prorated to reflect the number of days during the month that Tenant actually occupied the Leased Premises.
- c. **Additional Rent.** Additional rent means any other sums payable by Tenant to Landlord under this lease. At the end of the initial lease term, a new base rent will be established.
- d. **Fees and Charges.** Should any rent or other payment required of Tenant by this lease not be paid within 10 days after it is due, a late charge of 1.5% per month (18% per annum) will be assessed. In the event any suit or action is instituted to collect any amount owed on this account, the undersigned applicant agrees to pay any reasonable attorney's fees, collection agency fees and any other costs associated with such action. A \$50.00 fee will be assessed on any returned payment.

4. **Lease Consideration/Security Deposit.** Upon execution of the lease, Tenant's base rent is due the first day of the month of the lease term for which rent is payable. Tenant is required to pay a security deposit in a sum equal to one month's base rent. Landlord may apply the security deposit to pay the cost of performing any obligation that Tenant fails to perform within the time required by this lease, but such application by Landlord shall not be the exclusive remedy for Tenant's default. If the security deposit is applied by the Landlord, Tenant must on demand pay the sum necessary to replenish the security deposit to its original amount. To the extent not applied by Landlord to cure defaults by Tenant, the security deposit will be returned to Tenant upon termination of this lease, or, by mutual agreement between Landlord and Tenant, applied against the rent payable for the last month of the term.

5. **Use.** Tenant may use the Leased Premises for boat services, repairs or refurbishing (excluding sand or metal blasting and spray painting) and boat storage for seaworthy boats and specialty auto work and for no other purpose without Landlord's written consent. In connection with its use of the Leased Premises, Tenant must, at its sole expense, promptly comply with all applicable laws, ordinances, rules and regulations of any public authority, including those of the Port of Brookings Harbor, and not unreasonably annoy, obstruct or interfere with the rights of other tenants of the Port of Brookings Harbor, wherever located. Tenant must not create or

maintain any nuisance or any objectionable fumes, noise, or vibrations while using the Leased Premises.

6. **Equipment.** Tenant may install in the Leased Premises only such equipment as is customary for the intended **use** and must not overload the floors or electrical circuits of the Leased Premises or alter the plumbing or wiring of the Leased Premises, without the prior written consent of Landlord. Landlord must approve, in advance, the location and manner of installing any electrical, heat generating or communication equipment or exceptionally heavy articles. Any equipment installed by Tenant will remain Tenant's property and must be installed and operated at Tenant's expense. Any air conditioning required because of heat generating equipment or special lighting installed by Tenant must also be installed and operated at Tenant's expense.
7. **Sign.** No signs, awnings, antennas, or other apparatus may be positioned as to be visible from outside the Leased Premises without Tenant obtaining Landlord's prior written approval as to design, size, location, and color. All signs installed by Tenant must comply with Landlord's standards for signs, and all applicable codes and signs and sign hardware must be removed upon termination of this lease with the sign location restored to its former state unless Landlord elects to retain all or any portion thereof.
8. **Utilities and Services.** Landlord will furnish all utilities up to the Leased Premises and Tenant will be directly responsible for any and all electrical charges or fees for electrical service and must make arrangements to be billed directly from the local electric co-op (Coos-Curry Electric Cooperative, Inc.). Tenant must also make the necessary arrangements to have a meter installed in the name of Tenant for billing purposes. Water and Sewer usage will be billed separately. Tenant must comply with all government laws or regulations regarding the use or reduction of use of utilities on the Leased Premises. Tenant is responsible for all waste generated by the business and disposal of the waste. Unless caused by Landlord's negligence or intentional act, the interruption, limitation, curtailment, or rationing of services or utilities may not be deemed an eviction or disturbance of Tenant's use and possession of the Leased Premises, render Landlord liable to Tenant for damages, or relieve Tenant from performance of Tenant's obligations under this lease. Landlord must take all reasonable steps to correct any interruption in service.
9. **Maintenance and Repair – Tenant's Obligations**
 - a. Tenant is at all times during the term of this lease, and at Tenant's sole cost and expense, obligated to keep the entire of the Leased Premises and every part thereof in good condition and repair; excepting ordinary wear and tear and damage to the Leased Premises by earthquake, act of God, or the elements. Landlord has no obligation and has made no promise to alter, remodel, improve, repair, decorate, or paint the Leased Premises or any part thereof. Landlord does have the right to erect scaffolding and other apparatus necessary for the purpose of making repairs, and Landlord will have no liability for interference with Tenant's use because of repairs and installations. Tenant will have no claim against Landlord for any interruption or reduction of services or interference with Tenant's occupancy, and no such interruption or reduction shall be construed as a constructive or other eviction of Tenant.
 - b. Tenant will be responsible for any repairs necessitated by Tenant's breach of this lease or the negligent or intentional acts of Tenant, its agents, employees, and invitees, excepting repairs that would otherwise be the responsibility of Landlord under Section 10 or Section 15.

- c. Tenant is responsible for all other repairs to the Leased Premises which Landlord is not required to make under Section 10 or Section 15.
- d. If Tenant fails to perform Tenant's obligations under this Section 9 or under any other Section of this lease, Landlord may enter upon the affected portion of the Leased Premises after ten (10) days' prior written notice to Tenant (except in case of emergency, in which no notice shall be required), perform such obligations on Tenant's behalf and put the Leased Premises in good order, condition and repair, and the cost thereof together with interest thereon at the maximum rate then allowable by law will be due and payable as additional rent to Landlord together with Tenant's next base rent installment.
- e. On the last day of the term hereof, or upon any sooner termination, Tenant must surrender the Leased Premises to Landlord in the same condition as received, ordinary wear and tear excepted, clean and free of debris. Any damage or deterioration of the Leased Premises will not be deemed ordinary wear and tear if the same could have been prevented by commercially reasonable maintenance practices. Tenant shall leave the air-lines, power panels, electrical distribution systems, lighting fixtures, space heaters, air conditioning, plumbing and fencing which were on the Leased Premises prior to the commencement of the lease, in good operating condition.

10. Maintenance and Repair - Landlord's Obligations. The following will be the responsibility of Landlord:

- a. Provide adequate means of ingress and egress to the Leased Premises.
- b. Provide access to a water supply and electricity.
- c. Repair and maintenance of existing exterior water, sewage, and electrical services up to the point of entry to the Leased Premises.
- d. Repair and maintain any structural element of the building that does not meet the definition of Major Damage as provided in Section 15, with respect to the Leased Premises.

11. Alterations. Tenant must not make any alterations, additions, or improvements to the Leased Premises without Landlord's prior written consent. Any such additions, alterations, or improvements, except for removable machinery and trade fixtures, will at once become part of the realty and belong to the Landlord. Landlord may at its option require that Tenant remove any alterations and restore the Leased Premises to the original condition upon termination of this lease. Landlord will have the right to approve the contractor used by Tenant for any work on the Leased Premises, and to post notices of non-responsibility in connection with any work being performed by Tenant in the Leased Premises.

12. Indemnity.

- a. Tenant may not allow any liens to attach to the Leased Premises or Tenant's interest in the Leased Premises as a result of its activities. In the event that a materialman, mechanic's, or other lien is filed, or a claim of lien is made for work claimed to have been done for Tenant, Landlord will have the option in its sole discretion to require Tenant to post a Surety Bond within ten (10) days at Tenant's expense or to pay and discharge the lien. Tenant agrees to reimburse Landlord promptly upon demand. These Landlord remedies are not exclusive as Landlord has other remedies as provided by law including requiring Tenant to pay for Landlord's attorney's fees and costs relating to any such lien.
- b. Except as otherwise stated herein, Tenant hereby waives all claims against Landlord for damage to any property or injury, illness, or death of any person in, upon, or about the

Leased Premises arising at any time and from any cause whatsoever other than by reason of the willful act of Landlord, its officers, employees, invitees, licensees or agents. Tenant must defend, indemnify and hold Landlord harmless from any and all claims or liability for damage to any property or injury, illness, or death of any person (a) occurring in or on the Leased Premises or any part thereof arising at any time and from any cause whatsoever other than by reason of the willful act of Landlord, its officers, employees, invitees, licensees or agents; or (b) occurring in, on, or about any part of the Leased Premises when such damage, injury, illness, or death was caused by the act, negligence, omission, or fault of Tenant, its agents, servants, employees, invitees, or licensees. Except as otherwise stated herein, Landlord will have no liability to Tenant because of loss or damage caused by the acts or omissions of other tenants of Landlord, or by third parties. The provisions of this paragraph will survive the termination of this lease with respect to any damage, injury, illness, or death occurring prior to such termination.

13. **Insurance.** During the initial term of this lease and any extension thereof, Tenant must comply with the following insurance requirements:
- a. **General Liability.** Tenant must carry commercial general liability insurance at least as broad as ISO Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$2 million per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
 - b. **Property.** Tenant must carry property insurance against all risk of loss to any tenant improvement or betterments, at full replacement cost with no coinsurance penalty provision.
 - c. **Workers' Compensation.** If Tenant has employees, Tenant must carry workers' compensation insurance as required by State law and Employer's Liability Insurance with limits of no less than \$1 million per accident for bodily injury or disease.
 - d. **Excess Coverage.** If Tenant maintains broader coverage and/or higher limits than the minimums shown above, Landlord will be entitled to the broader coverage and/or the higher limits maintained by Tenant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage will be available to Landlord.
 - e. **Additional Insureds.** The Port of Brookings Harbor, its officers, officials, employees, and agents are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Tenant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provide in the form of an endorsement of the lessee's insurance (at least as broad as ISO Form CG 20 10).
 - f. **Certificates of Coverage.** Tenant must furnish certificates of insurance to Port's General Manager, P.O. Box 848, Brookings, Oregon 97415 certifying the existence of such insurance no later than five (5) days prior to commencement of this lease. Each insurance policy required by this clause must be endorsed to state that coverage will not be suspended, voided, canceled, or reduced in coverage or limits or not renewed without fourteen (14) days advance written notice to the Landlord and Landlord's agent, if any, and a renewal certificate must be furnished at least 14 days prior to the expiration of any policy.
 - g. **Primary Insurance.** The insurance required herein will be primary and without right of contribution from other insurance that may be in effect and without subordination. Any other insurance carried by the Landlord is excess. The insurance policies must be underwritten by a company licensed in the state of Oregon, and carry a minimum Best's rating of "A-VI" or better.

h. Lapse of Policy. If Tenant's policies lapse or are canceled at any time during the term of this Contract, Landlord will have the right to immediately terminate Tenant's lease until such insurance requirements have been fully satisfied by Tenant. Tenant will be responsible to Landlord, and must reimburse and hold Landlord harmless for any bodily injury, fire or property damage not covered by Tenant's insurance.

- 14. Exemption of Landlord from Liability.** Tenant hereby agrees that Landlord will not be liable for injury to Tenant's business or any loss of income therefrom or for damage to the goods, wares, merchandise or other property of Tenant, Tenant's employees, invites, customers, or any other person in or about the Leased Premises or the Port, nor will Landlord be liable for injury to the person of Tenant, Tenant's employees, agents or contractors, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, or from the breakage, leakage, obstruction or other defects of pipes, wires or lighting fixtures, or from any other cause, whether said damage or injury results from conditions arising upon the Leased Premises or upon other premises of the Port, or from other sources or places and regardless of whether the cause of such damage or injury or the means of repairing the same is inaccessible to Tenant. Landlord will not be liable for any damages arising from any act or neglect of any other tenant, occupant or user of the Port, nor from the failure of Landlord to enforce the provisions of any other lease of the Port.
- 15. Major Damage.** Major damage means damage by fire or other casualty to the Leased Premises that causes the Leased Premises or any substantial portion of the Leased Premises to be unusable. In the event that major damage occurs without negligence or willful misconduct of Tenant or its employees, agents, or licensees, then either Landlord or Tenant may elect to terminate this lease by providing written notice to the other party within thirty (30) days after the occurrence of the damage. If this lease is not terminated following major damage, or if damage occurs that is not major damage, Landlord must promptly restore the Leased Premises to the condition existing just prior to the damage, with the exception of damage to Tenant improvements. Restoration of any Tenant improvements or alterations installed by Tenant, and the costs thereof, will be the responsibility of the Tenant. Rent will be reduced from the date of damage until the date restoration work being performed by the Landlord is substantially complete, with the reduction to be in proportion to the area of the Leased Premises not useable by Tenant.
- 16. Waiver of Subrogation.** Tenant will be responsible for insuring its personal property and trade fixtures located on the Premises and any alterations or Tenant improvements it has made to the Premises. Neither Landlord nor Tenant will be liable to the other for any loss or damage caused by any of the risks that are or could be covered by a standard all risk insurance policy with the extended coverage endorsement, or for any business interruption. There may be no subrogated claims by one party's insurance carrier against the other party arising out of any loss.
- 17. Eminent Domain.** If a condemning authority takes title by eminent domain or by agreement in lieu thereof to the entire Leased Premises or a portion sufficient to render the Leased Premises unsuitable for Tenant's use, then either party may elect to terminate this lease effective on the date that possession is taken by the condemning authority; provided, however, that a condition to the exercise by Tenant of such right to terminate will be that the portion of the Leased Premises taken must be of such extent and nature as to substantially handicap, impede, or impair Tenant's use of the balance of the Leased Premises for the purpose intended. Rent will be reduced for the remainder of the term in an amount proportionate to the reduction in area of the Leased Premises caused by the taking. All condemnation proceeds will belong to Landlord,

and Tenant will have no claims against Landlord or the condemnation award because of the taking.

- 18. Assignment and Subletting.** This lease binds and inures to the benefit of the parties, their respective heirs, successors, and assigns, provided that Tenant may not assign its interest under this lease or sublet all or any portion of the Leased Premises without first obtaining Landlord's consent in writing. This provision applies to all transfers by operation of law including but not limited to mergers and changes in control of Tenant. No assignment may relieve Tenant of its obligation to pay rent or perform other obligations required by this lease and no consent to one assignment or subletting may be deemed consent to any further assignment or subletting. Landlord may not unreasonably withhold or delay its consent to any assignment, or to subletting, accepting that the proposed Tenant has been approved by Landlord in writing. Tenant will pay any costs incurred by Landlord in connection with a request for assignment or subletting, including reasonable attorney's fees.

19. Default.

a. Any of the following constitute a default by Tenant under this lease:

1. Tenant's failure to pay rent or any other charge under this lease within ten (10) days after it is due, or failure to comply with any other term or condition within twenty (20) days following written notice from Landlord specifying the noncompliance. If such noncompliance cannot be cured within the 20-day period, this provision will be satisfied if Tenant commences corrective action within such period and thereafter proceeds in good faith and with reasonable diligence to effect compliance as soon as possible. Time is of the essence of this lease.
2. Tenant's insolvency, business failure or assignment for the benefit of its creditors. Tenant's commencement of proceedings under any provision of any bankruptcy or insolvency law or failure to obtain dismissal of any petition filed against it under such laws within the time required to answer, or the appointment of a receiver for Tenant's property.
3. Assignment or subletting by Tenant in violation of this lease.
4. Vacation or abandonment of the Leased Premises for more than three (3) months without the written consent of Landlord.
5. If this lease is levied upon under any attachment or execution and such attachment or execution is not vacated within ten (10) days.

- 20. Remedies for Default.** In case of default as described in Section 19 above, Landlord will have the right to the following remedies, which are intended to be cumulative and in addition to any other remedies provided under applicable law.

- a. Landlord may terminate the lease and reenter, retake possession of the Leased Premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages. Following such retaking of possession, efforts by Landlord to relet the Leased Premises will be sufficient if Landlord follows its usual procedures for finding tenants for the Leased Premises at rates not less than the current rates for other comparable space on Port property. If Landlord has other vacant space available, prospective tenants may be placed in such other space without prejudice to Landlord's claim to damages to loss of rentals from Tenant.

- b. Landlord may recover all damages caused by Tenant's default, which include an amount equal to rent lost because of the default and all attorney's fees and costs. Landlord may sue periodically to recover damages as they occur throughout the lease term, and no action for accrued damages will bar a later action for damages subsequently accruing. Landlord may elect in any one action to recover accrued damages plus damages attributable through the remaining term of the lease. Such damages will be measured by the difference between the rent under this lease and the reasonable rental value of the Leased Premises for the remainder of the term, discounted to the time of judgment at the prevailing interest rate on judgments.
 - c. Landlord may make any payment or perform any obligation that Tenant has failed to perform, in which case Landlord will be entitled to recover from Tenant upon all demand all amounts so expended plus interest from the date of the expenditure at the rate of one and one-half percent (1.5%) per month. Any such payment or performance by Landlord will not waive Tenant's default.
21. **Regulations.** Landlord will have the right (but not the obligation) to make, revise, and enforce commercially reasonable regulations or policies consistent with this lease for the purpose of promoting safety, order, economy, cleanliness, and good service to all tenants of the Landlord, provided that if Landlord passes a regulation or policy that interferes with Tenant's quiet enjoyment or unreasonably interferes with Tenant's use of the Leased Premises, then Tenant may terminate this lease. All such regulations and policies must be complied with as if part of this lease.
22. **Access.** During times, other than normal business hours, Tenant's officers and employees or those having business with Tenant may be required to identify themselves or show passes in order to gain access to the Leased Premises. In such event, Landlord will have no liability for permitting or refusing to permit access to anyone. With reasonable notice to Tenant, Landlord will have the right to enter upon the Leased Premises at any time by passkey or otherwise to determine Tenant's compliance with this lease, to perform necessary services, maintenance and repairs to the Leased Premises, or to show the Leased Premises to any prospective tenant or purchasers. Except in cases of emergency, such entry will be with at least 24 hours prior notice and at such times and in such manner as to minimize interference with the reasonable business use of the Leased Premises by Tenant.
23. **Notices.** Notices to the parties relating to the lease must be in writing, effective when delivered, or if mailed, effective on the second day following mailing, postage prepaid, to the address for the party stated in this lease or to such other address as either party may specify by notice to the other. Notice to Tenant may always be delivered to the Leased Premises. Rent will be payable to Landlord at the same address and in the same manner, but will be considered paid only when received.
24. **Subordination.** This lease will be subject and subordinate to any mortgages, deeds of trust, or land sale contracts (hereafter collectively referred to as encumbrances) now existing against the Leased Premises. At Landlord's option this lease will be subject and subordinate to any future encumbrance hereafter placed against the Leased Premises (including the underlying land) or any modifications of existing encumbrances. Tenant must execute such documents as may reasonably be requested by Landlord or the holder of the encumbrance to evidence this subordination.
25. **Transfer of Premises.** If the Leased Premises is sold or otherwise transferred by Landlord or any successor, Tenant will attorn to the purchaser or transferee and recognize it as the landlord

under this lease, and, provided the purchaser assumes all obligations hereunder, the Landlord (transferor) will have no further liability hereunder.

26. **Estoppel.** Either party will within twenty (20) days after notice from the other party execute, acknowledge and deliver to the other party a certificate reciting: whether or not this lease has been modified and is in full force and effect; whether there are any modifications or alleged breaches by the other party; the dates to which rent has been paid in advance, and the amount of any security deposit or prepaid rent; and any other facts that may be reasonably requested. Failure to deliver the certificate within the specified time will be conclusive upon the party of whom the certificate was requested that the lease is in full force and effect and has not been modified except as may be represented by the party requesting the certificate. If requested by the holder of any encumbrance or any ground lessor, Tenant will agree to give such holder or lessor notice of and an opportunity to cure any default by Landlord under this lease.
27. **Attorney's Fees.** In the event, any action, suit, or other proceeding is instituted by either party to this lease to enforce any provision of this lease or any matter arising therefrom or to interpret any provision of this lease, the prevailing party will be entitled to an award of reasonable attorney's fees and costs of suit, including expert witness fees. In the event, any such action, suit, or other proceeding is appealed to any higher court or courts, the prevailing party will be entitled to an award of reasonable attorney's fees and costs for prosecuting or defending such appeal or appeals, in addition to the reasonable attorney's fees and costs in the lower court, or courts.
28. **Quiet Enjoyment.** Landlord warrants that so long as Tenant complies with all material terms of this lease, Tenant is entitled to peaceable and undisturbed possession of the Leased Premises free from any eviction or disturbance by Landlord. Landlord will have no liability to Tenant for loss or damages arising out of the acts of other tenants of Port property or third parties, nor any liability for any reason which exceeds the value of its interest in the Leased Premises.
29. **Complete Agreement.** This lease and the attached exhibits constitute the entire agreement of the parties and supersede all prior written and oral agreements and representations. Neither Landlord nor Tenant is relying on any representations other than those expressly set forth herein. Any modification to this lease must be in writing and signed by both parties.
30. **Nonwaiver.** Waiver by either party of strict performance of any provision of this lease may not be deemed a waiver of or prejudice of the party's right to require strict performance of the same provision in the future or of any other provision.
31. **Real Property Taxes.**
 - a. **Payment of Taxes.** Tenant must pay all real and personal real property taxes, if any, applicable to Tenant's portion of the use and possession of the Leased Premises.
 - b. **Additional Improvements.** Tenant will be responsible for paying any increase in real property tax specified in the Tax Assessor's records and work sheets caused by additional improvements placed upon the Leased Premises by Tenant or by Landlord for use by Tenant.
 - c. **Definition of "Real Property Tax".** As used herein, the term "real property tax" includes any form of real estate tax or assessment, general, special, ordinary or extraordinary, and any license fee, commercial rental tax, improvement bond or bonds, levy or tax (other than inheritance, personal income or estate taxes) imposed on the Port or any portion thereof by any authority having the direct or indirect power to tax, including any

city, county, state or federal government, or any school, agricultural, sanitary, fire, street, drainage or other improvement district thereof.

32. **Severability.** The invalidity of any provision of this lease as determined by a court of competent jurisdiction, may in no way affect the validity of any other provisions herein.
33. **Time of Essence.** Time is of the essence with respect to the obligations to be performed under this lease.
34. **Security Measures.** Each party acknowledges that they have no obligation whatsoever to provide guard service or other security measures for the benefit of the other party or their property. Each party assumes full responsibility for the protection of itself, its agents and invitees and its property from acts of third parties. Nothing herein contained prevents Landlord, at Landlord's sole option from providing security protection for the Port or any part thereof.
35. **No Warranties.** The Leased Premises are leased "as-is" and in their current condition as of the first day of the lease term. No warranties, express or implied, are provided by Landlord regarding the condition or fitness for purpose of the Leased Premises.
36. **Parking.** Landlord does not assign any specific parking spaces to Tenant under this lease. Tenant and Tenant's employees and invitees are permitted to use any un-restricted Port public parking areas.
37. **Headings.** The headings in this lease are for the convenience of the parties only and are not to be used in the interpretation of its provisions.

IN WITNESS, WHEREOF, the duly authorized representatives of the parties have executed this lease as of the last date written below.

PORT OF BROOKINGS HARBOR, Landlord	BOAT SHOP AND MORE, LLC Tenant
Dated: _____	Dated: _____
By: _____ Roy C. Davis, Board President ATTEST: _____ Sharon Hartung, Board Secretary / Treasurer	By: _____ Name: Kenneth Francis Its: Owner
Mailing Address: P.O. Box 848	Mailing Address:

Brookings, OR 97415 Phone: 541-469-2218	Phone: 541-373-1793
--	---------------------

Port of Brookings Harbor Exhibit A

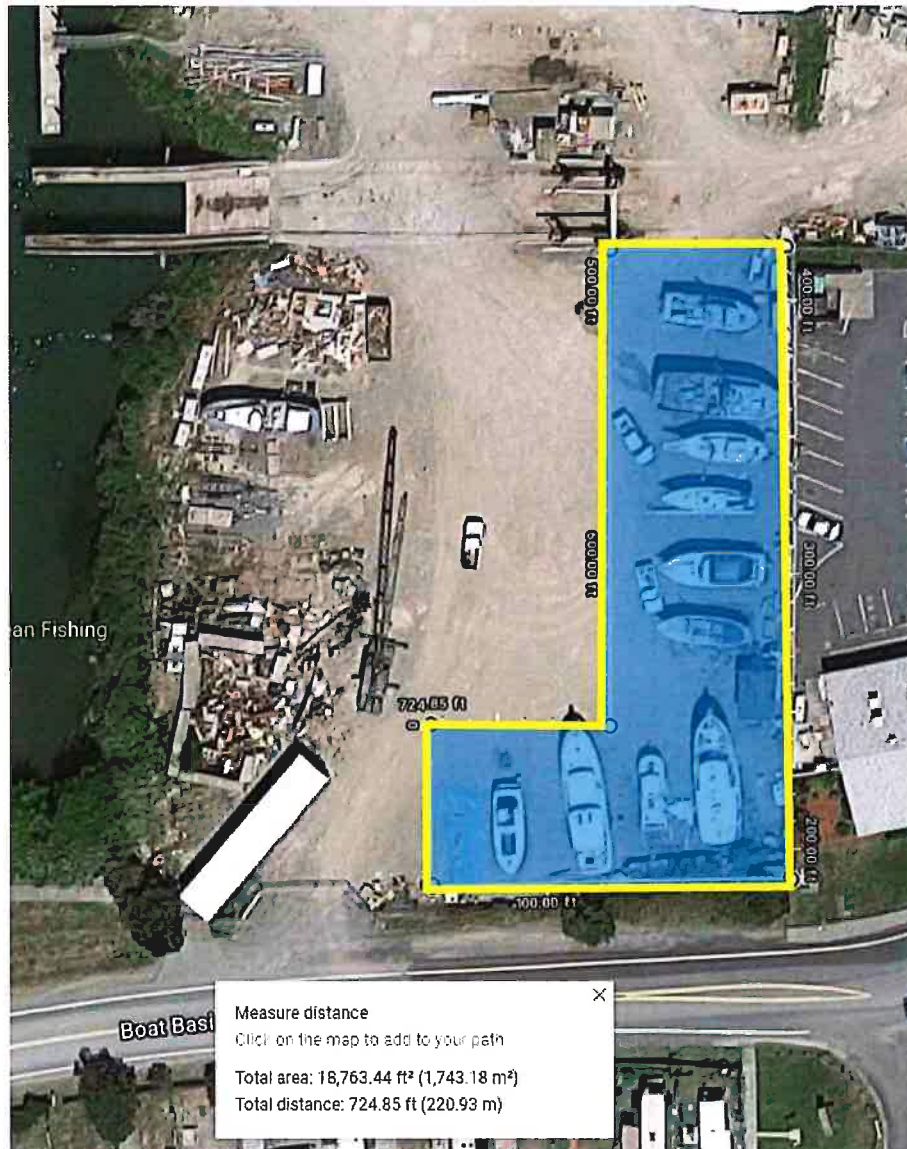
Warehouse-Shop Area at 16060 Lower Harbor Road = 5,265 square feet.



Port of Brookings Harbor

Exhibit B

Boat Service Area at 16060 Lower Harbor Road = 18,763 square feet.



Port of Brookings Harbor Exhibit C

Boat Service / Storage Area at 16060 Lower Harbor Road = 6,995 square feet.



New location of Port equipment and operations.



INFORMATION ITEM – B

DATE: October 20, 2020
RE: Draft Fuel Dock Lease
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Last month the Board discussed the proposal to lease out the fuel dock to a private company. The Board agreed to move forward with a draft lease for review.
- Kenny Francis with Boat Shop and More presented his plan on how he intends to operate the fuel dock.
- The Port is not selling any equipment or property under this lease. Tenant will be required to follow all environmental and safety regulations.
- If this lease is approved, Boat Shop and More would begin operating the fuel dock after construction work is completed. Work on the fuel dock ramp was push back again to begin around November 19. It is anticipated to be reopened 4 to 6 weeks after work begins.

DOCUMENTS

- Proposal to Lease Information, 3 pages
- Draft Boat Shop and More LLC Lease, 11 pages

Port of Brookings Harbor

Fuel Dock Proposal to Lease

History Overview

Eureka Fisheries has, in the past, sold fuel to commercial fishing vessels and recreational boats at the Port. Eureka Fisheries notified the Port their intent to discontinue this service in July 2001. This forced the Port to become a fuel provider. The Port operated with a temporary facility from 2001 until the new facility was open in April 2003.

The Port began building a new marine fuel station shortly after Eureka Fisheries intent to shut down by extending an existing transient dock near Basin II. Installing two double walled aboveground fuel storage tanks with a capacity of 10,000 gallons of diesel and 10,000 gallons of gasoline on vacant land. Dispensing diesel and gasoline on a floating dock to commercial fishing vessels and sport boats. A gangway and floating docks were built along the shoreline. The gangway supports fuel lines and utilities leading to the floating dock. A fuel attendant hut was placed on the floating dock. Emergency shutoff valves are located both on the dock and near the aboveground fuel tanks. The cost of the project was \$650,000*, funded mostly with loans.

**Amount from a press release April 29, 2003.*

Port Prior Years Accounting

Prior Port accounting of the Fuel Dock are questionable. The years the Port made large amount of income were the years the Port accumulated large amount of debt with the fuel supplier. At one point, over \$400,000 of debt was owed. Below are the QuickBooks numbers for fiscal year 2008 thru 2015.

Costs included in QuickBooks			
Fiscal Year	Revenue	Expenses	Net Income
2008-09	280,115	280,029	86
2009-10	297,113	271,106	26,007
2010-11	256,433	244,279	12,154
2011-12	339,904	304,828	35,076
2012-13	584,501	541,029	43,472
2013-14	1,267,714	1,158,269	109,445
2014-15	940,941	792,733	148,208
2015-16	578,102	557,264	20,838
Average	568,103	518,692	49,411

The average expense for Port employees to operate the fuel dock from FY 2008 to 2014 was \$19,849. This timeframe includes the 2011 tsunami event. In FY 2014 and 2015 some employee costs and bank fees were missing.

Port of Brookings Harbor

Fuel Dock Proposal to Lease

Port Current Accounting

Port started accounting actual costs for each revenue source between 2016-2019 which included field employee payroll, all utilities (water, sewer, electric, phoneline, internet, etc.), maintenance and repairs, insurance, permits and bank services. All overhead employee costs remained in Administration accounting.

Profit & Loss in QuickBooks			
Fiscal Year	Revenue	Expenses	Net Income
2016-17	456,801	468,424	(11,623)
2017-18	480,047	447,052	32,995
2018-19	622,978	606,099	16,879
2019-20	780,640	712,367	68,273
Average	585,116	558,485	26,631

In Fiscal Year 2019-20 accounting, no field employee costs are included. Main reason the Port stopped tracking employee cost pumping fuel is the nonstop fuel calls they receive. There were 1,024 calls for fuel and 307,820 gallons of fuel pumped. Staff time to respond to a fuel call, complete paperwork, and then return to the work activity prior to the call is about one hour, besides the amount of fuel pumped. The pumps on average, pump 25 gallons a minute. Pumping 307,820 gallons equates to 205 hours of physical time pumping fuel. The average cost for the Port employees answering fuel calls, pumping fuel, completing paperwork is about \$30,725, including benefits. Overhead staff time dealing with ordering fuel, accounting, and maintenance issues averages about 1 hour per working day or 260 hours per year. The average cost for overhead payroll is about \$10,000, including benefits.

The next set of data are fiscal years without the questionable accounting years and estimated costs not shown within QuickBooks.

Costs in QuickBooks				Estimated Costs Missing or Not Included in QuickBooks				
Fiscal Year	Revenue	Expenses	Net Income	Overhead Admin. Wages	Staff Wages w/Benefits	Depreciation	Subtotal	Adjusted Estimated Net
2008-09	280,115	280,029	86			9,996	9,996	(9,910)
2009-10	297,113	271,106	26,007			9,996	9,996	16,011
2010-11	256,433	244,279	12,154			9,996	9,996	2,158
2011-12	339,904	304,828	35,076			9,996	9,996	25,080
2012-13	584,501	541,029	43,472	2,888	8,000	9,996	20,884	22,588
2013-14	1,267,714	1,158,269	109,445	Removed from Totals				
2014-15	940,941	792,733	148,208	Removed from Totals				
2015-16	578,102	557,264	20,838	3,000	17,000	9,996	29,996	(9,158)

Port of Brookings Harbor

Fuel Dock Proposal to Lease

2016-17	456,801	468,424	(11,623)	3,000	10,000	9,996	22,996	(34,619)
2017-18	480,047	447,052	32,995	3,000	10,000	9,996	22,996	9,999
2018-19	622,978	606,099	16,879	3,000	9,000	9,996	21,996	(5,117)
2019-20	780,640	712,367	68,273	10,000	30,725	9,996	50,721	17,552
Average	467,663	443,248	24,416					3,458

The two fiscal years with unusual net income were removed from the totals to provide a more accurate average. Other costs were added for missing expenses from previous years accounting and depreciation. After adjusting QuickBooks data, the 10-year average net income is reduced from \$24,416 to \$3,458.

Leasing the Fuel Dock Business

The Port is **not** selling any property or equipment, it would be leasing the aboveground tanks, the fueling system and the docks that are part of the fuel dock business. The ground under the aboveground tanks would be leased at the Surface Concrete per square foot rate at \$0.54. The floating docks would be leased at the Commercial Docks per square foot rate at \$0.68. The total monthly rate would be \$1,524.52 per month with annual CPI increases. The total lease amount for one year would be \$18,294.24. The tenant would be required to follow the Port Spill Prevention Control and Countermeasure Plan. The tenant would be responsible to maintaining the fueling system. Fueling “over the steel wall” would continue under the Port supervision and rates.

Benefits for Port, Private Business and Customers

The Port would benefit in multiple ways: (1) fixed annual income, (2) increase staff time maintaining Port grounds and docks, (3) staff focused on managing Port operations. Private business would have more flexibility purchasing, operating, and selling fuel for profit. Customers would get better service and pricing.

Recommendation from Port Staff

Leasing the fuel dock business will provide steady income and more time taking care of Port maintenance duties. Port Staff highly recommends this idea.

**COMMERCIAL LEASE AGREEMENT
BOAT SHOP AND MORE, LLC**

This lease agreement is made and entered into at Brookings, Oregon, effective the 1st day of December, 2020, by and between the **Port of Brookings Harbor**, an Oregon special district (referred to herein as the "Landlord") and **Boat Shop and More, LLC** (hereinafter referred to as "Tenant").

1. **Leased Premises.** Landlord hereby leases to Tenant the following described property (collectively referred to as the Leased Premises") located in the Port of Brookings Harbor on the terms and conditions stated herein:

- a. An approximately 1,235 square-foot fuel dock, as described in Exhibit "A" attached hereto and incorporated herein by this reference, located at 16200 Lower Harbor Road, Brookings, Oregon.
- b. An approximately 1,268 square-foot concrete fuel storage area, including the above-ground fuel storage tanks, as described in Exhibit "A" attached hereto and incorporated herein by this reference, located at 16200 Lower Harbor Road, Brookings, Oregon.
- c. Included as part of this lease is all fuel lines and other equipment currently located on the Leased Premises and used in the operation of the provision of fuel to vessels.
- d. Also included as part of this lease is the non-exclusive right of the Tenant to use the access ramp and other property in between the storage tanks and the fuel dock as necessary to conduct the fueling operations.

2. **Lease Term and Base Rental Rate.**

- a. **Initial Term.** The initial term of this lease is three (3) years commencing December 1, 2020 and continuing through November 30, 2023.
- b. **Base Rental Rate.** The base rental rate for the Leased Premises is One Thousand Five Hundred Twenty-Four and 52/100 Dollars (\$1,524.52) per month, as calculated below, payable on the first day of each month commencing December 1, 2020. The base rental rate is the combined rate of:
 1. The fuel dock space consisting of 1,235 square feet of property at approx. \$.68 per square foot per month, for a total of Eight Hundred Thirty-Nine and 80/100 Dollars (\$829.80) per month.
 2. The concrete surface space for the aboveground fuel tanks consisting of 1,268 square feet of property at approx. \$.54 per square foot per month, for a total of Six Hundred Eighty-Four and 72/100 Dollars (\$684.72) per month.
- c. **Option to Renew.** Upon termination of the initial term of this lease, Landlord grants to Tenant the option to renew this lease in whole or in part of the Leased Premises, for three (3) additional three (3) year term at terms and conditions to be negotiated, provided that: (a) Tenant is not in default of this lease at the time the option is exercised; (b) Landlord does not need the ground for its own use; and (c) Landlord is otherwise satisfied with Tenant's use of the Leased Premises during the initial term. The parties agree to negotiate in good faith with respect to the renewal terms and conditions on terms at least as favorable as those offered to any other tenant of Landlord at the time.

- d. **Notice of Intent.** Tenant shall notify the Landlord in writing ninety (90) days prior to expiration of the lease of Tenant's intent to exercise all or any portion of Tenant's option to extend the lease. Failure to provide such notice is a default and a material breach of the lease and Landlord may terminate the lease on the expiration date and retake possession of the Leased Premises with or without process of law.

3. **Base Rent Payment.**

- a. **Annual Adjustment.** Tenant must pay the base rent for the Leased Premises and any additional rent provided herein without deduction or offset. The base rent will increase annually, on each anniversary of the lease commencement for the second and each subsequent year, according to the Consumer Price Index for All Urban Consumers (CPI-U). The base rent increase will be for the total amount of the base rent due. Base rent includes all prior percentage increases. In the event that the CPI-U is negative, the base rent will remain the same, it will not increase or decrease.
- b. **Proration.** Rent for any partial month during the lease term will be prorated to reflect the number of days during the month that Tenant actually occupied the Leased Premises.
- c. **Additional Rent.** Additional rent means any other sums payable by Tenant to Landlord under this lease. At the end of the initial lease term, a new base rent will be established.
- d. **Fees and Charges.** Should any rent or other payment required of Tenant by this lease not be paid within 10 days after it is due, a late charge of 1.5% per month (18% per annum) will be assessed. In the event any suit or action is instituted to collect any amount owed on this account, the undersigned applicant agrees to pay any reasonable attorney's fees, collection agency fees and any other costs associated with such action. A \$50.00 fee will be assessed on any returned payment.

4. **Lease Consideration/Security Deposit.** Upon execution of the lease, Tenant's base rent is due the first day of the month of the lease term for which rent is payable. Tenant is required to pay a security deposit in a sum equal to one month's base rent. Landlord may apply the security deposit to pay the cost of performing any obligation that Tenant fails to perform within the time required by this lease, but such application by Landlord shall not be the exclusive remedy for Tenant's default. If the security deposit is applied by the Landlord, Tenant must on demand pay the sum necessary to replenish the security deposit to its original amount. To the extent not applied by Landlord to cure defaults by Tenant, the security deposit will be returned to Tenant upon termination of this lease, or, by mutual agreement between Landlord and Tenant, applied against the rent payable for the last month of the term.

5. **Use.** Tenant may use the Leased Premises for the fueling of boats from the fuel dock and sale of boating supplies and for no other purpose without Landlord's written consent. In connection with its use of the Leased Premises, Tenant must, at its sole expense, promptly comply with all applicable laws, ordinances, rules and regulations of any public authority, including those of the Port of Brookings Harbor, and not unreasonably annoy, obstruct or interfere with the rights of other tenants of the Port of Brookings Harbor, wherever located. Tenant must not create or maintain any nuisance or conditions that are not reasonable and expected from the type of operation conducted on the Leased Premises.

6. **Equipment.** Tenant may install in the Leased Premises only such equipment as is customary for the intended **use** and must not overload the pad, dock or electrical circuits of the Leased Premises or alter the plumbing or wiring of the Leased Premises, without the prior written consent of Landlord. Landlord must approve, in advance, the location and manner of installing any electrical, heat generating or communication equipment or exceptionally heavy articles.

Any equipment installed by Tenant will remain Tenant's property and must be installed and operated at Tenant's expense.

7. **Sign.** No signs, awnings, antennas, or other apparatus may be positioned as to be visible from outside the Leased Premises without Tenant obtaining Landlord's prior written approval as to design, size, location, and color. All signs installed by Tenant must comply with Landlord's standards for signs, and all applicable codes and signs and sign hardware must be removed upon termination of this lease with the sign location restored to its former state unless Landlord elects to retain all or any portion thereof.
8. **Utilities and Services.** Landlord will furnish electricity up to the Leased Premises and Tenant will be directly responsible for any and all electrical charges or fees for electrical service and must make arrangements to be billed directly from the local electric co-op (Coos-Curry Electric Cooperative, Inc.). Tenant must comply with all government laws or regulations regarding the use or reduction of use of utilities on the Leased Premises. Tenant is responsible for all waste generated by the business and disposal of the waste. Unless caused by Landlord's negligence or intentional act, the interruption, limitation, curtailment, or rationing of services or utilities may not be deemed an eviction or disturbance of Tenant's use and possession of the Leased Premises, render Landlord liable to Tenant for damages, or relieve Tenant from performance of Tenant's obligations under this lease. Landlord must take all reasonable steps to correct any interruption in service.
9. **Maintenance and Repair – Tenant's Obligations**
 - a. Tenant is at all times during the term of this lease, and at Tenant's sole cost and expense, obligated to keep the entire of the Leased Premises and every part thereof in good condition and repair, including the storage tanks, fuel lines, and related equipment; excepting ordinary wear and tear and damage to the Leased Premises by earthquake, act of God, or the elements. Landlord has no obligation and has made no promise to alter, remodel, improve, repair, decorate, or paint the Leased Premises or any part thereof. Landlord does have the right to erect scaffolding and other apparatus necessary for the purpose of making repairs, and Landlord will have no liability for interference with Tenant's use because of repairs and installations. Tenant will have no claim against Landlord for any interruption or reduction of services or interference with Tenant's occupancy, and no such interruption or reduction shall be construed as a constructive or other eviction of Tenant.
 - b. Tenant will be responsible for any repairs necessitated by Tenant's breach of this lease or the negligent or intentional acts of Tenant, its agents, employees, and invitees, excepting repairs that would otherwise be the responsibility of Landlord under Section 10 or Section 15.
 - c. Tenant is responsible for all other repairs to the Leased Premises for which Landlord is not required to make under Section 10 or Section 15.
 - d. If Tenant fails to perform Tenant's obligations under this Section 9 or under any other Section of this lease, Landlord may enter upon the affected portion of the Leased Premises after ten (10) days' prior written notice to Tenant (except in case of emergency, in which no notice shall be required), perform such obligations on Tenant's behalf and put the Leased Premises in good order, condition and repair, and the cost thereof together with interest thereon at the maximum rate then allowable by law will be due and payable as additional rent to Landlord together with Tenant's next base rent installment.

- e. On the last day of the term hereof, or upon any sooner termination, Tenant must surrender the Leased Premises to Landlord in the same condition as received, ordinary wear and tear excepted, clean and free of debris. Any damage or deterioration of the Leased Premises will not be deemed ordinary wear and tear if the same could have been prevented by commercially reasonable maintenance practices. Tenant shall leave the electrical distribution systems, lighting fixtures, plumbing and fencing which were on the Leased Premises prior to the commencement of the lease, in good operating condition.

10. Maintenance and Repair - Landlord's Obligations. The following will be the responsibility of Landlord:

- a. Provide adequate means of ingress and egress to the Leased Premises.
- b. Provide access to electricity.
- c. Repair and maintenance of existing electrical services up the point of entry to the Leased Premises.
- d. Repair and maintain any structural element of the Leased Premises that does not meet the definition of Major Damage as provided in Section 15, with respect to the Leased Premises.

11. Alterations. Tenant must not make any alterations, additions, or improvements to the Leased Premises without Landlord's prior written consent. Any such additions, alterations, or improvements, except for removable machinery and equipment, will at once become part of the realty and belong to the Landlord. Landlord may at its option require that Tenant remove any alterations and restore the Leased Premises to the original condition upon termination of this lease. Landlord will have the right to approve the contractor used by Tenant for any work on the Leased Premises, and to post notices of non-responsibility in connection with any work being performed by Tenant in the Leased Premises.

12. Indemnity.

- a. Tenant may not allow any liens to attach to the Leased Premises or Tenant's interest in the Leased Premises as a result of its activities. In the event that a materialman, mechanic's, or other lien is filed, or a claim of lien is made for work claimed to have been done for Tenant, Landlord will have the option in its sole discretion to require Tenant to post a Surety Bond within ten (10) days at Tenant's expense or to pay and discharge the lien. Tenant agrees to reimburse Landlord promptly upon demand. These Landlord remedies are not exclusive as Landlord has other remedies as provided by law including requiring Tenant to pay for Landlord's attorney's fees and costs relating to any such lien.
- b. Except as otherwise stated herein, Tenant hereby waives all claims against Landlord for damage to any property or injury, illness, or death of any person in, upon, or about the Leased Premises arising at any time and from any cause whatsoever other than by reason of the willful act of Landlord, its officers, employees, invitees, licensees or agents. Tenant must defend, indemnify and hold Landlord harmless from any and all claims or liability for damage to any property or injury, illness, or death of any person (a) occurring in or on the Leased Premises or any part thereof arising at any time and from any cause whatsoever other than by reason of the willful act of Landlord, its officers, employees, invitees, licensees or agents; or (b) occurring in, on, or about any part of the Leased Premises when such damage, injury, illness, or death was caused by the act, negligence, omission, or fault of Tenant, its agents, servants, employees, invitees, or licensees. Except as otherwise stated herein, Landlord will have no liability to Tenant

because of loss or damage caused by the acts or omissions of other tenants of Landlord, or by third parties. The provisions of this paragraph will survive the termination of this lease with respect to any damage, injury, illness, or death occurring prior to such termination.

13. **Insurance.** During the initial term of this lease and any extension thereof, Tenant must comply with the following insurance requirements:
- a. **General Liability.** Tenant must carry either marine general liability or commercial general liability insurance with no waterborne exclusions on an "occurrence" basis in the minimal amount of \$2 million, including all of the following coverages: bodily injury and property damage, personal and advertising injury, products and completed operations, premises liability, contractual liability, marina operators' liability (including fueling operations), sudden and accidental pollution.
 - b. **Property.** Tenant must carry property insurance against all risk of loss to any tenant improvement or betterments, at full replacement cost with no coinsurance penalty provision.
 - c. **Workers' Compensation.** If Tenant has employees, Tenant must carry workers' compensation insurance as required by State law and Employer's Liability Insurance with limits of no less than \$1 million per accident for bodily injury or disease.
 - d. **Excess Coverage.** If Tenant maintains broader coverage and/or higher limits than the minimums shown above, Landlord will be entitled to the broader coverage and/or the higher limits maintained by Tenant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage will be available to Landlord.
 - e. **Additional Insureds.** The Port of Brookings Harbor, its officers, officials, employees, and agents are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Tenant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provide in the form of an endorsement of the lessee's insurance (at least as broad as ISO Form CG 20 10).
 - f. **Certificates of Coverage.** Tenant must furnish certificates of insurance to Port's General Manager, P.O. Box 848, Brookings, Oregon 97415 certifying the existence of such insurance no later than five (5) days prior to commencement of this lease. Each insurance policy required by this clause must be endorsed to state that coverage will not be suspended, voided, canceled, or reduced in coverage or limits or not renewed without fourteen (14) days advance written notice to the Landlord and Landlord's agent, if any, and a renewal certificate must be furnished at least 14 days prior to the expiration of any policy.
 - g. **Primary Insurance.** The insurance required herein will be primary and without right of contribution from other insurance that may be in effect and without subordination. Any other insurance carried by the Landlord is excess. The insurance policies must be underwritten by a company licensed in the state of Oregon, and carry a minimum Best's rating of "A-VI" or better.
 - h. **Lapse of Policy.** If Tenant's policies lapse or are canceled at any time during the term of this Contract, Landlord will have the right to immediately terminate Tenant's lease until such insurance requirements have been fully satisfied by Tenant. Tenant will be responsible to Landlord, and must reimburse and hold Landlord harmless for any bodily injury, fire or property damage not covered by Tenant's insurance.
14. **Exemption of Landlord from Liability.** Tenant hereby agrees that Landlord will not be liable for injury to Tenant's business or any loss of income therefrom or for damage to the goods or other property of Tenant, Tenant's employees, invites, customers, or any other person in or about the Leased Premises or the Port, nor will Landlord be liable for injury to the person of

Tenant, Tenant's employees, agents or contractors, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, or from the breakage, leakage, obstruction or other defects of pipes, wires or lighting fixtures, or from any other cause, whether said damage or injury results from conditions arising upon the Leased Premises or upon other premises of the Port, or from other sources or places and regardless of whether the cause of such damage or injury or the means of repairing the same is inaccessible to Tenant. Landlord will not be liable for any damages arising from any act or neglect of any other tenant, occupant or user of the Port, nor from the failure of Landlord to enforce the provisions of any other lease of the Port.

15. **Major Damage.** Major damage means damage by fire or other casualty to the Leased Premises that causes the Leased Premises or any substantial portion of the Leased Premises to be unusable. In the event that major damage occurs without negligence or willful misconduct of Tenant or its employees, agents, or licensees, then either Landlord or Tenant may elect to terminate this lease by providing written notice to the other party within thirty (30) days after the occurrence of the damage. If this lease is not terminated following major damage, or if damage occurs that is not major damage, Landlord must promptly restore the Leased Premises to the condition existing just prior to the damage, with the exception of damage to Tenant improvements. Restoration of any Tenant improvements or alterations installed by Tenant, and the costs thereof, will be the responsibility of the Tenant. Rent will be reduced from the date of damage until the date restoration work being performed by the Landlord is substantially complete, with the reduction to be in proportion to the area of the Leased Premises not useable by Tenant.
16. **Waiver of Subrogation.** Tenant will be responsible for insuring its personal property and trade fixtures located on the Premises and any alterations or Tenant improvements it has made to the Premises. Neither Landlord nor Tenant will be liable to the other for any loss or damage caused by any of the risks that are or could be covered by a standard all risk insurance policy with the extended coverage endorsement, or for any business interruption. There may be no subrogated claims by one party's insurance carrier against the other party arising out of any loss.
17. **Eminent Domain.** If a condemning authority takes title by eminent domain or by agreement in lieu thereof to the entire Leased Premises or a portion sufficient to render the Leased Premises unsuitable for Tenant's use, then either party may elect to terminate this lease effective on the date that possession is taken by the condemning authority; provided, however, that a condition to the exercise by Tenant of such right to terminate will be that the portion of the Leased Premises taken must be of such extent and nature as to substantially handicap, impede, or impair Tenant's use of the balance of the Leased Premises for the purpose intended. Rent will be reduced for the remainder of the term in an amount proportionate to the reduction in area of the Leased Premises caused by the taking. All condemnation proceeds will belong to Landlord, and Tenant will have no claims against Landlord or the condemnation award because of the taking.
18. **Assignment and Subletting.** This lease binds and inures to the benefit of the parties, their respective heirs, successors, and assigns, provided that Tenant may not assign its interest under this lease or sublet all or any portion of the Leased Premises without first obtaining Landlord's consent in writing. This provision applies to all transfers by operation of law including but not limited to mergers and changes in control of Tenant. No assignment may relieve Tenant of its obligation to pay rent or perform other obligations required by this lease and no consent to one assignment or subletting may be deemed consent to any further assignment or subletting. Landlord may not unreasonably withhold or delay its consent to any assignment, or to

subletting, accepting that the proposed Tenant has been approved by Landlord in writing. Tenant will pay any costs incurred by Landlord in connection with a request for assignment or subletting, including reasonable attorney's fees.

19. Default.

a. Any of the following constitute a default by Tenant under this lease:

1. Tenant's failure to pay rent or any other charge under this lease within ten (10) days after it is due, or failure to comply with any other term or condition within twenty (20) days following written notice from Landlord specifying the noncompliance. If such noncompliance cannot be cured within the 20-day period, this provision will be satisfied if Tenant commences corrective action within such period and thereafter proceeds in good faith and with reasonable diligence to effect compliance as soon as possible. Time is of the essence of this lease.
2. Tenant's insolvency, business failure or assignment for the benefit of its creditors. Tenant's commencement of proceedings under any provision of any bankruptcy or insolvency law or failure to obtain dismissal of any petition filed against it under such laws within the time required to answer, or the appointment of a receiver for Tenant's property.
3. Assignment or subletting by Tenant in violation of this lease.
4. Vacation or abandonment of the Leased Premises for more than three (3) months without the written consent of Landlord.
5. If this lease is levied upon under any attachment or execution and such attachment or execution is not vacated within ten (10) days.

20. Remedies for Default. In case of default as described in Section 19 above, Landlord will have the right to the following remedies, which are intended to be cumulative and in addition to any other remedies provided under applicable law.

- a. Landlord may terminate the lease and reenter, retake possession of the Leased Premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages. Following such retaking of possession, efforts by Landlord to relet the Leased Premises will be sufficient if Landlord follows its usual procedures for finding tenants for the Leased Premises at rates not less than the current rates for other comparable space on Port property. If Landlord has other vacant space available, prospective tenants may be placed in such other space without prejudice to Landlord's claim to damages to loss of rentals from Tenant.
- b. Landlord may recover all damages caused by Tenant's default, which include an amount equal to rent lost because of the default and all attorney's fees and costs. Landlord may sue periodically to recover damages as they occur throughout the lease term, and no action for accrued damages will bar a later action for damages subsequently accruing. Landlord may elect in any one action to recover accrued damages plus damages attributable through the remaining term of the lease. Such damages will be measured by the difference between the rent under this lease and the reasonable rental value of the Leased Premises for the remainder of the term, discounted to the time of judgment at the prevailing interest rate on judgments.
- c. Landlord may make any payment or perform any obligation that Tenant has failed to perform, in which case Landlord will be entitled to recover from Tenant upon all demand all amounts so expended plus interest from the date of the expenditure at the rate of one

and one-half percent (1.5%) per month. Any such payment or performance by Landlord will not waive Tenant's default.

21. **Regulations.** Landlord will have the right (but not the obligation) to make, revise, and enforce commercially reasonable regulations or policies consistent with this lease for the purpose of promoting safety, order, economy, cleanliness, and good service to all tenants of the Landlord, provided that if Landlord passes a regulation or policy that interferes with Tenant's quiet enjoyment or unreasonably interferes with Tenant's use of the Leased Premises, then Tenant may terminate this lease. All such regulations and policies must be complied with as if part of this lease.
22. **Access.** During times, other than normal business hours, Tenant's officers and employees or those having business with Tenant may be required to identify themselves or show passes in order to gain access to the Leased Premises. In such event, Landlord will have no liability for permitting or refusing to permit access to anyone. With reasonable notice to Tenant, Landlord will have the right to enter upon the Leased Premises at any time by passkey or otherwise to determine Tenant's compliance with this lease, to perform necessary services, maintenance and repairs to the Leased Premises, or to show the Leased Premises to any prospective tenant or purchasers. Except in cases of emergency, such entry will be with at least 24 hours prior notice and at such times and in such manner as to minimize interference with the reasonable business use of the Leased Premises by Tenant.
23. **Notices.** Notices to the parties relating to the lease must be in writing, effective when delivered, or if mailed, effective on the second day following mailing, postage prepaid, to the address for the party stated in this lease or to such other address as either party may specify by notice to the other. Notice to Tenant may always be delivered to the Leased Premises. Rent will be payable to Landlord at the same address and in the same manner, but will be considered paid only when received.
24. **Subordination.** This lease will be subject and subordinate to any mortgages, deeds of trust, or land sale contracts (hereafter collectively referred to as encumbrances) now existing against the Leased Premises. At Landlord's option this lease will be subject and subordinate to any future encumbrance hereafter placed against the Leased Premises (including the underlying land) or any modifications of existing encumbrances. Tenant must execute such documents as may reasonably be requested by Landlord or the holder of the encumbrance to evidence this subordination.
25. **Transfer of Premises.** If the Leased Premises is sold or otherwise transferred by Landlord or any successor, Tenant will attorn to the purchaser or transferee and recognize it as the landlord under this lease, and, provided the purchaser assumes all obligations hereunder, the Landlord (transferor) will have no further liability hereunder.
26. **Estoppel.** Either party will within twenty (20) days after notice from the other party execute, acknowledge and deliver to the other party a certificate reciting: whether or not this lease has been modified and is in full force and effect; whether there are any modifications or alleged breaches by the other party; the dates to which rent has been paid in advance, and the amount of any security deposit or prepaid rent; and any other facts that may be reasonably requested. Failure to deliver the certificate within the specified time will be conclusive upon the party of whom the certificate was requested that the lease is in full force and effect and has not been modified except as may be represented by the party requesting the certificate. If requested by

the holder of any encumbrance or any ground lessor, Tenant will agree to give such holder or lessor notice of and an opportunity to cure any default by Landlord under this lease.

27. **Attorney's Fees.** In the event, any action, suit, or other proceeding is instituted by either party to this lease to enforce any provision of this lease or any matter arising therefrom or to interpret any provision of this lease, the prevailing party will be entitled to an award of reasonable attorney's fees and costs of suit, including expert witness fees. In the event, any such action, suit, or other proceeding is appealed to any higher court or courts, the prevailing party will be entitled to an award of reasonable attorney's fees and costs for prosecuting or defending such appeal or appeals, in addition to the reasonable attorney's fees and costs in the lower court, or courts.
28. **Quiet Enjoyment.** Landlord warrants that so long as Tenant complies with all material terms of this lease, Tenant is entitled to peaceable and undisturbed possession of the Leased Premises free from any eviction or disturbance by Landlord. Landlord will have no liability to Tenant for loss or damages arising out of the acts of other tenants of Port property or third parties, nor any liability for any reason which exceeds the value of its interest in the Leased Premises.
29. **Complete Agreement.** This lease and the attached exhibits constitute the entire agreement of the parties and supersede all prior written and oral agreements and representations. Neither Landlord nor Tenant is relying on any representations other than those expressly set forth herein. Any modification to this lease must be in writing and signed by both parties.
30. **Nonwaiver.** Waiver by either party of strict performance of any provision of this lease may not be deemed a waiver of or prejudice of the party's right to require strict performance of the same provision in the future or of any other provision.
31. **Real Property Taxes.**
- a. **Payment of Taxes.** Tenant must pay all real and personal real property taxes, if any, applicable to Tenant's portion of the use and possession of the Leased Premises.
 - b. **Additional Improvements.** Tenant will be responsible for paying any increase in real property tax specified in the Tax Assessor's records and work sheets caused by additional improvements placed upon the Leased Premises by Tenant or by Landlord for use by Tenant.
 - c. **Definition of "Real Property Tax".** As used herein, the term "real property tax" includes any form of real estate tax or assessment, general, special, ordinary or extraordinary, and any license fee, commercial rental tax, improvement bond or bonds, levy or tax (other than inheritance, personal income or estate taxes) imposed on the Port or any portion thereof by any authority having the direct or indirect power to tax, including any city, county, state or federal government, or any school, agricultural, sanitary, fire, street, drainage or other improvement district thereof.
32. **Severability.** The invalidity of any provision of this lease as determined by a court of competent jurisdiction, may in no way affect the validity of any other provisions herein.
33. **Time of Essence.** Time is of the essence with respect to the obligations to be performed under this lease.
34. **Security Measures.** Each party acknowledges that they have no obligation whatsoever to provide guard service or other security measures for the benefit of the other party or their

property. Each party assumes full responsibility for the protection of itself, its agents and invitees and its property from acts of third parties. Nothing herein contained prevents Landlord, at Landlord's sole option from providing security protection for the Port or any part thereof.

35. **No Warranties.** The Leased Premises are leased "as-is" and in their current condition as of the first day of the lease term. No warranties, express or implied, are provided by Landlord regarding the condition or fitness for purpose of the Leased Premises.
36. **Parking.** Landlord does not assign any specific parking spaces to Tenant under this lease. Tenant and Tenant's employees and invitees are permitted to use any un-restricted Port public parking areas.
37. **Headings.** The headings in this lease are for the convenience of the parties only and are not to be used in the interpretation of its provisions.
38. **Authority.** The undersigned hereby represent and warrant that he/she has the legal authority to bind the party for which he/she is signing.

IN WITNESS, WHEREOF, the duly authorized representatives of the parties have executed this lease as of the last date written below.

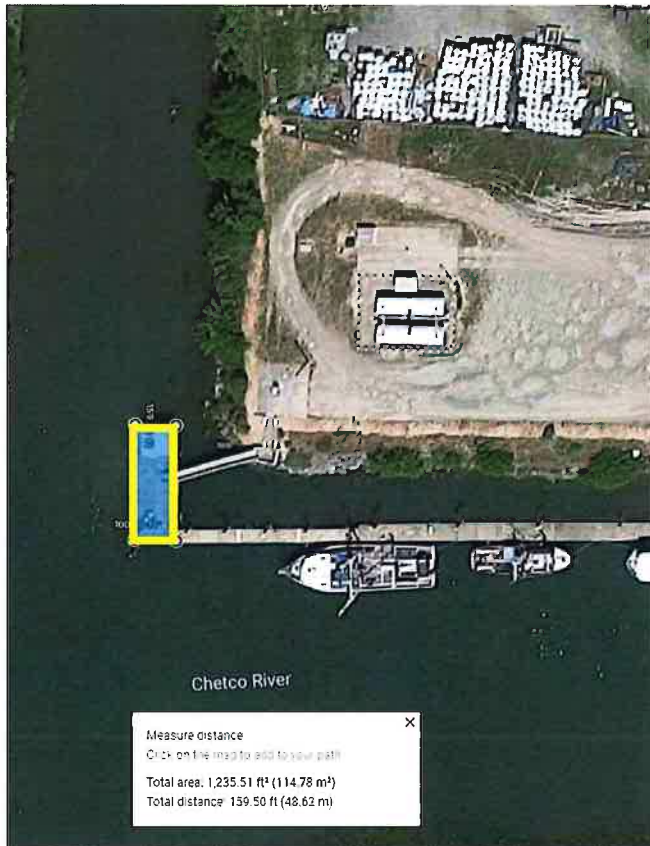
PORT OF BROOKINGS HARBOR, Landlord	BOAT SHOP AND MORE, LLC Tenant
Dated: _____	Dated: _____
By: _____ Roy C. Davis, Board President	By: _____
ATTEST: _____ Sharon Hartung, Board Secretary / Treasurer	Name: Kenneth Francis Its: Manager
Mailing Address: P.O. Box 848 Brookings, OR 97415 Phone: 541-469-2218	Mailing Address: PO Box 4175 Brookings, OR 97415 Phone: 541-373-1793

Port of Brookings Harbor

Exhibit A

Fuel Dock = 1,235 square feet

Concrete surface at aboveground Fuel Tanks = 1,268 square feet



INFORMATION ITEM – C

DATE: October 20, 2020
RE: Basin 2 Commercial Restroom/Shower Grant
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Last month the Board heard complaints from the public regarding Basin 2 commercial restroom/shower facility. Complaints ranged from homeless, trash, drug paraphernalia, vandalism, etc. Conversation and questions were made about closing the restroom/shower facility to moorage holders only.
- Basin 2 restroom/shower facility was remodeled under OSMB Grant #1155. under Section IV, 4 on page 3, the Port must allow public access during the term of the agreement. The Port has inquired to OSMB for the duration of the grant and if there are repercussions if the Port changes the policy of the facility.
- OSMB response...not available at time of packet release.

DOCUMENTS

- Facility Grant #1155, 9 pages



Oregon

Theodore R. Kulongoski, Governor

Oregon State Marine Board

435 Commercial St. NE, #400

P.O. Box 14145

Salem, OR 97309-5065

(503) 378-8587

Fax 378-4597

RECEIVED

☐ Ex. Director ☐ Marketing

☐ Office Mgr. ☐ Fin. Dir.

☐ Harbormaster

JUN - 1 2004



May 27, 2004

Russ Crabtree, Executive Director
Port of Brookings Harbor
PO Box 848
Brookings, OR 97415

NOTES:

Initials _____

RE: Facility Grant #1155
Port of Brookings Harbor Restroom/Shower Building

Dear Russ:

Enclosed is a fully executed original Facility Grant Agreement for the Port of Brookings Harbor restroom/shower building at the Port Marina Basin II,

I have included a copy of the standard facility grant billing form for you to use when requesting reimbursement payments. Please include all supply and materials invoices for work on this project.

Please contact Janine Belleque, Grants/Contracts Coordinator, if you have any questions regarding the billing form or documentation at (503) 373-1405 ext 251 or email at Janine.belleque@state.or.us.

Sincerely,

Ronald D. Rhodehamel, P. E.
Facilities Program Manager

Wayne Shoen

Enc. 1 – Original Grant Agreement
1 – Facility Grant Billing form

RR/so

RECEIVED

MAY 24 2004

STATE MARINE BOARD
FACILITY GRANT COOPERATIVE AGREEMENT

Facilities Program

This Agreement is entered into by and between the State of Oregon, acting by and through its State Marine Board, hereinafter called the "Board," and Port of Brookings Harbor, hereinafter called the "Recipient."

RECITALS

WHEREAS, the Board and the Recipient are authorized under ORS Chapter 190 to enter into cooperative agreements.

WHEREAS, the Board is authorized to provide grants for boating facility projects under ORS 830.150.

WHEREAS, the Board has sufficient facility grant funds available within its current biennial budget and has authorized expenditure on the Recipient's Project as defined below.

WHEREAS, the Recipient agrees to comply with Facility Grant Program Rules OAR 250-14 and other Board adopted policies and procedures.

WHEREAS, the purpose of this Agreement is to set forth the obligations of both parties in the development of recreational boating facilities at the Port Marina Basin II for the construction of flush restroom and combination shower building, hereinafter called the "Project," as described in the Recipient's Facility Grant Application #1155 and Staff Report to the Board. With this reference, the Facility Grant Application and Staff Report are made part of this Agreement. If a conflict exists between the Facility Grant Application, Staff Report and this Agreement, the Agreement will govern.

NOW, THEREFORE, the Board and the Recipient agree to the following:

I. BOARD COVENANTS

1. Grant Funds. Upon approval by its governing body, the Board shall provide grant funds in the amount of \$55,750 to the Recipient to fund the authorized Project activities. The Board shall not provide to the Recipient, and the Recipient shall not use any funds described in this section for administration, overhead, or indirect costs whether or not related to this Agreement.
2. Expenditure of Funds by the Board. The Board, with the Recipient's approval may be authorized to expend grant funds described in Section I.1. on authorized Project activities.
3. Payments. After the Recipient awards the contract for construction of the Project, and construction activities commence the Board shall, upon receipt of the Recipient's request for payment and appropriate documentation all in form and substance satisfactory to the Board, disburse funds to the Recipient in accordance with Section III.
4. Overpayment. In the event that the aggregate amount of the Board's interim

progress payments to the Recipient exceeds the allowable reimbursable costs of the Recipient for the Project, the Recipient agrees to refund to the Board the amount paid in excess of such allowable expenses within thirty (30) days of final billing by the Recipient or the Project Completion Date, whichever is earlier.

5. Disallowed Costs. The Recipient agrees that payment(s) made under this Agreement shall be subject to offset or reduction for amounts previously paid hereunder which are found by the Board on the basis of an audit examination not to constitute allowable costs under this Agreement. If such disallowed amount exceeds the payment(s); the Recipient shall immediately upon demand, pay the Board the amount of such excess.
6. Cost Savings. Any cost savings realized on the Project shall be prorated between the parties based on the percentage of their respective cash contributions as set forth in Section I.1. and Section IV.1.

7. Principal Contact:

Name/Title: Ronald D. Rhodehamel, P.E. Facilities Program Manager

Address: PO Box 14145, 435 Commercial St. NE, Salem, OR 97309-5065

Phone/FAX: (503) 373-1405 ext. 236 (503)378-4597

II. TERM; PROJECT COMPLETION; PROJECT OWNERSHIP

1. Term. This Agreement is effective as of the last date shown executed by all parties and expires twenty (20) years from that date, at which time it will be subject to review, renewal or expiration.
2. Project Completion. The Project shall be completed, and final billing for the Project shall be submitted to the Board, on or before June 30, 2005. Unless approved in writing, the Board shall not be obligated to disburse any payments after this date.
3. Project Ownership. The Board acknowledges and agrees that the Project is the exclusive property of the Recipient. The Board is not responsible nor liable in any manner for the construction, operation or maintenance of the Project.

III. CONDITIONS TO DISBURSEMENT

1. Conditions Precedent to Any Disbursement. The Board shall not be obligated to reimburse any of the grant funds for authorized Project costs hereunder unless the Board has received from the Recipient:
 - a. Prior to Project bid advertisement or construction, the final architectural and engineering plans, specifications, and cost estimate(s) for the Project, said plans, specifications and estimates to be in form and substance satisfactory to the Board;

- b. Prior to Project bid advertisement or construction, a copy of all necessary federal, state and local permits or approvals required for the Project; and
 - c. A copy of the general contractor's performance bond, if other than the Recipient, in the amount of the construction contract from a surety company authorized to do business in Oregon.
- 2. Conditions Precedent to Partial Progress Payment(s). The Board shall not be obligated to make partial progress payment(s) hereunder until receipt, review and approval by the Board of documentation based on the percentage of Project completion. In no event shall the Board disburse more than ninety percent (90%) of the amount indicated in Section I.1. as progress payments.
- 3. Conditions Precedent to Final Payment. The Board shall not be obligated to make final payment hereunder until:
 - a. Receipt by the Board of a copy of the Notice of Substantial Completion of the Project;
 - b. Receipt by the Board a copy of a Certificate of Acceptance of the Project duly executed by the Recipient;
 - c. Inspection and approval of the Project by the Board; and
 - d. Final payment request and all documentation as may be required, shall be submitted by the Recipient to the Board, Upon approval by the Board, final payment will be made to the Recipient within thirty (30) days by the Board.

IV. RECIPIENT COVENANTS

- 1. Matching Funds. The Recipient shall contribute the total sum of \$55,750 cash and \$2,750 equivalent in labor, materials, or services as described in the Staff Report and Facility Grant Application.
- 2. Construction. The Recipient shall award, and monitor the contractor's performance under the construction contract in such a manner as to insure compliance with Project plans and specifications. The Recipient shall be responsible for all cost overruns unless otherwise specifically agreed to in writing by the Board. The Recipient shall at all times be responsible for the maintenance and operation of the Project and related facilities.
- 3. Project Sign. The Recipient shall post in a conspicuous location at the site a sign identifying the Board's participation in the Project.
- 4. Public Access to Project. During the term of this Agreement the Recipient shall allow open and unencumbered public access to the Project to all persons without regard to race, color, religious or political beliefs, sex, national origin, or place of primary residence.

5. User Fees. Notify and request written approval from the Board of any user fees charged for the use of the improvements described herein throughout the term of this Agreement. Fees charged will be subject to reasonable review and approval by the Board. If user fees are charged for the use of the completed Project, the Recipient shall maintain sufficient records and accounting procedures that demonstrate all of the gross income from the fees is used to defray direct operational costs (for example, maintenance and repair costs) for the Project. User fees may affect the Recipient's participation in the Maintenance Assistance Program, OAR 250-14-004.
6. Payments. To the extent required by State and Federal law the Recipient agrees to:
 - a. Make payment promptly as due to all contractors, subcontractors, vendors or any other persons supplying labor and/or materials for the Project;
 - b. Pay all contributions or amounts due to the State Industrial Accident Fund for workers compensation premiums incurred if the contractor fails to make such payments; and
 - c. Not permit any lien or claim to be filed or prosecuted against the Board, due to any construction or maintenance activities at the Project.
7. Liabilities. Each party shall be responsible, to the extent required by law (including the Oregon Tort Claims Act, ORS 30.260-30.300), only for the acts, omissions or negligence of its own officers, employees or agents.
8. Compliance with Applicable Law. The Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to this Agreement. The Board's performance under this Agreement is conditioned upon the Recipient's compliance with the provisions of ORS 279.312, 279.314, 279.316, 279.320 and 279.555 (unless inapplicable as a matter of federal law), which are incorporated by reference herein.
9. Compliance with Workers Compensation Law. The Recipient shall require that the contractor, its subcontractors, if any, and all employers performing work on the Project be subject employers under the Oregon workers compensation law (unless inapplicable as a matter of federal law) and shall comply with ORS 656.017, which requires subject employers to provide workers' compensation coverage for all their subject workers.
10. Records Maintenance. The Recipient shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles. In addition, the Recipient shall maintain any other records pertinent to this Agreement in such a manner as to clearly document the Recipient's performance. The Recipient's accounting procedures shall provide for an accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. Controls shall be established which are adequate to ensure that all expenditures reimbursed under this Agreement are for allowable

purposes and that documentation is readily available to verify that such charges are accurate.

11. Access. The Recipient acknowledges and agrees that the Board and the Oregon Secretary of State's Office and the federal government and duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans and writings of the Recipient that are pertinent to this Agreement to perform examinations and audits and make excerpts and transcripts. The Recipient shall retain and keep accessible all such fiscal records, books, documents, papers, plans and writings for a minimum of five (5) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

12. Principal Contact:

Name/Title:	<u>Ed Gray</u>	<u>Russ Crabtree</u>
	Ed Gray, Chairman	Executive Director
Address:	<u>P. O. Box 848, Brookings, OR 97415</u>	
Phone/Fax:	<u>541-469-2218</u>	<u>Fax 541-469-0672</u>

V. TERMINATION; REMEDIES

1. Termination for Convenience. The Recipient may terminate this Agreement at any time upon thirty (30) days prior written notice to the Board; provided, however, that the Recipient shall, within thirty (30) days of such termination, reimburse the Board for all funds contributed by the Board to the Project; provided further that until the Recipient has fully reimbursed the Board for such funds, the Recipient shall comply with the terms hereof.
2. Termination Because of Non-Appropriation or Project Ineligibility. The Board, at any time upon thirty (30) days prior written notice to the Recipient, may modify or terminate this Agreement if:
 - a. The Board fail to receive funding or appropriations, limitations, or other expenditure authority at levels sufficient to pay for the allowable costs of the Project to be funded hereunder or should any state law, regulation or guideline be modified, changed or interpreted in such a way that the Project, or any portion of the Project, is no longer eligible for facility grant funds as described in ORS 830.150.
 - b. In the event insufficient funds are appropriated for the payments under this Agreement and the Recipient has no other lawfully available funds, then the Recipient may terminate this Agreement at the end of its current fiscal year, with no further liability to the Board. The Recipient shall deliver written notice to the Board of such termination no later than thirty (30) days from the determination by the Recipient of the event of non-appropriation. The Board

shall pay for all authorized project costs expended up to the date of written notice of termination.

3. Termination for Default. The Board may, at any time upon thirty (30) days prior written notice of default to the Recipient, may terminate, modify or terminate this Agreement if:
 - a. The design, permitting, or construction of the Project is not pursued with due diligence; or
 - b. The Recipient's fee simple title to or other interest in the construction sites or Project is not sufficient, legal and valid; or
 - c. The construction of the Project is not permissible under federal, state, or local law; or
 - d. The Recipient, does not abide by the nondiscrimination and affirmative action provisions of this Agreement; or
 - e. The Recipient, without the prior written approval of the Board, uses the funds provided by the Board hereunder to build any project other than the Project described in the final architectural and engineering drawings approved by the Board; or
 - f. The construction is not completed in a good and workmanlike manner or fails to comply with any required permits; or
 - g. During the term of this Agreement, the Recipient conveys the Project or the Project property or any part thereof or converts the use of the Project or the Project property to a use which precludes free and unencumbered public boat access.
4. Rights and Remedies. The Recipient shall, within thirty (30) days of its receipt of a notice of default, reimburse the Board for all funds contributed by the Board to the Project. Further, the Board shall have any and all rights and remedies available at law or in equity.

VI. GENERAL PROVISIONS

1. No Duplicate Payment. The Recipient shall not be compensated for, or receive any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party.
2. Amendments. This Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, except by written instrument signed by both parties.

3. Force Majeure. Neither the Board nor the Recipient shall be held responsible for delay or failure to perform when such delay or failure is due to fire, flood, epidemic, strike, public carrier, act of God, act of a public enemy or a public authority or a cause which cannot be reasonably foreseen or provided against.
4. Persons Not to Benefit. No member of or delegate to Congress, resident commissioner, officer, agent or employee of the United States of America, member of the Oregon Legislative Assembly, elected official of the State of Oregon, or official, agent, or employee of the State of Oregon, or elected member, officer, agent, or employee of any political subdivision, municipality or municipal corporation of the State of Oregon shall be admitted to any share or part of this Agreement or derive any financial benefit that may arise therefrom.
5. No Third Party Beneficiaries. The Board and Recipient are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
6. Successors and Assigns. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Board and Recipient and their respective successors and assigns; provided however that the Recipient may not assign this Agreement or any interest therein without the prior written consent of the Board, which consent may be withheld for any reason.
7. Severability. The Board and the Recipient agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provisions held to be invalid.
8. Notice. Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to the Board or the Recipient at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this Section. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.
9. Counterparts. This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.

10. Governing Law; Venue; Consent to Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding collectively, "Claim" between the Board and/or other agency or department of the State of Oregon and the Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.
11. Merger Clause; Waiver. THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE BOARD AND THE RECIPIENT ON THE SUBJECT MATTER HEREOF. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH THE BOARD AND THE RECIPIENT. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. THE DELAY OR FAILURE OF THE BOARD TO ENFORCE ANY PROVISION OF THIS AGREEMENT SHALL NOT CONSTITUTE A WAIVER BY THE BOARD OF THAT PROVISION OR ANY OTHER PROVISION. THE RECIPIENT, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

BOARD:
State of Oregon, acting by and through its
State Marine Board

By: Paul Donheffner
Paul Donheffner, Director
Date: 5/24/04

Telephone: (503) 373-1405 ext. 244

Fax No: (503) 378-4597

RECIPIENT:
Port of Brookings Harbor

By: Ed Gray
Ed Gray
Title: Chairman

Date: May 18, 2004

Telephone: 541-469-2218

Fax No: 541-469-0672

Federal Employer Identification Number:
93-6013807

INFORMATION ITEM – D

DATE: October 20, 2020
RE: Business Oregon Strategic Business Plan Approval
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port received Business Oregon approval for the Strategic Business Plan update.

DOCUMENTS

- Business Oregon SBP Approval Letter, 2 pages



October 6, 2020

Gary Dehlinger, Port Manager
Port of Brookings Harbor
P.O. Box 848
Brookings OR 97415

Re: Strategic Business Plan 5 Year Mid-Point

Dear Mr. Dehlinger,

Business Oregon is in receipt of the Port of Brookings Harbor, Strategic Business Plan, 5 Year Mid-Point Update, and is pleased to officially accept this document.

Although strategic business plans are required of ports by law (ORS 285A.660, OAR Chapter 123, Division 025), planning is a valuable exercise that enables an organization to establish goals, prioritize initiatives, carefully allocate limited resources and measure progress. Strategic business plans help the State of Oregon and public port to define common:

- Roles, interests and investments,
- Markets, economic and business development opportunities,
- Infrastructure, equipment, administrative, regulatory, governance needs,
- Ways the port system can best serve residents, and
- A successful relationship between state government and ports.

Business Oregon first wishes to complement the Port of Brookings Harbor on its thoughtfulness in pursuing a 5 Year Mid-Point Update. The port first contacted our agency in March 2020, to gain clarification and find a mutually beneficial path forward. Although Port Planning and Marketing Funds could have been accessed, leadership opted to keep costs down and facilitate a process in-house. Despite sudden and immense challenges due a global pandemic, the port nevertheless held two (2) public workshops and solicited public comment through newspaper advertisements and on its website. Discussion with commissioners honored the strategic business plan format as outlined in the 2010 Strategic Business Plan for Oregon's Statewide Port System. Finally, at a regular board meeting, commissioners approved the draft Strategic Business Plan 5-Year Mid-Point Update. Thank you again for including supporting documentation to this end with your submission and for posting this document on the port's website.

After study, Business Oregon understands the port's focus continues to be servicing its commercial fishing fleet and capitalizing undeveloped port property, which stand to improve the regional economy. The decision to remove plans to relocate the boatyard frees up resources to pursue such focus and is a normal part of regularly reviewing strategic business plans as a living document. Respect is due for the delicate balance commissioners and management strive to achieve; thank you again for taking a hard look at the port's priorities.

October 6, 2020
Page Two (2)

The agency further reviewed sections that were updated, including the Capital Improvement Plan, Project Opportunities, Action Plan and Concept Plan sections. Because this update is approved, Business Oregon wishes to work with the port on the implementation of its strategic business plan, starting with matters that were identified as high priority via this process.

For example, we appreciate the port's perspective that it will seek a combination of tenant and private investment to update its fish market and cleaning station, since it is permitted work and conflicts are not anticipated. Likewise, a grant from the Oregon Marine Board may further updates to the marina parking area, which is also permitted work with unforeseen conflicts. However, help facilitating intergovernmental discussion and seeking in water work permits may be something the agency may assist with regarding the regional marina improvements and/or the receiving dock and fishing processing facility upgrades. Port Planning and Marketing grants or a one-stop with the United States Department of Agriculture (USDA) regarding financing options may give the port best information in moving forward. Please contact Sean Stevens, Regional Development Officer (541-954-0903/ sean.stevens@oregon.gov), as he would appreciate the opportunity to work with you.

Finally, Business Oregon recommends the port meet with the Oregon Public Ports Dredging Partnership (OPDP) regarding its going dredging needs. OPDP has since 'replaced' the South Ports Coalition and guides the state's Dredging Program. Initial information about how to access the state's dredge is publically available here: <https://www.orinfrastructure.org/Infrastructure-Programs/Oregon-Ports/Dredging-Partnership/>. Stephanie Prybyl, Ports Programming, will reach out to you regarding scheduling and can further connect you with the United States Army Corps of Engineers (US ACE), if so desired.

Thank you again for your hard work during this challenging time; our agency continues to be impressed with each step the Port of Brookings Harbor takes, which keeps the best interests of the port in mind. Please pass our sincere regards onto the Port Commission, staff and community for this effort.

Respectfully,

A handwritten signature in black ink, appearing to read "Chris Cummings", with a stylized flourish at the end.

Chris Cummings
Interim Director

INFORMATION ITEM – E

DATE: October 20, 2020
RE: Travel Lift Building
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Port received the new travel lift in February 2017. Three and a half year later the effects of the weather are beginning to show. Many of the fittings are rusted, electrical and valve connections corroding, paint and safety devices are fading, etc. The travel lift life expectancy will be greatly reduced and maintenance costs will increase if we do not provide a suitable enclosure.
- Port staff is recommending installing a metal building to store and maintain the travel lift to protect the asset. The building footprint would be 50-ft x 50-ft and 30-ft tall. The new building would be place next to the existing warehouse on a concrete slab. Some electrical would be needed for lights and power. A large hanger type door with a smaller door for access.
- Port staff is estimating the cost of this building to be between 80k to 100k and funding for this project would come from Port Reserves Fund.

DOCUMENTS

- Travel Lift Purchase Price and Travel Lift Details, 4 pages
- Travel Lift Pictures from October 2020, 7 pages
- Proposed Building Location, 2 pages
- Travel Lift Picture from March 2017, 1 page

Kendrick Equipment (USA), LLC

1609 Central Ave South, Unit# 20

Kent, Wa., 98032

Tel.# 1.866.744.9921

Fax.# 604.940.9912

DEPOSIT INVOICE**SOLD TO:**

Port of Brookings
16408 Lower Harbor Rd.
Brookings, OR
97415

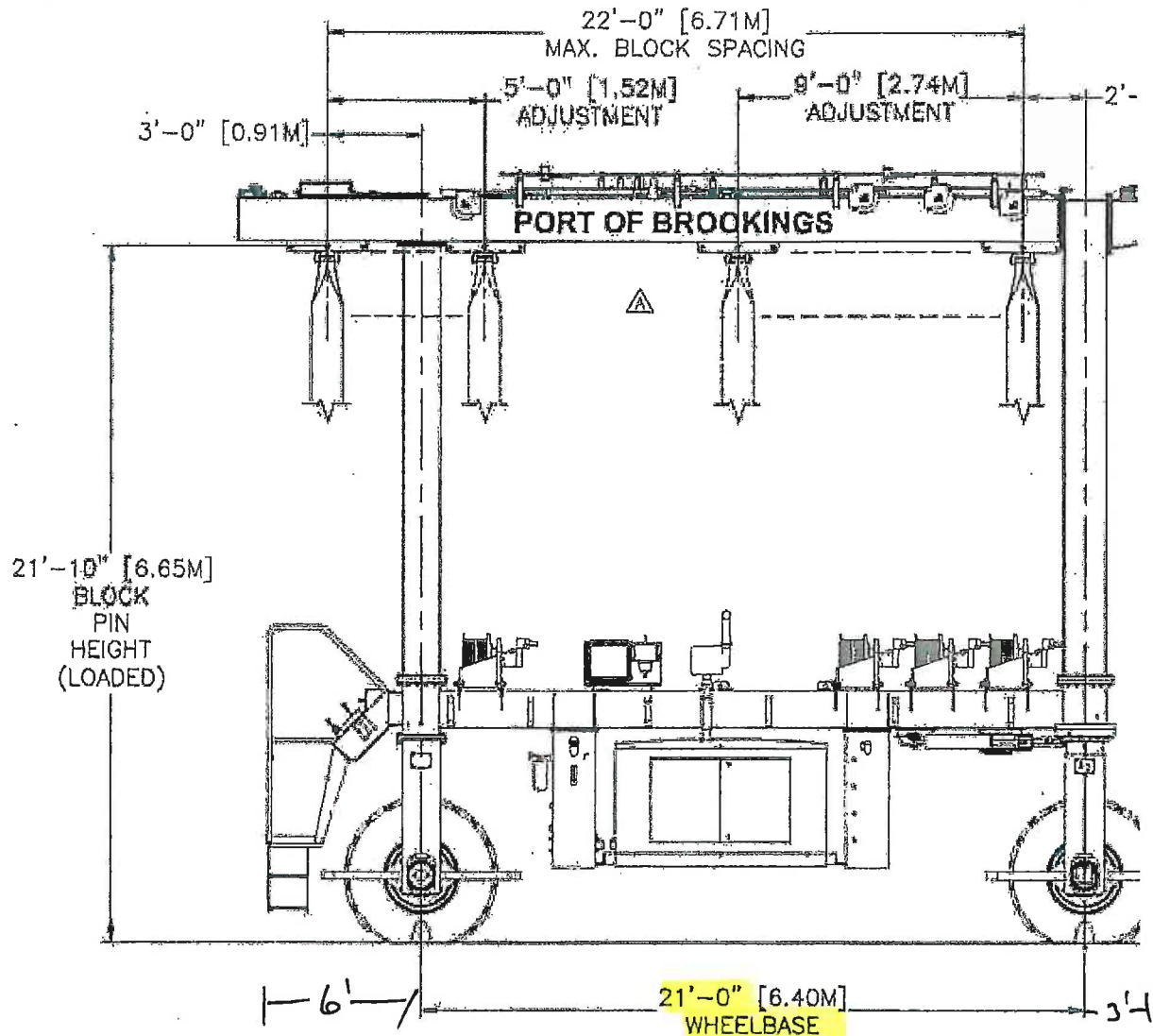
NUMBER 50BFMII20161101**DATE** November 2, 2016**PURCHASE ORDER NO.** Port of Brookings**TERMS** Net on Receipt**SALES PERSON** Dave Marshall**TECHNICIAN** Rory Thompson**F.O.B.** Destination - Brookings, OR**SO#** U2994**SHIPPED TO:**

Port of Brookings
16408 Lower Harbor Rd.
Brookings, OR
97415

Brent Ferguson
#541-661-6221

QTY	DESCRIPTION	PRICE	AMOUNT
1	New 2017 Marine Travelift, Model - 50BFMII, 50 Metric Ton Capacity 110,000 lbs cap, 20' inside clear width, 20' inside clear height John Deere Diesel - 4045HF Tier 3, CPU 2 Radio Remote Package w/ AVT - Automatic Variable Throttle, Digital Load Scales (Fore/Aft) w/ Wireless readout on transmitter, 2 speed hoists, 2 speed drives Sound Suppression Kit, 12" x 30' Slings w/ Keel Pads & Chine Pads Zinc Enriched Primer, Greaseless Pivot Trunnion, 20' Cable Drop Includes delivery, assembly, testing, operator certs. Per latest Kendrick proposal dated November 1 st , 2016 Purchase Price - \$324,200.00 Less 25% deposit paid at order \$81,050.00 Balance due 10 days prior to shipping \$243,150.00 UBI# - 602-721-317	324200.00	324200.00
		SUB TOTAL	\$ 324,200.00
		STATE TAX	0.00
		LOCAL TAX	0.00
		TOTAL DUE	\$ 324,200.00
			TOTAL DUE

THANK YOU FOR YOUR BUSINESS!



RECOMMENDED OPTIONS SHOWN:

1. DUAL RANGE HOIST SPEEDS
2. WIRELESS REMOTE CONTROL
3. SOUND SUPPRESSION KIT LEVEL 1
4. 20' [6.1M] BLOCK DROP BELOW PIER LEVEL

20'-0" [6.10M]
BLOCK DROP
BELOW PIER
LEVEL OPTION

PROPRIETARY AND CONFIDENTIAL — PROPERTY OF MARINE TRAVELIFT, INC.

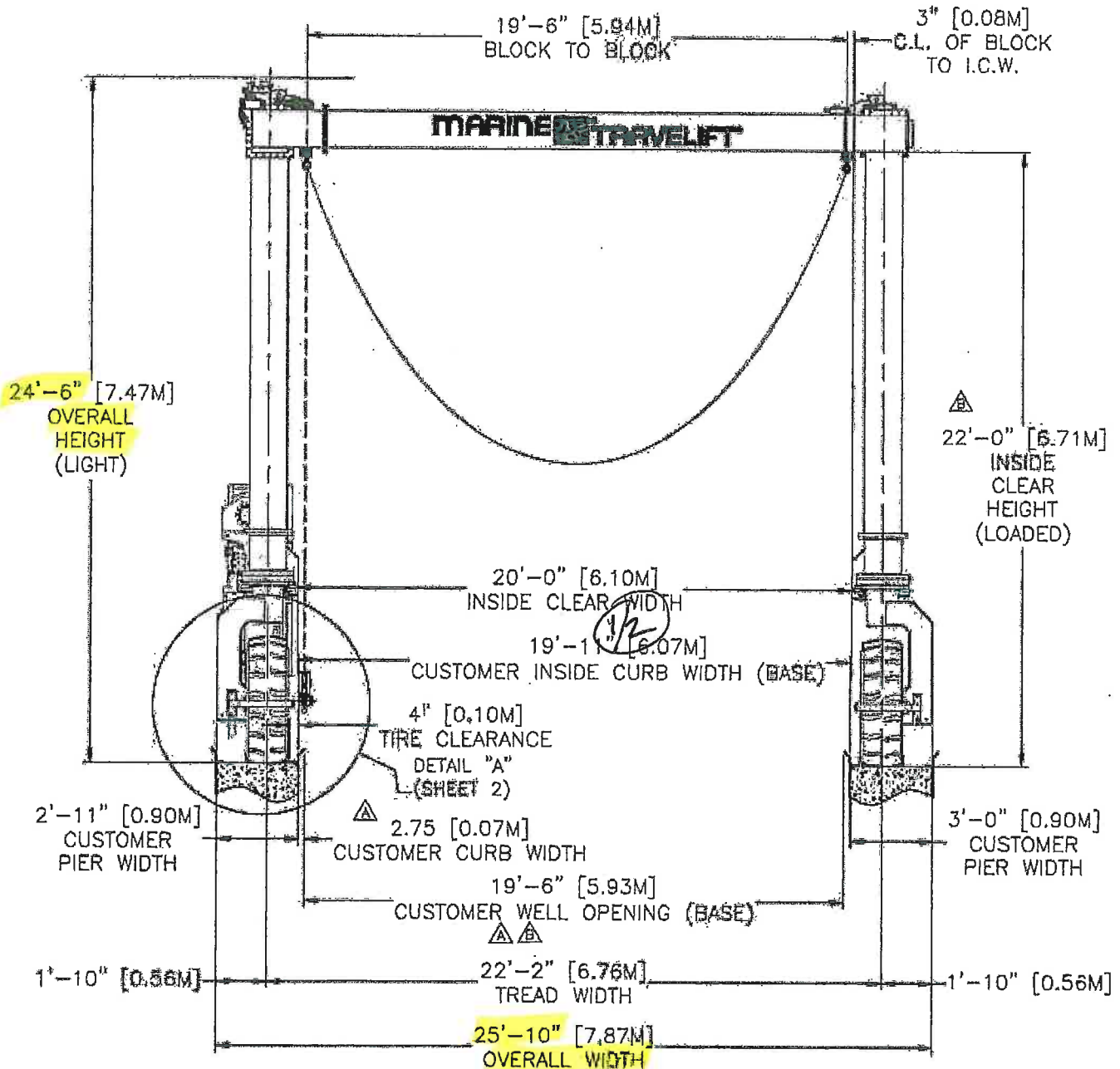
THIS DOCUMENT CONTAINS PROPRIETARY AND CONFIDENTIAL INFORMATION. IT IS THE EXCLUSIVE INTELLECTUAL PROPERTY OF MARINE TRAVELIFT, INC. IT IS INTENDED FOR THE SOLE USE OF THE INDIVIDUAL, GROUP OR ENTITY TO WHOM IT IS ADDRESSED. IT IS NOT TO BE SHARED WITH THIRD PARTIES WITHOUT THE EXPRESS WRITTEN CONSENT OF MARINE TRAVELIFT, INC. THE CONTENT OF THIS DOCUMENT IS FOR

NOTES:

3266

EQ#4605

NO.	DESCRIPTION	DATE
1	REVISED DRAWING FROM WORK DRAWING DATE 10/10/01	10/10/01
2	REVISED DRAWING FROM 10/10/01 WORKING DRAWING DATE 10/10/01, REVISED 10/10/01 TO SHOW (1) 10' 0" DIA. AND (2) 10' 0"	10/10/01



PRELIMINARY
ALL DIMENSIONS SUBJECT TO CH

ALL DIMENSIONS ARE NOMINAL	50 BFM PORT OF BROOKIN OREGON
-------------------------------	-------------------------------------

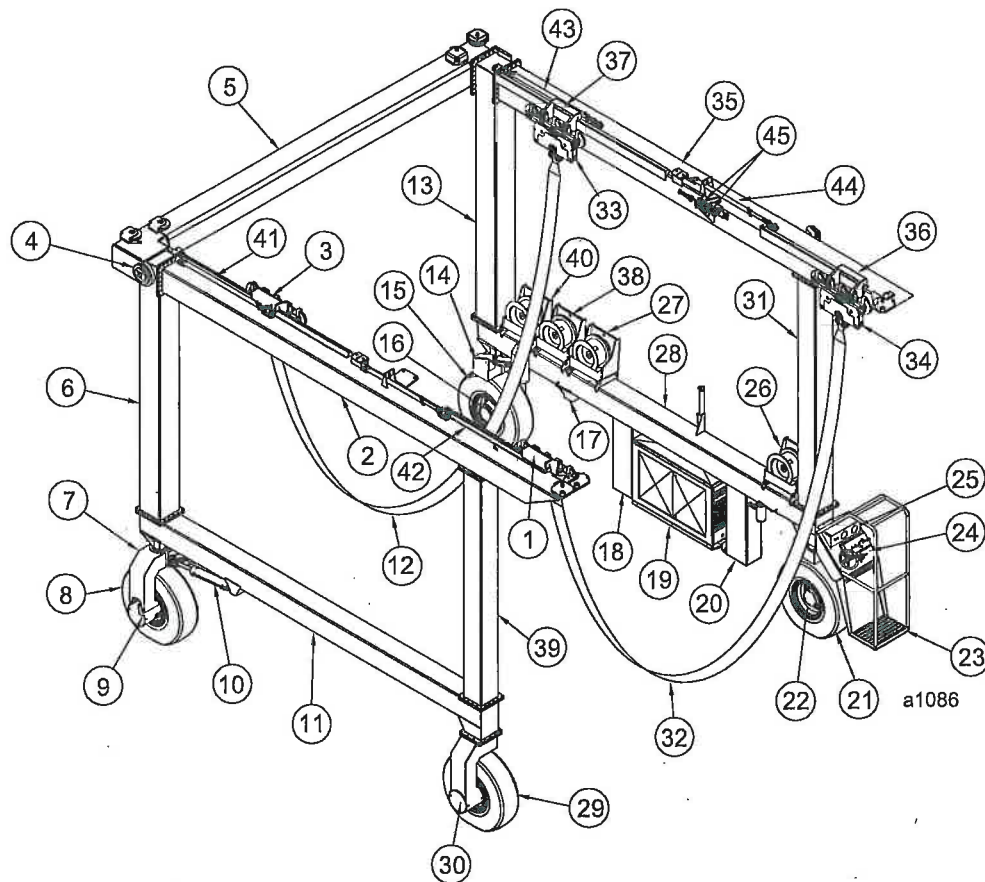
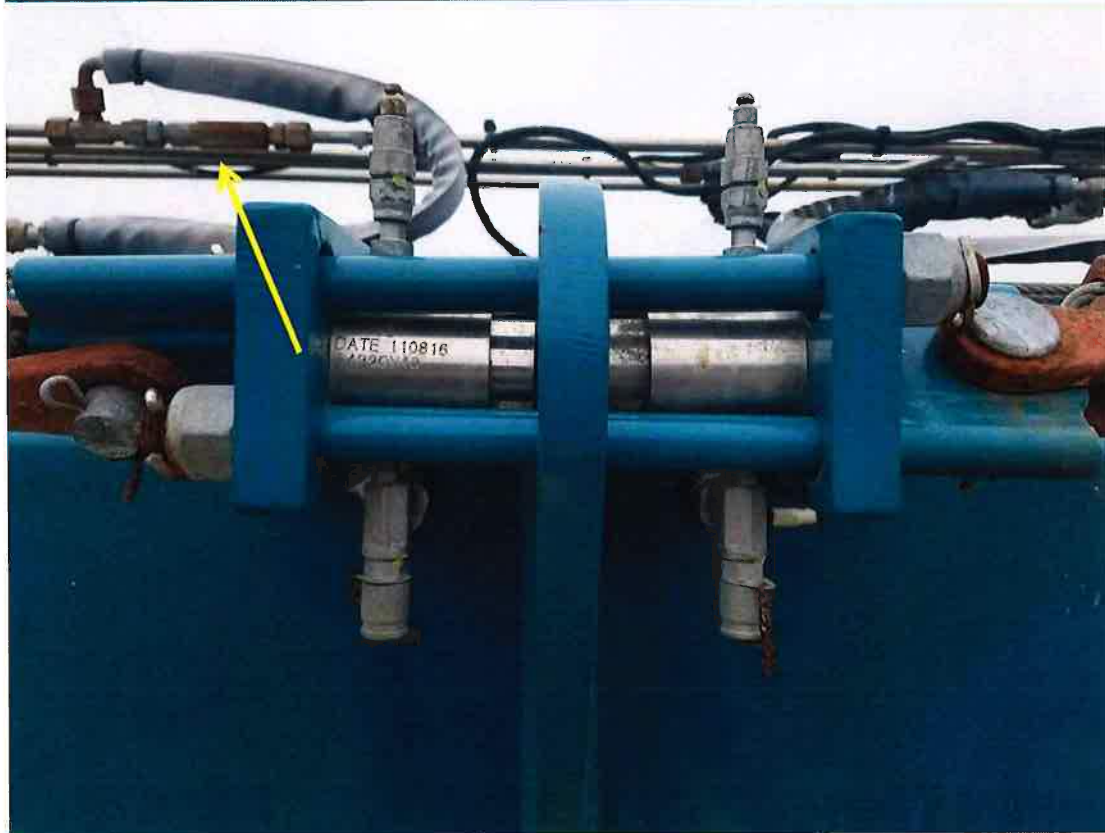
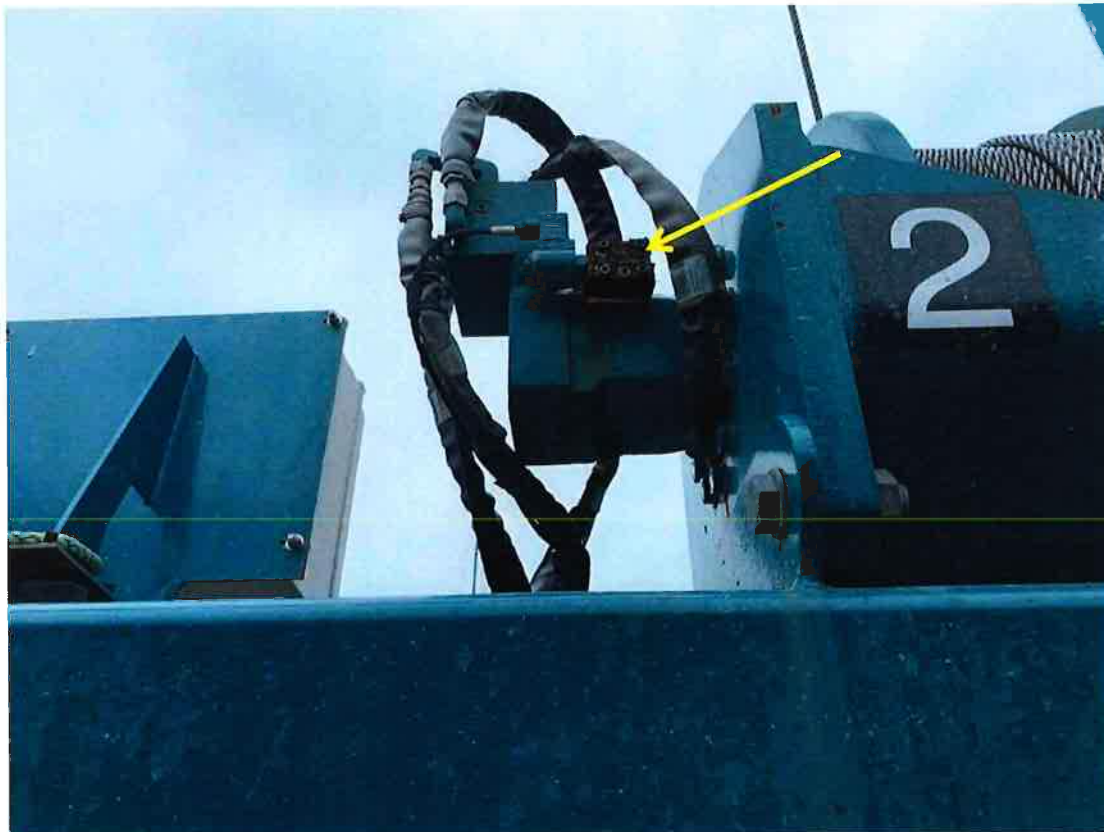


Figure 2-4. 50 BFMII Nomenclature

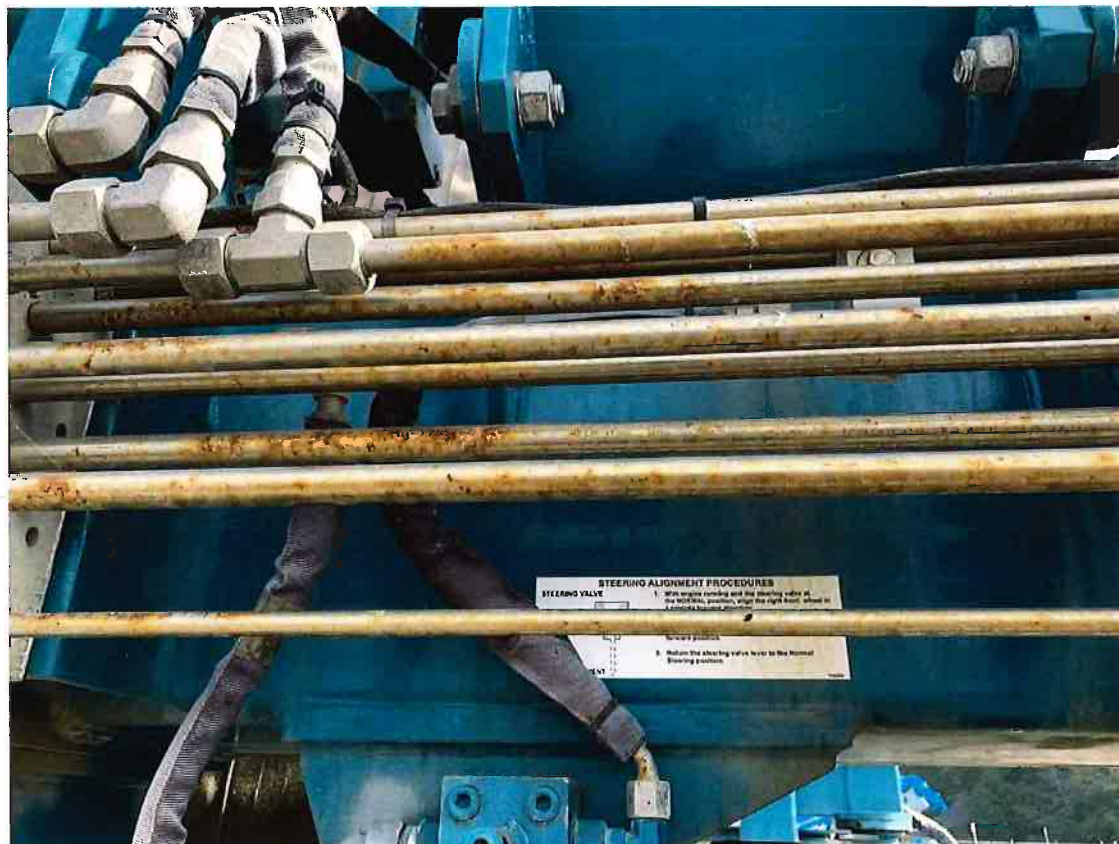
- | | |
|--|--|
| 1. Left Rear Adjustable Upper Hoist Block (No. 1) | 23. Operator Control Station |
| 2. Left Upper Side Beam | 24. Operator Controls |
| 3. Left Front Adjustable Upper Hoist Block (No. 3) | 25. Load Gauge Location |
| 4. Pivot Trunnion | 26. Right Rear Hoist Assembly |
| 5. Top Beam | 27. Left Rear Hoist Assembly |
| 6. Left Front Column | 28. Right Lower Side Beam |
| 7. Left Front Steering Frame | 29. Left Rear Non-Drive Tire |
| 8. Left Front Drive and Steering Tire | 30. Left Rear Non-Drive Hub |
| 9. Left Front Drive Hub and Motor | 31. Right Rear Column |
| 10. Left Front Steering Linkage | 32. Rear Sling |
| 11. Left Lower Side Beam | 33. Right Front Lower Hoist Block (No. 4) |
| 12. Front Sling | 34. Right Rear Lower Hoist Block (No. 2) |
| 13. Right Front Column | 35. Right Upper Side Beam |
| 14. Right Front Steering Frame | 36. Right Rear Adjustable Upper Hoist Block (No. 2) |
| 15. Right Front Drive and Steering Tire | 37. Right Front Adjustable Upper Hoist Block (No. 4) |
| 16. Right Front Drive Hub and Motor | 38. Left Front Hoist Assembly |
| 17. Right Front Steering Linkage | 39. Left Rear Column |
| 18. Fuel Tank | 40. Right Front Hoist Assembly |
| 19. Engine Compartment | 41. Left Front Block Adjustment Cylinder |
| 20. Hydraulic Tank | 42. Left Rear Block Adjustment Cylinder |
| 21. Right Rear Non-Drive Tire | 43. Right Front Block Adjustment Cylinder |
| 22. Right Rear Non-Drive Hub | 44. Right Rear Block Adjustment Cylinder |
| | 45. Load Cells |

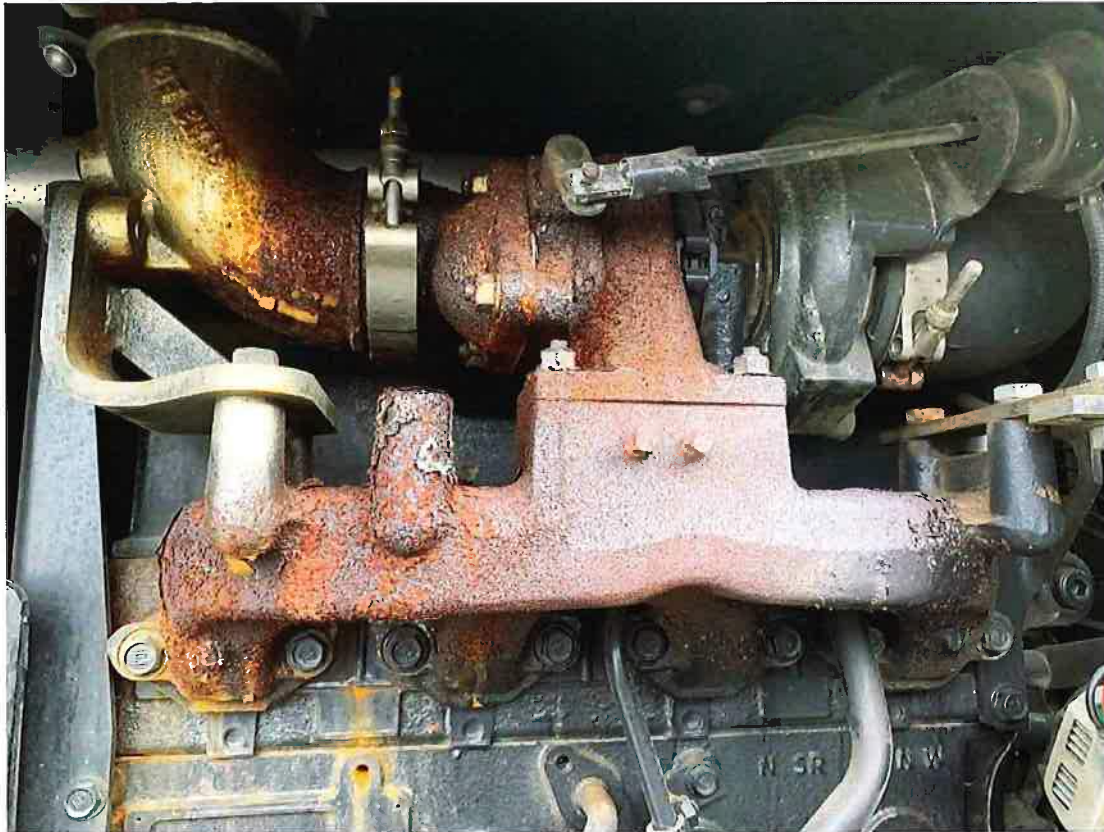


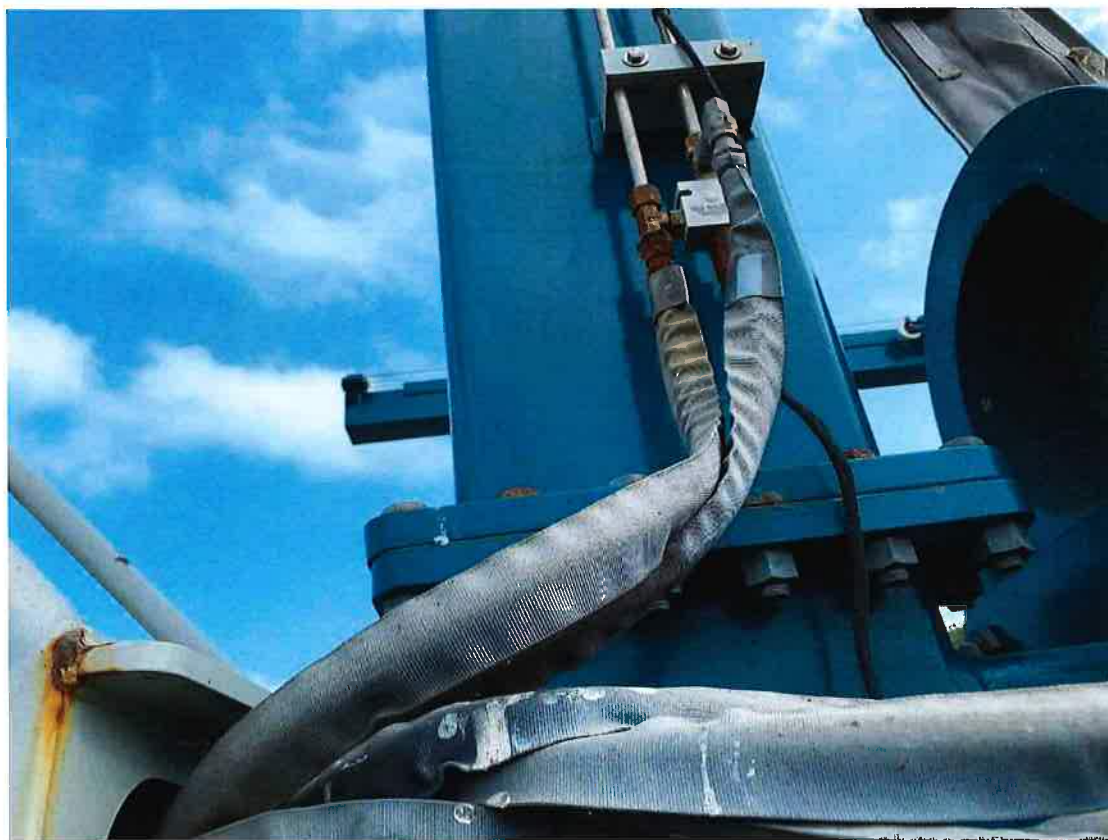






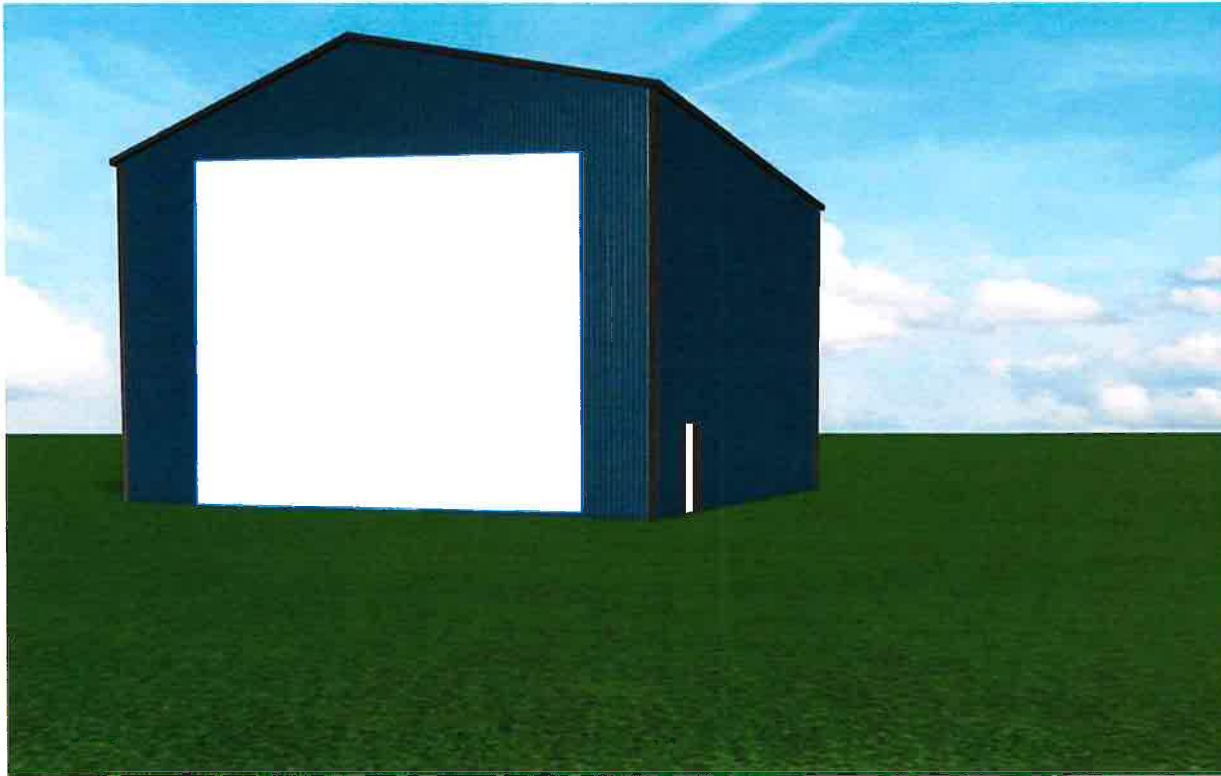






Proposed Travel Lift Building Location





REQUEST A QUOTE

SAVE YOUR DESIGN

SHARE YOUR DESIGN

SPECIFICATIONS

For more information, select the main door section and move accordingly.

• Building

Endwall 50

Sidewall 50

Height 30

Wall Color ▼

• Roof

Pitch ▼

Roof Color ▼

• Doors

Type ▼

+

• Walk Doors

Type ▼

MARCH 2017

