

# **Port of Brookings Harbor**

## **WEEKLY OPERATION REPORT**

**DATE:** Sunday 02-12-17 to Saturday 02-18-17

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### **Port Office**

1. Port employs nine (9) full-time employees and 1 part-time employee.
2. Currently, the Port is operating businesses RV Park, Boat Yard, Fuel Dock, Ice House, Cold Storage, Moorage, Gear Storage and Retail seven days a week.
3. Approx. end of the week QuickBooks balances for the Port:
  - \$ 17,996 General Fund (\$14,504 Fuel Account)
  - \$ 2,500 Capital Projects Fund (\$2,500 must be in the account to avoid monthly charges)
  - \$ 37,739 Debt Service Fund (IFA, Travel Lift Lease, Etc.) (4<sup>th</sup> Quarter 62,500 overdue)
  - \$ 10,026 Revenue Bond Fund (USDA Loan)
  - \$ 978 Cash on Hand/Petty Cash (cash for RV Park, fuel dock, ice house and office)
  - \$ 69,239 Total Cash
  - \$131,788 Accounts Receivable  
1-30 days 67,316 / 31-60 days 19,923 / 61-90 days 6,454 / 90+ 38,095
  - \$ 44,419 Accounts Payable  
1-30 days 42,507 / 31-60 days 219 / 61-90 days 0 / 90+ 1,693
4. Moorage holder that was staying on his boat for the past couple of months came into the office wanting to become a live-aboard after we contacted him to report to the office. At this time, the Port is not accepting new live-aboard's until new live-aboard policy is established and approved by the Board.
5. Updated ethics board commissioner list on the state website before their deadline of Feb 15<sup>th</sup>. Replaced Mike Manning with Sharon Hartung.
6. Cary/Port of Astoria called and was interested in purchasing the truck crane. He wanted some pictures of the crane and a list of our surplus equipment. Emailed him pictures and list.
7. Reviewed and updated the Management Discussion and Analysis section of the Audit Report and emailed to Signe Grimstad. Should be receiving the final draft next week.
8. Held Special Commissioner Meeting at the Port Office on Tuesday.
9. Port staff and Commissioner Tim had an online presentation of the second fund accounting program Accela.
10. Held construction schedule meeting with Dave Hoover, Mike Manning and Commissioner Roy Davis. This was Meeting No. 1 for the Dock Renovation Project at BC Fisheries. Meeting Minutes attached. Meetings will continue every week until the project is finished.

### **RV Park**

1. Port staff repaired potholes on the exit road.
2. Preparing equipment rental to clean up the driftwood debris in the park. Planning to place driftwood in piles and get a permit from Harbor Fire Dept. to burn the piles.
3. Removed security camera at the mini-mart and installed it at the RV Park office.
4. Repaired golf cart headlights.
5. Replaced cable fitting at Site 14.
6. Repaired broken spigot at Site 28.
7. Another void developed in the fishing pier parking lot. Barricade was placed over the void.

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### Docks – Sport / Commercial Sport / Commercial

1. Port staff checked boats in both basins for storm related issues several times this week.
2. Removed grass growing on Sport docks.
3. Repaired broken waterline at Sport C-29.
4. Removed debris from top of Commercial basin ramps.
5. Gowman Electric repaired electric plug at Q-16 that was damaged by the vessel crew.
6. Replaced loose/bent dock bolts at Sport F-27.
7. Incident report was made on a sailboat that came loose at N-19 and scraped the side of the boat in N-17. Parties are taking care of the incident themselves and the Port replaced the broken and worn rope on N-19 sailboat.
8. Port staff found a boat in Sport Commercial F-8 with water to the floor board. Port staff pumped the water out. Bilge pump is not working. The boat owner was contacted and informed to repair the bilge pump or remove the boat immediately.
9. Vessel in Sport Commercial C-14 did not belong in the spot and never notified the Port. The current moorage holder was billed for the electricity and he had called to let us know his breaker turned off and his boat is not in the harbor. Danielle contacted the vessel that was in the slip and the individual came into the office to pay for the outstanding moorage and electrical bills. Current moorage holder will be credited.
10. Boat in Sport Commercial F-19 had water pump out of the bilge. Port staff contacted the owner of the boat and he just had surgery and is not able to attend his boat. The boat is not sea worthy and the Port made the decision to remove the 27' sailboat from the harbor. Good thing it was removed, found the seal on the rudder was broken.
11. Gowman Electric checked the electrical pedestal at Sport B-30. The meter is running even though the breaker was turned off. Gowman found the module light flashing. He reset the module and it seemed to fix the issue.
12. End of the week boat inventory in both basins was completed.
13. Completed Sport Basin damage assessment after this week storms. Found another completely loose pile on E Dock and the end of E Dock is falling/coming apart. Will need to start removing the docks and pile next week. More piles and docks are coming loose throughout the basin. More debris on the docks and in the water will need to be removed as well. Inspection report attached.
14. Another section of slope failed behind the Kite Field restroom. Took pictures of the entire west slope. Picture attached.

### Boat Yard

1. Continue cleaning up and reorganizing boat yard.
1. Held ceremony for the new travel lift and hauled out our first boat since October 2016. The local newspaper press was there and all of the Port's commissioners arrived. Sue Gold was the only County Commissioner. We had about a dozen from the public watch.
2. Hauled out Charter boat Tidewinds, port pressure washed the boat and blocked. Port staff also help stabilize the boat going into the travel ramp way.
3. Completing final construction for the drainage system at the travel lift ramp. Poured concrete apron at the catch basin and seal up cracks along the inlet across the ramp.
4. Continue working on left ramp of the travel lift to make it secure.
5. Emergency haul out from Commercial Sport F-19, 27' sailboat, Eq# 4605 Travel Lift. Boat tow from CS F-19 to travel lift ramp.

### Maintenance Yard / Shop

1. Port staff worked on locating hydraulic leak on Eq 4603 P&H Crane.
2. Took Eq# 1102 Chevy Lift Gate Truck to Les Swab for brake inspection/repair. No repairs will be done to the truck. Too much is needed and not worth it.

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3. Replaced broken tail lights on Eq# 1102 Chevy Lift Gate Truck.

### Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Removed debris from boat launch ramps.
3. Talked to Janine/OSMB regarding the grant and plan to replace the launch ramps. She will be emailing all the information end of this week on what forms need to be completed. I asked her what the time frame looks like on the ramps would be. She thinks 9 months for permits and 5 months for fabrication.

### Commercial Fishing Docks / Gear Storage

1. Two crane jobs were completed for the commercial fleet this week by Port staff and crane.
1. Tyree Oil fueled F/V Noah's Ark over the steel wall. The fuel transfer was regulated transfer and required "boom ready". Port staff was there as standby for the "boom ready". The fuel transfer took 3 hours because the truck had one of the PTO pumps not working. Approx. 8,900 gallons. Fueled F/V Alex after Noah's Ark for approx. 1,100 gallons.
2. Port staff recently found the owner of a boat in secured storage belonging to one of our park hosts. The boat was allowed to be stored by the previous RV Park office staff. He was instructed to start paying the storage rate now or remove the boat. He removed the boat.

### Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning done by Port staff every day.
3. Sewer Pump #1 shutdown down and would not start again at main retail sewer tank. Down to one sewer pump again.
4. Replaced failed auto flush handle with a normal handle at women's retail restroom center stall.
5. Waterproof gaps in the dormer above Boardwalk Mail to stop water intrusion.
6. Removed broken section of curb at the boat wash.

### Ice House

1. Approx. 10 tons of ice in the ice bin.
2. Approx. 6 tons of ice was pumped into totes this week.
3. No ice was made this week.
4. Morning check found the discharge pressure and high motor amps warning lights flashing. Discharge pressures was 195psi, extremely over the normal working limits. Checked the water pump on the condenser and it was working. Checked the fuses on the condenser fan and found one fuse was blown. Replaced the fuse and reset the controls and fan came on. Alarm warning occurred at 3:30am this morning. I'd consider this a close call.
5. Ceiling inside the compressor room sprung a leak. Unable to determine the location on the roof where the water is coming from.

### Cold Storage

1. 8,400 pounds of bait removed from cold storage.
2. Checked upstairs ammonia tanks and piping. The ammonia oil drain line was completely frozen over. Turned fan on to remove the frost/ice buildup.

### Fuel Dock

1. 2,476 gallons of diesel and 0 gallons of gas was pumped this week.
2. Current inventory in the aboveground tanks for diesel is 9,152 and gas 1,643.
3. Carson Oil delivered 3,942 gallons of diesel to the fuel tanker.

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4. Joe/Tank Testers and port staff worked on installing the breakaway valves for the diesel and gasoline lines. He said when he disconnected the piping in the sump there was tremendous amount of stress released from the piping. The gap between the structures has widen since the last time it was checked.
5. Joe/Tank Testers finished installing the breakaway valves for the diesel and gasoline lines the next day. Bled the lines of air and made sure everything is working properly. Fuel dock is back in operation! Before and after pictures attached.
6. Fuel tank monitoring screen has completely stop working. Screen will need to be replaced ASAP.
7. Joe/Tank Testers said the aboveground fuel tanks will be needing painting and some maintenance work in the near future.
8. Removed broken piling and large tree trunk from the fuel dock area.
9. Carson Oil delivered 4,000 gallons and transferred the remaining amount from the tanker to the tanks. Total diesel inventory now is 9,152 gallons.

### **Security**

1. South Coast Knight Security is patrolling the Port properties. Reports attached for review.
2. Homeless individual was spotted inside Chuck Case's freezer container near gear storage area. When Thomas/Knight Security arrived, the individual was gone and left his stuff behind. Thomas removed his stuff.

### **FEMA / OEM PW's**

1. Don Kendall/Curry County Emergency Management called to schedule a FEMA meeting on Feb 28<sup>th</sup> sometime in the morning to inspect the port.

### **Port Safety**

1. Port staff held a safety/operation meeting. Report all injuries and accidents immediately, inspect trucks & equipment before operating them, keep equipment clean and organized.
2. Updated risk management list attached.

#	Priority	Description	Cost Estimate	Location	FEB																	
					A = Actual						2 Week Look-Ahead											
					6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	1	1 Repair Launch Ramp 3 & 4	1,692	Boat Parking Lot																		
2	1	Remove Section of Broken Curb	-	Boat Wash																		
3	1	4 Repair Travel Lift Ramp	30,655	Boat Yard	A							A	A									
4	1	Assemble New 50 Ton Travel Lift and Training	-	Boat Yard	A	A	A															
5	1	46 Cleanup Boat Yard	21,138	Boat Yard	A							A										
6	1	Boat Haul Out	-	Boat Yard								A										
7	1	67 Crane Work for Commercial Fleet	508	Commercial Docks	A						A	A										
8	1	Repair Broken Waterline at Sport Dock D 35/37	-	Docks	A																	
9	1	Pump Water Out of Boat at SC F-8	-	Docks								A										
10	1	Repair Broken Waterline at Sport C-29	-	Docks								A										
11	1	Replace Damaged 30amp Plug at Q-16	100	Docks								A										
12	1	Replaced Bent Dock Bolts at Sport F-27	-	Docks								A										
13	1	Pump Water Out of Boat at SC F-19. Emergency Haul Out	-	Docks																		
14	1	Remove Driftwood from Sport Docks	-	Docks																		
15	1	Remove Completely Loose Piling on E Dock "FEMA"	-	Docks																		
16	1	Remove Sections of E Dock "FEMA"	-	Docks																		
17	1	Paint Over Graffiti at Commercial Men's Restroom	-	Docks																		
18	1	Barricade Another Void in Parking Lot	-	Fishing Pier																		
19	1	50 Replace Electronic Monitoring Screen for the Tanks	1,028	Fuel Dock																		
20	1	Install Breakaway Valves for Diesel and Gasoline Lines "FEMA"	4,000	Fuel Dock																		
21	1	15 Temp Grade & Fill Potholes in Gear Storage	589	Gear Storage																		
22	1	18 Repair/Upgrade Kite Field Restroom	11,506	Kite Field																		
23	1	Emergency Commissioner Meeting "Declaration of Emergency"	-	Port Office																		
24	1	Stop Roof Leak at Boardwalk Mail	-	Retail																		
25	1	Repair Roof over Boardwalk Mail	-	Retail																		
26	1	Replace Front Outdoor Lights at Bell & Whistle	25	Retail																		
27	1	Fill Potholes at Zola's Parking Area	-	Retail																		
28	1	Paint Parking Stops at Zola's Parking Area	-	Retail																		
29	1	22 Repair Slugs N Stones Sewer Pump and Enclosure	3,086	Retail																		
30	1	23 Replace Main Retail Sewer Tank and Enclosure	10,285	Retail																		
31	1	33 Wi-Fi to RV Park & Commercial Basin	2,290	RV Park																		
32	1	Fill Pothole at RV Park Exit	-	RV Park																		
33	1	Cleanup Driftwood Piles Throughout Park "FEMA"	-	RV Park																		
34	1	Repair Broken Spigot at Site 28	-	RV Park																		
35	2	36 Emergency Response Training	259	All																		
36	2	Commissioner Meeting	-	Best Western																		
37	2	37 Repair Sinkhole in Parking Lot	3,791	Fishing Pier																		
38	2	Special Commissioner Meeting	-	Port Office																		
39	2	40 General Safety Training	148	Port Office																		
40	2	41 Schedule Meeting	98	Port Office																		
41	2	Provide Parking Stall for Tidewinds	-	Retail																		
42	2	Remove Barricades and Install Barrier Between CBN & Retail	-	Retail																		
43	2	Service Air/Heating Unit at Whales Tail	-	Retail																		
44	3	43 Install Parking Signs at Port Entrances	848	All																		
45	3	62 Landscape Maintenance	520	All																		

#	Priority	Description	Cost Estimate	Location	A = Actual											2 Week Look-Ahead								
					6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
46	3	63 Trash Pickup and Removal	736	All	A	A	A	A	A	A	A	A	A	A	A									
47	3	64 Restroom Cleaning	806	All	A	A	A	A	A	A	A	A	A	A	A									
48	3	65 Fish Station Cleaning	447	All						A														
49	3	44 Install Drainage System at Fish Station per DEQ	1,112	Boat Parking Lot																				
50	3	45 Build Enclosure for Launch Machine	2,059	Boat Parking Lot																				
51	3	48 Clearout Port Eq and Materials in Warehouse for New Lease	1,871	Boat Yard																				
52	3	Moved Bumpers from Sport D-9 to D-32	-	Docks		A																		
53	3	49 Repair Storm Drain at N-O Dock Ramp	1,673	Docks																				
54	3	52 Cleanup Gear Storage (Near Fuel Tanks)	5,783	Gear Storage																				
55	3	53 Repair Handrail	853	Ice House																				
56	3	54 Find & Repair Water Leak at Kite Field - FOUND but not repaired	584	Kite Field																				
57	3	55 Repair Tsunami Siren (Curry County Responsibility)	-	Kite Field																				
58	3	56 Update Port Ordinance	397	Port Office																				
59	3	57 Repair Security Camera System on Retail & Cold Storage	3,682	Port Office																				
60	3	58 Remodel Front Office	459	Port Office																				
61	3	61 Change Out Trash Cans at RV Park	168	RV Park																				

Meeting Minutes for  
February 17, 2017  
Weekly Meeting Number: 001

*Dave Hoover Construction, Inc.*

Project Number L16010

Port of Brookings Harbor

Commercial Receiving Dock Renovation

Contract Number 2016-01

Specification Number \_\_\_\_

***Attendees:***

*Port of Brookings Harbor* – Gary Dehlinger  
Roy Davis

*Dave Hoover Construction, Inc.* – Dave Hoover

*Others* – Mike Manning/BC Fisheries

**1. Corrections to Previous Meeting Minutes:**

1.1. None noted

**2. Safety:**

- 2.1. All parties are to be concerned. Safety is the highest priority. Any person can and is obligated to address safety issues.
- 2.2. Plant is very dynamic nature, be aware of surroundings
- 2.3. Other

**3. Project Status / Progress / Schedule:**

3.1. Controlling Path

- 3.1.1. Delivery of Floating Camel Bumpers – Shipping date still needs confirmed for Feb 22<sup>nd</sup>, then 4 days to get here, estimated arrival Feb 26<sup>th</sup>.

3.2. Two Week Look Ahead

- 3.2.1. None available – POBH requested a schedule to show project completion within 6 weeks.

3.3. Delays / Potential Delays

- 3.3.1. Potential – Dock must be completed before April 1, 2017 or it will impact the fish processing plant ability to unload product and process efficiently.

3.4. CPM Schedule

- 3.4.1. 217 days behind substantial completion date 7/14/2016.

**4. Quality Control:**

4.1. Administration Issues

- 4.1.1. Submittals – All permanent materials installed must be submitted to the owner/engineer for approval. Submittal list attached for reference.

4.2. Field Installation Issues

- 4.2.1. Check and recheck plans and specifications to ensure proper approach to work.

4.3. Fabrication Issues

- 4.3.1. None

**5. Coordination**

5.1. Project Owner

5.2. Plant Impacts

- 5.2.1. Noted under 3.3.1 potential delays.

5.3. Internal Staff

- 5.3.1. Contractor administration staff, no changes foreseen in immediate future

5.4. Subcontractor

- 5.4.1. Electrical subcontractor will need to be on site to hook up new dock hoists.

5.5. Vendors

- 5.5.1. None

**6. Contract Administration**

6.1. Pending Changes

- 6.1.1. New dock hoists should be Port owned to keep all dock hoists ownership unified. Hoists have been purchased by BC Fisheries and the Port plans on taking ownership of the hoists through lease negotiation.
- 6.1.2. Pour concrete curb instead of 6” steel I beam at end of pier.

6.2. Change Orders

- 6.2.1. None

6.3. Payments

- 6.3.1. Contract amount \$1,381,861.00



- 6.3.2. 10<sup>th</sup> draw on 11/14/16 for \$35,000. POBH paid 11/28/16
- 6.3.3. Total drawn to date \$1,237,869.19
- 6.3.4. Total amount remaining \$143,991.81

**7. Notice to Contractor**

7.1. None

**8. Submittals / Shop Drawings**

8.1. Submittal Log

8.1.1. No submittals to date

8.1.2. Critical Submittals

**9. Request for Information**

9.1. RFI Log

9.1.1. No RFI's to date

9.2. Critical RFI's

**10. Environmental Issues**

10.1. General - None

10.2. Storm Water Plan - None

10.3. Environmental Protection / Compliance - None

10.4. Cultural Resource - None

**11. Other Business / New Business**

11.1. IFA will be here on Feb 28 or March 1, 2017 to monitor the project and check paperwork.

11.2. Provide as-built drawings.

11.3. Provide all inspection reports to date.

Reviewed and Accepted

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Gary Dehlinger	Date
Port of Brookings Harbor	

Reviewed and Accepted

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Dave Hoover	Date
Dave Hoover Construction, Inc.	

## Dock Renovation Project

#	Description	Approved	Approved as Revised	Not Approved Resubmit	Date
1	Concrete				
2	Helical Tiebacks				
3	Structural Steel				
4	Floating Camel Bumper				
5	Reinforcing Steel				
6	Misc Metals				
7	Electrical Conduits, Wire, Etc.				
8	Crane Hoist				
9					
10					
11					
12					

FISHW6 PIER

VOID

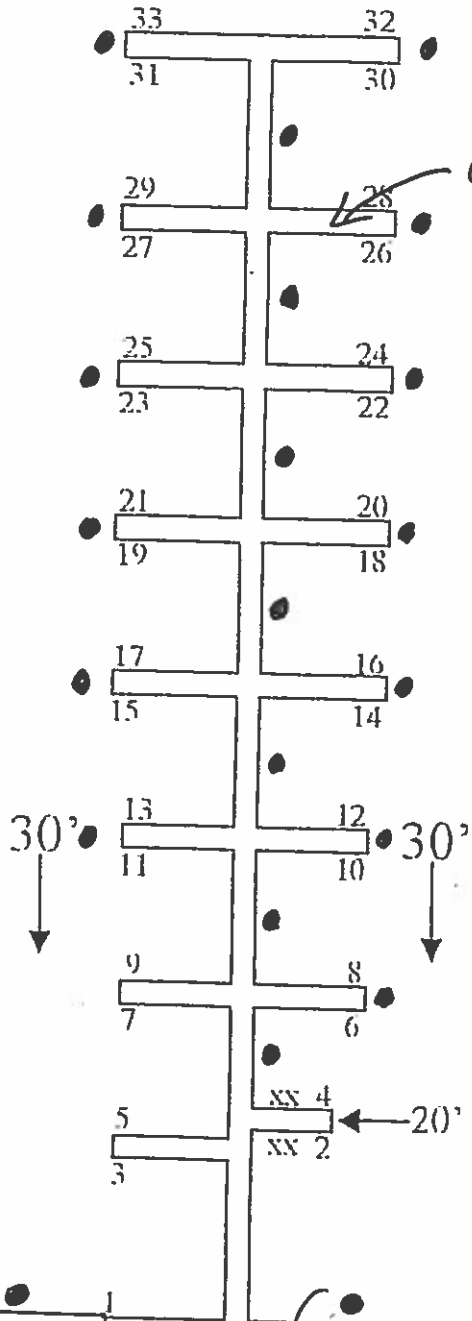


2-18-17

A  
electric

16" PILES

40' 40'



SL = SLIGHTLY LOOSE  
ML = MODERATELY LOOSE  
VL = VERY LOOSE  
CL = COMPLETE LOOSE

LOTS OF MATERIALS  
ON DOCKS.

B DOCK

LOOSE DOCK BOLTS

DATE 2-18-17  
BY GARY D  
TIME 11:45 AM

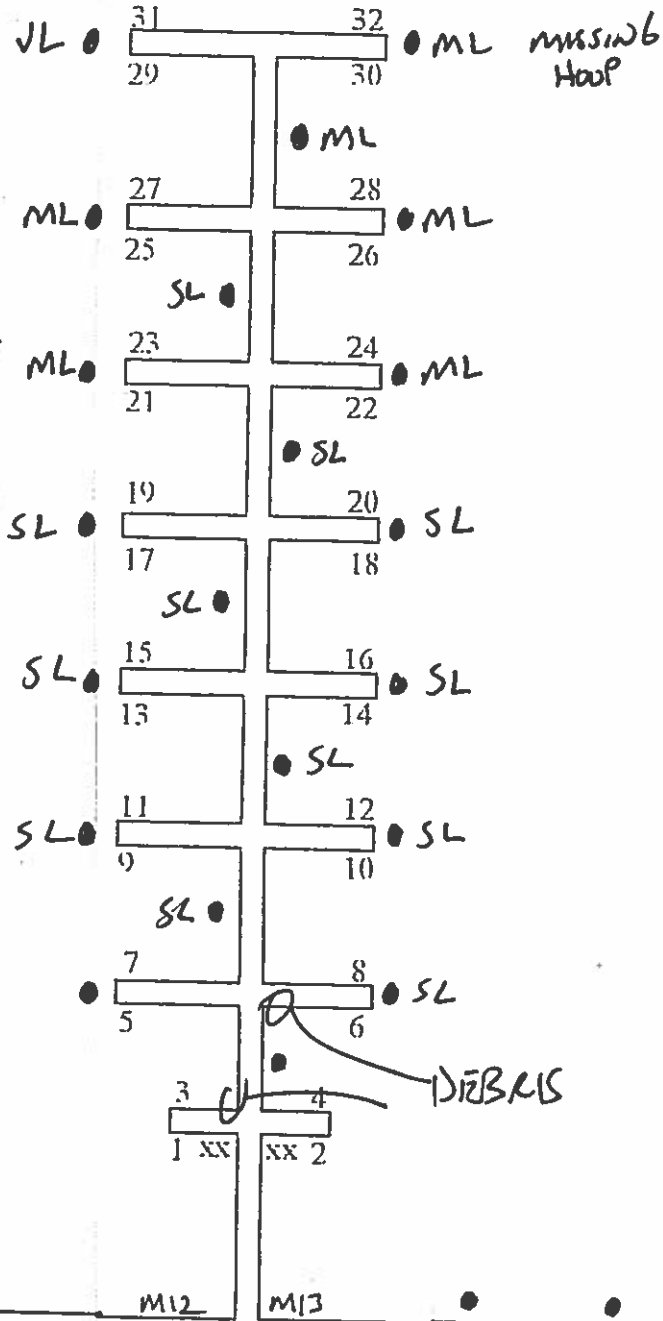
B  
electric

12" PILES

40'

30'

MISSING  
Hoop



MISSING  
Hoop

A Dock

C Dock

DIBBIS

↑  
DAMAGED  
LOOSE ROCKS

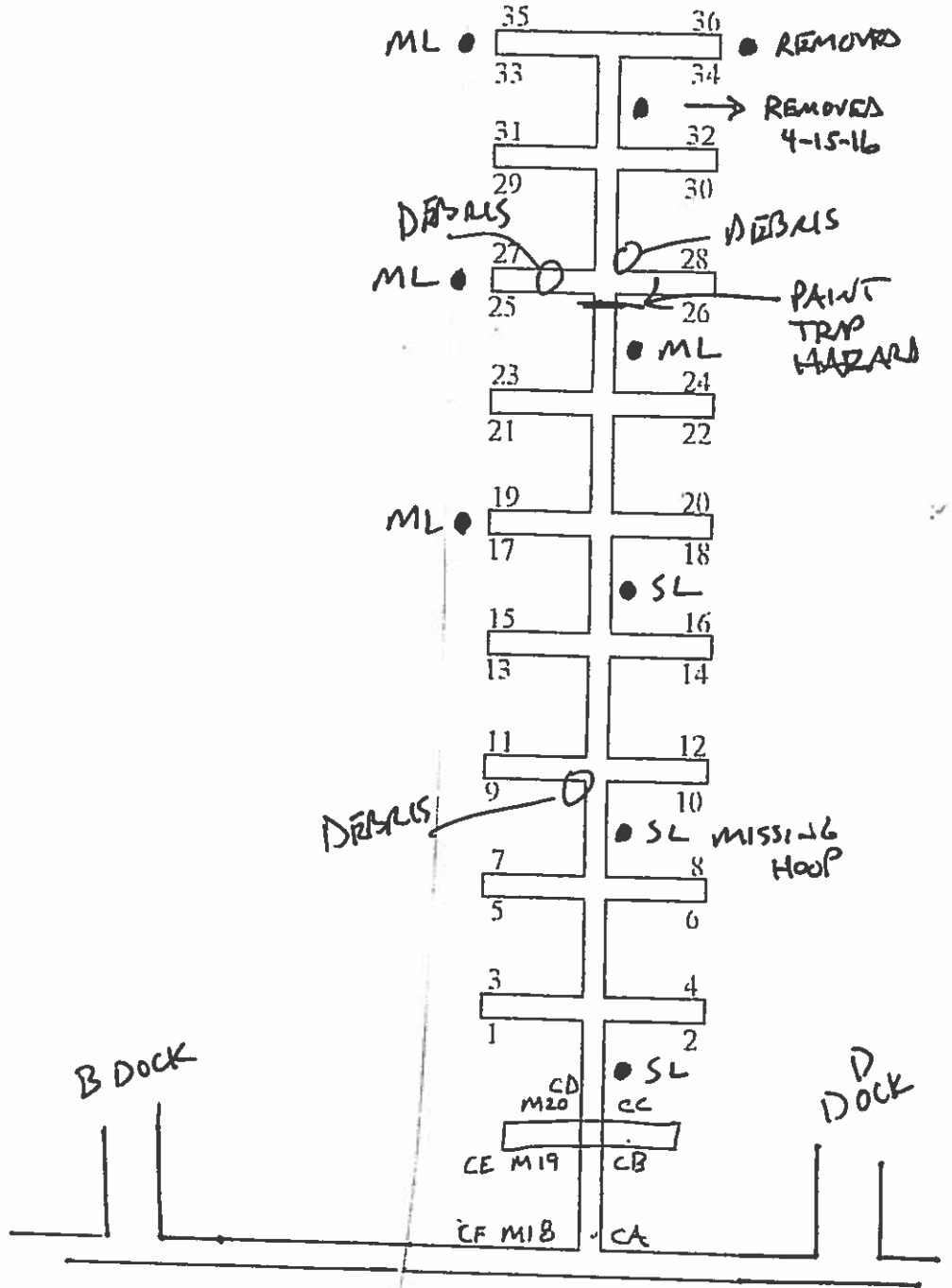
DATE 2-18-17

BY GARY

TIME 12 PM

C  
electric 12" PILES

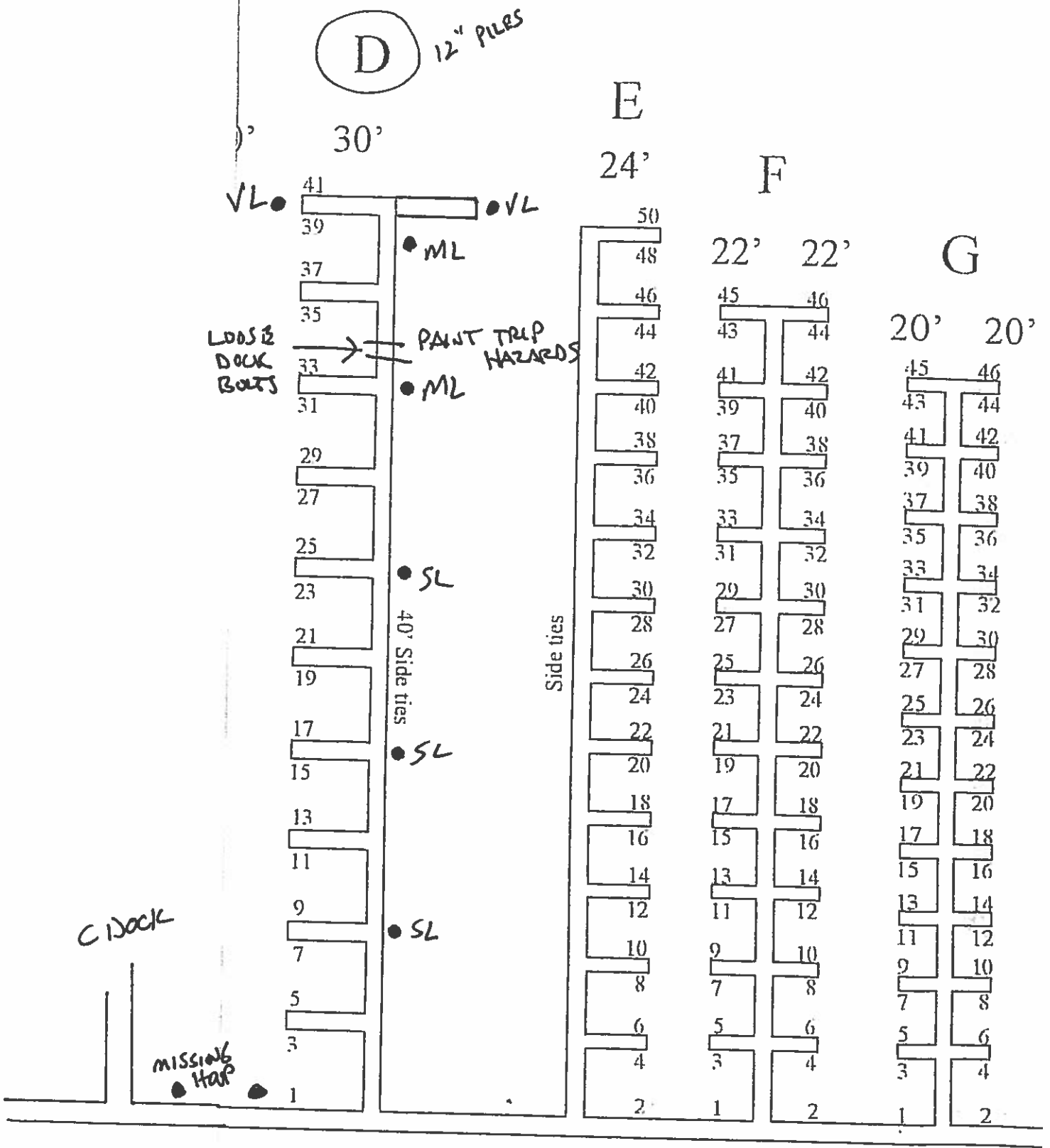
30' 30'



DATE 2-18-17

BY GARY

TIME 12:05 PM



DATE 2-18-17

BY GARY

TIME 12:09 PM

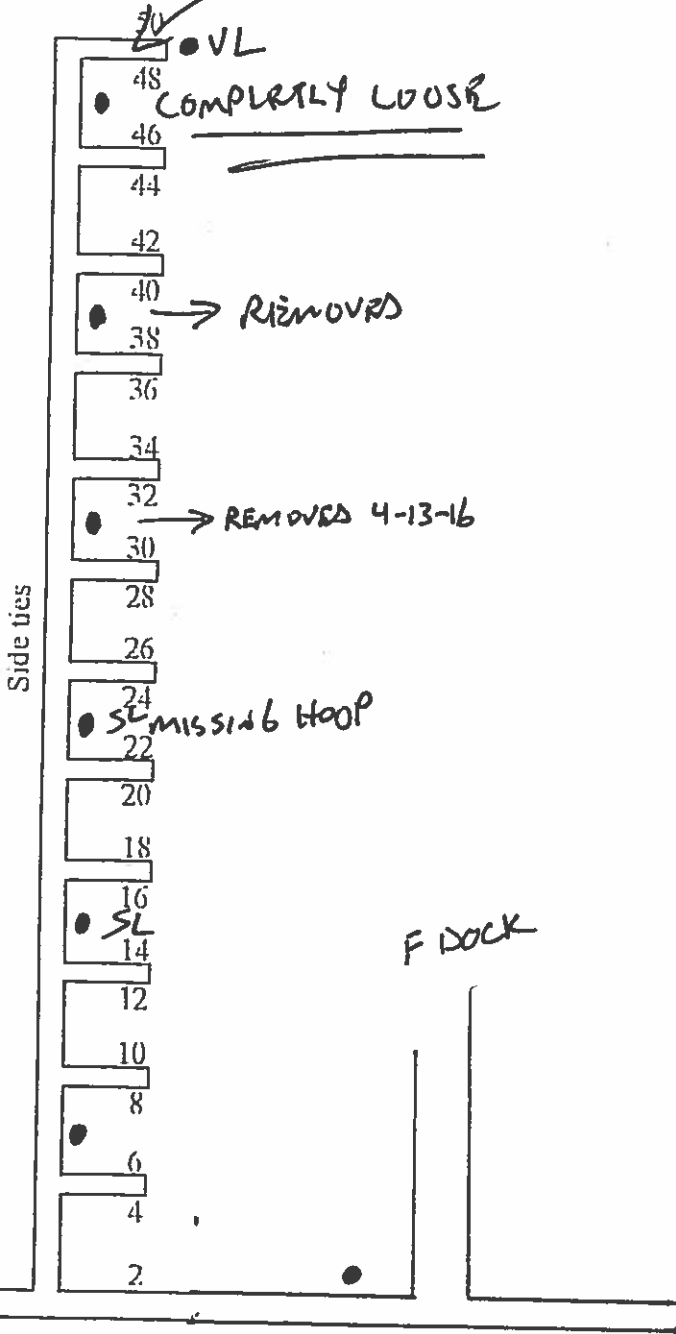
LAUNCH RAMP

(E)

12" PILES

24'

DOCK COMING APART



DATE 2-18-17

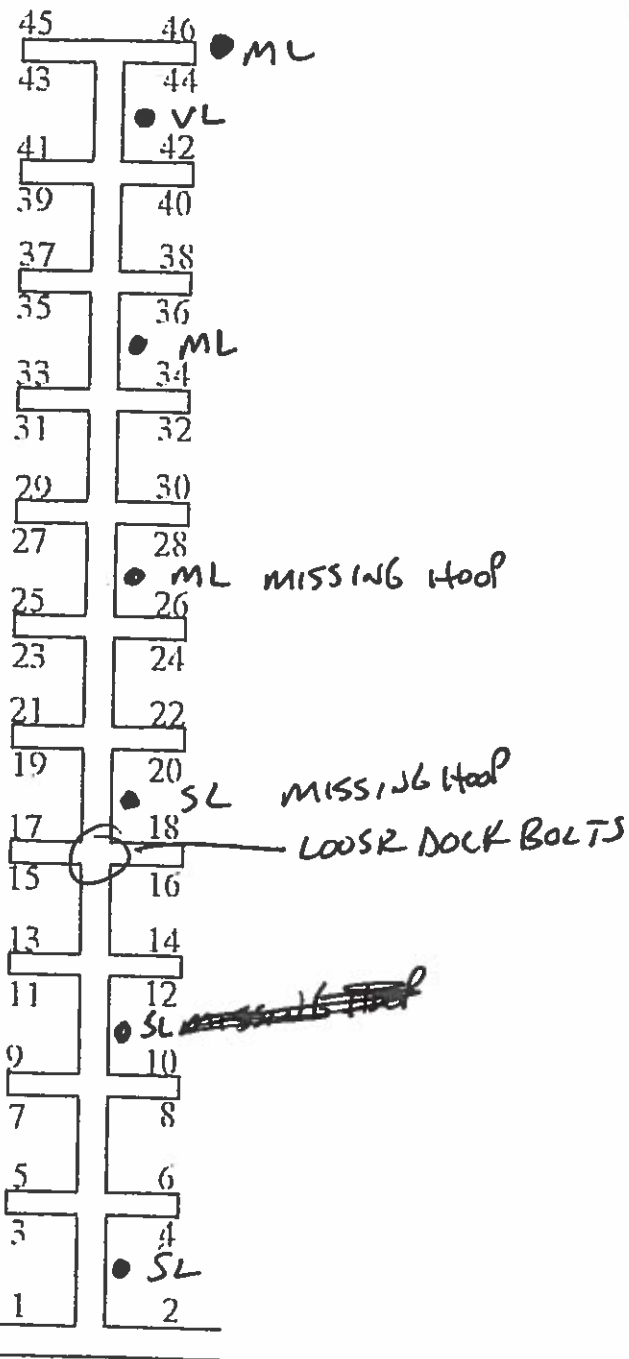
BY GARY

TIME 12:14 PM



(F) 12" PILES

22' 22'



LAUNCH RAIL

DATE 2-18-17

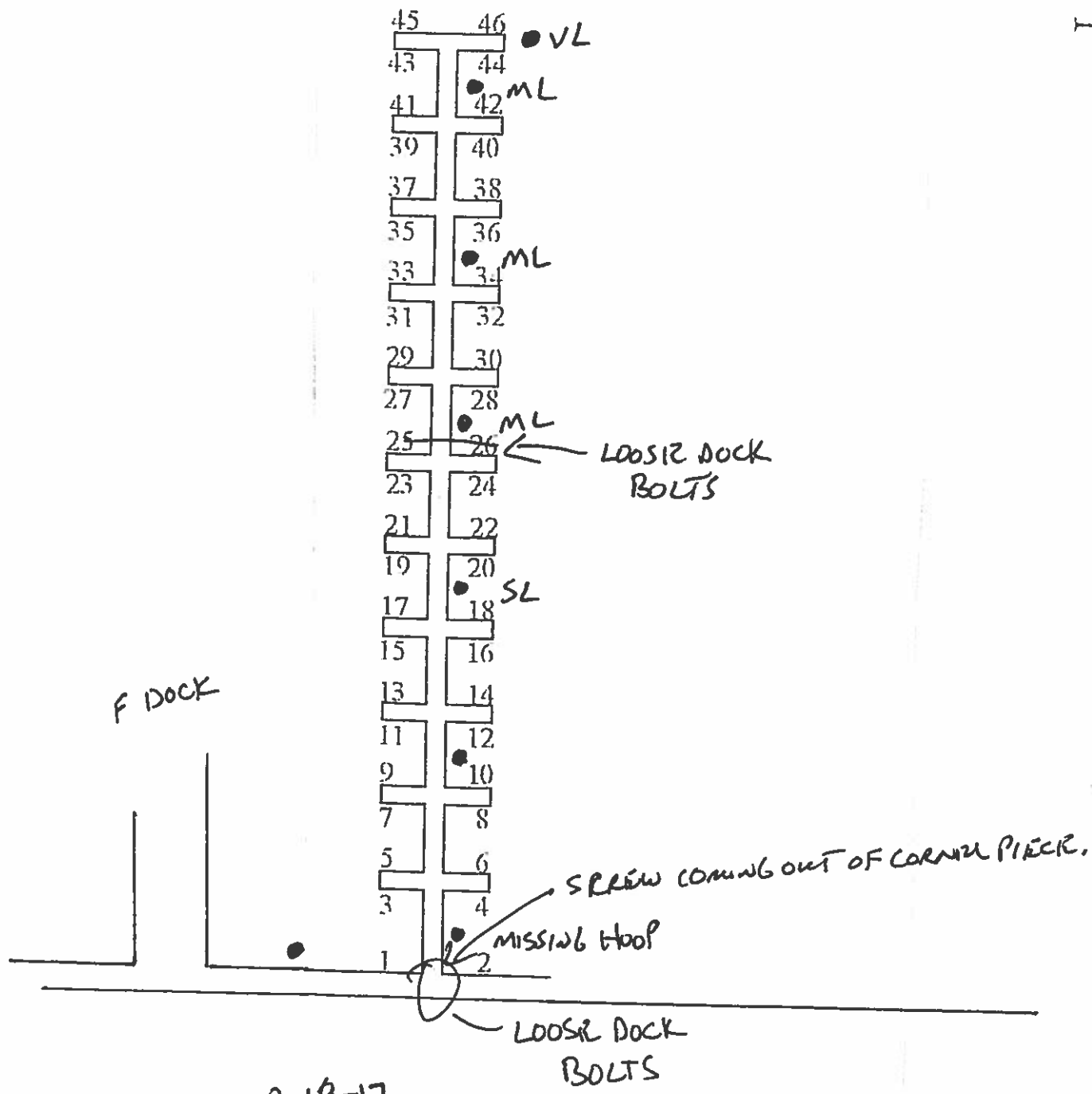
BY GARY

TIME 12:20PM

LAUNCH RA

G 12" PILES

20' 20'



DATE 2-18-17

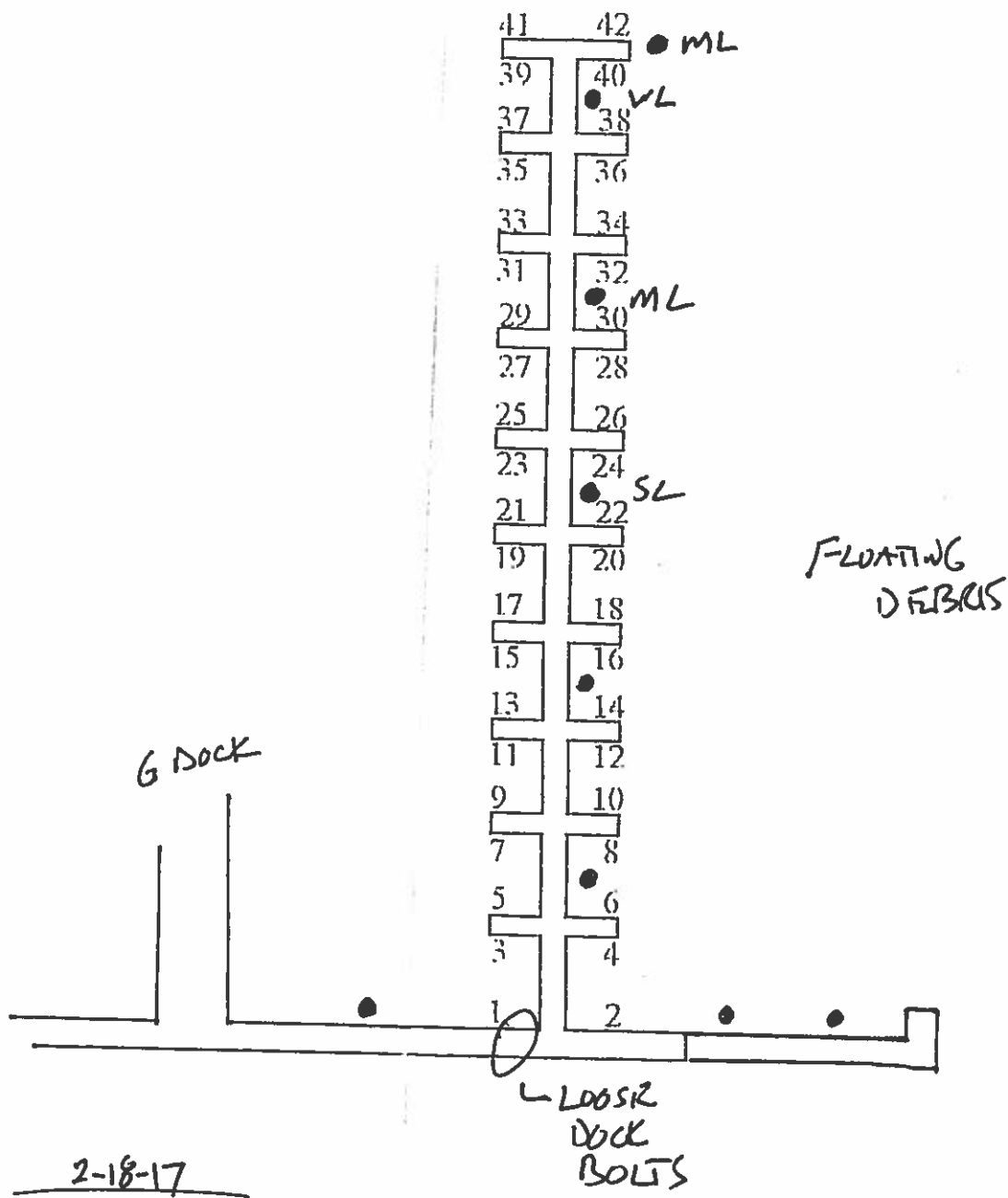
BY GARY

Time 12:23 PM

LAUNCH RA

(H) 12" PILES

20' 20'



DATE 2-18-17  
 BY GARY  
 TIME 12:28 PM





MARINE TRAVELIFT

TIDEWIND SPORTFISHING

TIDEWINDS

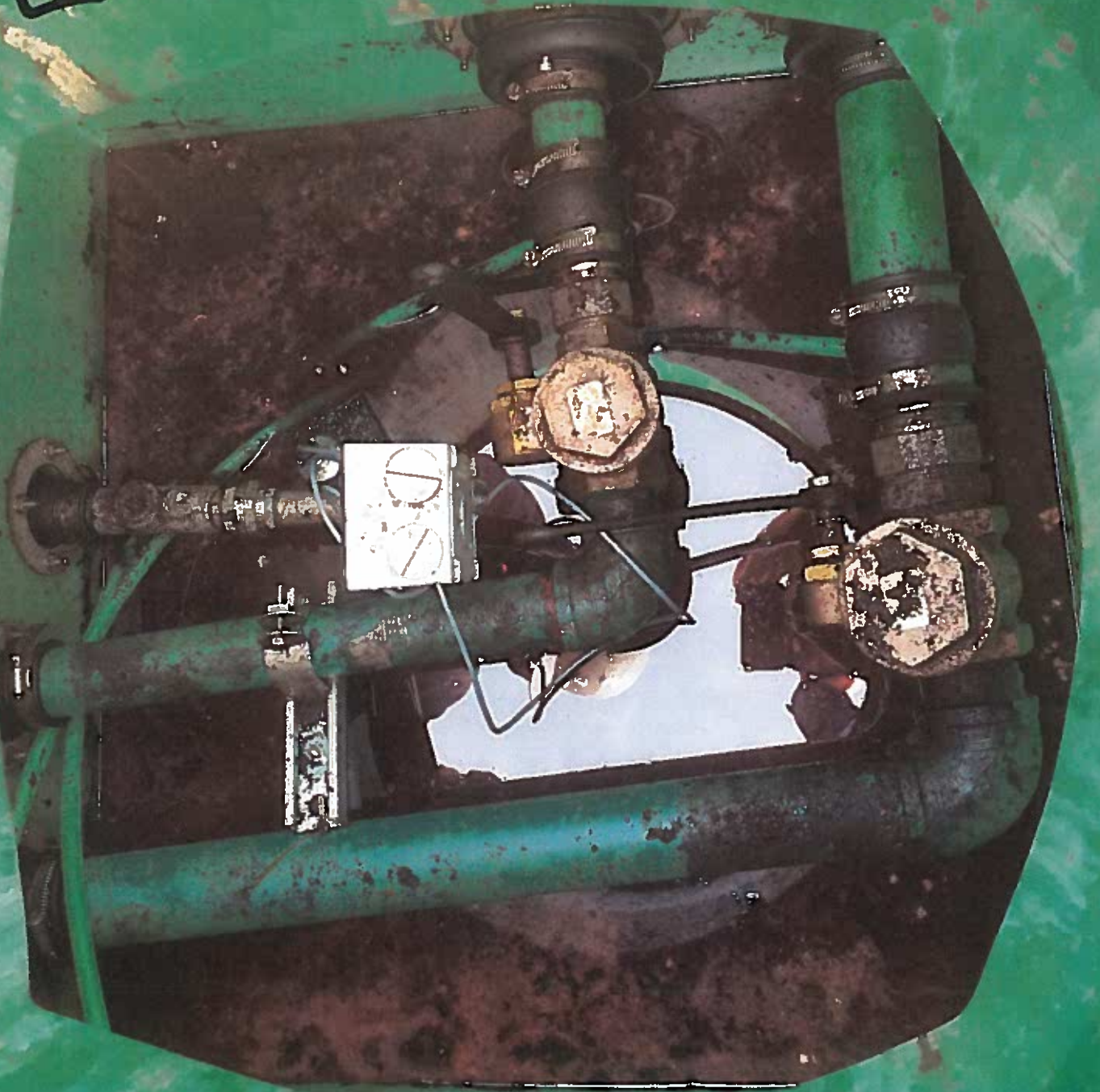


PORT  
OF BROOKINGS  
HARBOR  
PORT AUTHORITY

1108

Port Bay B...

BEFORE



AFTER





SECURITY OFFICER KNAUSS FEBRUARY 12, 2017

8:00 CLOSED BOAT RAMP BATHROOM 8:05  
9:55 PUBLIC FISHING CLEAR, RV PARK, CB CLEAR, MAIN CLOSED BOAT GATE 10:18  
11:07 RV PARK CLEAR, PUBLIC FISHING CLEAR, KITE FIELD CLEAR, CB CLEAR 11:27  
12:25 MAIN CLEAR, CB CLEAR, RV PARK CLEAR 12:56  
2:36 RV PARK BATHROOM CLEAR, CB BATHROOM MEN SOAP DISPENCER OPENED,  
MAIN BATHROOM CLEAR 2:55  
3:59 BOAT RAMP BATHROOM OPENED 4:05

SECURITY OFFICER KNAUSS FEBRUARY 13, 2017

8:03 CLOSED BOAT RAMP BATHROOM 8:08

9:35 CB, KITE FIELD 9:41

10:01 RV PARK CLEAR, PUBLIC FISHING CLEAR, HALLMARK CLOSED, MAIN CLOSED  
BOAT GATES 10:19

11:30 CB CLEAR, ICE PLANT CLEAR, MAIN CLEAR 11:45

1:25 RV PARK CONTACT WFA, AND WMA NOTIFIED PORT CLOSED, KITE FIELD CLEAR,  
PUBLIC FISHING CLEAR 1:36

3:42 CB BATHROOM WOMEN 1ST STALL CLOGGED, MAIN BATHROOM CLEAR, BOAT  
RAMP CLEAR 3:55

SECURITY OFFICER KNAUSS FEBRUARY 14, 2017

7:54 BOAT RAMP BATHROOM CLOSED 7:58  
8:39 KITE FIELD, CB 8:50  
10:03 RV PARK, MAIN, BOAT RAMP 10:27  
11:17 RV PARK CLEAR, PUBLIC FISHING CLEAR, KITE FIELD CLEAR 11:28  
11:35 MAIN CONTACT WFA, NOTIFIED PORT CLOSED ORLP 005 HPR 11:38  
12:39 BOAT RAMP, MAIN, CB, RV PARK 12:57  
3:40 RV PARK BATHROOM CLEAR, CB BATHROOM WOMEN 1ST AND 2ND STALL  
CLOGGED, MAIN BATHROOM CLEAR, OPENED BOAT RAMP BATHROOM 4:02

SECURITY OFFICER KNAUSS FEBRUARY 15, 2017

8:00 CLOSED BOAT RAMP BATHROOM 8:06  
10:07 MAIN CLOSED BOAT GATES, CB CLEAR,  
HALLMARK CLOSED, RV PARK CLEAR 10:27  
11:30 CB CLEAR 11:37  
11:47 MAIN CLEAR, BOAT RAMP CLEAR 11:59  
1:00 RV PARK CLEAR, PUBLIC FISHING CLEAR,  
CB CLEAR, GHOST BUILDING CLEAR 1:17  
3:48 RV PARK BATHROOM CLEAR, CB BATHROOM CLEAR,  
MAIN BATHROOM CLEAR, BOAT RAMP BATHROOM OPENED 4:05

SO GOLDEN FEBRUARY 16, 2017 WEATHER (CLOUDY)

800 BOAT RAMP RR LOCKED

1032 BOAT RAMPS, MAIN, ICE GATES- CLEAR

HALLMARK-CLOSED

CB, KITE FIELD, PF MADE CONTACT WITH GREY MAZDA OLP 971-HTQ NOTIFIED THEM  
PORT WAS CLOSED AFTER 10PM.

RV PARK 1112

130 BOAT RAMP, MAIN RR, ICE GATES, HALLMARK- CLOSED, CB KITE FIELD, PF RV  
PARK RR- CLEAR 206

400 BOAT RAMP RR UNLOCKED.

SECURITY OFFICER KNAUSS FEBRUARY 17, 2017

7:58 CLOSED BOAT RAMP BATHROOM 8:04

9:59 KITE FIELD, PUBLIC FISHING, CB CLEAR, HALLMARK CLOSED, MAIN CLOSED  
BOAT GATES 10:12

11:13 RV PARK CLEAR, KITE FIELD CLEAR, CB CLEAR, MAIN CLEAR 11:29

12:32 BOAT RAMP CLEAR, MAIN CLEAR 12:42

2:40 MAIN CLEAR, ICE PLANT CLEAR, CB CLEAR 2:47

3:38 RV PARK BATHROOM CLEAR, CB BATHROOM CLEAR,  
MAIN BATHROOM CLEAR 3:51

SECURITY OFFICER KNAUSS FEBRUARY 18, 2017

8:03 CLOSED BOAT RAMP BATHROOM 8:06

9:43 MAIN CLEAR, HALLMARK CLOSED, CB CLEAR 9:51

10:15 RV PARK, KITE FIELD CLEAR, MAIN CLOSED BOAT GATES 10:36

10:20 PV 002003 WHITE NISSAN/SENTRA ORLP 005 HPR, TAGGED FOR OVERNIGHT PARKING IN RV PARK.

11:38 RV PARK CONTACT HISPANIC MA NOTIFIED HIM PORT CLOSED, PUBLIC FISHING CLEAR, KITE FIELD 11:53

RV PARK BATHROOM CLOSED MENS SOAP DISPENSER, FOUND OPEN WHEN ENTERING

11:45 NICK HEISLEY FOUND WALKING IN FRONT OF BEST WESTERN ALONG SIDEWALK FROM THE RV PARK, INDIVIDUAL HAS BEEN TRESPASSED FROM OTHER PROPERTYS; AND IS A KNOWN CRIMINAL





11:49 PV 001819 WHITE DODGE/MAGNUM ORLP UPB 194, TAGGED FOR OVERNIGHT PARKING IN KITE FIELD.

11:51 WITNESSED OWNER OF THE WHITE NISSAN/SENTRA CAR, DROPPED OFF BY BROOKING POLICE; OFFICER MILLER. THE MAN WAS IN A CONFRONTATION AND TOLD TO SOBER UP IN HIS VEHICLE FOR THE NIGHT; AND TOLD NOT TO LEAVE UNTIL 3:30AM.

1:28 BOAT RAMP CLEAR, MAIN CLEAR, ICE PLANT CLEAR, CB CLEAR 1:38

3:25 MAIN BATHROOM CLEAR, CB BATHROOM CLEAR,  
RV PARK BATHROOM CLEAR 3:45





**Port of Brookings-Harbor  
1/11/17 Risk Assessment**

Photo	Recommendation	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>17-01 Office</p> <p>(Major) – The flashing on the roof and eaves of the office building is detaching and missing. The flashing should be repaired/replaced to prevent degradation to the building materials and water intrusion issues.</p> <p><b>FUNDS NOT AVAILABLE</b></p>	<p>Completed Date _/_/17</p>
	<p>17-02 Office</p> <p>(Moderate) – Paint is peeling from the building and the building materials are exposed to the weather that will degrade the building materials. These areas should be repainted to help protect the building materials.</p> <p><b>FUNDS NOT AVAILABLE</b></p>	<p>Completed Date _/_/17</p>
	<p>17-03 Office</p> <p>(Moderate) - The practice of "piggy backing" electrical extension cords should be discontinued. This will help prevent electrical over-loads.</p>	<p>Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date <b>1/12/17</b></p>
	<p>17-04 All buildings with moss on roofs</p> <p>(Minor) – Moss buildup on roof can compromise the integrity of the roof and potentially cause roof leaks. To aid in preventing further deterioration of the roofing material the moss should be removed.</p> <p><b>FUNDS NOT AVAILABLE - PLAN TO REMOVE WHEN WEATHER WARMS UP.</b></p>	<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date _/_/17</p>

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**Port of Brookings-Harbor  
1/11/17 Risk Assessment**

Photo	Recommendation	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>17-05</p> <p>(Minor) – The valve box cover outside the office is in disrepair and creates an attractive nuisance. The decking on the cover should be repaired.</p> <p><i>FUNDS NOT AVAILABLE</i></p>	<p>Completed Date _/_/</p>
	<p>17-06 Boardwalk Over Sports Marina</p> <p>(Major)- The boardwalk appears to be slowly failing and moving towards the water. The Port should keep an eye on this area and consider having a structural assessment of the boardwalk. The Port should also address the growing trip hazard between the concrete and boardwalk.</p> <p><i>PAINTED + BARRICADED SECTION, WAITING ON ROBINSONS REPORT,</i></p>	<p>Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date <i>1/13/17</i></p>
	<p>17-07 Next to Boardwalk</p> <p>(Moderate)- The raised concrete poses a trip hazard and should either be removed or have a bollard re-installed on top of it.</p> <p><i>BARRICADES PLACED OVER TRIP HAZARD UNTIL FUNDS ARE AVAILABLE.</i></p>	<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date <i>1/12/17</i></p>
	<p>17-08 Pizza Parlor</p> <p>(Major) – The pizza parlor building is showing signs of rot in the building materials. The damaged areas should be repaired to prevent further degradation to the building.</p> <p><i>FUNDS NOT AVAILABLE</i></p>	<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date _/_/</p>

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**Port of Brookings-Harbor  
1/11/17 Risk Assessment**

Photo	Recommendation	Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>17-09 Docks</p> <p>(Moderate) – Vegetation on the docks create a trip hazard. The vegetation should be removed.</p>	<p>Completed Date <u>2/12/17</u></p>
	<p>17-10 Docks</p> <p>(Major) – the corner section of the dock is missing and should be reattached. This will help prevent trip fall type injuries.</p>	<p>Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date <u>1/25/17</u></p>
	<p>17-11 Docks</p> <p>(Moderate) – Loose screws in the corner decking on the docks create a trip hazard and increase the risk of the decking becoming dislodged. The decking should be re-secured.</p>	<p>Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date <u>1/25/17</u></p>
	<p>17-12 Docks</p> <p>(Major) – Many areas of the docks are no longer flush with each other and pose a trip hazard. The docks should be repaired to create a flat walking surface.</p>	<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date <u>    </u></p>

**FUNDS NOT AVAILABLE TO REPAIR  
SIGNS PLACED AT RAMPS TO WARN OF TRIP HAZARDS**





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**Port of Brookings-Harbor  
1/11/17 Risk Assessment**

Photo	Recommendation	Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>17-13 Docks</p> <p>(Major) – The dock bolts are coming loose. The bolts should be re-secured to ensure the docks do not become separated.</p>	<p>Completed Date <u>2/14/17</u></p>
	<p>17-14 Dock Pilings</p> <p>(Major) – Numerous pilings are loose (several have already come out). The Port should develop a plan to make sure that the pilings are substantial enough to support the docks.</p> <p>WAITING FOR FEMA TO APPROVE FUNDING THEN WAIT ON PERMIT PROCESS COULD BE A YEAR OR TWO OUT FOR COMPLETION.</p>	<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date _ _ _</p>
	<p>17-15 Dock Pilings</p> <p>(Major) – Missing pilings should be replaced to prevent further damage to the docks.</p> <p>SAME AS ABOVE</p>	<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date _ _ _</p>
	<p>17-16 Docks</p> <p>(Moderate) – Docks should be kept clear to ensure easy access and prevent trip fall type injuries to staff and patrons.</p> <p>FUNDS NOT AVAILABLE TO POLICE + ENFORCE PORT ORD.</p>	<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date _ _ _</p>


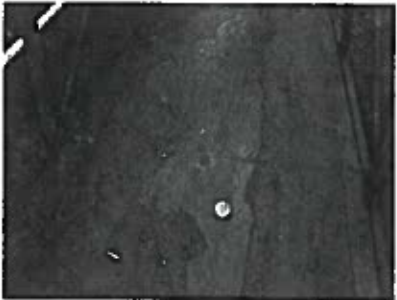

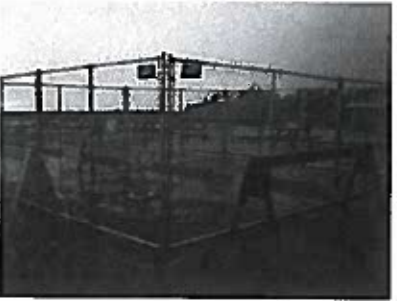
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**Port of Brookings-Harbor  
1/11/17 Risk Assessment**

Photo	Recommendation	Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Completed Date <u>1/12/17</u>
	<p>17-17 Docks</p> <p>(Major) – The Port has posted and stationed off several docks due to their condition. The port should install signs on the other areas of these docks to ensure incoming boaters are aware that they are closed.</p>	<p>Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Completed Date <u>1/12/17</u></p>
	<p>17-18 Ice House Dock</p> <p>(Major)- The broken piling should be repaired or replaced. This will help ensure no further damage to the infrastructure at this dock.</p> <p><b>FUNDS NOT AVAILABLE FOR REPAIR</b></p>	<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Completed Date <u>___/___/___</u></p>
	<p>17-19 Ice House</p> <p>(Major) – The incoming electrical junction box is rusted through. The junction box should be replaced to prevent any shorts caused by water intrusion that could result in damage to the ice house equipment.</p> <p><b>FUNDS NOT AVAILABLE FOR REPAIR.</b></p>	<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Completed Date <u>___/___/___</u></p>
	<p>17-20 Fuel Dock</p> <p>(Major) – The concrete stair section is failing and moving towards the water. This area also carries fuel lines down to the water. The Port should have a structural assessment of the area and make repairs as needed to prevent failure of the concrete foundation which could cause injuries and potentially a fuel release into the marina.</p>	<p>Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Completed Date <u>1/20/17</u></p>



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**Port of Brookings-Harbor  
 1/11/17 Risk Assessment**

Photo	Recommendation	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>17-21 Shop Dock</p> <p>(Major) – The pilings are in disrepair and should be replaced. This will prevent them from failing and causing additional damage to the docks.</p> <p><i>FUNDS NOT AVAILABLE FOR REPAIR.</i></p>	<p>Completed Date  <i>___/___/___</i></p>
	<p>17-22 Shop Dock Gangway</p> <p>(Major) – The slip resistant surface is wearing out and should be replaced to prevent slips and falls.</p>	<p>Completed  <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Completed Date  <i>1/28/17</i></p>
	<p>17-23 Marina near mobile lift</p> <p>(Moderate)- The gravel bar near the mobile lift creates a navigation hazard in the marina. The Port should develop a plan to close the area of the marina or remove the hazard.</p> <p><i>FUNDS NOT AVAILABLE FOR REPAIR.</i></p>	<p>Completed  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Completed Date  <i>___/___/___</i></p>
	<p>17-24 Fishing Pier and Dock at Fish Processor</p> <p>(Moderate) – A permanent fix should be developed to repair the sink holes at the fishing pier and next to the fish processor. This will ensure permanent damage doesn't occur to the infrastructure at these locations.</p> <p><i>FUNDS NOT AVAILABLE FOR REPAIR.</i></p>	<p>Completed  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Completed Date  <i>___/___/___</i></p>

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**Port of Brookings-Harbor  
1/11/17 Risk Assessment**

Photo	Recommendation	Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>17-25 Parking lots and Walkways</p> <p>(Minor) – Potholes and uneven surfaces should be repaired to prevent trip hazards.</p> <p><i>ONGOING REPAIRS UNTIL NEW AC CAN BE INSTALLED</i></p>	<p>Completed Date <i>1/26/17</i></p>
	<p>17-26 Slopes in the Commercial Basin</p> <p>(Major) – The banks next to the commercial basin are sluffing into the marina. This poses a risk of damaging the sidewalks and parking areas as well as silting in the marina. The Port should develop a plan to remediate the hazard.</p> <p><i>FUNDS NOT AVAILABLE FOR REPAIR.</i></p>	<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date <i>___/___/___</i></p>
		<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date <i>___/___/___</i></p>
		<p>Completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date <i>___/___/___</i></p>

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