

# **Port of Brookings Harbor**

## **WEEKLY OPERATION REPORT**

**DATE:** Sunday 04/02/17 to Saturday 04/08/17

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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, Marina, Gear Storage and Retail seven days a week.
3. Approx. end of the week QuickBooks balances for the Port:
  - \$ 20,089 General Fund (Transferred \$5,000 to Debt Services for IFA payment)
  - \$ 4,381 Fuel Dock Account
  - \$ 2,500 Capital Projects Fund (\$2,500 must be in the account to avoid monthly charges)
  - \$ 36,500 Debt Service Fund (IFA, Travel Lift Lease, Etc.) (1<sup>st</sup> Quarter due March 31 \$62,500)
  - \$ 10,197 Revenue Bond Fund (USDA Loan - \$130,200 payment due November 5<sup>th</sup>)
  - \$ 1,219 Cash on Hand/Petty Cash (cash for RV Park, fuel dock and office)
  - \$ 74,886 Total Cash as of 4/08/17
  - \$127,724 Accounts Receivable as of 4/08/17  
1-30 days 50,904 / 31-60 days 42,809 / 61-90 days 9,571 / 90+ 24,440
  - \$ 36,483 Accounts Payable as of 4/08/17  
1-30 days 36,219 / 31-60 days 475 / 61-90 days -211 / 90+ 0
4. Meetings:
  - Buddy with F/V Pacific Hooker regarding storage rental space at the boat warehouse shop.
  - Bill Van Tassel with sailboat Reality regarding his account with the port and potential buyer of the vessel.
  - Mike Manning/BC Fisheries regarding lease.
  - Hosted Kent Gibson, North Commercial Harbormaster from Port of Newport.
5. Continue working on Port Budget FY 17-18.
6. Finished preparing commissioner meeting agenda items.
7. OSMB inspected the sani-sailors this week. Bi-annual inspection of the systems to make sure equipment is functioning.
8. At some point this week, trailer with dredge pipe was dropped off by Kenny's Boat Shop. Dredge pipe apparently came from Port of Coos Bay, Port of Alsea dredging project. Port of Brookings Harbor was not notified it was coming.
9. Dave Hoover Construction could not make this week construction meeting. Dave was picking up materials for the camel bumpers. The construction is being delayed because of the camel bumpers getting added to the corrugated sleeve. There are no foam vendors available to place the foam on the sleeves. Dave is working on a solution to get equipment and materials to do it himself.

### **RV Park**

1. Installed new and improved Wi-Fi system. Wi-Fi system will extend to Basin 2 once the last relay is installed at the Kite Field restroom.

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2. Repaired picnic bench at Site 85.
3. Tent was setup in the campsites and he refused to pay the rate, he thought it was only \$5. He was told leave and he did.
4. Opened some rocks for access to the west end of the beach.
5. Cable TV enclosure was knocked over at Site #93. Dug up the enclosure and reset it.
6. Planter boxes at the RV Office were removed because they're falling apart.
7. Repaired gate at Site 31.
8. Repaired fence throughout the park from the damaging winds.
9. Cable TV was reported out Saturday. Brent came in and worked on it and got half the channels back. Will need tech to come in Monday to adjust the dish. The wind the other day moved the dish and caused the outage. Some customers were complaining.

### **Docks – Sport / Commercial Sport / Commercial**

1. Installed utility hangers from Basin 1 Sport E docks on Basin 2 Dock P and hung the power cable we replaced about a year ago. New hangers would have cost several thousand dollars.
2. Vessel at Sport A-10 came loose. The bow line broke. Boat was retied.
3. Received report of light pole cover was falling off at Basin 2 at the electric building for docks I & J. Barricaded off the area below the light pole. The cover is a plastic dome. Coos-Curry Electric was contacted to determine if this pole belongs to them or Port.
4. Dock corner piece blew off at Sport C-25 and was reattached.
5. Wind broken lines and cleats on vessels throughout Sport Basin 1. Retied vessels and added rope to Sport B-25 and 27.
6. Wind broke two electrical pedestals at Sport Basin 1 A-9 and Basin 2 H-14. Pedestals were reattached and duct taped for now. Checking inventory to see if we have pedestals to replace the broken ones.
7. Reset barricades along Basin 2 Kite Field sidewalk.
8. Slopes along Basin 2 Kite Field side continue to slide.
9. Completed boat inventory and checked vessels for any more issues.

### **Boat Yard**

1. Landscaping was done around the boat yard.
2. Yard gate was damaged by the wind and was repaired.

### **Maintenance Yard / Shop**

1. Serviced port equipment.

### **Boat Launch Parking Lot**

1. Fish Station cleaned by Port staff as needed.

### **Commercial Fishing Docks / Gear Storage**

1. Completed one crane job for the commercial fishing fleet.

### **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 to one sewer pump. If both pumps go down, retail shops will be closed until repairs are made. Continue working on quotes for rebuilding the sewer tank system.
4. Boardwalk Mail continues to have a musty smell. Staff checked the attic for any mold and none was found.

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5. More roof flashing came off the retail buildings from the wind.

### Fuel Dock

1. 1,083 gallons of diesel and 0 gallons of gas was pumped this week.
2. Approx. inventory in the aboveground tanks for diesel is 7,012 and gas 2,226.
3. Carson Oil delivered 3,005 gallons of diesel. It was left over from Coast Guard delivery.

### Security

1. South Coast Knight Security is patrolling the Port properties. Reports attached for review.

### FEMA / OEM PW's

1. Continue removing hardware off Sport E docks and storing docks in the boat yard.
2. Called Jack Akin/EMC regarding the FEMA piling project and the current in-water work permit. Tyler Krug/USARMY CENWP sent an email this morning to withdraw the current request for Nationwide Permit until things are straightened out with FEMA and HMGP. Jack said it won't be a problem to get the permits going again and we should withdraw it for now. I responded to Tyler and Jack did as well.
3. Asked Jack to check with HMGP for the status and provide a schedule for the piling project. He will have an update for me by next Monday.
4. Emailed Julie/OEM to get an update on FEMA status for the piling and our current emergency declaration. I also told her we are spending time on the 2016 FEMA Piling damage now because conditions have worsened and made it unsafe. She said the project still needs to go through the final stages of approval. The current declaration might have answer by end of next week.

### Miscellaneous

1. Held a safety/operation meeting with staff. Jenny/OSMB was here to inspect the sani-sailors so she talked about clean harbors. Reminded everyone we are closing and locking the gear storage gates at the end of the day and opening them if they aren't already in the morning. All the commercial fishing companies have keys to the gates. Reminded field staff the restrooms must be clean every day and checked for supplies twice a day

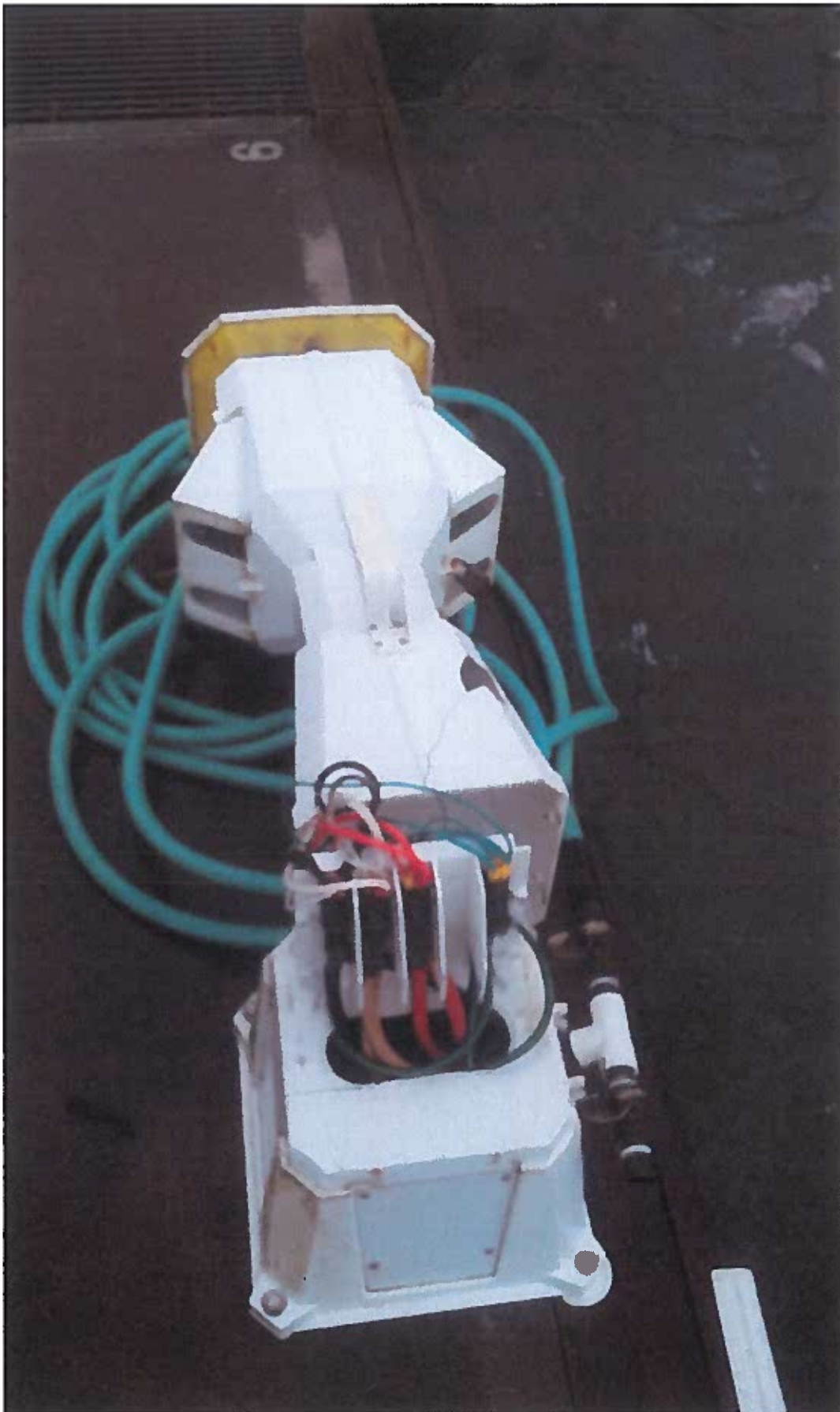
#	Priority	Description	Cost Estimate	Location	MARCH							APRIL										
					A = Actual							2 Week Look-Ahead										
					27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
1	1	Repair Broken Dock Hinge on Launch Ramp 1 & 2	-	Boat Parking Lot																		
2	1	Install Sani-Sailor Sign	50	Boat Parking Lot																		
3	1	Boat Haul In/Out	-	Boat Yard																		
4	1	Remove gear and equipment from Shop for renter by May 1		Boat Yard																		
5	1	Repair Yard Gate Damaged by Winds		Boat Yard																		
6	1	Install Docks to Travel Lift Ramp for Exiting Off Boats	1,500	Boat Yard																		
7	1	Crane Work for Commercial Fleet	-	Commercial Docks																		
8	1	Repair Broken Waterline in Basin 1 G-22	50	Docks																		
9	1	Replace Broken Walers & Tighten Up Main Dock to A & B Basin 1	1,000	Docks																		
10	1	Repair Electrical to Light Poles at Kite Field	2,000	Docks																		
11	1	Retie Vessels and Repair Wind Damage in both Basins		Docks																		
12	1	Retie Vessel at Baisn 1 A-10		Docks																		
13	1	Demo & Store Sections of E Dock "FEMA" in Boat Yard	-	Docks																		
14	1	Rehang Power Cable in Basin 2 P Dock	1,000	Docks																		
15	1	Repair Broken Waterline Under Fuel Dock	-	Fuel Dock																		
16	1	Install Sani-Sailor Sign	50	Fuel Dock																		
17	1	OSMB Inspection of Sani-Sailor System		Fuel Dock																		
18	1	Install Security Cameras	200	Fuel Dock																		
19	1	18 Repair/Upgrade Kite Field Restroom	20,506	Kite Field																		
20	1	22 Repair Slugs N Stones Sewer Pump and Enclosure	3,086	Retail																		
21	1	23 Replace Main Retail Sewer Tank and Enclosure	20,285	Retail																		
22	1	Check for Mold at Boardwalk Mail		Retail																		
23	1	Repair Kenny's Boat Shop Sliding Door	-	Retail																		
24	1	33 Wi-Fi to RV Park & Commercial Basin	2,290	RV Park																		
25	1	Repair Broken Bench at Site 86	-	RV Park																		
26	1	Provide better access to beach		RV Park																		
27	1	Repair Fence Damaged by Winds		RV Park																		
28	1	Repair Cable TV pedestal at Site 93		RV Park																		
29	1	Repair Gate at Site 31		RV Park																		
30	1	Repair Broken Bench at Site 85		RV Park																		
31	1	Unclogged Coin Dispenser Men's Shower #4	-	RV Park																		
32	1	Repair Electrical Issues at Sites 57, 68 & 80 (Gowman)	-	RV Park																		
33	2	37 Repair Sinkhole in Parking Lot	3,791	Fishing Pier																		
34	2	Special Commissioner Meeting at 5pm	-	Port Office																		
35	2	40 General Safety Training	148	Port Office																		
36	2	Provide Parking Stall for Tidewinds	-	Retail																		
37	3	62 Landscape Maintenance	520	All																		
38	3	63 Trash Pickup and Removal	736	All																		
39	3	64 Restroom Cleaning	806	All																		
40	3	65 Fish Station Cleaning	447	All																		
41	3	44 Install Drainage System at Fish Station per DEQ	1,112	Boat Parking Lot																		
42	3	45 Build Enclosure for Launch Machine	2,059	Boat Parking Lot																		
43	3	46 Cleanup Boat Yard	21,138	Boat Yard																		
44	3	49 Repair Storm Drain at N-O Dock Ramp	1,673	Docks																		
45	3	52 Cleanup Gear Storage (Near Fuel Tanks)	5,783	Gear Storage																		

#	Priority	Description	Cost Estimate	Location	A = Actual							2 Week Look-Ahead													
					27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
46	3	54 Repair Water Leak at Kite Field	584	Kite Field																					
47	3	55 Repair Tsunami Siren (Curry County Responsibility)	-	Kite Field																					
48	3	57 Repair Security Camera System on Retail & Cold Storage	3,682	Port Office																					
49	3	58 Finish Remodel Front Office	459	Port Office																					
50	3	61 Change Out Trash Cans at RV Park	168	RV Park																					



**DREAGE PIPE DROPPED OFF FROM COOS BAY  
WITHOUT NOTICE.**





BASIN 2  
DOCK H-14  
DAMAGES BY  
WIND,

**Gary**

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**From:** Thomas Sorrentino <scks.patrol@gmail.com>  
**Sent:** Monday, April 03, 2017 4:59 AM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH APRIL 02, 2017

1958 BOAT RAMP- RESTROOM CLOSED, MID JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORTS BASIN LOCKED 2008

2207 CB- RESTROOM CLOSED 2219

0040 BOAT RAMP- CLEAR

MAIN AREA- CLEAR

CB- CLEAR

KITE FLED- PV#001837 ORLP# 177 BNN FOR PARKING IN PORT AFTER 10PM AND CAMPING IN CAR, WMA WOULD NOT ANSWER TO MY KNOCK ON DOOR. WILL CHECK ON HIM ON NEXT ROUND

PUB FISH- CLEAR

RV PARK- CLEAR 0115

0415 RV PARK- RESTROOMS CLEAR

PUB FISH- CLEAR

KITE FLED- ORLP# 177 BNN I WAS ABLE TO WAKE UP WMA TOLD HIM THERE IS NO OVERNIGHT CAMPING IN THE PORT. HE SAID HE HAS ONLY BEEN THERE FOR 45 MIN. I TOLD HIM I WAS HERE AT APPROX. 0055 AND HE WAS HERE AND POINTED TO THE PV IN HIS WINDSHIELD.

CB- CLEAR



MAIN AREA- RESTROOM CLEAR, BUT WOMAN HANDICAP STALL WAS LOCKED, WAS ABLE TO OPEN

BOAT RAMP- RESTROOM OPEN 0452

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**Gary**

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**From:** Thomas Sorrentino <scks.patrol@gmail.com>  
**Sent:** Tuesday, April 04, 2017 4:19 AM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH APRIL 03, 2017

2010 BOAT RAMP- RESTROOM CLOSED, MID JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORTS BASIN LOCKED 2030

2330 CB- RESTROOM LOCKED 2237

0050 KITE FLED- CLEAR

PUB FISH- CLEAR

RV PARK- CLEAR

CB- CLEAR

MAIN AREA ORLP#730 BYV WARNED FOR BEING IN PORT AFTER 10PM

PV# 001838 ORLP# 230 EAL FOR PARKING IN PORT AFTER 10PM

RESTROOM, MALE'S BEER BOTTLE IN STALL AND AND A KICK SCOOTER NEAR THE ENTRANCE

BOAT RAMP- CLEAR 0132

0355 RV PARK- RESTROOMS CLEAR

PUB FISH- CLEAR

KITE FLED- CLEAR

CB- RESTROOM OPEN

MAIN AREA- CLEAR

BOAT RAMP- RESTROOM OPEN 0410

SECURITY OFFICER KNAUSS APRIL 4, 2017

8:28 CLOSED BOAT RAMP BATHROOM, CLOSED BOAT GATES 8:35

9:59 RV PARK, CB CLOSED BATHROOM, HALLMARK CLOSED 10:20

11:33 RV PARK, KITE FIELD, MAIN 11:43

11:51 MAIN, BOAT RAMP 11:58

1:27 MAIN, CB, KITE FIELD 1:41

3:51 OPENED CB BATHROOM, OPENED BOAT RAMP BATHROOM 4:01

SECURITY OFFICER KNAUSS APRIL 4, 2017

8:10 CLOSED BOAT RAMP BATHROOM 8:14

9:58 RV PARK, CB CLOSED BATHROOM, MAIN CLOSED BOAT GATES 10:17

11:23 CB, CONTACT WMA BELONG TO BOAT EQUINOX, GMC/SIERRA ORLP 498 HDW  
TAKING A BREAK IN HIS VEHICLE 11:33

11:40 MAIN, BOAT RAMP 11:45

12:21 KITE FIELD, PUBLIC FISHING, CB OUT OF VEHICLE CHECKING VEHICLES 12:35

1:45 MAIN/BATHROOM CLEAR, BOAT RAMP 1:53

3:37 OPENED BOAT RAMP BATHROOM, OPENED CB BATHROOM 3:47

SECURITY OFFICER KNAUSS APRIL 6, 2017

8:17 CLOSED BOAT RAMP BATHROOM 8:22

9:51 MAIN CLOSED BOAT GATES, CLOSED CB BATHROOM, KITE FIELD, PUBLIC FISHING 10:33

11:00 RV PARK REPORT FROM STEVE THAT VEHICLES PAST HOURS. MULTIPLE VEHICLES WERE PARKED WATCHING STORM, ADVISED PORT CLOSED AT 10. CLEARED AT 11:13

VEHICLE PLATES; 238 FFX, 423 JTR, 283 CUP, 025 GML, 066 HKB

12:07 MAIN, BOAT RAMP 12:15

1:40 CB, MAIN, BOAT RAMP 1:55

3:27 OPENED CB BATHROOM, OPENED BOAT RAMP BATHROOM 3:35



SECURITY OFFICER KNAUSS APRIL 7, 2017

8:08 CLOSED BOAT RAMP BATHROOM 8:12

9:58 RV PARK, CB CLOSED BATHROOM, MAIN CLOSED BOAT GATES 10:18

11:16 PUBLIC FISHING RED TRUCK ORLP 718 JDE ADVISED PORT CLOSED, RV PARK  
LATE NIGHT GUEST COMING BACK TO SPACE NUMBER 76, MAIN CLEAR 11:40

1:35 MAIN, CB, KITE FIELD 1:50

3:37 OPENED CB BATHROOM, OPENED BOAT RAMP BATHROOM,  
MAIN, BOAT RAMP 3:48

**Gary**

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**From:** Thomas Sorrentino <scks.patrol@gmail.com>  
**Sent:** Sunday, April 09, 2017 4:42 AM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH APRIL 08, 2017

2010 BOAT RAMP- RESTROOM CLOSED, MID JETTY CLEAR, GOV STOR CLEAR 2018

2050 MAIN AREA- SPORTS BASIN LOCKED 2058

2220 CB- RESTROOM LOCKED 2240

0105 BOAT RAMP- CLEAR

MAIN AREA- CLEAR

CB- CLEAR

KITE FLED- CLEAR

PUB FISH- CLEAR

RV PARK- RESTROOM CLEAR 0128

0425 CB- RESTROOM OPEN

MAIN AREA- RESTROOM CLEAR

CB- RESTROOM OPEN 0436



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