

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 04/23/17 to Saturday 04/29/17

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:
 - \$ 40,117 General Fund

 - \$ 6,562 Fuel Dock Account

 - \$ 12,609 Capital Projects Fund

 - \$ 12,100 Debt Service Fund (IFA & Travel Lift Lease) (4th week, next payment due June 30) (\$5,882.84 average each week to reach payment, currently \$7,130 short)

 - \$ 17,729 Revenue Bond Fund (USDA Loan - \$130,200 payment due Nov 5th – 25th week) (\$2,502.30 average each week to reach payment, currently \$44,828 short)

 - \$ 1,200 Cash on Hand/Petty Cash (RV Park, fuel dock and office)

 - \$ 90,317 Total Cash as of 4/29/17 (\$42,438 Restricted)

 - \$ 46,511 Accounts Receivable as of 4/29/17
1-30 days 13,593 / 31-60 days 13,642 / 61-90 days 1,085 / 90+ 18,191

 - \$ 58,728 Accounts Payable as of 4/29/17
1-30 days 58,964 / 31-60 days 0 / 61-90 days -25 / 90+ -211
4. Meetings:
 - Due to sickness, cancelled going to Newport meeting.
 - Nanett with Boardwalk Mail regarding lease.
 - Clarence Cole regarding sandwich board signs on port property.
 - Mike Manning regarding Brookings Harbor Ice House and Cold Storage leases.
5. Corrected Budget FY 2014-15 and FY 2015-16 actual numbers using Audit Report numbers.
6. Prepare draft leases for Boardwalk Mail and Hungry Clam.
7. Search documents for port lawyer regarding Righetti's issue.
8. Preparing commissioner meeting packet for May 16.
9. Scheduled SDIS Board Practices Assessment for the commissioners on May 16 at 5pm.

RV Park

1. Repaired center woman's shower coin dispenser.
2. Repaired toilet in men's restroom behind the laundromat, it would not stop flushing.
3. Filled numerous potholes on exit road.
4. Repaired damaged electrical pedestal at Site 90 (Gowman).
5. Repaired Cable TV at Site 76.

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Docks – Sport / Commercial Sport / Commercial

1. Repaired damaged rub board Basin 1 A-23.
2. Received report regarding vessel Ann Me was possibly sinking. Port staff and Roy Davis boarding the vessel and found no issues.
3. Removed walers and reinstalled fire extinguisher on main dock between Docks A and B Basin 1.
4. Re-anchor plates on Basin 1 south ramp.
5. Temporary repaired electrical pedestal at A-9 that was damaged from storms.
6. Moved Jim Relaford's boats from Basin 1 to the work dock. Making room for other customers.
7. Tighten lose dock bolts Basin 2 where J Dock attaches to main dock.
8. Tighten lose dock bolts Basin 2 P-10.
9. Boat inventory was completed in both basins this week.

Boat Yard

1. Haul out and in numerous boats this week. One vessel was placed back into the water late at night during the highest tide because of the silted in travel way.
2. Had to cancel one haul out because the vessel draft was too deep. Travel way needs to be dredged and the storm drain outlet area. Photos attached. I have inquired our engineer to see what can be done ASAP.

Maintenance Yard / Shop

1. Continue preparing materials and equipment for the upcoming auction.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. One cleaning table was closed due to broken water valve.

Commercial Fishing Docks / Gear Storage

1. Completed one crane job for commercial fleet.
2. Repaired north gate that was falling off the hinge.

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning done by Port staff every day.
3. Review quotes and approved door replacement on Kenny's Boat Shop.

Fuel Dock

1. 519 gallons of diesel and 249 gallons of gas was pumped this week.
2. Approx. inventory in the aboveground tanks for diesel is 6,339 and gas 1,957.
3. Carson Oil delivered 3,419 gallons of diesel fuel this week.
4. F/V Alex received fuel over the steel wall this week.

Security

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

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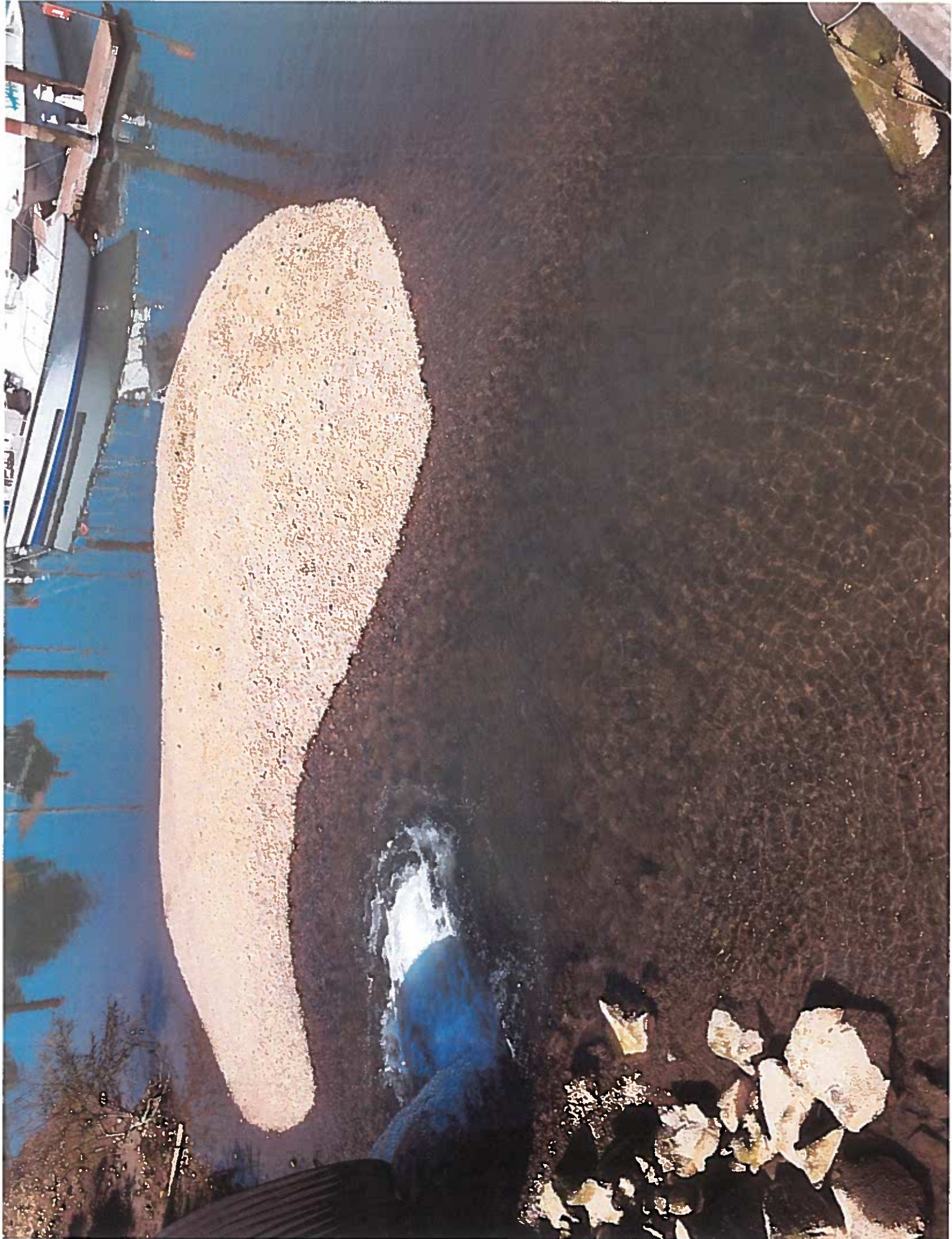
FEMA / OEM PW's

1. Received final payment from OEM on PW 29 Ice House Dredging.

Miscellaneous

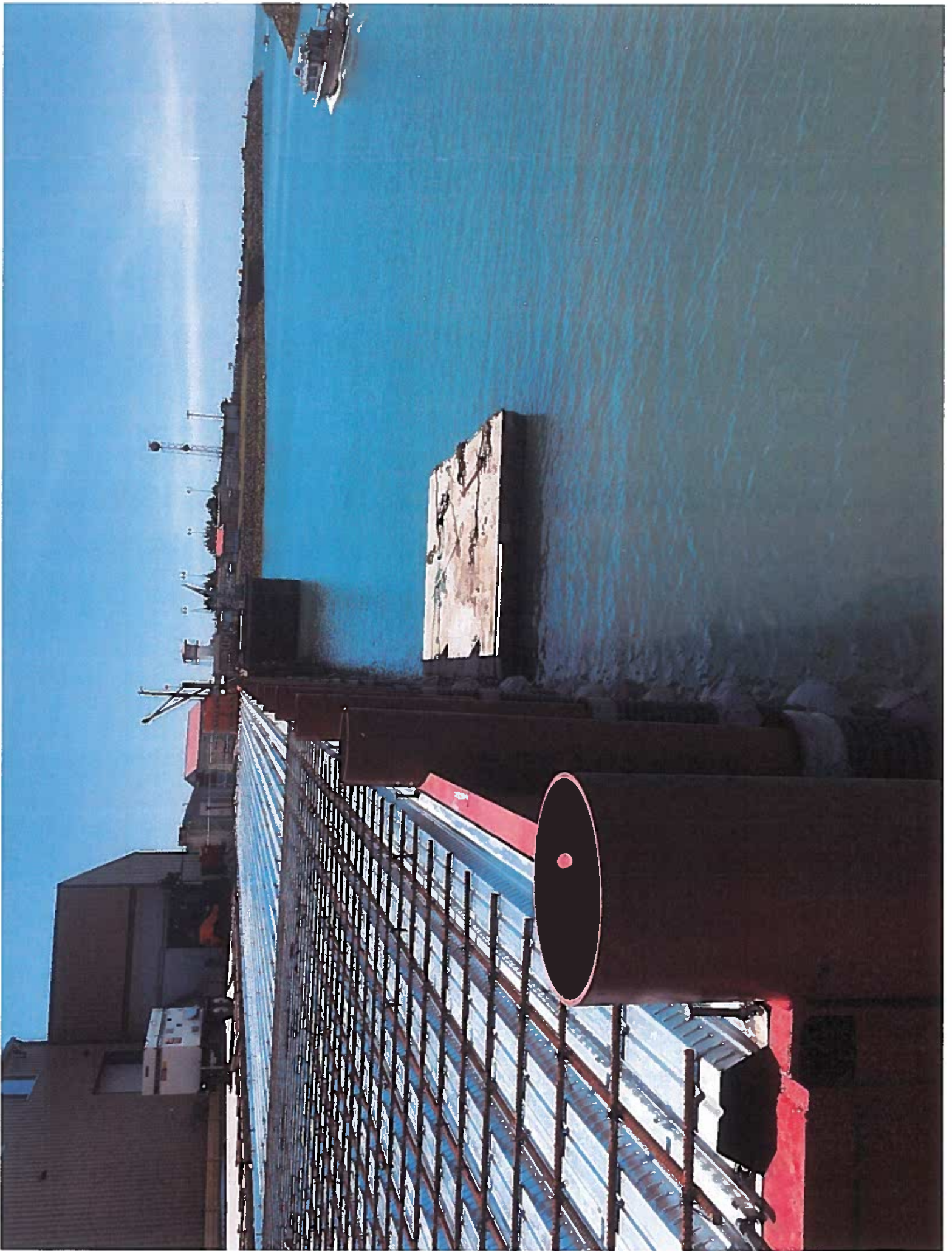
1. Provide crane (Eq# 4603 P&H Crane) and operator for Dave Hoover Construction working on the dock renovation at BC Fisheries. Last camel was left off because of existing wood pile is in the way and when the next section of docks is repaired it will be attached to this section. Also, removing the existing pile will take the proper permitting before it can be removed. First deck pour is scheduled for Wednesday May 3rd. Second deck pour will be the 4th or 5th. Construction photos attached.
2. Safety meeting held with staff. Reviewed RV Park guest accident falling out of the trailer and procedures for reporting emergencies.
3. Received progress payment request from Dave Hoover Construction on Dock Renovation Project. Reviewed and commissioners signed request. Request submitted to IFA for approval.

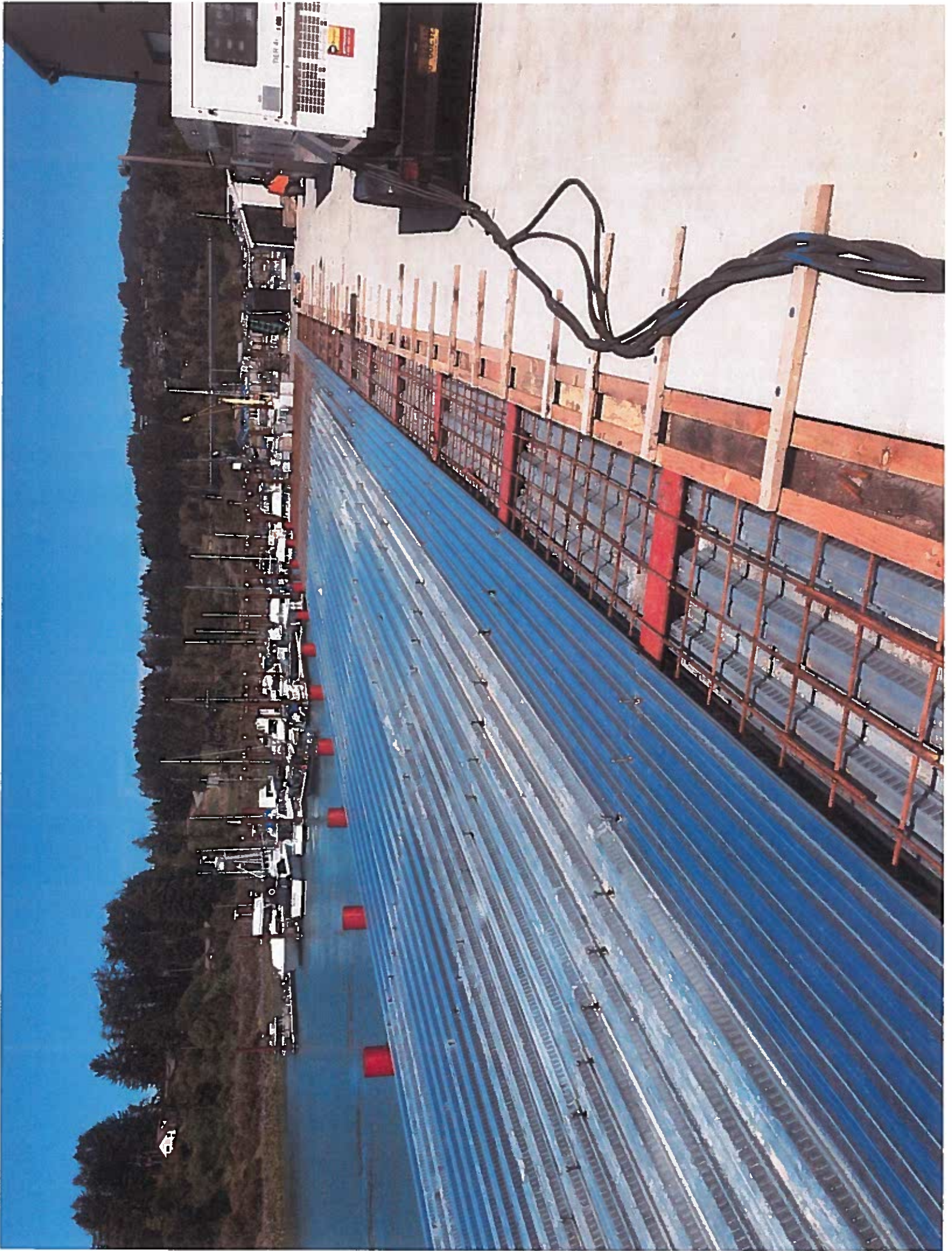
#	Priority	Description	Cost Estimate	Location	A = Actual							2 Week Look-Ahead													
					17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7
46	3	46 Cleanup Boat Yard and Preparing for Auction	21,138	Boat Yard	A	A	A	A																	
47	3	49 Repair Storm Drain at N-O Dock Ramp	1,673	Docks																					
48	3	52 Cleanup Gear Storage (Near Fuel Tanks)	5,783	Gear Storage																					
49	3	54 Repair Water Leak at Kite Field (Line going to restroom)	584	Kite Field																					
50	3	55 Repair Tsunami Siren (Curry County Responsibility)	-	Kite Field																					
51	3	57 Repair Security Camera System on Retail & Cold Storage	3,682	Port Office																					
52	3	58 Finish Remodel Front Office	459	Port Office																					
53	3	61 Change Out Trash Cans at RV Park	168	RV Park																					













SECURITY OFFICER KNAUSS APRIL 23, 2017

8:11 CLOSED BOAT RAMP BATHROOM 8:17

9:58 MAIN CLOSED BOAT GATES, CLOSED CB BATHROOM, RV PARK 10:22

11:28 CB, MAIN, BOAT RAMP 11:34

12:22 KITE FIELD, RV PARK, PUBLIC FISHING, CB 12:36

1:27 MAIN, BOAT RAMP 1:37

3:41 CB OPENED BATHROOM, MAIN, OPENED BOAT RAMP BATHROOM 3:52

SECURITY OFFICER KNAUSS APRIL 24, 2017

8:14 CLOSED BOAT RAMP BATHROOM 8:20

10:00 RV PARK, KITE FIELD, CLOSED CB BATHROOM, HALLMARK CLOSED
MAIN, BOAT RAMP 10:20

11:11 RV PARK, KITE FIELD, PUBLIC FISHING 11:18

11:39 MAIN, BOAT RAMP 11:48

12:50 CB, MAIN 1:01

1:41 RV PARK, PUBLIC FISHING, KITE FIELD 1:51

3:16 CB, MAIN, BOAT RAMP 3:28

SECURITY OFFICER KNAUSS APRIL 25, 2017

8:06 CLOSED BOAT RAMP BATHROOM 8:10

9:53 RV PARK, CB, MAIN 10:17

11:16 MAIN, BOAT RAMP 11:21

11:37 KITE FIELD, PUBLIC FISHING, RV PARK 11:50

12:34 MAIN, CB 12:44

3:31 BOAT RAMP, CB, KITE FIELD, PUBLIC FISHING, RV PARK 3:48

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Thursday, April 27, 2017 12:27 PM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH APRIL 26, 2017

AT APPROX. 1415 I RESPONDED TO HALLMARK FOR A REPORT THAT THERE WAS A WMA AND A WMJ IN A STORAGE SHED. CCSO 112 AND I CONTACTED BOTH PARTIES. THE WMA WORKS AT HALLMARK AND WAS DOING A BREATHING TREATMENT AND THE WMJ WAS HIS SON.
1430

2050 MAIN AREA- SPORTS BASIN LOCKED

BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR 2105

2202 RV PARK- CLEAR

PUB FISH BCLP# AX73T WARNED FOR BEEN IN PORT AFTER 10PM

KITE FLED- CLEAR

CB- RESTROOM CLOSED 2228

0218 BOAT RAMP- CLEAR

MAIN AREA- CLEAR

CB- CLEAR

RV PARK- RESTROOMS CLEAR

PUB FISH- CLEAR

KITE FLED- CLEAR 0246

0415 BOAT RAMP- RESTROOM OPEN

MAIN AREA- RESTROOM CLEAR

CB- RESTROOM OPEN 0425



South Coast Knight Security, LLC

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Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Saturday, April 29, 2017 6:09 PM
To: gary@portofbrookingsharbor.com
Subject: RE SEND SOUTH COAST KNIGHT SECURITY LOG FOR POBH APRIL 27, 2017

2150 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED

CB- RESTROOM CLOSED 2218

0045 RV PARK- CLEAR

PUB FISH- CLEAR

KITE FLED- ORLP# YHF113 BELONGS TO D-10

CB- CLEAR

MAIN AREA- CLEAR 0115

0401 CB- RESTROOM OPEN

KITE FLED- CLEAR

PUB FISH- CLEAR

RV PARK- RESTROOM CLEAR, SUSPICIOUS CONDITIONS AS I ENTERED THE RESTROOM I LOOKED TOWARDS THE BEACH A SAW A MALE WITH FLASH LIGHT HEADING TOWARDS THE NORTH END OF THE BEACH HE APPEARED NOT TO HAVE ANYTHING ELSE. HE CONTINUED TO WALK UP THE BEACH TO THE JETTY. HE HUNG AROUND THE JETTY FOR ABOUT 10-15 MIN THEN WENT BACK SOUTH PASSED BEACH FRONT INN

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- RESTROOM OPEN 0450



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Patrol/Alarm/Emergency: (541) 592-9352

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Saturday, April 29, 2017 6:06 PM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH APRIL 28, 2017

2120 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED 2129

2215 CB- WMA NEAR BONE YARD TAKING PICTURES INFORMED HIM PORT IS CLOSED AFTER 10PM, RESTROOM CLOSED 2233

2353 RV- CLEAR

PUB FISH- CLEAR

KITE FLED- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CALP# 5TRM801 THEY INFORMED ME THAT THEY'RE HAVING CAR TROUBLE AND THAT A FRIEND IS PICKING THEM UP 0023

0420 CB RESTROOM OPEN

KITE FLED- ORLP# 460 JTR WARDED FOR SLEEPING IN CAR HE STATED THAT HE WAS WAITING FOR HIS CREW. INFORMED HIM THERE IS NO OVERNIGHT CAMPING IN CAR, BUT HE HAD UP TO 72 HOURS TO STAY ON HIS BOAT F-14

PUB FISH- CLEAR

RV PARK AZLP#BPY2597 WARNED FOR SLEEPING IN CAR AND BEEN IN PORT AFTER 10PM 0455

0521 BOAT RAMP- RESTROOM OPEN 0526