

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 04/30/17 to Saturday 05/06/17

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. Approximate end of the week QuickBooks balances for the Port:
 - \$ 54,844 General Fund
 - \$ 1,948 Fuel Dock Account
 - \$ 2,500 Capital Projects Fund
 - \$ 17,999 Debt Service Fund (IFA Business Oregon) (Week 5, next payment due June 30) (\$4,807.69 average each week to reach payment, currently \$6,039 short)
 - \$ 1,075 Debt Service Fund (Travel Lift Lease) (Week 1, next payment due May 22) (\$1,075 average each week to reach payment, currently \$0 short)
 - \$ 27,532 Revenue Bond Fund (USDA Loan - \$130,200 payment due Nov 5th – Week 26) (\$2,502.30 average each week to reach payment, currently \$37,528 short) Truck loan was reimbursed.
 - \$ 0 Reserve Fund (Per Resolution 307, the Port supposed to have this fund in place)
 - \$ 1,425 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - \$107,323 Total Cash as of 5/06/17 (\$49,106 Restricted)
 - \$ 97,443 Accounts Receivable as of 5/06/17
1-30 days 58,907 / 31-60 days 16,903 / 61-90 days 14,071 / 90+ 7,562
 - \$ 40,187 Accounts Payable as of 5/06/17
1-30 days 40,398 / 31-60 days 0 / 61-90 days 0 / 90+ -211
4. Meetings:
 - Hosted Angie Christian on a tour of port conditions.
 - Cindy and Howard regarding increase lease payment per lease documents.
 - Fred Vigil regarding upholstery work on boats in the basins. He is leaving town for a year and when he returns he might apply for a lease to do work on port grounds.
 - Kristi Daniels regarding the lease at The Hungry Clam.
 - Ashly regarding the vessel Reality. She ended up paying the lien amount and acquired ownership of the vessel from Bill Van Tassle.
 - Eric Hooper concerning vessel Carleen N and past due account.
 - Doug Robbins with Curry Road Department concerning the travel lift ramp and storm drain.
 - Nanett regarding the Boardwalk Mail lease.
 - Eian regarding remodeling at Zola's. I asked for his complete proposal to get the Commissioners approval.

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5. Finish correcting Budget FY 2014-15 and FY 2015-16 actual numbers using Audit Report numbers.
6. Found Resolution 307 that established a Reserve Fund for future dock repairs and maintenance. I took this fund a step further and included all assets the port owns in this upcoming FY 2017-18 Budget.
7. Add couple of new topics for the commissioner meeting for May 16th. Retail sewer repair procurement request and dredging at travel lift ramp discussion. Newspaper notice for the meeting topics is incorrect. Correct notice will be placed in Wednesday's paper.
8. Scheduling meetings with Way and Means Committee legislators in Salem for support on our SB 646. Senator Betsy Johnson refuses to schedule a meeting with Port of Brookings Harbor, but she did call me back. She will NOT be supporting our bill because we are not in her district and was strongly suggesting that I get with other ports to prioritize the needs of ports first and then submit a bill instead of cannibalizing it. Not sure what she meant by cannibalizing but I thanked her for calling me back and discussing this issue. I told her I'm not giving up seeing this through since it's already started.
9. Greg/SDAO Loss Control called to let me know he will be in town June 6th thru 8th and to see if we want any specialized training to be done. I told him I would get back with him after discussing it with staff.
10. Reviewed list with staff of 90-days past due on Port moorage payments and moorage renewals that are past 30-days. Staff calling individuals to collect or find out if they are leaving, so we can get customers that are willing to pay.

RV Park

1. Landscaping along Boat Basin Road, Kite Field and grassy picnic area in RV Park done by port staff.
2. Repaired damage fences throughout the park.

Docks – Sport / Commercial Sport / Commercial

1. Inspect docks at low tide. Basin 2 C thru E were hitting bottom, walers are broken and docks were tilted. I & J ramp dock is hitting bottom causing damage to the dock and creating the aluminum ramp to not sit flush on the dock. (See attached photos)
2. Pile of gravel at the storm drain adjacent to the travel lift ramp is so large it is causing the gravel to migrate through the travel lift ramp. Big issue, this is preventing haul outs and the ability for vessel repairs and port income! (See attached photos)
3. Basin 1 docks are the same conditions at low tide, between D and E hits bottom and A thru C hit bottom causing damage to the docks.
4. Repaired multiple water leaks Basin 1 C Dock.
5. Repaired water leak Basin 1 F-3.

Boat Yard

1. None

Maintenance Yard / Shop

1. Continue preparing materials and equipment for the upcoming auction.
2. Section of warehouse space is now under Pacific Fisheries (F/V Pacific Hooker) control per lease agreement.
3. Changing out crane tip from junk crane to the good crane (4603 P&H Crane). Tip on the good crane is under sized for the capacity of the crane.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Repaired broken water valve at fish station table.
3. Landscaping between the jetty and boat launch ramps done by port staff.

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4. Received complaint about the boat launch machine not printing out receipts. Danielle and I checked it out and its working fine.
5. Boat launch ramp 1 and 2 was repaired and reopened. All ramps are usable at this time.

Commercial Fishing Docks / Gear Storage

1. Completed two crane job for commercial fleet this week.
2. Rick with F/V Miss Stacey said his storage space was not exactly 30'x30'. Port staff moved the logs to accommodate the size.

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning done by Port staff every day.
3. Filled potholes in the retail parking area.
4. Landscaping completed in the retail courtyard by port staff.
5. Landscaping completed along Lower Harbor Road by port staff.

Fuel Dock

1. 3,177 gallons of diesel and 130 gallons of gas was pumped this week.
2. Approximate inventory in the aboveground tanks for diesel is 6,161 and gas 1,827.

Security

1. South Coast Knight Security is patrolling the Port properties. Reports attached for review.
2. Received report from SCKS of damage to public fishing pier fence. See attached Incident Report.

FEMA / OEM PW's

1. None

Miscellaneous

1. Jack Akin/EMC called to let me know he talked to Tyler/Corp of Engineers about dredging at the travel lift ramp. Tyler said our permit from 2015 ended March 2017, but they could extend it another 12 months. We could do the work outside the work window as well because of the location. There is some preliminary survey to be done. I told Jack to get started on it immediately. All these costs could be reimbursable through FEMA if they accept the Port storm damage claims.
2. Jack Akin/EMC said Port of Alsea still has couple of turbidity screens they borrowed from Port of Brookings and that we need to get them picked up so our cost can be submitted to FEMA before they close the file. We plan to pick them up next week.
3. Jack Akin/EMC was here this week to survey the travel lift ramp gravel and area in front of the storm drain. I helped him survey the depths on land and then we used Eq# 3705 Port Boat and Travis to survey the depths we could not reach from land. Jack talked with Tyler/Corp of Engineers again and thinks we will be able to get a permit in 30 to 45-days.
4. Dock Renovation at BC Fisheries, deck was poured this week. Estimated completion May 15.
5. Safety meeting was held with staff. Topic was on working in hot weather and watch out for signs of heat exhaustion and prevention measures to avoid heat exhaustion. Watch out for trip hazards, fix or barricade when encountered.

#	Priority	Description	Cost Estimate	Location	APRIL							MARCH													
					A = Actual							2 Week Look-Ahead													
					24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	1	Repair Broken Dock Hinge on Launch Ramp 1 & 2	-	Boat Parking Lot																					
2	1	Repair Broken Water Valve at Fish Cleaning Table		Boat Parking Lot																					
3	1	Boat Haul In/Out		Boat Yard																					
4	1	Remove Gear and Equipment from Shop for New Tenant by May 1		Boat Yard																					
5	1	Install Docks to Travel Lift Ramp for Exiting Off Boats	1,500	Boat Yard																					
6	1	Preparing Materials and Equipment for Auction		Boat Yard																					
7	1	Repair Roof for New Tenant - Warehouse		Boat Yard																					
8	1	Survey Travel Lift Ramp and Storm Drain Depths		Boat Yard																					
9	1	Crane Work for Commercial Fleet		Commercial Docks																					
10	1	Crane Work for Dave Hoover at BC Fisheries Dock		Commercial Docks																					
11	1	Repair Rub Board Basin 1 A-23		Docks																					
12	1	Remove Walkers and Reinstall Fire Extinguisher		Docks																					
13	1	Repair Multiple Water Leaks Basin 1 C Dock		Docks																					
14	1	Repair Water Leak Basin 1 F-3		Docks																					
15	1	Repair Ramp Basin 1 South Ramp		Docks																					
16	1	Temp Repair Electrical Pedestal Basin 1 A-9		Docks																					
17	1	Tighten Loose Dock Bolts Basin 2 at J Dock		Docks																					
18	1	Tighten Loose Dock Bolts Basin 2 P-10		Docks																					
19	1	Repair North Gate		Gear Storage																					
20	1	Adjust FV Miss Stacey Storage Area		Gear Storage																					
21	1	18 Repair/Upgrade Kite Field Restroom	20,506	Kite Field																					
22	1	Prep and Fill Potholes in Parking Lot		Retail																					
23	1	22 Repair Slugs N Stones Sewer Pump and Enclosure	3,086	Retail																					
24	1	23 Replace Main Retail Sewer Tank and Enclosure	20,285	Retail																					
25	1	Repair Kenny's Boat Shop Sliding Door, Material Ordered		Retail																					
26	1	Repair Toilet behind Laundromat Building		RV Park																					
27	1	Repair Damage Fences throughout Park		RV Park																					
28	1	Repair Cable TV at Site 76		RV Park																					
29	1	Fill Potholes on Exit Road		RV Park																					
30	1	Repair Electrical Pedestal at Site 90 (Gowman)		RV Park																					
31	1	Repair Women's Shower Coin Dispenser		RV Park																					
32	2	37 Repair Sinkhole in Parking Lot	3,791	Fishing Pier																					
33	2	Provide Parking Stall for Tidewinds		Retail																					
34	3	62 Landscape Maintenance	520	All																					
35	3	63 Trash Pickup and Removal	736	All																					
36	3	64 Restroom Cleaning	806	All																					
37	3	65 Fish Station Cleaning	447	All																					
38	3	44 Install Drainage System at Fish Station per DEQ	1,112	Boat Parking Lot																					
39	3	45 Build Enclosure for Launch Machine	2,059	Boat Parking Lot																					
40	3	49 Repair Storm Drain at N-O Dock Ramp	1,673	Docks																					
41	3	52 Cleanup Gear Storage (Near Fuel Tanks)	5,783	Gear Storage																					
42	3	54 Repair Water Leak at Kite Field (Line going to restroom)	584	Kite Field																					
43	3	55 Repair Tsunami Siren (Curry County Responsibility)		Kite Field																					
44	3	57 Repair Security Camera System on Retail & Cold Storage	3,682	Port Office																					
45	3	61 Change Out Trash Cans at RV Park	168	RV Park																					

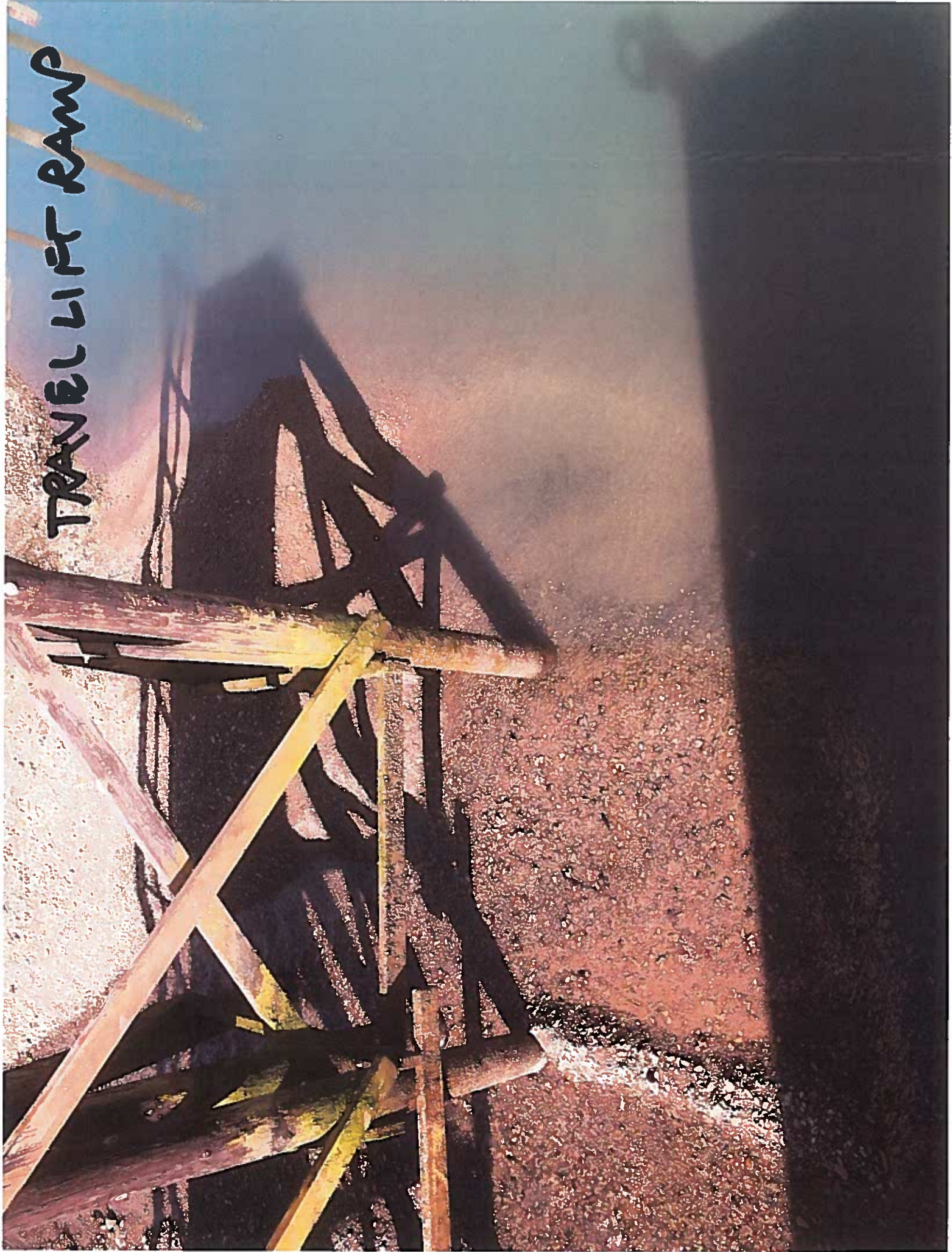


TRAVEL LIPT RAUF



STORM DRAIN
& TRAVEL LIFT
RAMP

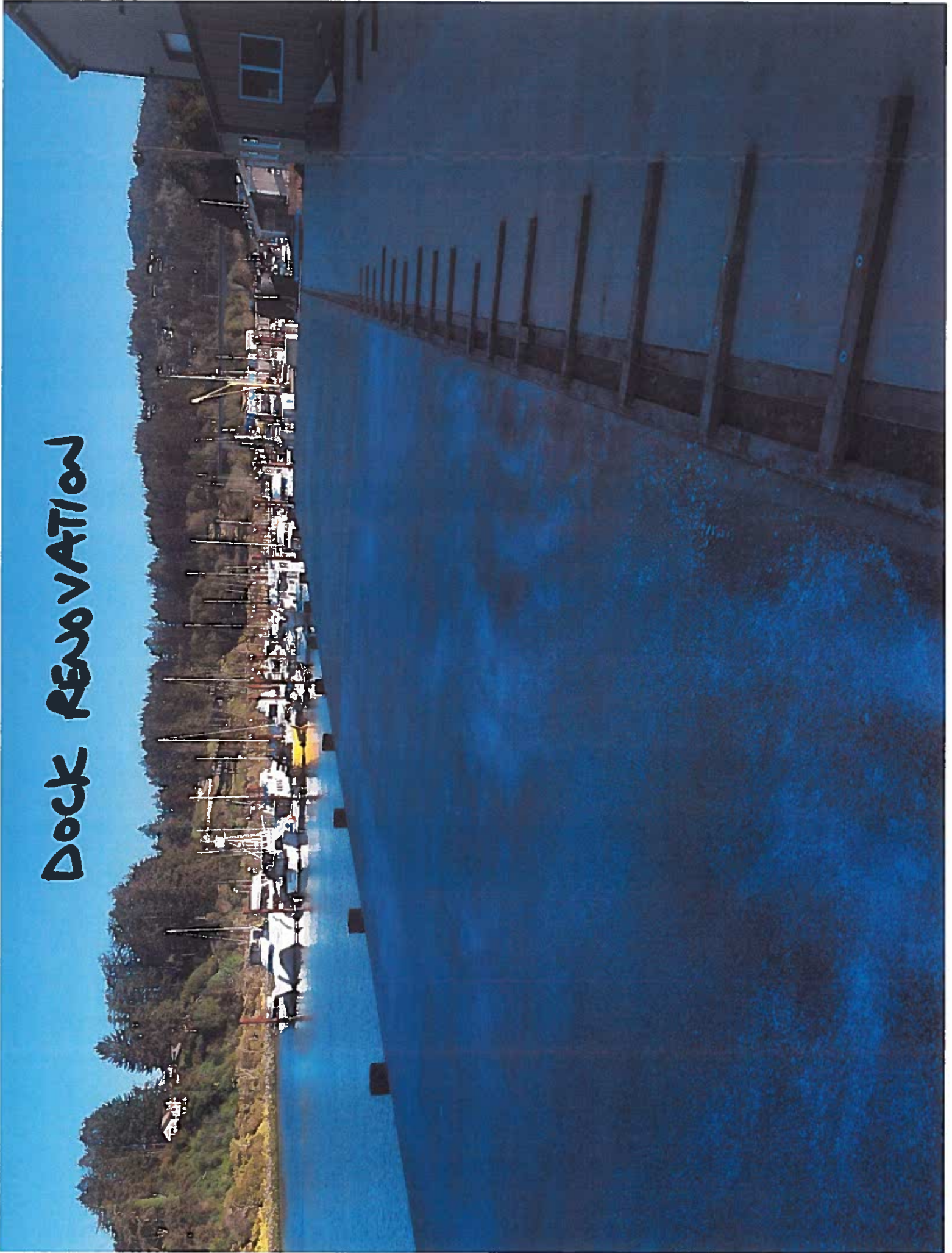
TRAVEL LIFT RAMP





LIFT RAMP

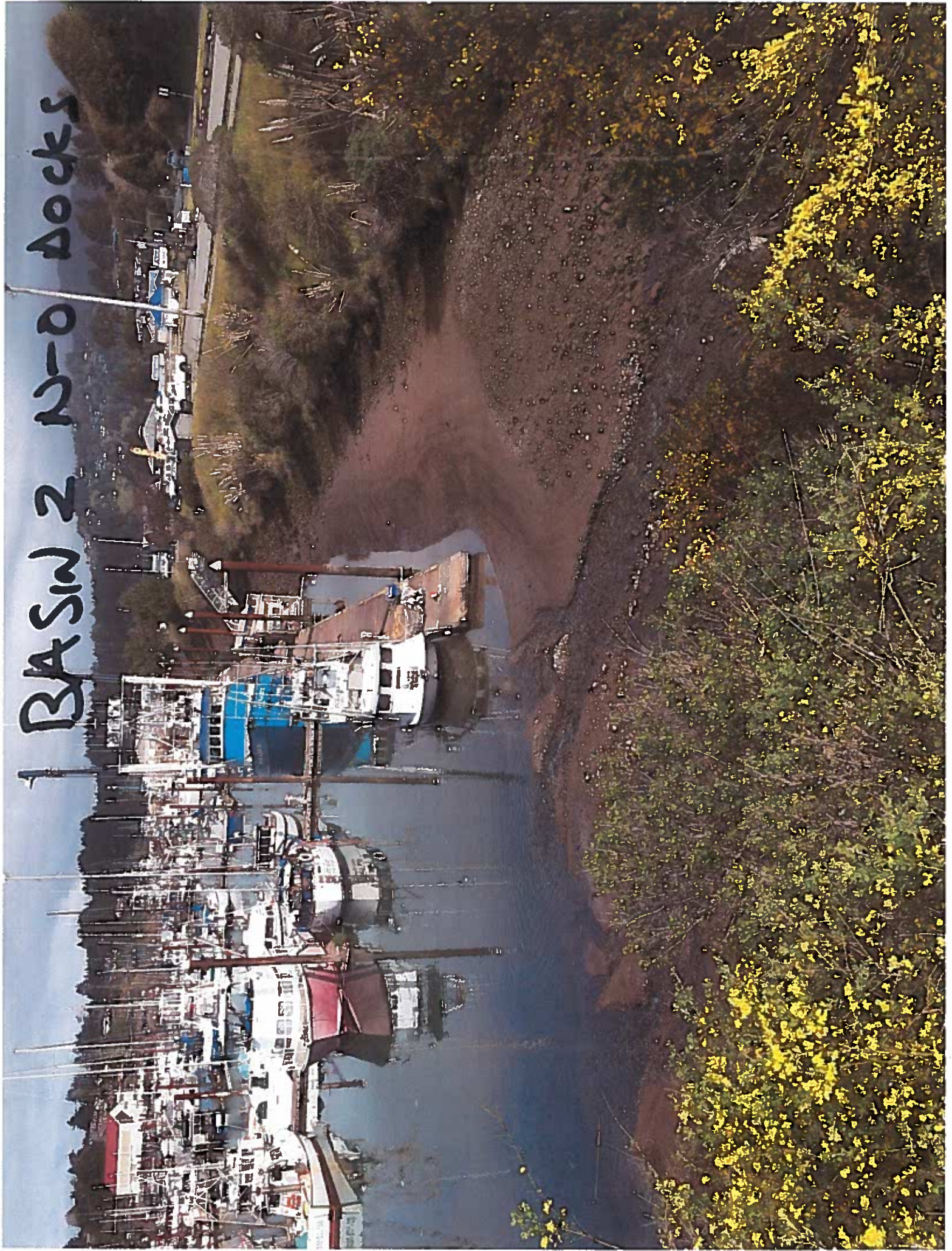
DOCK RENOVATION





DOCK RENOVATION

BASIN 2 No-Docks





Work Dock



BASIN 2

T-J Dock

BASIN 2 C-14 DOCKS



BASIN 2 C-H



Date: 5-6-17

Day: SATURDAY

Time: _____

What Happen: RECEIVED REPORT FROM SOUTH COAST KNIGHT SECURITY OF
INCIDENT AT FISHING PIER LAST NIGHT, VEHICLE STRUCK FISHING PIER FENCE
AND POST (SEE ATTACHED PHOTOS)

Location: PUBLIC FISHING PIER ADJACENT TO COAST GUARD FACILITY

Who was Involved:

Name: SEE SCKS REPORT (ATTACH)

Address: _____

City: _____

Phone #: _____

Witness (if any):

Name: _____

Address: _____

City: _____

Phone #: _____

Corrective Action Taken: NONE AT THIS TIME.

Report Written By: GARY NEHLINGER

Report Date: 5-6-17

TYPE OF REPORT:

C.C.S.O. CASE: N/A

DATE: 5-5-2017

O.R.S.: N/A

OFFICER: KNAUSS

PERSON(S) MENTIONED: MALCOLM

COMPLAINANT: N/A

WITNESS: COAST GUARD STATION

WITNESS #2: N/A

OFFICER PRESENT: KNAUSS AND T. SORR

VEHICLE(S) INVOLVED: RED CHEVY/TRAIL BLAZER ORLP(097 GWG)

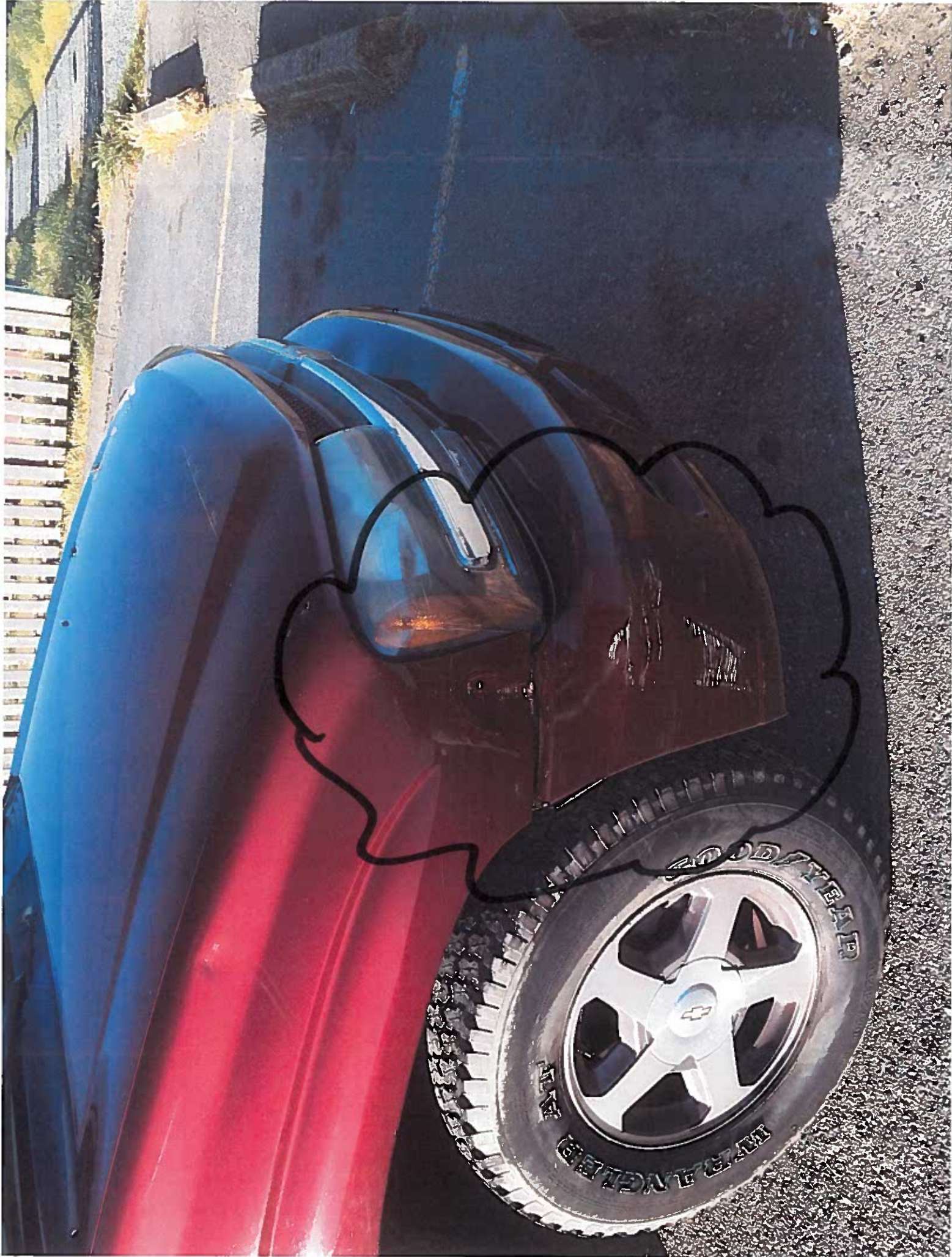
→ NARRATIVE: RECEIVED A REPORT FROM DISPATCH OF A VEHICLE ACTING RECKLESSLY AT THE COAST GUARD STATION AT 2216. I ARRIVED AT 2219 AND MADE CONTACT WITH THE OWNER MALCOLM OF ABOVE MENTIONED VEHICLE, WHILE HE WAS TRYING TO LEAVE THE PROPERTY. SHORTLY AFTER SHERIFF ARRIVED ON SCENE, WHILE MALCOLM WAS TALKING WITH THE SHERIFF I HAD ASKED THE COAST GUARD STATION WHAT THEY SAW, THEY TOLD ME THAT HE HAD RAN HIS VEHICLE INTO THE FENCE AND JUST KEPT GOING BURNING HIS TIRES IN PLACE. CAL ORE WAS ON SCENE AND TOOK MALCOLM TO THE HOSPITAL, BEFORE LEAVING SCENE AT 2235 TOOK MULTIPLE PICTURE OF DAMAGE TO VEHICLE AND, DAMAGE TO PORT PROPERTY.

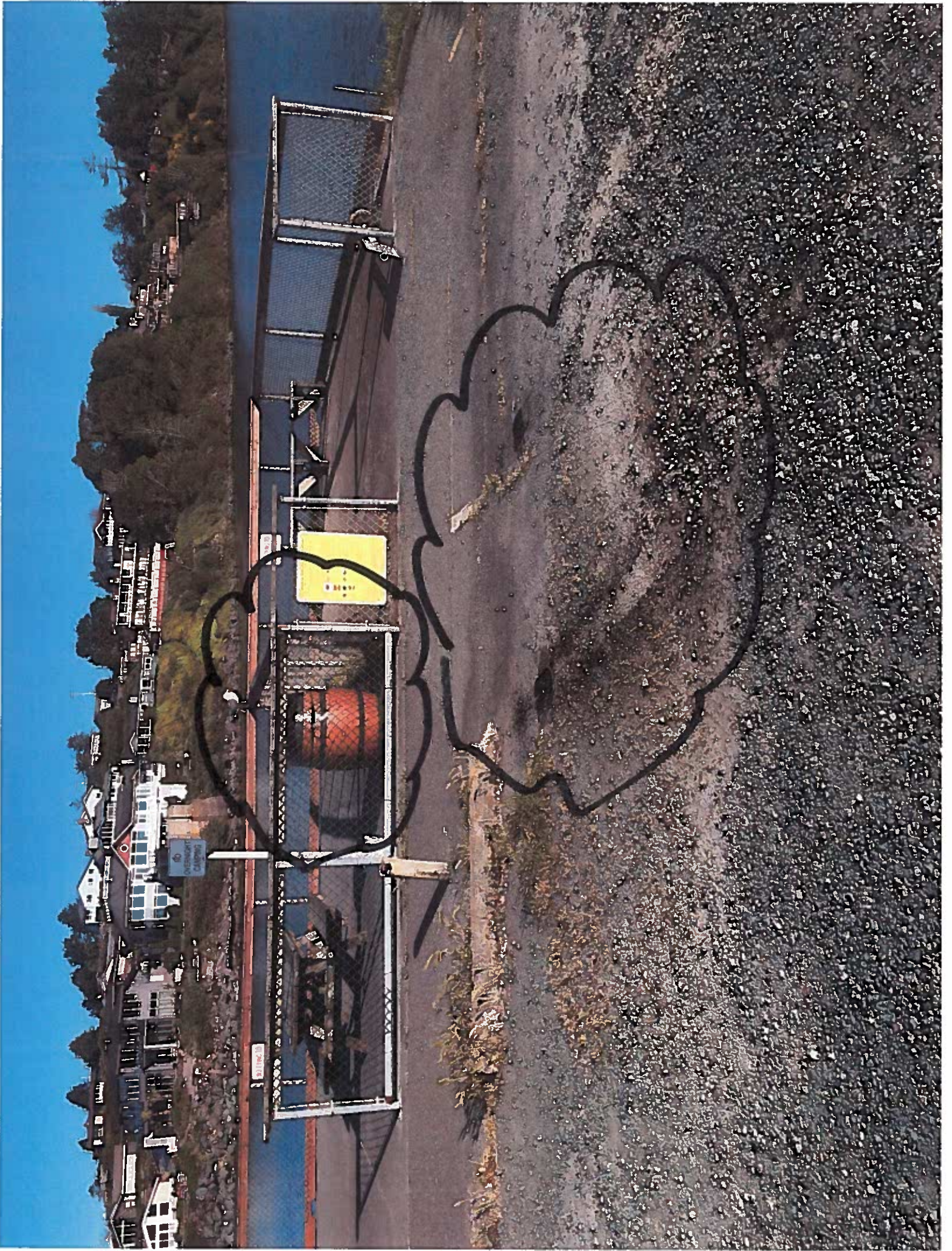
EVIDENCE: PICTURES TAKEN BY OFFICER KNAUSS

REPORTING OFFICER: KNAUSS

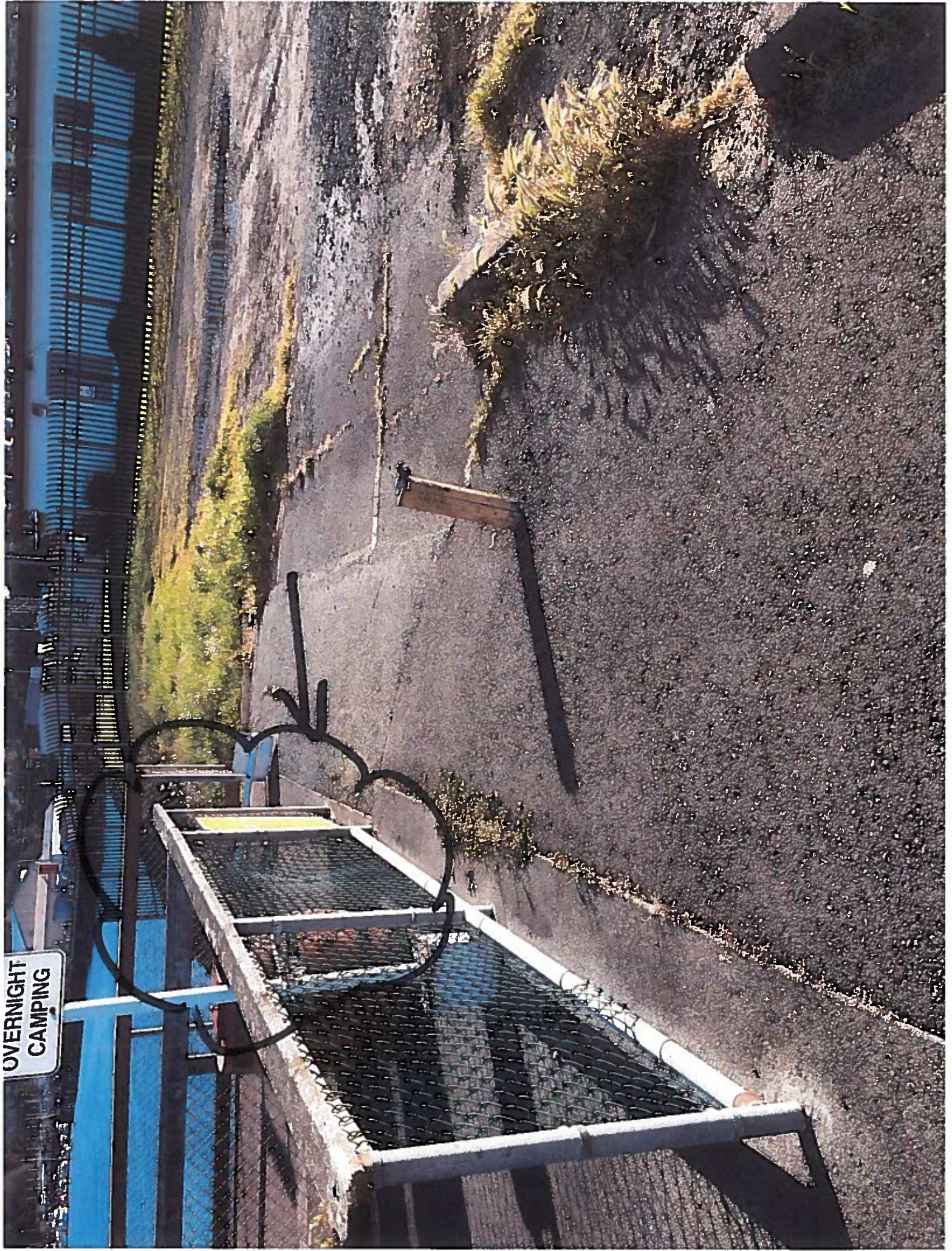
REPORT DATE: 5-5-2017

REVIEWED BY:





OVERNIGHT
CAMPING



Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Sunday, April 30, 2017 7:55 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH APRIL 29, 2017

2033 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED 2044

2315 CB- RESTROOM LOCKED, ORLP# 185 CCE WAS PICKING UP A FISHING MAN 2334

0050 RV PARK- CLEAR

PUB FISH- ORLP# C/L 45118 WARDED FOR BEING IN PORT AFTER 10PM

KITE FLED- ORLP# 492 HZR WARDED FOR BEING IN PORT AFTER 10PM 0110

0245 BOAT RAMP- CLEAR

MAIN AREA- RESTROOM CLEAR

CB-CLEAR

KITE FLED- CLEAR

PUB FISH- CLEAR

RV PARK- RESTROOM S. COLLINS IN FEMALE RESTROOM INFORMED HER PORT CLOSED 0315

0533 CB- RESTROOM OPEN

BOAT RAMP- RESTROOM OPEN 0544



SECURITY OFFICER KNAUSS APRIL 30, 2017

8:27 CLOSED BOAT RAMP BATHROOM 8:32

10:04 CB/BATHROOM CLOSED, MAIN/CLOSED BOAT GATES, BOAT RAMP 10:26

11:00 RV PARK, PUBLIC FISHING, KITE FIELD 11:12

12:02 RV PARK, MAIN 12:12

12:52 CB, KITE FIELD, RV PARK PV 001831 SOUTH DAKOTA LP (19M 224), TAGGED FOR
OVERNIGHT PAKING, PUBLIC FISHING 1:15

4:03 OPENED CB BATHROOM, MAIN, OPENED BOAT RAMP BATHROOM 4:12

SECURITY OFFICER KNAUSS MAY 1, 2017

8:03 CLOSED BOAT RAMP BATHROOM 8:07

9:58 CLOSED CB BATHROOM, HALLMARK CLOSED
MAIN CLOSED BOAT GATES, BOAT RAMP 10:19

11:06 PUBLIC FISHING, RV PARK, KITE FIELD 11:31
PV 001832 SAME CHEVY/VAN SOUTH DAKOTA LP (19M 224), KNOWN TO US; PREVIOUS
PROBLEMS IN THE PAST FOR PORT. VEHICLE UNOCCUPIED, NOTE IN WINDOW SAYING,
"OUT OF GAS IT'LL BE ROLLIN IN THE MORNING-PEACE LOVE FUNK"

12:23 CB, MAIN 12:35

1:08 RV PARK, KITE FIELD, PUBLIC FISHING 1:14

1:53 MAIN, BOAT RAMP 2:00

3:24 BOAT RAMP, MAIN, CB, KITE FIELD 3:40

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Thursday, May 04, 2017 4:32 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH MAY 3, 2017

2059 BOAT RAMP- RESTROOM CLOSED, MID JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORTS BASIN LOCKED 2110

2205 RV PARK- CLEAR

PUB FISH- CLEAR

KITE FLED- CLEAR

CB- RESTROOM LOCKED 2230

0145 BOAT RAMP- CLEAR

MAIN AREA- RESTROOM CLEAR

ICE PLANT- NO. GATE LOCKED

CB- CLEAR 0200

0225 RV PARK- RESTROOMS CLEAR

PUB FISH- CLEAR

KITE FLED- CLEAR 0235

0408 BOAT RAMP- RESTROOM OPEN

MAIN AREA- CLEAR

CB- RESTROOM OPEN

RV PARK- CLEAR

PUB FISH- CLEAR

KITE FLED- CLEAR 0418

SECURITY OFFICER KNAUSS MAY 2, 2017

7:53 CLOSED BOAT RAMP BATHROOM 7:58

9:51 MAIN/CLOSED BOAT GATES, RV PARK, CB/CLOSED BATHROOM 10:17

11:18 KITE FIELD, PUBLIC FISHING, MAIN 11:26

12:14 RV PARK, CB 12:29

1:45 PUBLIC FISHING, KITE FIELD 1:53

3:08 RV PARK/BATHROOM, CB 3:22

3:35 MAIN/BATHROOM, BOAT RAMP 3:46

TYPE OF REPORT:

C.C.S.O. CASE: N/A

DATE: 5-5-2017

O.R.S.: N/A

OFFICER: KNAUSS

PERSON(S) MENTIONED: MALCOLM

COMPLAINANT: N/A

WITNESS: COAST GUARD STATION

WITNESS #2: N/A

OFFICER PRESENT: KNAUSS AND T. SORR

VEHICLE(S) INVOLVED: RED CHEVY/TRAIL BLAZER ORLP(097 GWG)

NARRATIVE: RECEIVED A REPORT FROM DISPATCH OF A VEHICLE ACTING RECKLESSLY AT THE COAST GUARD STATION AT 2216. I ARRIVED AT 2219 AND MADE CONTACT WITH THE OWNER MALCOLM OF ABOVE MENTIONED VEHICLE, WHILE HE WAS TRYING TO LEAVE THE PROPERTY. SHORTLY AFTER SHERIFF ARRIVED ON SCENE, WHILE MALCOLM WAS TALKING WITH THE SHERIFF I HAD ASKED THE COAST GUARD STATION WHAT THEY SAW, THEY TOLD ME THAT HE HAD RAN HIS VEHICLE INTO THE FENCE AND JUST KEPT GOING BURNING HIS TIRES IN PLACE. CAL ORE WAS ON SCENE AND TOOK MALCOLM TO THE HOSPITAL, BEFORE LEAVING SCENE AT 2235 TOOK MULTIPLE PICTURE OF DAMAGE TO VEHICLE AND, DAMAGE TO PORT PROPERTY.

EVIDENCE: PICTURES TAKEN BY OFFICER KNAUSS

REPORTING OFFICER: KNAUSS

REPORT DATE: 5-5-2017

REVIEWED BY:

SECURITY OFFICER KNAUSS MAY 5, 2017

2016 CLOSED BOAT RAMP BATHROOM, MAIN 2023

2202 PUBLIC FISHING, KITE FIELD
CLOSED CB BATHROOM, MAIN CLOSED BOAT GATES 2216

2219 ASSISTED CCSO WITH A OLDER WMA ,ISPLAYING UNUSUAL BEHAVIOR WHILE
DRIVING. CLEARED SCENE AFTER GATHERING INFO AND PICTURES OF DAMAGE TO
HIS VEHICLE AS WELL AS PORT PROPERTY. 2240

2320 RV PARK CLEAR
CB CLEAR 2334

0039 KITE FIELD CLEAR
PUBLIC FISHING CLEAR
CB CLEAR 0052

0142 MAIN CLEAR
BOAT RAMP CLEAR 0153

0310 RV PARK CLEAR
KITE FIELD CLEAR
CB CLEAR/OPENED BATHROOM
MAIN CLEAR
BOAT RAMP OPENED BATHROOM 0333

SECURITY OFFICER KNAUSS MAY 6, 2017

2000 CLOSED BOAT RAMP BATHROOM, MAIN 2009

2152 CLOSED CB BATHROOM, RV PARK, MAIN CLOSED BOAT GATES 2238
ADVISED OWNER OF A VAN NOT TO PARK ON PORT PROPERTY AFTER 10PM SOUTH
DAKOTA LP(19M 224)

2317 KITE FIELD,
RV PARK CLEAR,
CB CLEAR 2335

0029 CB 0031

0137 BOAT RAMP CLEAR
MAIN CLEAR
CB CLEAR,
PUBLIC FISHING CLEAR
RV PARK 0200

0344 BOAT RAMP OPENED BATHROOM
MAIN CLEAR
CB OPENED BATHROOM
KITE FIELD CLEAR
RV PARK CLEAR 0359