

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 05/21/17 to Saturday 05/27/17

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:
 - \$ 90,963 General Fund
 - \$ 20,615 Fuel Dock Account
 - \$ 2,500 Capital Projects Fund
 - \$ 21,731 Debt Service Fund (IFA Business Oregon) (Week 8, next payment due June 30)
(\$4,807.69 average each week to reach payment, currently \$16,730 short)
 - \$ 0 Debt Service Fund (Travel Lift Lease) (Week 4, next payment due May 22)
(\$1,075 average each week to reach payment, currently \$0 short)
 - \$ 30,035 Revenue Bond Fund (USDA Loan - \$130,200 payment due Nov 5th – Week 29)
(\$2,502.30 average each week to reach payment, currently \$42,531 short)
 - \$ 0 Reserve Fund
 - \$ 1,422 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - \$167,266 Total Cash as of 5/27/17 (\$54,266 Restricted)
 - \$ 37,063 Accounts Receivable as of 5/27/17
1-30 days 12,882 / 31-60 days 15,056 / 61-90 days 2,989 / 90+ 6,136
 - \$ 8,927 Accounts Payable as of 5/27/17
1-30 days 9,138 / 31-60 days 0 / 61-90 days 0 / 90+ -211
4. Meetings:
 - Rebecca from Count On Me Bookkeeping and More removed her request for office space.
 - Hungry Clam to review their proposed expansion for one more additional room. I asked them to provide a drawing of the proposed plan so the commissioners can approve the expansion.
 - Car Show organizers that were out planning their event for this weekend. Reminded them to make sure they provide at least 15' wide fire lane access through the site.
 - Misty/Bell & Whistle has placed a hold on her plans to expand.
 - Tabitha/J Sloane regarding her lease agreement.
 - Eain/Zola's regarding his lease agreement.
 - Alex and Mike regarding the Party and the Port event. Layout, trash, portable restrooms, parking control, controlling trip hazards, etc.
 - Willie Goergen/Chetco Seafood regarding the lease and building.
 - Tom with Brookings Signs and Graphs regarding office space and small shop at the retail center.
5. Went to Blue Pacific Reality to start the process of getting the land across Lower Harbor Road on the market to sell.
6. Scheduled meetings with Marilyn Busch and Ken Brytus regarding leased properties next week.

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RV Park

1. Replaced cable connector at Site 69.
2. Landscape sites, backside of RV Park along Boat Basin Road and Kite Field.
3. Tree limb was hanging loose in Site 50 and was removed.
4. Replaced broken spigot at Site 20.
5. Worked on Wi-Fi system to get it working without interruption.

Docks – Sport / Commercial Sport / Commercial

1. Cameras at N-O dock ramp were vandalized. The footage shows a person in a hoodie at 4:30am walking up to the building, hear him climb on the roof and rip the cameras off the pole.
2. Ordered 2 or 3-yard trash bin from CTR for Basin 1 south ramp for the summer. Bin should be here by next Tuesday. Bin will be for Charter boats and other debris coming off sport vessels.

Boat Yard

1. Placed vessels back in the water and hauled out vessel this week.
2. Eq# 4605 Travel Lift developed a problem. Remote controls stopped working. It would start, raise and lower, but would not travel. Had to postpone several haul outs and ins. Computer motherboard needed to be replaced. Had one overnighted and the travel lift was back in operation couple days later.
3. Serviced upper section of Eq# 4605 Travel Lift.
4. Had to haul out one vessel at 11pm because of the draft and gravel in the ramp area.

Maintenance Yard / Shop

1. Painted curbs in parking lot red for fire lane no parking. Repainted parking lines, fire lane lines and arrows.
2. Continue repairing water and hydraulic line leaks on Eq# 4603 P&H Crane.
3. Replaced blown fuses on Eq# 3707 Ride-on Lawn Mower.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Landscape boat launch parking lot areas.
3. Replaced broken hose bib on a fish station table.

Commercial Fishing Docks / Gear Storage

1. Completed one crane job for commercial fleet this week.
2. Fender pile broke due to rot on BC Fisheries receiving dock. Removed broke section of the pile.
3. Installed camel bumper on the steel wall for the Corps dredging vessel Yaquina. Estimated arrival 29th.
4. Gates were left open at Gear Storage and the public drove in to park during the event this weekend. This caused an issue with trucks gaining access to the receiving docks.

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Two volunteers worked 2 hours cleaning up along Lower Harbor Road. Provided them safety vests and gear to pick up trash and volunteer safety guidelines.
4. Landscape courtyard area and Basin 1 ramp areas.
5. Setup stage at the boardwalk for the event this weekend.
6. Landscape grass along Lower Harbor Road.
7. Sewer system almost overflowed at the retail restroom late Friday evening. Caught it just in time to reset the breakers. For some reason, it stopped pumping. This system is a huge liability. Everything was back to normal before leaving at 8pm.

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8. Vendor filling up his pool broke off the valve at the water meter in the parking lot near Basin 1 south ramp. The nipple was rusted away is why it broke. Got the valve back on the threads of the nipple and stop the water loss.
9. Curry County Cruisers setting up their area in the parking lot around Mainbrace. Some of their customers in the event were setting up campers on Port property. They were told no camping was allowed and they left.
10. Placed "no parking signs beyond this point" to prevent vehicles from parking in the event area near Basin 1 south ramp. Truck drove thru the barricades and parked in a parking stall Friday night. Placed a parking violation on the truck.
11. Parking for this event was overwhelming the Port parking capacity. Some people were parking in every available area without regard. Fire lanes did remain open.
12. Saturday early afternoon, the retail sewer system stopped pumping again. Caught in time before it overflowed. One pump was having issues. We got both pumps working again, but the system got so overwhelmed it couldn't keep up. Closed the restrooms, but people ignored the signs, ended up shutting off the water so the pumps could get the sewer back down. Some people even refused to move off the enclosure, saying it's their right to sit on the sewer lid! Ordered six portable toilets to be delivered for the retail area from Roto-Rooter. Once the sewer system got back to normal, reopened just the handicap stalls.
13. Sewer system got back on track and then one pump seized up. Closed the restrooms down again!
14. Roto-Rooter delivered four units and two hand wash stations for the retail restrooms late Saturday evening. Roto-Rooter will be on-call in case we need to pump the sewer tank.
15. Huge amount of grease is lining the sewer tank wall. Maintenance of this system will need to be done on a regular basis as well as tenants that create the grease need to control their grease traps.

Fuel Dock

1. 937 gallons of diesel and 170 gallons of gas was pumped this week.
2. Approximate inventory in the aboveground tanks for diesel 7,136 and gas 1,425.
3. Carson Oil delivered 3,174 gallons of diesel this week.

Security

1. South Coast Knight Security is patrolling the Port properties. Reports attached for review.
2. Thomas/SCKS called to let me know there was a fight on transient dock last night that was reported to him after the incident. No names were available and one person was taken to the hospital by a friend.
3. Individual that was trespass from the Port was seen on Port property Saturday evening and was escorted off.

FEMA / OEM PW's

1. None

Miscellaneous

1. Emailed completed Joint Permit Application to Corps of Engineers and mailed to Department of State Lands for the Boarding Dock Replacement.
2. Safety meeting held with staff. Reviewed hand safety and volunteer safety guidelines.
3. Received engineering analysis and recommendation on the wood deck in front of the travel lift ramp. It is not recommended to reinforce the wood deck to place an excavator on it for dredging. The engineer recommends using a crane/bucket method. Securing a crane to start working on June 19th.

Port of Brookings Harbor
Balance Sheet
As of May 27, 2017

May 27, 17

	<u>May 27, 17</u>
Checking/Savings	
1001 · CASH & CASH EQUIVALENTS	
1002 · General Funds Ckg 3634	90,962.94
1003 · FUEL DOCK	20,615.22
Total 1001 · CASH & CASH EQUIVALENTS	<u>111,578.16</u>
1004 · CASH/EQUIVALENTS - RESTRICTED	
1005 · Capital Projects Fund 8018	2,500.00
1007 · USDA BOND MM 9529	30,034.64
1008 · Debt Service Fund MM 8627	
IFA LOAN SAVINGS	21,715.38
1008 · Debt Service Fund MM 8627 - Other	16.31
Total 1008 · Debt Service Fund MM 8627	<u>21,731.69</u>
Total 1004 · CASH/EQUIVALENTS - RESTRICTED	<u>54,266.33</u>
1012 · Cash on Hand/Petty Cash	
1014 · SAFE/ONSITE DRAWER	422.00
1015 · Fuel Dock Cash Drawer	200.00
1018 · RV Park Cash Drawer	600.00
1022 · Office/Danielle	100.00
1023 · Office/Skylar	100.00
Total 1012 · Cash on Hand/Petty Cash	<u>1,422.00</u>
Total Checking/Savings	<u>167,266.49</u>

#	Priority	Description	Cost Estimate	Location	MAY												JUNE				
					A = Actual												2 Week Look-Ahead				
					15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	1	Boat Haul In/Out	-	Boat Yard	A	A															
2	1	Install Docks to Travel Lift Ramp for Exiting Off Boats	1,500	Boat Yard																	
3	1	Dredging at Travel Lift Ramp (Start June 19) Prep work start June 12	35,000	Boat Yard																	
4	1	Removing Material and Equipment from Auction		Boat Yard																	
5	1	Crane Work for Commercial Fleet	-	Commercial Docks	A	A															
6	1	Install Camel Bumper on Steel Wall for Corps Dredge		Commercial Docks																	
7	1	Removed Broken Fender Pile off BC Receiving Dock		Commercial Docks																	
8	1	Repair Water Leak Basin 1 G and F Docks		Docks	A																
9	1	Filled Potholes in Commercial Parking Lot		Docks																	
10	1	Repaired Main Waterline Basin 1 E Dock		Docks																	
11	1	Waterline Broke Basin 1 F Dock (Line Isolated until Repaired)		Docks																	
12	1	Replaced Broken Electrical Meter Basin 2 N-10 (Gowman)		Docks																	
13	1	Replaced Broken Hose Bib on Cleaning Table		Fish Station																	
14	1	18 Repair/Upgrade Kite Field Restroom	20,506	Kite Field																	
15	1	22 Repair Slugs N Stones Sewer Pump and Enclosure	3,086	Retail																	
16	1	23 Replace Main Retail Sewer Tank and Enclosure (Month Out)	30,000	Retail																	
17	1	Applied Treatment to Moss on Roofs throughout the Port		Retail																	
18	1	Install Stage at Boardwalk for Party at the Port Event		Retail																	
19	1	Restripe Parking Lot		Retail																	
20	1	Setup Barricades & Fire Lane Signs for Event		Retail																	
21	1	Repair Damage Roof Shingles at Mountain View Custom Cycles		Retail																	
22	1	Replaced Broken Water Faucets in Four Restrooms		Retail																	
23	1	Replace Broken Water Heaters at Commercial Basin Restroom		Retail																	
24	1	Retain Sewer System Stopped Pumping		Retail																	
25	1	Repaired Valve on Waterline near Basin 1 South Ramp		Retail																	
26	1	Harbor Sanitary Inspected and Cleaned Main Sewer Lines		RV Park																	
27	1	Filled Potholes		RV Park																	
28	1	Replaced GFCI at Site 86		RV Park																	
29	1	Fixed Wi-Fi System		RV Park																	
30	1	Replaced Broken Spigot at Site 20		RV Park																	
31	1	Repair Cable Connector at Site 69		RV Park																	
32	2	37 Repair Sinkhole in Parking Lot	3,791	Fishing Pier																	
33	2	Commissioner Meetings at Best Western and Port Office		Port Office																	
34	2	Provide Parking Stall for Tidewinds		Retail																	
35	2	Salem Trip for Support SB 646 & JFA Meeting		Salem																	
36	3	62 Landscape Maintenance	520	All																	
37	3	63 Trash Pickup and Removal (Twice a Day)	736	All																	
38	3	64 Restroom Cleaning (Twice a Day)	806	All																	
39	3	65 Fish Station Cleaning (Checking Twice a Day)	447	All																	
40	3	44 Install Drainage System at Fish Station per DEQ	1,112	Boat Parking Lot																	
41	3	45 Build Enclosure for Launch Machine	2,059	Boat Parking Lot																	
42	3	49 Repair Storm Drain at N-O Dock Ramp	1,673	Docks																	
43	3	52 Cleanup Gear Storage (Near Fuel Tanks)	5,783	Gear Storage																	
44	3	54 Repair Water Leak at Kite Field (Line going to restroom)	584	Kite Field																	
45	3	57 Repair Security Camera System at Retail Center	3,682	Retail																	

SECURITY OFFICER KNAUSS MAY 21, 2017

2000 CLOSED BOAT RAMP BATHROOM 2005

2200 RV PARK CLEAR, PUBLIC FISHING CLEAR, CB CLOSED BATHROOM, MAIN CLOSED
BOAT GATES 2226

2307 RV PARK CLEAR, KITE FIELD CLEAR 2318

0035 CB CLEAR, MAIN CLEAR, BOAT RAMP CLEAR 0048

0153 MAIN CLEAR, PUBLIC FISHING CLEAR, RV PARK CLEAR 0202

0340 CB OPENED BATHROOM, MAIN CLEAR, BOAT RAMP OPENED BATHROOM 0351

SECURITY OFFICER KNAUSS MAY 22, 2017

2011 CLOSED BOAT RAMP BATHROOM 2015

2155 CLOSED CB BATHROOM, RV PARK, PUBLIC FISHING
MAIN CLOSED BOAT GATES 2226

2310 RV PARK, KITE FIELD, CB FOUND BONE YARD GATE OPEN 2324

2310 PV 002001 BMW/328 ORLP(570 BYV), TAGGED FOR OVERNIGHT PARKING.
LOCATED AT NORTH END OF PARKING LOT, IN RV PARK. VEHICLE WAS UNOCCUPIED
WHEN TAGGED.

2324 FOUND BONE YARD GATE WIDE OPEN OFF ITS HINGES, INFORMED WORK AND
CHECK PROPERTY. FOUND NO PERSONAL OR VEHICLES INSIDE ALL OTHER DOORS
WERE SECURE AT 2353 PLACE SOUTH COAST KNIGHT SECURITY MASTER LOCK ON
GATE CLEARED AT 2355 CONTINUING ON MOBILE PATROL.

0048 RV PARK, MAIN, BOAT RAMP 0102

0202 PLACED ORIGINAL LOCK BACK ON BONE YARD GATE, CLEARED AT 0205

0405 CB OPENED BATHROOM, MAIN, BOAT RAMP OPENED BATHROOM 0420

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Wednesday, May 24, 2017 5:14 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH MAY 23, 2017

2112 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED 2120

2250 CB- RESTROOM CLOSED 2300

0050 BOAT RAMP- CLEAR

MAIN AREA- CLEAR

CB- CLEAR

KITE FLED- CLEAR

PUB FISH- CLEAR

RV PARK- CLEAR 0115

0243 BOAT RAMP- CLEAR

MAIN AREA- RESTROOM CLEAR

CB- CLEAR

KITE FLED- CLEAR

PUB FISH- CLEAR

RV PARK- RESTROOMS CLEAR 0320

0455 CB- RESTROOM OPEN

BOAT RAMP- RESTROOM OPEN 0503

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Thursday, May 25, 2017 7:32 PM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH MAY 24, 2017

2040 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED 2055

2210 RV PARK- CLEAR

KITE FLED- CLEAR

CB- BONE YARD OPEN PORT STAFF WERE WORKING. RESTROOM LOCKED

MAIN AREA- CLEAR

BOAT RAMP- CLEAR 2230

0145 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FLED- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0205

0430 BOAT RAMP- RESTROOM OPEN

CB- RESTROOM OPEN 0440



Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Friday, May 26, 2017 4:14 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH MAY 25, 2017

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

MAIN AREA- SPORTS BASIN LOCKED 2040

2220 MAIN AREA- CLEAR

CB- RESTROOM LOCKED

KITE FIELD- CLEAR

RV PARK- CLEAR 2249

0004 RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- CLEAR

BOAT RAMP- CLEAR 0025

0333 RV PARK- RESTROOMS CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- RESTROOM OPEN

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- RESTROOM OPEN 0400

SECURITY OFFICER KNAUSS MAY 26, 2017

2021 CLOSED BOAT RAMP BATHROOM 2026

2149 CLOSED CB BATHROOM, HALLMARK CLOSED, RV PARK 2207

2212 POSTED AT MAIN AT VENDERS' TENTS 2305

0015 MAIN, BOAT RAMP 0025

0118 CB, RV PARK, PUBLIC FISHING, KITE FIELD 0149

0331 RV PARK, KITE FIELD 0342

0355 OPENED CB BATHROOM, MAIN, OPENED BOAT RAMP BATHROOM 0410

SECURITY OFFICER KNAUSS MAY 27, 2017

1952 PV 002000 TAN VAN SOUTH DAKOTA, AT ZOLA'S PIZZA PARKING LOT. MADE CONTACT WITH OWNER AS PLACING PARKING VIOLATION, VERBALLY GOT HIM TO LEAVE PROPERTY CLEARED AT 2010

2145 CLOSED BOAT RAMP BATHROOM, CLOSED BOAT GATES, CLOSED CB BATHROOM, RV PARK, KITE FIELD CLEAR 2215

2250 RV PARK, KITE FIELD, PUBLIC FISHING CLEAR 2315

0047 MAIN CLEAR, BOAT RAMP CLEAR, CB CLEAR 0100

0336 PUBLIC FISHING, KITE FIELD, CB, MAIN, BOAT RAMP 0405