

# Port of Brookings Harbor

## WEEKLY OPERATION REPORT

DATE: Sunday 06/04/17 to Saturday 06/10/17

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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. Approximate end of the week QuickBooks balances for the Port:
  - \$ 42,548 General Fund
  - \$ 15,456 Fuel Dock Account
  - \$ 1,405 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
  - \$ 59,409 Total Cash General Fund

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  - \$ 50,596 Capital Projects Fund
  - \$ 53,272 Debt Service Fund \$62,500 Quarterly (IFA Business Oregon)  
Week 10, next payment due June 30  
(\$4,807.69 average each week to reach payment, currently \$0 short)
  - \$ 3,225 Debt Service Fund \$4,300 Monthly (Travel Lift Lease)  
Week 2, payment due 22<sup>nd</sup> each month  
(\$1,075 average each week to reach payment, currently \$0 short)
  - \$ 45,038 Revenue Bond Fund \$143,132 Yearly (\$13,012 must remain in fund)  
USDA Loan - \$130,120, payment due Nov 5<sup>th</sup> - Week 31  
(\$2,502.30 average each week to reach payment, currently \$45,545 short)
  - \$ 0 Reserve Fund
  - \$152,131 Total Cash Restricted

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  - \$211,540 Total Cash as of 6/10/17

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  - \$ 76,790 Accounts Receivable as of 6/10/17  
1-30 days 47,215 / 31-60 days 20,279 / 61-90 days 4,420 / 90+ 4,876
  - \$ 41,381 Accounts Payable as of 6/10/17  
1-30 days 41,592 / 31-60 days 0 / 61-90 days 0 / 90+ -211
4. Meetings:
  - Guest from RV Park that had outstanding account with the Port and wanted to stay this month. Guest paid outstanding amount and pre-paid for the current stay.
  - Mike Manning regarding lease amendment for processing plant and dock.
  - Leroy Blodgett regarding the vessel Shillelagh in the boat yard, he might switch out his other vessels to place Shillelagh back in the water.

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- Brett Dresen regarding vessel Chantel C and the work dock condition. Brett offered to repair the work dock to keep the vessel moored there. Unfortunately, the work that is needed will require permits to remove existing piles. Also, the port has no room for the vessel, it will have to leave the port.
  - Budget Hearing with commissioners with public comments. FY 2017-18 Budget was approved.
  - Dave Cardwell/Blue Pacific came by to let me know the property across Lower Harbor Road is on the market. The signs are in the shop and should be up in a week. Its listed on the website now.
  - Bill Wood/Bounders Crab Shack regarding insurance requirements.
  - John Terebesi regarding his vessel getting unplugged. I suggested to John that he report the damage he incurred from someone unplugging his shore power to the Sheriff Department.
  - Al Mills/Mountain View Custom Cycles regarding SDC's.
  - Hungry Clam stop by to drop off their sketch of expanding into one more room for a bar.
5. Contacted County Planning Department regarding property line adjustments. Property line adjustments will be required for the land sales that are currently leases.
  6. Prepared FY 2017-18 Budget resolution.
  7. Reviewed Bid Documents for the Basin 1 piling project from Jack Akin/EMC. Emailed Jack my comments and suggestions.
  8. Continue preparing commissioner meeting packet for June 20.

### **RV Park**

1. Repaired site number at Site 136.
2. Replaced 30amp receptacle at Site 72 (Gowman).
3. Replaced 50amp receptacle at Site 9 (Gowman).
4. Capped off water risers at the dry camp spaces along the river. Main line is broken and those are dry camping spaces and not planning to repair the lines at this time.
5. Worked on fabricating aluminum anchor to attached on the ramp for beach access. Ramp anchors were destroyed last year.

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

1. Boat inventory was completed in both basins.
2. Received report of cleats coming loose on P-6 finger. Cleat bolts were replaced.
3. Received report of broken utility hanger between Dock I & J. Broken hangers were removed. Waterline was determined to be supported adequately.
4. Landscape Kite Field area and edge of basin.
5. Removed unused dock box from Basin 1 C-33. Dock box placed in boat yard.
6. Removed crab pot in the water tied to dock near Basin 1 C-33. Owner of the pot came to the office to retrieve it and was told crabbing off docks was not allowed.
7. Aerators were turned on in Basin 1.

### **Boat Yard**

1. Cleaning up area around the Tally Ho vessel to get it ready to haul out on Wednesday June 14.
2. Clearing other areas to relocate vessels to clear out for the dredging stockpile.
3. Relocated Stella and Gypsy Lee to make room for the gravel pile from dredging.
4. Confirmed the crane from Billeter Marine will mobilize on the 19<sup>th</sup> for the dredging.
5. Five boat trailers that were tagged for no identification and illegally parked from Sept 2016. Notice was placed in the local newspaper in Aug 2016 and in April 2017 to identify equipment and materials in the boat yard. Trailers were removed by Wes's Towing.
6. Placed EZC back in the water late Friday night at high tide.

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### **Maintenance Yard / Shop**

1. Having electrical issues with Eq# 3707 Ride-on Lawn Mower. Curry Equipment pick it up to service and repair it.

### **Boat Launch Parking Lot**

1. Fish Station cleaned by Port staff as needed.

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

1. Completed one crane job for commercial fleet this week.
2. Corps dredge Yaquina went to Coos Bay for a crew change. They plan to return next week after the storm passes for 4 more days of dredging and then they will be done. Informed Bornstein and Bandon Pacific to let them know what was going on with the dredge.
3. Landscape secured boat storage and road heading into gear storage.
4. Main waterline behind the Ice House broke inside the meter vault. Waterline feeds the ice house and commercial receiving docks. Repair was made and the waterline was turned back on late the same evening.
5. Waterline that broke forced some gravel into the lines and plugged some valves downstream at Bornstein's area. Removed valves and flushed the lines.

### **Retail / Boardwalk**

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Kenny's Boat Shop new shop doors were installed.

### **Fuel Dock**

1. 2,283 gallons of diesel and 38 gallons of gas was pumped this week.
2. Approximate inventory in the aboveground tanks for diesel 4,387 and non-ethanol 2,410.
3. Carson Oil delivered 2,509 gallons of diesel and 1,506 gallons of non-ethanol gas this week.
4. F/V BJ Thomas received fuel over the steel wall from Tyree Oil.
5. Landscape transient and fuel dock areas.

### **Security**

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

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

1. None

### **Miscellaneous**

1. Toolbox safety meeting was held with staff. Topic was on electrical safety.
2. Dave Hoover Construction continues working on dock crane foundation frames.

Port of Brookings Harbor  
**Balance Sheet**  
As of June 10, 2017

	<u>Jun 10, 17</u>
<b>1001 · CASH &amp; CASH EQUIVALENTS</b>	
1002 · General Funds Ckg 3634	42,548.27
1003 · FUEL DOCK	15,455.87
<b>Total 1001 · CASH &amp; CASH EQUIVALENTS</b>	<u>58,004.14</u>
<b>1004 · CASH/EQUIVALENTS - RESTRICTED</b>	
1005 · Capital Projects Fund 8018	50,596.00
1007 · USDA BOND MM 9529	45,038.30
1008 · Debt Service Fund MM 8627	
IFA LOAN SAVINGS	53,253.38
TRAVEL LIFT	3,225.00
1008 · Debt Service Fund MM 8627 - Other	19.03
<b>Total 1008 · Debt Service Fund MM 8627</b>	<u>56,497.41</u>
<b>Total 1004 · CASH/EQUIVALENTS - RESTRICTED</b>	<u>152,131.71</u>
<b>1012 · Cash on Hand/Petty Cash</b>	
1014 · SAFE/ONSITE DRAWER	404.50
1015 · Fuel Dock Cash Drawer	200.00
1018 · RV Park Cash Drawer	600.00
1022 · Office/Danielle	100.00
1023 · Office/Skylar	100.00
<b>Total 1012 · Cash on Hand/Petty Cash</b>	<u>1,404.50</u>
<b>Total Checking/Savings</b>	<u>211,540.35</u>



SECURITY OFFICER KNAUSS JUNE 4, 2017

1957 CLOSED BOAT RAMP BATHROOM 2005

2150 CLOSED CB BATHROOM, RV PARK, MAIN, BOAT RAMP 2212

2323 KITE FIELD, PUBLIC FISHING, CB 2333

0137 RV PARK, KITE FIELD, MAIN, BOAT RAMP 0156

0333 BOAT RAMP, MAIN, CB, KITE FIELD, PUBLIC FISHING 0355

SECURITY OFFICER KNAUSS JUNE 5, 2017

2009 CLOSED BOAT RAMP BATHROOM 2013

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

2301 RV PARK, PUBLIC FISHING, CB 2315

0040 KITE FIELD, CB, MAIN, BOAT RAMP 0056

0233 BOAT RAMP, MAIN, PUBLIC FISHING, RV PARK 0245

0330 OPENED CB BATHROOM, MAIN, OPENED BOAT RAMP BATHROOM 0338

**Gary**

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**From:** Thomas Sorrentino <scks.patrol@gmail.com>  
**Sent:** Wednesday, June 07, 2017 8:06 PM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH JUNE 06, 2017

2213 BOAT RAMP- RESTROOM CLOSED, MED JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORTS BASIN GATES LOCKED

CB- RESTROOM CLOSED 2200

RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- ORLP# 036 JLL PV#2080 FOR PARKING AFTER 10PM. THIS IS THE THIRD TIME I HAVE HAD CONTACT WITH THIS VEHICLE 2323

0355 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CONTACTED VINNY GUZMAN WALKING INFORMED HIS PORT IS CLOSED

CB- RESTROOM OPEN

MAIN AREA- RESTROOM CLEAR 0430

0540 BOAT RAMP- RESTROOM OPEN 0543



**South Coast Knight Security, LLC**  
**Office: (541) 592-9021**  
**Patrol/Alarm/Emergency: (541) 592-9352**  
**Email: [scks.patrol@gmail.com](mailto:scks.patrol@gmail.com)**

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CONFIDENTIALITY NOTICE



## Gary

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**From:** Thomas Sorrentino <scks.patrol@gmail.com>  
**Sent:** Thursday, June 08, 2017 10:47 PM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH JUNE 07, 2017

2117 BOAT RAMP- RESTROOM CLOSED, MED JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORTS BASIN GATES LOCKED 2130

2233 CB- RESTROOM CLOSED

KITE FIELD- CLEAR

PUB FISH- CLEAR

RV PARK- RESTROOM CLEAR, ORLP# 008 DUF WARNED FOR BEING IN PORT AFTER 10PM 2253

0112 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0132

0345 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- RESTROOM OPEN

MAIN AREA- CLEAR

BOAT RAMP- RESTROOM OPEN 0400

**Gary**

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

2250 BOAT RAMP- RESTROOM CLOSED, MED JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORTS BASIN GATES LOCKED

CB- RESTROOM CLOSED

RV PARK- ORLP# SP19263 (TYLER MILLER)AND ORLP# 230 GSN WARNED FOR BEING IN PORT AFTER 10PM. THE OWNER OF ORLP# 230 GSN LOST HER KEY SOMEWHERE. HELPED LOOK. NOT FOUND. TYLER TOOK THE FEMALE OFF PORT PROPERTY AND WILL COME BACK IN THE MORNING 2330

0145 BOAT RAMP- CLEAR

MAIN AREA- RESTROOM CLEAR

CB- CLEAR 0155

0250 KITE FIELD- CLEAR

PUB FISH- CLEAR

RV PARK- RESTROOM CLEAR 0303

0357 BOAT RAMP- RESTROOM OPEN

CB- RESTROOM OPEN 0404

**Gary**

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**From:** Thomas Sorrentino <scks.patrol@gmail.com>  
**Sent:** Saturday, June 10, 2017 9:29 AM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH JUNE 09, 2017

2118 BOAT RAMP- RESTROOM CLOSED IN WOMAN RESTROOM THERE ARE FOUR CASES OF EMPTY BEER BOTTLES , MED JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORTS BASIN GATES LOCKED 2127

2225 CB- RESTROOM LOCKED

RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- ORLP# 066 HKB WARNED FOR BEING IN PORT AFTER 10PM 2246

0208 BOAT RAMP- CLEAR

MAIN AREA- RESTROOM CLEAR

CB- CLEAR

RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR 0235

0442 CB- RESTROOM OPEN

BOAT RAMP- RESTROOM OPEN 0450



SECURITY OFFICER KNAUSS JUNE 10, 2017

2019 CLOSED BOAT RAMP BATHROOM 2023

2200 RV PARK, KITE FIELD, CB/CLOSED BATHROOM, MAIN CLEAR 2229

2326 RV PARK, PUBLIC FISHING, KITE FIELD 2335

2344 CB, MAIN, BOAT RAMP 2359

0245 MAIN, CB, RV PARK 0304

0358 CB/OPENED BATHROOM, MAIN, BOAT RAMP OPENED BATHROOM 0408