

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 06/25/17 to Saturday 07/01/17

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:
 - \$ 75,672 General Fund
 - \$ 18,272 Fuel Dock Account
 - \$ 1,347 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - \$ 95,291 Total Cash General Fund
-

- \$ 63,601 Capital Projects Fund (To keep pace with Deprecation need \$7,375 weekly)
FEMA Basin 1 Piling Project – Estimated Port share \$250,000
OSMB Grant – Boarding Dock Replacement Project – Estimated Port share \$133,000
 - \$ 12,519 Debt Service Fund \$62,500 Quarterly (IFA Business Oregon)
Week 1, next payment due Sept 30
(\$4,807.69 average each week to reach payment, currently \$0 short)
 - \$ 1,165 Debt Service Fund \$4,659 Monthly (Travel Lift Lease)
Week 1, payment due 22nd each month
(\$1,164.75 average each week to reach payment, currently \$0 short)
 - \$ 60,038 Revenue Bond Fund \$143,132 Yearly (\$13,012 must remain in fund)
USDA Loan - \$130,120, payment due Nov 5th – Week 34
(\$2,502.30 average each week to reach payment, currently \$38,052 short)
 - \$ 0 Reserve Fund (Approx. Total Deprecation to date \$4,769,941. Yearly amount \$383,533)
 - \$137,323 Total Restricted Cash
-

- \$232,613 Total Cash as of 7/01/17

- \$ 76,166 Accounts Receivable as of 7/01/17
1-30 days 55,550 / 31-60 days 8,341 / 61-90 days 8,082 / 90+ 4,193
 - \$ 37,707 Accounts Payable as of 7/01/17
1-30 days 37,707 / 31-60 days 0 / 61-90 days 0 / 90+ 0
-

- \$375,000 6 - Missed Quarterly IFA Payments, due to March 2011 Tsunami event
 - \$ 44,419 Extra payments paid to date
 - \$330,581 Remaining amount
-

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 06/25/17 to Saturday 07/01/17

4. Meetings:

- Barbara Ciaramella and Thomas/SCKS regarding the 4th of July fireworks traffic control, barricades and guards.
 - Bob and Becky Bazemore/Good Sam regarding advertisement for the RV Park.
 - Alex/Chetco Brewing regarding her concerns with the portable restrooms at the retail center.
 - Gary Kline from F/V Responder regarding boat yard rain day credit.
 - MaryAnn Smith regarding her claim of being banned at the Port. She is not banned from the Port but she is not allowed to camp overnight on port property.
 - Matthew Fordham/101 Things to Do regarding advertisement for the Port and RV Park.
 - Tom/Mainbrace regarding his plans on moving or relocating. He plans to stay at his current location.
5. Signed land sale agreement with Harbor Sanitary and hand delivered the agreement to Harbor Sanitary.
 6. Completed close out documentation for FEMA/OEM PW 22, 2014 Landslide Repairs and faxed to OEM per their instructions.
 7. Completed MAP Grant Agreement and emailed agreement to Douglas/OSMB before July 1.
 8. OSMB called to discuss our grant for the boarding docks. They said we received a low score because the Port has not finished the prior parking lot grant work. Landscaping and trench drain are two items that need to be completed by December 31, 2017.
 9. Review revised J Sloane Hair Salon lease. Lease has many changes that are not identified. Scheduled a meeting with tenant next week to discuss.
 10. Called Hungry Clam and left a message for tenant to return my call or stop by to see me regarding their proposed bar expansion.
 11. Received a call from George Pollock regarding his vessel Ka-Tish in the boat yard. He wants to place the vessel in the water, but it's not seaworthy. He can't afford the new yard day rates. I gave him four options, complete work needed to make it seaworthy, haul the vessel away, place the vessel on a trailer and move to secured storage or sign over the vessel to the port. He plans to call the port back with a decision.
 12. Received approval from Corps to allow firework show to take place on the jetty.
 13. Continue posting "No Fireworks" signs throughout the Port and RV Park.
 14. Updated damage infrastructure and repair list. List has grown from 35 to 59 items.
 15. Completed FY 2017-18 Budget Documents and mailed to Curry County Assessor Office as required. Sent the documents certified mail to ensure they received them.
 16. Special Commissioner Meeting was held at the Port Office on Thursday.
 17. Restructured Port Office staff hours to cover RV Park Office during the summer weekends.

RV Park

1. Repaired broken waterline at Site 26.
2. Port staff had a run in with a guest speeding inside the RV Park and almost getting struck. Person received a warning and incident report was written.
3. Guests from Sites 87 and 17 had issues with unruly kids and argument ensued. Incident report was filed and if anymore issues arise, they will be removed from the park.
4. Repaired waterline to Fishing Pier water fountain.

Docks – Basin 1 & 2 and Transient

1. Full Spectrum Landscape mowed and trimmed Kite Field area.
2. Replaced barricades protecting the public from damaged slopes along the Kite Field sidewalk that were moved by the public.
3. Watering Kite Field grass.

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 06/25/17 to Saturday 07/01/17

Boat Yard

1. Removed turbidity screens from travel lift and storm drain dredging area. Screens were stuck in muck and were damaged from removal.
2. Load vessels on trailers to haul out of the boat yard.
3. Haul out and block vessels.
4. Preparing docks to install onto the work dock so individuals can access the vessel being hauled. Not safe to haul vessels while individuals remain on the vessel.
5. Mike Smith delivered his excavator to demo and remove his vessels Polaris and Skip at no cost to the Port. Prep area to place tarps.

Maintenance Yard / Shop

1. None

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Installed new drainage system for the fish station. Discharge does not go into the river anymore, but directly on the ground behind the building per DEQ recommendation.
3. Inspect boat launch boarding docks. Found loose boards on Ramp 1&2 and there were repaired.
4. Landscape boat launch parking lot.
5. Eco Nutrients hauled away 5 totes of fish carcasses.
6. Measured areas to start planning for the rock garden landscaping project for the parking lot area.

Commercial Fishing Docks / Gear Storage

1. Landscape secured boat, fuel and transient docks and gear storage areas.
2. Installed fence gate at the gear storage behind the fuel tanks to secure the road side.

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Roto-Rooter were late servicing portable restrooms due to their trucks breaking down.
4. Landscape retail center area.
5. Installed stage for this weekend event for Chetco Brewing.
6. Whale's Tail reported ants in her store. Scheduled an exterminator to handle the pest.
7. Chetco Brewing held the first day of Dog Days of Summer Brewfest at the Boardwalk. Used half of the Boardwalk for the event.

Fuel Dock

1. 1,827 gallons of diesel and 687 gallons of gas was pumped this week.
2. Approximate inventory in the aboveground tanks for diesel 7,463 and non-ethanol 2,575.
3. Carson Oil delivered 7,993 gallons of diesel and 1,500 gallons of non-ethanol gasoline.
4. Tyree Oil transfer fuel to vessels over the dock this week. Approximately 7,000 gallons.
5. Repaired water leak at Sani-Sailor.

Security

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

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 06/25/17 to Saturday 07/01/17

FEMA / OEM PW's

1. None

Miscellaneous

1. Safety meeting with staff was held. Topic was on fall protection. Also, talked about handling guest or customers that are disorderly or have created an issue. Be polite, watch what you say and depending on the situation complete an incident report. If the situation comes to the Port Manager or Commission, all the information will be needed to make the appropriate decision.

Port of Brookings Harbor
Balance Sheet
As of July 1, 2017
Jul 1, 17

Checking/Savings

1001 - CASH & CASH EQUIVALENTS	
1002 - General Funds Ckg 3634	75,671.90
1003 - FUEL DOCK	18,271.58
	<hr/>
Total 1001 - CASH & CASH EQUIVALENTS	93,943.48
1004 - RESTRICTED - CASH/EQUIVALENTS	
1005 - Capital Projects Fund 8018	63,601.00
1007 - USDA BOND MM 9529	60,038.30
1008 - Debt Service Fund MM 8627	
IFA LOAN SAVINGS	12,519.03
TRAVEL LIFT	1,165.00
	<hr/>
Total 1008 - Debt Service Fund MM 8627	13,684.03
	<hr/>
Total 1004 - RESTRICTED - CASH/EQUIVALENTS	137,323.33
1012 - Cash on Hand/Petty Cash	
1014 - SAFE/ONSITE DRAWER	346.50
1015 - Fuel Dock Cash Drawer	200.00
1018 - RV Park Cash Drawer	600.00
1022 - Office/Danielle	100.00
1023 - Office/Skylar	100.00
	<hr/>
Total 1012 - Cash on Hand/Petty Cash	1,346.50
	<hr/>
Total Checking/Savings	232,613.31

#	Priority	Description	Cost Estimate	Location	JUNE							JULY										
					A = Actual							2 Week Look-Ahead										
					19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6
1	1	Repair Damaged Electric Pedestal		Boardwalk																		
2	1	Repair Loose Electrical Pedestals on Boardwalk		Boardwalk				A														
3	1	Barricade North End of Boardwalk Off from Public Access		Boardwalk			A															
4	1	Boat Haul In/Out	-	Boat Yard			A			A	A											
5	1	Install Docks to Travel Lift Ramp for Exiting Off Boats	1,500	Boat Yard								A	A	A								
6	1	Dredging at Travel Lift Ramp - Install and Adjust Turbidity Screen	-	Boat Yard			A	A	A		A											
7	1	Crane Mob from Billeter Marine		Boat Yard			A															
8	1	Dredge at Travel Ramp and Storm Drain	25,000	Boat Yard			A	A	A													
9	1	Crane Work for Commercial Fleet	-	Commercial Docks																		
10	1	Remove Camel Bumper on Steel Wall for Corps Dredge		Commercial Docks				A														
11	1	Repair Broken Waterline to Ice House and Commercial Receiving Docks		Commercial Docks					A													
12	1	Repair Broken Waterline Basin 1 F-42		Docks			A															
13	1	Replace Breaker at Basin 1 A-12		Docks			A															
14	1	18 Repair/Upgrade Kite Field Restroom	20,506	Kite Field																		
15	1	Install "No Fireworks" Signs		Port			A	A	A													
16	1	22 Repair Slugs N Stones Sewer Pump and Enclosure (July 11)	3,086	Retail																		
17	1	Install Portable Toilets and Close Down Retail Restrooms		Retail					A													
18	1	23 Replace Main Retail Sewer Tank and Enclosure (July 11)	30,000	Retail																		
19	1	Repair Broken Waterline to Fishing Pier Water Fountain		RV Park										A								
20	1	Repair Broke Waterline at Site 26		RV Park											A							
21	2	Commissioner Meeting at Best Western 7pm		Best Western				A														
22	2	Separate Main Dock Basin 1		Docks																		
23	2	Install Piling Hoops / Temp Piling Hoops - Basin 1		Docks																		
24	2	37 Repair Sinkholes in Parking Lot	3,791	Fishing Pier																		
25	2	Special Commissioner Meeting at Port Office		Port																		
26	2	Clean Rain Gutters on Retail Center Buildings		Retail																		
27	2	Remove Equipment and Supplies out of Laundromat Building		RV Park																		
28	2	Repair, Clean and Paint Fence		RV Park																		
29	3	62 Landscape Maintenance	520	All				A	A	A												
30	3	63 Trash Pickup and Removal	736	All				A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
31	3	64 Restroom Cleaning	806	All				A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
32	3	65 Fish Station Cleaning	447	All				A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
33	3	44 Install Drainage System at Fish Station per DEQ	1,112	Boat Parking Lot																		
34	3	45 Build Enclosure for Launch Machine	2,059	Boat Parking Lot																		
35	3	49 Repair Storm Drain at N-O Dock Ramp	1,673	Docks																		
36	3	Replace Broken Gate Valve on Main Waterline in Commercial RR		Docks																		
37	3	52 Cleanup Gear Storage (Near Fuel Tanks)	5,783	Gear Storage																		
38	3	54 Repair Water Leak at Kite Field (Line going to restroom)	2,000	Kite Field																		

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Monday, June 26, 2017 4:30 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com

SECURITY OFFICER KNAUSS JUNE 25, 2017

2121 CLOSED BOAT RAMP BATHROOM 2125

2200 RV PARK, CB/CLOSED BATHROOM, MAIN CLEAR, BOAT RAMP CLEAR 2230

2300 RV PARK, KITE FIELD CLEAR, CB CLEAR 2323

2300 CHECKED RV PARK BATHROOM FOR REPORTED INDIVIDUAL ON A BIKE. BATHROOM CLEAR TALKED WITH PARK HOSTS AND CONFIRMED THAT INDIVIDUAL I WAS LOOKING FOR HAD LEFT.

0044 RV PARK CLEAR, PUBLIC FISHING CLEAR
MAIN CLEAR, BOAT RAMP CLEAR 0056

0337 BOAT RAMP/OPENED BATHROOM, MAIN
CB/OPENED BATHROOM, RV PARK 0358

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Tuesday, June 27, 2017 4:15 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com

SECURITY OFFICER KNAUSS JUNE 26, 2017

2055 CLOSED BOAT RAMP BATHROOM 2101

2150 CB/CLOSED BATHROOM, RV PARK, MAIN, BOAT RAMP 2209

2312 RV PARK, PUBLIC FISHING CLEAR, KITE FIELD CLEAR 0011

2312 NOTIFIED BY STAFF AT RV PARK OF A INDIVIDUAL THAT HAD BEEN 86ED WAS IN THERE 5TH WHEEL ON THE GRAVEL PARKING NORTH END. I MADE CONTACT WITH THE OWNER BELONG TO A GMC TRUCK ORLP(308 JHB) AND VERBAL GOT THEM TO LEAVE PROPERTY 0002

0121 MAIN CLEAR, CB CLEAR, KITE FIELD CLEAR 0137

0315 BOAT RAMP, MAIN, CB, KITE FIELD, RV PARK, PUBLIC FISHING 0339

0346 OPENED CB BATHROOM, OPENED BOAT RAMP BATHROOM 0350

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Wednesday, June 28, 2017 4:22 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH JUNE 27, 2017

2140 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED 2148

2227 CB- RESTROOM CLOSED 2233

0040 RV PARK- RESTROOMS CLEAR

PUB FISH- CLEAR

KITE FIELD- ORLP# 594 BCX WARNED FOR BEING IN PORT AFTER 10PM

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0122

0342 RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- RESTROOM OPEN, ORLP# 578 FKE WARNED FOR BEING IN PORT AFTER 10PM

MAIN AREA- CLEAR

BOAT RAMP- RESTROOM OPEN 0410



Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Thursday, June 29, 2017 4:39 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH JUNE 28, 2017

2210 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED

CB- RESTROOM CLOSED 2233

2304 RV PARK- ORLP# 670 AVE WARNED FOR BEING IN PORT AFTER 10PM

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- CLEAR

BOAT RAMP- CLEAR 0122

0054 RV PARK- ORLP# WQH 152 WARNED FOR BEING IN PORT AFTER 10PM, RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR 0110

0410 CB- BOAT YARD CLOSED, COLP# JQV586 WARNED FOR OVERNIGHT CAMPING, RESTROOM OPEN

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- RESTROOM OPEN 0430



Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Friday, June 30, 2017 5:14 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH JUNE 29, 2017

2055 BOAT RAMP- RESTROOM CLOSE, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED 2110

0005 CB- RESTROOM CLOSED

RV PARK- CLEAR
PUB FISH- CLEAR

KITE FIELD- CLEAR

MAIN AREA- CLEAR

BOAT RAMP- CLEAR 0025

0216 RV PARK- RESTROOMS CLEAR, ORLP# 515 EFL WARNED FOR BEING IN PORT AFTER 10PM

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- MALE (KYLE) SITING NEAR OLD TACKLE SHOP INFORMED KYLE THAT PORT IS CLOSED.

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0245

0405 CB- RESTROOM OPEN

BOAT RAMP- RESTROOM OPEN 0411



Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Saturday, July 01, 2017 5:19 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for June 30, 2017

SECURITY OFFICER KNAUSS JUNE 30, 2017

2057 CLOSED BOAT RAMP BATHROOM 2101

2214 MAIN CLEAR, CB/CLOSED BATHROOM, RV PARK, KITE FIELD CLEAR 2232

2321 CB CLEAR, KITE FIELD CLEAR, PUBLIC FISHING DRUNK OLDER WMA SLEEPING IT OFF IN HIS VEHICLE 2146
PV 002083 ORLP (641 JCF) CHEVY TAGGED FOR OVERNIGHT PARKING

0127 MAIN CLEAR, CB CLEAR, RV PARK CLEAR, KITE FIELD CLEAR, PUBLIC FISHING CLEAR 0200

0429 MAIN CLEAR, BOAT RAMP/OPENED BATHROOM 0436

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Sunday, July 02, 2017 4:04 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for July 1, 2017

SECURITY OFFICER KNAUSS JULY 1, 2017

2158 BOAT RAMP- BATHROOM CLOSED

RV PARK- CONTACT WITH WMA WHO THOUGHT HE HAD LOST HIS FORD/FIESTA WE FOUND HIS VEHICLE AND KEYS
INSIDE SITTING ON PASSENGER SEAT 2225

2239 MAIN- LOCKED SPORTS BASIN, INFORMED WMA IN RED FORD TRUCK THAT PORT IS CLOSED AFTER 10PM
CB- CLOSED BATHROOM 2305

0105 MAIN- CONTACT GARY ROBERTS INFORMED HIM PORT IS CLOSED AFTER 10PM
CONTACT WMA ON A BIKE INFORMED HIM PORT IS CLOSED AFTER 10PM BOAT RAMP- CLEAR KITE FIELD- PV#002046
NVLP# BAD27 FOR NO PARKING AFTER 10PM RV PARK- CALP# 5MTK882 WARNED FOR NO PARKING AFTER 10PM/NO
CAMPING
PUB FISH- CLEAR 0200

0337 BOAT RAMP-OPENED BATHROOM
MAIN-CLEAR
CB-OPENED BATHROOM 0356