

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 08/27/17 to Saturday 09/02/17

Port Office

1. Port employs eight (8) full-time hourly employees and one (1) salary employee. Payroll averages 36k/month.
2. Currently, the Port is operating businesses RV Park, Boat Yard, Fuel Dock, Marina, Gear Storage and Retail Center seven days a week.
3. Approximate end of the week QuickBooks balances for the Port:

- \$ 70,648 General Fund
 - \$ 36,194 Fuel Dock Account
 - \$ 1,949 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - **\$108,791 GENERAL FUND, as of 9/02/17**
-
- \$ 72,822 **Capital Projects Fund** (To keep pace with Deprecation need \$7,533 weekly)
FEMA Basin 1 Piling Project – Estimated Port share \$250,000 (Postponed to FY 18-19)
OSMB Grant – Boarding Dock Replacement – Port share \$60,000 (25k cash)
 - \$ 56,183 **Debt Service Fund** \$62,500 Quarterly (IFA Business Oregon)
Week 9, next payment due Sept 30
(\$4,807.69 average each week to reach payment, currently \$0 short)
 - \$ 3,503 **Debt Service Fund** \$4,659 Monthly (Travel Lift Lease)
Week 2, payment due 22nd each month
(\$1,164.75 average each week to reach payment, currently \$0 short)
 - \$120,623 **Revenue Bond Fund** \$143,132 Yearly (\$13,012 must remain in fund)
USDA Loan - \$130,120, payment due Nov 5th – Week 43
(\$2,502.30 average each week to reach payment, currently \$0 short)
 - \$ 9,000 **Reserve Fund** (Approx. Total Deprecation to date \$5,296,203. Yearly amount \$391,741)
 - **\$262,131 RESTRICTED FUNDS, as of 9/02/17**
-
- \$370,922 Total, as of 9/02/17
-
- \$ 61,924 **ACCOUNTS RECEIVABLE, as of 9/02/17**
1-30 days 34,029 / 31-60 days 19,014 / 61-90 days 3,393 / 90+ 5,488
 - \$ 11,461 **ACCOUNTS PAYABLE, as of 9/02/17**
1-30 days 11,461 / 31-60 days 0 / 61-90 days 0 / 90+ 0
-
- \$375,000 6 - Missed Quarterly IFA Payments, due to March 2011 Tsunami damage
 - \$ 44,419 Extra payments paid to date
 - \$330,581 Remaining amount (Approximately)

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 08/27/17 to Saturday 09/02/17

4. Capital Projects Fund: Upcoming projects that are Priority 1:
 - Repair damaged electrical infrastructure Sites 23 to 57 at RV Park – Estimate cost TBD.
 - Repair and upgrade Slugs N Stones sewer tank – Cost 15k
 - Removing debris and equipment from laundromat building and demo – Estimate cost 10k.
 - Purchase trench drain for boat launch ramp and install – Estimate cost 20k.
5. General Fund: Upcoming expenditures:
 - Purchase telehandler if approved by IFA.
6. Meetings:
 - SDAO Risk Management to review port issues progression since the last meeting.
 - BC Fisheries regarding new lease rate for the processing plant site.
 - Derek Mollier with Emergency Management Coordinator and his associate regarding mitigation measures the fire team will be doing and wanted contact information from the Port, Coast Guard and Corp of Engineers. They have concerns of mud and debris flows when the rains begin.
 - Special Commissioner Meeting and Executive Session held at Port Office. 24-hour notice was given to the local newspaper and posted on port website.
7. Relocated most of the Port documents that is not needed on a daily basis into storage containers in the boat yard.
8. Informed Raining Cats & Dogs the fire camp has left the port and their event can proceed as planned.
9. Safety meeting with staff was held. Topic was on hearing protection an adjusting RV Park weekend office coverage to part-time.
10. Ocean Suites lease was completed.
11. Discussions with SDAO and CAL/OR Insurance regarding fish cleaning station refurbishing and vessel monument.
12. Completed USDA Forest Service Amendment #2 for ground usage at the retail parking lot.
13. Updated commercial lease invoices to include pertinent information.
14. Completed Hungry Clam lease amendment. Lease document sent to Hungry Clam for signature.
15. Talked to Greg/Double 'E' Engineering regarding the RV Park electrical repair. Made amendment to his agreement and emailed it back to him. He is making changes to his schedule to get here next week to look at Phase 1, repair to the affected sites.
16. Proceeding to get quotes on new telehandler machine.
17. Proceeding to get submittal package on Slug's N Stones sewer tank repair.
18. Received Bell & Whistle proposal for expanding into suites 102 and 103 (Port Office).
19. Kelly with Harbor Sanitary called asking about a location to hold a joint commissioner meeting. We decided to have it at her office for now with date yet TBD.

RV Park

1. Landscaping done by port staff.
2. Replaced leaking spigot at Site 85.
3. Reset cable system to get channels working again.
4. USDA Forest Service moved the camp off port grounds to consolidate their camps to a larger space. Their staging, inspection and wash area remains on port grounds at the retail parking lot. Campsite was cleaned by USDA Forest Service crews.
5. Repaired women's toilet at RV Park main restroom.
6. Repaired sewer raiser at Site 88A.
7. Received a phone call and another message regarding the 14-day stay limit for fire evacuees. Special Commissioner Meeting was called to suspend the 14-day stay limit for fire evacuees.
8. While gathering quarters at the showers, water was all over the coin dispenser #6. Checked inside the shower stall and found someone removed a tile section just above the coin dispenser. Tile was repaired and shower placed out of order until caulking can set.

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 08/27/17 to Saturday 09/02/17

9. Blinds inside the laundromat were torn down. Checked out the inside and found rats have taken over. Plan to make it a top priority to remove everything from the inside. Then demo the building.
10. Repaired water valve cover and can at Site 38.

Docks – Basin 1 & 2 and Transient

1. Boat inventory completed for both basins.
2. Someone tossed a wood bench into Basin 2 near C Dock. Bench was removed using rental telehandler.
3. Repaired women's toilet at Basin 2 Eastside restroom.
4. Repaired electrical pedestal in Basin 2 Q 21-22.
5. Gowman Electric replaced burnt receptacle plug on electrical pedestal at transient dock.
6. Jack Akin/EMC Engineering completed bathymetric for both basins. CAD drawings and report should be available in couple of weeks.
7. Repaired broken waterline at Basin 1 G-4.
8. Received complaint about no power on P Dock. Port staff and Gowman Electric checked the power and found the power on at all pedestals. Received second complaint later in the day of no power at P-6. Port staff went back and found the pedestal power working and the issue was on the vessel. Port staff talked to the individual on the vessel.
9. Received another call regarding a broken pedestal at Q 21-22. Pedestal at Q 21-22 is not broken. That pedestal was repaired earlier in the week. But, two more pedestals were found that were broken and nobody reported at Q 2-4 and Q 6-8. Both pedestals were repaired. The screws connecting the top section of the pedestal were bent and stripped. New screws were installed.
10. Debris found on Q-17 finger. Vessel owner that it belongs to was called to clean up the debris.

Boat Yard

1. Checked inventory on dredging materials per John Buckley/Coos Bay request to purchase. Waiting on his response to proceed.
2. Hauled out Coast Guard vessel, blocked and then placed back in the water.
3. Hauled out Marilyn A and blocked.
4. Hauled out Oracle and blocked.

Maintenance Yard / Shop

1. Continue cleanup and organizing as time permits.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Landscaping done by port staff.

Commercial Fishing Docks / Gear Storage

1. Completed three crane jobs for commercial fleet with rental telehandler.
2. Moved 40' container for Chetco Seafood with rental telehandler.

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Landscaping done by port staff.
4. Repaired broken soap dispenser in men's Retail restroom.
5. Steel beams in the dirt parking area where moved into the Green Building fenced area to give fire camp more access.
6. Completed monthly inspect and cleaning of retail sewer tank. Recorded pump amps for monitoring efficiency.
7. Saturday Market / Salmon Famine this weekend on the boardwalk, two-day event. Using half the boardwalk.

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 08/27/17 to Saturday 09/02/17

Fuel Dock

1. 4,434 gallons of diesel and 709 gallons of gas was pumped this week. 29 vessels.
2. Approximate inventory in the aboveground tanks for diesel 6,431 and non-ethanol 1,894.
3. Carson Oil delivered 4,000 gallons of diesel.

Security

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

FEMA / OEM PW's

1. Received email from FEMA regarding immediate needs funding only, due to Hurricane Harvey and the end of the fiscal year. This will impact our funding from HMGP on the piling replacement project in Basin 1.

Miscellaneous

1. RV Park Weekly Guest Forecast is actual occupancy for that time period, attached is the last three weeks.
2. Two-week work schedule of actuals and planned activities, attached.
3. Spreadsheet of Port Programs and Policies with actuals, attached.
4. Restroom daily checklist performed by port staff week ending 08-27-17, attached.
5. Memorandum from FEMA regarding the funding restrictions, attached.
6. Miscellaneous photos of the week, five photos attached.

Port of Brookings Harbor
Balance Sheet
 As of September 2, 2017

| | Sep 2, 17 |
|---|------------------|
| Checking/Savings | |
| 1001 · CASH & CASH EQUIVALENTS | |
| 1002 · General Funds Ckg 3634 | 70,648.28 |
| 1003 · FUEL DOCK | 36,194.42 |
| Total 1001 · CASH & CASH EQUIVALENTS | 106,842.70 |
| 1004 · RESTRICTED - CASH/EQUIVALENTS | |
| 1005 · Capital Projects Fund 8018 | |
| RESERVE FUND | 9,000.00 |
| 1005 · Capital Projects Fund 8018 - Other | 72,822.18 |
| Total 1005 · Capital Projects Fund 8018 | 81,822.18 |
| 1007 · USDA BOND MM 9529 | 120,623.34 |
| 1008 · Debt Service Fund MM 8627 | |
| IFA LOAN SAVINGS | 56,183.24 |
| TRAVEL LIFT | 3,503.00 |
| Total 1008 · Debt Service Fund MM 8627 | 59,686.24 |
| Total 1004 · RESTRICTED - CASH/EQUIVALENTS | 262,131.76 |
| 1012 · Cash on Hand/Petty Cash | |
| 1014 · Office/Bookkeeper Drawer | 228.75 |
| 1015 · Fuel Dock Cash Drawer | 400.00 |
| 1018 · RV Park Cash Drawer | 920.00 |
| 1022 · Office/Danielle | 200.00 |
| 1023 · Office/Skylar | 200.00 |
| Total 1012 · Cash on Hand/Petty Cash | 1,948.75 |
| Total Checking/Savings | 370,923.21 |

Guest Forecast

For: 08/26/2017 - 09/01/2017

| Date | Departures | Stayovers | Arrivals | Persons | | Units | % Occ | Unit Revenue |
|-----------|------------|-----------|----------|-----------|-----------|-------|-------|--------------|
| | | | | AM | PM | | | |
| 8/26/2017 | 8 | 39 | 2 | 94/0/0/0 | 84/0/0/0 | 41 | 34.17 | \$1,467.00 |
| 8/27/2017 | 12 | 29 | 8 | 84/0/0/0 | 75/0/0/0 | 37 | 30.83 | \$1,602.00 |
| 8/28/2017 | 9 | 28 | 9 | 75/0/0/0 | 74/0/0/0 | 37 | 30.83 | \$1,654.00 |
| 8/29/2017 | 5 | 32 | 4 | 74/0/0/0 | 72/0/0/0 | 36 | 30.00 | \$1,464.00 |
| 8/30/2017 | 7 | 29 | 7 | 72/0/0/0 | 71/0/0/0 | 36 | 30.00 | \$1,573.00 |
| 8/31/2017 | 10 | 26 | 12 | 71/0/0/0 | 74/0/0/0 | 38 | 31.67 | \$1,667.00 |
| 9/1/2017 | 7 | 31 | 30 | 74/0/0/0 | 123/0/0/0 | 61 | 50.83 | \$2,855.00 |
| | 58 | 214 | 72 | 544/0/0/0 | 573/0/0/0 | 286 | 34.05 | \$12,282.00 |

Occupancy percentages based on 120 total units

Guest Forecast

For: 08/12/2017 - 08/18/2017

| Date | Departures | Stayovers | Arrivals | Persons | | Units | % Occ | Unit Revenue |
|-----------|------------|-----------|----------|------------|------------|-------|-------|--------------|
| | | | | AM | PM | | | |
| 8/12/2017 | 17 | 100 | 17 | 236/0/0/0 | 239/0/0/0 | 117 | 97.50 | \$4,443.00 |
| 8/13/2017 | 67 | 50 | 21 | 239/0/0/0 | 143/0/0/0 | 71 | 59.17 | \$2,736.00 |
| 8/14/2017 | 35 | 36 | 31 | 143/0/0/0 | 134/0/0/0 | 67 | 55.83 | \$2,857.00 |
| 8/15/2017 | 16 | 51 | 18 | 134/0/0/0 | 141/0/0/0 | 69 | 57.50 | \$2,830.00 |
| 8/16/2017 | 18 | 51 | 19 | 141/0/0/0 | 141/0/0/0 | 70 | 58.33 | \$2,960.00 |
| 8/17/2017 | 24 | 46 | 23 | 141/0/0/0 | 141/0/0/0 | 69 | 57.50 | \$2,820.00 |
| 8/18/2017 | 19 | 50 | 25 | 141/0/0/0 | 154/0/0/0 | 75 | 62.50 | \$3,254.00 |
| | 196 | 384 | 154 | 1175/0/0/0 | 1093/0/0/0 | 538 | 64.05 | \$21,900.00 |

Occupancy percentages based on 120 total units

Guest Forecast

For: 08/05/2017 - 08/11/2017

| Date | Departures | Stayovers | Arrivals | Persons | | Units | % Occ | Unit Revenue |
|-----------|------------|-----------|----------|------------|------------|-------|-------|--------------|
| | | | | AM | PM | | | |
| 8/5/2017 | 27 | 88 | 27 | 226/0/0/0 | 225/0/0/0 | 115 | 95.83 | \$4,617.00 |
| 8/6/2017 | 58 | 57 | 34 | 225/0/0/0 | 180/0/0/0 | 91 | 75.83 | \$3,612.00 |
| 8/7/2017 | 28 | 63 | 30 | 180/0/0/0 | 185/0/0/0 | 93 | 77.50 | \$3,778.00 |
| 8/8/2017 | 32 | 61 | 22 | 185/0/0/0 | 166/0/0/0 | 83 | 69.17 | \$3,346.00 |
| 8/9/2017 | 30 | 53 | 23 | 166/0/0/0 | 152/0/0/0 | 76 | 63.33 | \$3,181.00 |
| 8/10/2017 | 23 | 53 | 33 | 152/0/0/0 | 172/0/0/0 | 86 | 71.67 | \$3,442.00 |
| 8/11/2017 | 30 | 56 | 61 | 172/0/0/0 | 236/0/0/0 | 117 | 97.50 | \$4,810.00 |
| | 228 | 431 | 230 | 1306/0/0/0 | 1316/0/0/0 | 661 | 78.69 | \$26,786.00 |

Occupancy percentages based on 120 total units

| # | Priority | Description | Location | AUGUST | | | | | | | SEPTEMBER | | | | | | | | | | | | |
|----|----------|--|------------------|------------|----|----|----|----|----|----|-------------------|----|----|----|---|---|---|---|---|---|---|---|---|
| | | | | A = Actual | | | | | | | 2 Week Look-Ahead | | | | | | | | | | | | |
| | | | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | 1 | Repaint Trip Hazards on Docks | Basin 1 | | | | A | | | | | | | | | | | | | | | | |
| 2 | 1 | Install Temporary Chain Pile Hoops on B Dock | Basin 1 | | | | A | | | | | | | | | | | | | | | | |
| 3 | 1 | Tighten Dock Bolts on B Dock | Basin 1 | | | | A | | | | | | | | | | | | | | | | |
| 4 | 1 | Repair Broken Waterline at G-4 | Basin 1 | | | | | | | | A | | | | | | | | | | | | |
| 5 | 1 | Repair Water Leaks on A Dock | Basin 1 | | | | A | A | | | | | | | | | | | | | | | |
| 6 | 1 | Bathymetric Survey | Basin 1 | | | | | | | | A | A | A | | | | | | | | | | |
| 7 | 1 | Repaint Trip Hazards on Docks | Basin 2 | | | | A | | | | | | | | | | | | | | | | |
| 8 | 1 | Remove Bench from Basin | Basin 2 | | | | | | | | A | | | | | | | | | | | | |
| 9 | 1 | Bathymetric Survey | Basin 2 | | | | | | | | A | A | A | | | | | | | | | | |
| 10 | 1 | Repair Electrical Pedestal at Q 21-22 | Basin 2 | | | | | | | | A | | | | | | | | | | | | |
| 11 | 1 | Repair Electrical Pedestal at Q 2-4 and Q 6-8 | Basin 2 | | | | | | | | | A | | | | | | | | | | | |
| 12 | 1 | Repair Electrical Pedestal on Transient Dock (Gowman) | Basin 2 | | | | | | | | | A | | | | | | | | | | | |
| 13 | 1 | Check Power Issues on P Dock (Staff & Gowman) No Port Issues | Basin 2 | | | | | | | | | A | | | | | | | | | | | |
| 14 | 1 | Repair Toilet in Women's Restroom Eastside | Basin 2 | | | | A | | | | | | | | | | | | | | | | |
| 15 | 1 | Boat Haul In/Out | Boat Yard | | | | | A | | | | A | A | A | | | | | | | | | |
| 16 | 1 | Install Docks to Travel Lift Ramp for Exiting Off Boats | Boat Yard | | | | A | A | A | | | | | | | | | | | | | | |
| 17 | 1 | Cleanup Boat Yard & Warehouse | Boat Yard | | | | | | | | | A | | | | | | | | | | | |
| 18 | 1 | Repair Work Dock Pile Hoops | Boat Yard | | | | | | | | | | | | | | | | | | | | |
| 19 | 1 | USDA Fire Camp | Boat Yard | | | | A | A | A | A | A | A | A | | | | | | | | | | |
| 20 | 1 | Crane Work for Commercial Fleet | Commercial Docks | | | | | | | | A | A | | | | | | | | | | | |
| 21 | 1 | USDA Fire Camp | Kite Field | | | | A | A | A | A | A | A | A | | | | | | | | | | |
| 22 | 1 | Relocate Port Office Files | Port Office | | | | A | A | A | | | | | | | | | | | | | | |
| 23 | 1 | Repair Slugs N Stones Sewer Pump and Enclosure | Retail | | | | | | | | | | | | | | | | | | | | |
| 24 | 1 | Inspect and Clean Retail Sewer Tank | Retail | | | | | | | | | | A | | | | | | | | | | |
| 25 | 1 | USDA Fire Camp - Parking Lot - Staging / Inspection / Wash | Retail | | | | A | A | A | A | A | A | A | A | | | | | | | | | |
| 26 | 1 | Repair Toilet in Women's Restroom | RV Park | | | | A | | | | | | | | | | | | | | | | |
| 27 | 1 | Replaced Broken Spigot at Site 85 | RV Park | | | | | | A | | | | | | | | | | | | | | |
| 28 | 1 | Repair Sewer Riser at Site 88A | RV Park | | | | | | | | | A | | | | | | | | | | | |
| 29 | 1 | Repair Broken Tile in Men's Shower #6 | RV Park | | | | | | | | | | A | | | | | | | | | | |
| 30 | 1 | Repair Damaged Water Can Valve at Site 38 | RV Park | | | | | | | | | | | A | | | | | | | | | |
| 31 | 1 | USDA Fire Camp | RV Park | | | | A | A | A | A | A | A | A | | | | | | | | | | |
| 32 | 1 | Remove Equipment and Supplies out of Laundromat Building | RV Park | | | | | | | | | | | | | | | | | | | | |
| 33 | 1 | Ele Engineer Inspection - Electrical Issues Site 23 thru 57 | RV Park | | | | | | | | | | | | | | | | | | | | |
| 34 | 1 | Disconnecting Power to Sites 23 thru 57 | RV Park | | | | | | | | | | | | | | | | | | | | |
| 35 | 2 | Build Shelving for Document Storage | Boat Yard | | | | | | | | | | | | | | | | | | | | |
| 36 | 2 | Separate Main Dock Basin 1 | Docks | | | | | | | | | | | | | | | | | | | | |
| 37 | 2 | Install Piling Hoops / Temp Piling Hoops - Basin 1 | Docks | | | | | | | | | | | | | | | | | | | | |
| 38 | 2 | Repair Sinkholes in Parking Lot | Fishing Pier | | | | | | | | | | | | | | | | | | | | |
| 39 | 2 | Special Commissioner Meeting at Port Office | Port | | | | | | | | | | | | | | | | | | | | |
| 40 | 2 | Clean Rain Gutters on Retail Center Buildings | Retail | | | | | | | | | | | | | | | | | | | | |
| 41 | 2 | Relocate Quarter Change Machine | RV Park | | | | | | | | | | | | | | | | | | | | |
| 42 | 2 | Repair, Clean and Paint Fence | RV Park | | | | | | | | | | | | | | | | | | | | |
| 43 | 2 | Replace Broken Golf Cart | RV Park | | | | | | | | | | | | | | | | | | | | |
| 44 | 3 | Landscaping Maintenance | All | | | | | | | | | | | | | | | | | | | | |
| 45 | 3 | Trash Pickup and Removal | All | | | | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| 46 | 3 | Restroom Cleaning | All | | | | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |

| # | Priority | Description | Location | A = Actual | | | | | | | 2 Week Look-Ahead | | | | | | | | | | | |
|----|----------|---|------------------|------------|----|----|----|----|----|----|-------------------|----|----|----|---|---|---|---|---|---|---|---|
| | | | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 47 | 3 | Fish Station Cleaning | All | A | A | A | A | A | A | A | A | A | A | A | | | | | | | | |
| 48 | 3 | Build Enclosure for Launch Machine | Boat Parking Lot | | | | | | | | | | | | | | | | | | | |
| 49 | 3 | Replace Broken Gate Valve on Main Waterline in Boat Launch RR | Boat Parking Lot | | | | | | | | | | | | | | | | | | | |
| 50 | 3 | Demo Aux Coast Guard Shack | Boat Parking Lot | | | | | | | | | | | | | | | | | | | |
| 51 | 3 | Repair Storm Drain at N-O Dock Ramp | Docks | | | | | | | | | | | | | | | | | | | |
| 52 | 3 | Replace Broken Gate Valve on Main Waterline in Commercial RR | Docks | | | | | | | | | | | | | | | | | | | |
| 53 | 3 | Cleanup Gear Storage (Near Fuel Tanks) | Gear Storage | | | | | | | | | | | | | | | | | | | |
| 54 | 3 | Repair Pavement Arrows and Lines | RV Park | | | | | | | | | | | | | | | | | | | |
| 55 | 3 | Repair Benches (Splinters) Throughout Park | RV Park | | | | | | | | | | | | | | | | | | | |

Programs and Policies

| # | Description | Past Resolution # | Year Approved | New Resolution # | Year Approved |
|----|---|-------------------------|------------------|---------------------|------------------|
| 1 | Live-aboard Policy (REJECTED) 1981 | 116 | | | |
| 2 | Annual Boat Launch Rates | 163 | 1987 | 472 | 2017 |
| 3 | Port Ordinance | 207 | 1991 | | |
| 4 | Permit to Sale Fish Off Boats Policy | 238 | 1994 | | |
| 5 | Record Document Request Policy | 242 | 1994 | 466 | 2017 |
| 6 | Trailer & Boat Storage Policy | 251 | 1995 | | |
| 7 | Port & Boat Yard BMP's | 253 | 1995 | 469 | 2017 |
| 8 | Port Exterior Sign Code | 275 | 1996 | | |
| 9 | Standard Lease Rates | 285 | 1996 | 468 | 2017 |
| 10 | Poundage Rate for Public Hoist | 356 | 2004 | | |
| 11 | Over the Dock Fueling | 403 | 2009 | 472 | 2017 |
| 12 | Moorage Rate Increase | 438 | 2013 | 472 | 2017 |
| 13 | RV Park Rates | 438 | 2013 | 472 | 2017 |
| 14 | Strategic Business Plan | 440 | 2013 | | |
| 15 | Boat Yard Rates 2017 | 455 | 2016 | 472 | 2017 |
| 16 | Boat Trailer Storage Rates | 456 | 2017 | 472 | 2017 |
| 17 | Event Rates 2017 | 461 | 2016 | | |
| 18 | Employee Handbook 2017 | 462 | 2017 | | |
| 19 | Commission Evaluation Form | 476 | 2016 | | |
| 20 | Staff and Board Conduct | 229 / 369 Not Signed | 1993 / 2005 | | |
| 21 | RV Park Rules and Regulations | 385 / 404 | 2006 / 2008 | | |
| 22 | Commissioner By-Laws | | 1965 | | |
| 23 | Safety Program 1998 | | | | |
| 24 | Volunteer Application Form | | | 467 | 2017 |
| 25 | Boat Yard Forms & Policy | | | 470 | 2017 |
| 26 | Evacuation Plan 2002 | | | | |
| 27 | RV Park Camp Host Policy | | | | |
| 28 | Commissioner Goals, Mission, Plan, Vision and Guiding Principles | | | | |
| 29 | Employee Evaluation Form | | | | |
| 30 | Staff Job Descriptions | | | | |
| 31 | Document Control Policy | | | | |
| 32 | Fuel Pricing Policy | | | 472 | 2017 |
| 33 | Gear Storage Policy | | | | |
| 34 | Moorage License Agreement | | | 471 | 2017 |
| 35 | Venders in RV Park Policy | | | | |

PORT OF BROOKINGS HARBOR

RESTROOM DAILY CHECKLIST

Ensure that the restroom is clean and sanitary

| Acceptable | | | | | | | Needs Attention | | | | | | | Location: Fish Station | |
|----------------------|---|---|---|---|---|---|-----------------|---|---|---|---|---|---|--|--|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | Day of the week | |
| X | X | X | X | X | X | X | | | | | | | | Tables cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Table screens cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Walls cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Floor drains and drain covers are open and free of debris | |
| | | | | | | | | | | | | | | Floors free of carcasses and trash | |
| | | | | | | | | | | | | | | Door handles, wall switches and other high contact areas cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Fish and crab barrels emptied, cleaned, disinfected | |
| | | | | | | | | | | | | | | Floors free of paper and trash | |
| | | | | | | | | | | | | | | Floor has been mopped clean with proper cleaning or disinfecting solution | |
| | | | | | | | | | | | | | | Lights are functioning | |
| | | | | | | | | | | | | | | Outside drain pipe cleared and disinfected | |
| | | | X | X | X | X | | | | | | | | Fish station looks and smells clean | |
| S | S | S | S | S | S | S | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Cleaned By: | | | | | | | Inspected By: | | | | | | | Date: | |
| Week Ending: 8-27-17 | | | | | | | | | | | | | | | |

PORT OF BROOKINGS HARBOR

RESTROOM DAILY CHECKLIST

Ensure that the restroom is clean and sanitary

| Acceptable | | | | | | | Needs Attention | | | | | | | Location: Boat Launch | |
|------------|----|----|----|----|----|----|-----------------|---|---|---|---|---|---|--|--|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | Day of the week | |
| X | X | X | X | X | X | X | | | | | | | | Toilet and toilet seats cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Urinal handles cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Urinal screens cleaned and blocks replaced | |
| | | | | | | | | | | | | | | Sinks and fixtures cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Mirrors cleaned | |
| | | | | | | | | | | | | | | Door handles, wall switches and other high contact areas cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Toilet paper and seat covers restocked | |
| | | | | | | | | | | | | | | Soap and paper dispensers disinfected and restocked | |
| | | | | | | | | | | | | | | Trash cans emptied, new liners put in place | |
| | | | | | | | | | | | | | | Floors free of paper and trash | |
| | | | | | | | | | | | | | | Feminine hygiene dispensers cleaned, disinfected and restocked, new liners put in place | |
| | | | | | | | | | | | | | | Countertops, ledges, etc. cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Floor drains and drain covers are open and free of debris | |
| | | | | | | | | | | | | | | Lights are functioning | |
| | | | | | | | | | | | | | | Ceiling, walls, vents cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Floor has been mopped clean with proper cleaning or disinfecting solution | |
| | | | | | | | | | | | | | | Restroom looks and smells clean | |
| SA | SA | SA | SA | SA | SA | SA | | | | | | | | | |

| | | |
|-----------------------------|---------------------|-------------|
| Cleaned By: _____ | Inspected By: _____ | Date: _____ |
| Week Ending: <u>8-27-17</u> | | |

PORT OF BROOKINGS HARBOR

RESTROOM DAILY CHECKLIST

Ensure that the restroom is clean and sanitary

| Acceptable | | | | | | | Needs Attention | | | | | | | Location: Retail Center | |
|------------|---|---|---|---|---|---|-----------------|---|---|---|---|---|---|--|--|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | Day of the week | |
| X | X | X | X | X | X | X | | | | | | | | Toilet and toilet seats cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Urinal handles cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Urinal screens cleaned and blocks replaced | |
| | | | | | | | | | | | | | | Sinks and fixtures cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Mirrors cleaned | |
| | | | | | | | | | | | | | | Door handles, wall switches and other high contact areas cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Toilet paper and seat covers restocked | |
| | | | | | | | | | | | | | | Soap and paper dispensers disinfected and restocked | |
| | | | | | | | | | | | | | | Trash cans emptied, new liners put in place | |
| | | | | | | | | | | | | | | Floors free of paper and trash | |
| | | | | | | | | | | | | | | Feminine hygiene dispensers cleaned, disinfected and restocked, new liners put in place | |
| | | | | | | | | | | | | | | Countertops, ledges, etc. cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Floor drains and drain covers are open and free of debris | |
| | | | | | | | | | | | | | | Lights are functioning | |
| | | | | | | | | | | | | | | Ceiling, walls, vents cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Floor has been mopped clean with proper cleaning or disinfecting solution | |
| | | | | | | | | | | | | | | Restroom looks and smells clean | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

| | | |
|-----------------------------|---------------|-------|
| Cleansed By: | Inspected By: | Date: |
| Week Ending: 8-27-17 | | |

PORT OF BROOKINGS HARBOR

RESTROOM DAILY CHECKLIST

Ensure that the restroom is clean and sanitary

| Acceptable | | | | | | | Needs Attention | | | | | | | Location: Basin 2 - Eastside | |
|--|---|---|---|---|---|---|-----------------|---|---|---|---|---|---|--|--|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | Day of the week | |
| X | X | X | X | X | X | X | | | | | | | | Toilet and toilet seats cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Urinal handles cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Urinal screens cleaned and blocks replaced | |
| | | | | | | | | | | | | | | Sinks and fixtures cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Mirrors cleaned | |
| | | | | | | | | | | | | | | Door handles, wall switches and other high contact areas cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Toilet paper and seat covers restocked | |
| | | | | | | | | | | | | | | Soap and paper dispensers disinfected and restocked | |
| | | | | | | | | | | | | | | Trash cans emptied, new liners put in place | |
| | | | | | | | | | | | | | | Floors free of paper and trash | |
| | | | | | | | | | | | | | | Feminine hygiene dispensers cleaned, disinfected and restocked, new liners put in place | |
| | | | | | | | | | | | | | | Countertops, ledges, etc. cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Floor drains and drain covers are open and free of debris | |
| | | | | | | | | | | | | | | Lights are functioning | |
| | | | | | | | | | | | | | | Ceiling, walls, vents cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Floor has been mopped clean with proper cleaning or disinfecting solution | |
| | | | | | | | | | | | | | | Restroom looks and smells clean | |
| | | | | | | | | | | | | | | Shower stalls cleaned, disinfected, wiped dry | |
| | | | | | | | | | | | | | | Shower heads cleaned, disinfected and in place | |
| <div style="display: flex; justify-content: space-around;"> SA SH SH SH SH SH SH </div> | | | | | | | | | | | | | | | |
| Cleaned By: | | | | | | | Inspected By: | | | | | | | Date: | |
| Week Ending: 8-27-17 | | | | | | | | | | | | | | | |

PORT OF BROOKINGS HARBOR

RESTROOM DAILY CHECKLIST

Ensure that the restroom is clean and sanitary

| Acceptable | | | | | | | | Needs Attention | | | | | | | | Location: Basin 2 - Westside | |
|-----------------------------|---|---|----|----|----|----|---|-----------------|---|---|---|---|---|--|--|-------------------------------------|--|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | Day of the week | | | |
| X | X | X | X | X | X | X | | | | | | | | Toilet and toilet seats cleaned, disinfected, wiped dry | | | |
| | | | | | | | | | | | | | | Urinal handles cleaned, disinfected, wiped dry | | | |
| | | | | | | | | | | | | | | Urinal screens cleaned and blocks replaced | | | |
| | | | | | | | | | | | | | | Sinks and fixtures cleaned, disinfected, wiped dry | | | |
| | | | | | | | | | | | | | | Mirrors cleaned | | | |
| | | | | | | | | | | | | | | Door handles, wall switches and other high contact areas cleaned, disinfected, wiped dry | | | |
| | | | | | | | | | | | | | | Toilet paper and seat covers restocked | | | |
| | | | | | | | | | | | | | | Soap and paper dispensers disinfected and restocked | | | |
| | | | | | | | | | | | | | | Trash cans emptied, new liners put in place | | | |
| | | | | | | | | | | | | | | Floors free of paper and trash | | | |
| | | | | | | | | | | | | | | Feminine hygiene dispensers cleaned, disinfected and restocked, new liners put in place | | | |
| | | | | | | | | | | | | | | Countertops, ledges, etc. cleaned, disinfected, wiped dry | | | |
| | | | | | | | | | | | | | | Floor drains and drain covers are open and free of debris | | | |
| | | | | | | | | | | | | | | Lights are functioning | | | |
| | | | | | | | | | | | | | | Ceiling, walls, vents cleaned, disinfected, wiped dry | | | |
| | | | | | | | | | | | | | | Floor has been mopped clean with proper cleaning or disinfecting solution | | | |
| | | | X | X | X | X | | | | | | | | Restroom looks and smells clean | | | |
| | | | SA | SA | SA | SA | | | | | | | | | | | |
| SA | | | | | | | | | | | | | | | | | |
| Cleaned By: _____ | | | | | | | | | | | | | | Inspected By: _____ | | Date: _____ | |
| Week Ending: 8-27-17 | | | | | | | | | | | | | | | | | |

PORT OF BROOKINGS HARBOR

RESTROOM DAILY CHECKLIST

Ensure that the restroom is clean and sanitary

| Acceptable | | | | | | | Needs Attention | | | | | | | Location: Main RV Park |
|--------------------------------|---|---|---|---|---|---|-----------------|---|---|---|---|---|---------------|--|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | Day of the week |
| X | X | X | X | X | X | X | | | | | | | | Toilet and toilet seats cleaned, disinfected, wiped dry |
| | | | | | | | | | | | | | | Urinal handles cleaned, disinfected, wiped dry |
| | | | | | | | | | | | | | | Urinal screens cleaned and blocks replaced |
| | | | | | | | | | | | | | | Sinks and fixtures cleaned, disinfected, wiped dry |
| | | | | | | | | | | | | | | Mirrors cleaned |
| | | | | | | | | | | | | | | Door handles, wall switches and other high contact areas cleaned, disinfected, wiped dry |
| | | | | | | | | | | | | | | Toilet paper and seat covers restocked |
| | | | | | | | | | | | | | | Soap and paper dispensers disinfected and restocked |
| | | | | | | | | | | | | | | Trash cans emptied, new liners put in place |
| | | | | | | | | | | | | | | Floors free of paper and trash |
| | | | | | | | | | | | | | | Feminine hygiene dispensers cleaned, disinfected and restocked, new liners put in place |
| | | | | | | | | | | | | | | Countertops, ledges, etc. cleaned, disinfected, wiped dry |
| | | | | | | | | | | | | | | Floor drains and drain covers are open and free of debris |
| | | | | | | | | | | | | | | Lights are functioning |
| | | | | | | | | | | | | | | Ceiling, walls, vents cleaned, disinfected, wiped dry |
| | | | | | | | | | | | | | | Floor has been mopped clean with proper cleaning or disinfecting solution |
| | | | | | | | | | | | | | | Restroom looks and smells clean |
| | | | | | | | | | | | | | | Shower stalls cleaned, disinfected, wiped dry |
| | | | | | | | | | | | | | | Shower heads cleaned, disinfected and in place |
| SA X X X X X ST ST ST ST ST | | | | | | | | | | | | | | |
| Cleansed By: | | | | | | | | | | | | | Inspected By: | Date: |
| Week Ending: 8-27-17 | | | | | | | | | | | | | | |

PORT OF BROOKINGS HARBOR

RESTROOM DAILY CHECKLIST

Ensure that the restroom is clean and sanitary

| Acceptable | | | | | | | Needs Attention | | | | | | | Location: Secondary RV Park | | |
|----------------------|----|----|----|----|----|----|-----------------|---|---|---|---|---|---------------|--|-------|--|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | Day of the week | | |
| X | X | X | X | X | X | X | | | | | | | | Toilet and toilet seats cleaned, disinfected, wiped dry | | |
| | | | | | | | | | | | | | | Urinal handles cleaned, disinfected, wiped dry | | |
| | | | | | | | | | | | | | | Urinal screens cleaned and blocks replaced | | |
| | | | | | | | | | | | | | | Sinks and fixtures cleaned, disinfected, wiped dry | | |
| | | | | | | | | | | | | | | Mirrors cleaned | | |
| | | | | | | | | | | | | | | Door handles, wall switches and other high contact areas cleaned, disinfected, wiped dry | | |
| | | | | | | | | | | | | | | Toilet paper and seat covers restocked | | |
| | | | | | | | | | | | | | | Soap and paper dispensers disinfected and restocked | | |
| | | | | | | | | | | | | | | Trash cans emptied, new liners put in place | | |
| | | | | | | | | | | | | | | Floors free of paper and trash | | |
| | | | | | | | | | | | | | | Feminine hygiene dispensers cleaned, disinfected and restocked, new liners put in place | | |
| | | | | | | | | | | | | | | Countertops, ledges, etc. cleaned, disinfected, wiped dry | | |
| | | | | | | | | | | | | | | Floor drains and drain covers are open and free of debris | | |
| | | | | | | | | | | | | | | Lights are functioning | | |
| | | | | | | | | | | | | | | Ceiling, walls, vents cleaned, disinfected, wiped dry | | |
| | | | | | | | | | | | | | | Floor has been mopped clean with proper cleaning or disinfecting solution | | |
| | | | X | X | X | X | | | | | | | | Restroom looks and smells clean | | |
| SA | SA | SA | SA | SA | SA | SA | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Cleaned By: | | | | | | | | | | | | | Inspected By: | | Date: | |
| Week Ending: 8-27-17 | | | | | | | | | | | | | | | | |



FEMA

MEMORANDUM FOR: Deputy Administrator for Protection and National Preparedness
Associate Administrators
U.S. Fire Administrator
Chief of Staff
Assistant Administrators
Chief Counsel
Regional Administrators
Office Directors

FROM: Mary Comans *Mary F Comans*
Chief Financial Officer (Acting)

SUBJECT: Disaster Funding – Immediate Needs Funding (INF) Restrictions

In order to conserve Disaster Relief Fund (DRF) resources to fund the ongoing lifesaving, life sustaining response efforts related to Hurricane Harvey, FEMA is imposing immediate needs funding restrictions, effective today, August 28, 2017. The immediate needs funding restrictions shall remain in effect until further notice.

In summary, the definition of immediate needs includes Individual Assistance, Public Assistance Categories A and B (debris removal and emergency protective measures), mission assignments, and joint field office (JFO) operations. Note that funding is not being eliminated for projects in the restricted categories, but merely delayed until additional funding is available. Please note that the Agency's current efforts in support of Hurricane Harvey are recognized as immediate needs and therefore are not restricted under this guidance. The attached funding guidance provides additional detail on the nature of these temporary restrictions.

It is critical that we adhere to these guidelines to ensure that we are able to continue our ongoing and future response and recovery efforts. I appreciate your assistance in helping work through this issue. Please let me know if you need additional information.

Cc: Administrator
Deputy Administrator
Chief Financial Officer, DHS

Attachment

Disaster Relief Fund Immediate Needs Funding Guidance

Effective August 28, 2017, and until further notice pending action on supplemental funding for the Disaster Relief Fund to enable FEMA to carry out its responsibilities under the Stafford Act, we must constrain spending for all open disasters, emergency declarations, Fire Management Assistance Grants, and the Disaster Readiness and Support (DRS) Account.

The following guidance applies to processing of DRF funding allocations immediately:

1. The FEMA Office of the Chief Financial Officer (OCFO) will only process allocation requests (RAAs) for immediate needs, which is defined as the following:
 - a. Individual Assistance programs
 - b. Mission Assignments related to response activities
 - c. Reimbursements for debris removal and emergency protective measures (Public Assistance categories A & B);
 - d. Technical Assistance Contract support for Public Assistance category A & B activities and Individual Assistance manufactured housing support;
 - e. Currently needed State management costs; and
 - f. JFO operations (staff, travel, and JFO operations).
2. Funding allocations (RAAs) should be submitted on a “just-in-time basis”, i.e., obligations must occur immediately but no later than two (2) business days from the allocation approval. OCFO will monitor the un-obligated allocation balances in IFMIS to ensure that you are obligating the allocations requested. The OCFO will process RAAs that are currently being held in the NEMIS queue for open disasters after certifying that the allocations are for immediate needs activities.
3. DRS allocations will be processed on a case-by-case basis, and should be consistent with the immediate needs criteria above (essential open disaster support activities only) and/or to comply with contractual obligations.
4. No additional funds should be obligated, whether funds have been allocated or committed, if they do not meet the immediate needs definition. Please review any un-obligated allocations and submit de-allocations for any un-needed funds and/or projects that do not meet the immediate needs criteria.
5. Due to the potential Congressional interest in projects delayed as a result of the funding constraints. OCFO will coordinate with the regions to compile a list of PA (Category C-H) and HMGP projects that are being delayed. Regions should designate a POC to coordinate their project lists with Greg James, OCFO Field-Based Financial Operations Director, at (228) 229-9864 or greg.james@fema.dhs.gov.

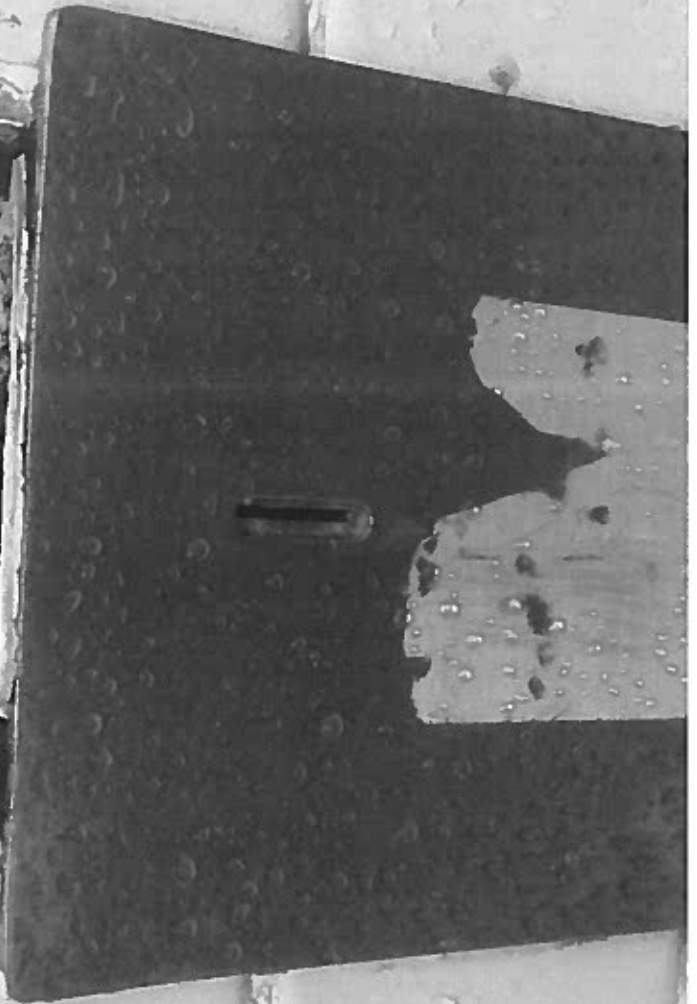
This policy will remain in effect until further notice.

If you have any questions regarding this guidance, please call Greg James at the contact number provided.

BASIN 2
BENCH



**MEN'S SHOWER
#16**





Miss K

9-17-17

14 0000

SCREWS FROM
Q-DOCK
ELECTRICAL PADS



**SMOKE FROM
FIRES**

**9-2-17
Noon**



Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Monday, August 28, 2017 4:08 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for August 27, 2017

SECURITY OFFICER KNAUSS AUGUST 27, 2017

2110 BOAT RAMP-CLOSED BATHROOM 2115

2257 RV PARK
CB
MAIN
BOAT RAMP 2317

2359 RV PARK
CB
MAIN 0017

0136 RV PARK
CB
BOAT RAMP
MAIN 0155

0335 BOAT RAMP
MAIN
CB
RV PARK 0351

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Thursday, August 31, 2017 4:23 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for August 30, 2017

SECURITY OFFICER KNAUSS AUGUST 30, 2017

2043 BOAT RAMP-CLOSED BATHROOM 2047

2200 KITE FIELD-CLOSED BATHROOM
CB-CLOSED BATHROOM
BOAT RAMP 2213

2251 CB
PUBLIC FISHING
RV PARK 2307

0004 BOAT RAMP
MAIN
CB 0010

0026 CB
MAIN
BOAT RAMP 0039

0208 BOAT RAMP
MAIN
CB 0220

0330 BOAT RAMP-OPENED BATHROOM
MAIN
CB-OPENED BATHROOM
KITE FIELD-OPENED BATHROOM
RV PARK 0359

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Friday, September 01, 2017 4:16 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for August 31, 2017

SECURITY OFFICER KNAUSS AUGUST 31, 2017

2038 BOAT RAMP-CLOSED BATHROOM 2042

2156 CB

KITE FIELD

RV PARK-PV 001836 DODGE/NEON ORLP(YQM 351) UNOCCUPIED TAGGED FOR OVERNIGHT PARKING

MAIN 2226

2319 PUBLIC FISHING

RV PARK

MAIN 2330

0056 BOAT RAMP

MAIN

CB

KITE FIELD

RV PARK-ABOVE DODGE/NEON LEFT 0121

0319 BOAT RAMP-OPENED BATHROOM

MAIN

CB-OPENED BATHROOM

KITE FIELD-OPENED BATHROOM

RV PARK 0351

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Saturday, September 02, 2017 4:41 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for September 1, 2017

SECURITY OFFICER KNAUSS SEPTEMBER 1, 2017

2113 BOAT RAMP-CLOSED BATHROOM

2158 KITE FIELD
CB
MAIN 2215

2352 RV PARK
PUBLIC FISHING
CB
MAIN
BOAT RAMP 0012

0127 PUBLIC FISHING
KITE FIELD
CB 0135

0325 BOAT RAMP
MAIN
CB
KITE FIELD
RV PARK 0355

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Sunday, September 03, 2017 4:46 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for September 2, 2017

SECURITY OFFICER KNAUSS SEPTEMBER 2, 2017

2210 BOAT RAMP-CLOSED BATHROOM
MAIN
CB-CLOSED BATHROOM
KITE FIELD-CLOSED BATHROOM
RV PARK 2238

2315 RV PARK
CB
MAIN
BOAT RAMP 2328

0145 CB-CONTACT WITH A WMA WHO WAS WALKING ON COMMERCIAL BASIN DOCKS AND WAS DETAINED FOR CRIMINAL TRESPASS, AND TURNED OVER TO OREGON STATE POLICE. AFTER CUT LOOSE INDIVIDUAL WAS TRESPASSED FROM ALL PORT PROPERTY'S BY KNIGHT SECURITY. 0234

0346 KITE FIELD-OPENED BATHROOM
CB-OPENED BATHROOM
BOAT RAMP-OPENED BATHROOM
MAIN 0400