

# Port of Brookings Harbor

## WEEKLY OPERATION REPORT

DATE: Saturday 10/21/17 to Friday 10/27/17

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### Port Office

1. Port employs eight (8) full-time hourly employees and one (1) salary employee.
  2. Currently, the Port is operating RV Park, Boat Yard, Fuel Dock, Marina, Gear Storage and Retail Center seven days a week. RV Park and Port offices closed on weekends.
  3. Approximate end of the week QuickBooks balances for the Port:
    - \$ 37,761 General Fund
    - \$ 44,171 Fuel Dock Account
    - \$ 1,795 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
    - \$ 83,727 **GENERAL FUND**, as of 10/26/17. **30-Day reserve amount needed \$181,789 (without depreciation)**
- 

- \$ 59,279 **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)
  - \$ 32,156 **Debt Service Fund** \$62,500 Quarterly (IFA Business Oregon)  
Week 4, next payment due Dec 31  
(\$4,807.69 average each week to reach payment, currently \$0 short)
  - \$ 3,507 **Debt Service Fund** \$4,659 Monthly (Travel Lift Lease)  
Week 1, payment due 22<sup>nd</sup> each month  
(\$1,164.75 average each week to reach payment, currently \$0 short)
  - \$140,673 **Revenue Bond Fund** \$143,132 Yearly (\$13,012 must remain in fund)  
USDA Loan - \$130,120, payment due Nov 5<sup>th</sup> – Week 51  
(\$2,502.30 average each week to reach payment, currently \$0 short)
  - \$ 11,000 **Reserve Fund** (Approx. Total Deprecation to date \$5,296,203. Yearly amount \$391,741)
  - \$246,615 **RESTRICTED FUNDS**, as of 10/26/17. **30-Day reserve amount needed to transfer monthly from General Fund to Debt Funds \$38,820**
- 

- \$330,342 Total, as of 10/26/17. **30-Day reserve amount \$98,062 short (add \$30,132 for depreciation)**
- 

- \$ 74,400 **ACCOUNTS RECEIVABLE**, as of 10/27/17  
1-30 days 45,849 / 31-60 days 17,301 / 61-90 days 6,950 / 90+ 4,300
  - \$ 36,493 **ACCOUNTS PAYABLE**, as of 10/27/17  
1-30 days 36,493 / 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)
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4. Capital Projects Fund: Upcoming projects that are Priority 1:
  - Repair damaged electrical infrastructure Sites 29 to 57 at RV Park – Estimate cost TBD.
  - Repair and upgrade Slugs N Stones sewer tank – Cost 15k.
  - Trench drain installation for boat launch ramp – Estimate cost 7k. Purchase of materials can be reimbursed by OSMB once the drain is completely installed.
5. General Fund: Upcoming expenditures:
  - Purchase telehandler if approved by IFA.
6. Meetings:
  - Attend listening session with Governor Brown regarding the community recovery from the Chetco Bar Fire at City of Brookings City Hall, Sunday October 22.
  - Office staff meeting to review accounting, RV Park, moorage, storage, leases, boatyard and projects from the past week.
  - Held safety meeting with field staff. Talked about moving furniture, use help with heavy objects and small tool safety.
  - Jack Akin/EMC Engineers regarding Natural Hazard Mitigation Plan.
  - Special Commissioner Meeting October 26 at the Port Office.

### RV Park & Fishing Pier

1. Repaired broken sewer riser at Site 86.
2. Repaired soap dispenser in men's main restroom.
3. Landscaping sites.
4. Reset barricades at laundromat slab several times this week from winds blowing them down.
5. Finish grading between laundromat slab and restroom. Plugged all the holes in the slab with concrete and barricades removed.

### Docks – Basin 1 & 2 and Transient

1. Boat inventory completed for both basins.
2. Continue checking and tightening dock bolts Basin 2.
3. Inspect all vessels both basins for any storm related distress (Saturday, Sunday & Monday).
4. Took water samples and pictures of cloudy water in both basins (Monday).
5. Inspect slopes along Kite Field (westside), no new damage noticed. Reset barricades that were knocked over by wind.
6. Removed two broken parking bumpers at Basin 2 C-H ramp.
7. Repaired dock bolt sticking out at Basin 1 B-8.
8. Repaired broken waterlines at Basin 1 F-5/7 and F-22/24.
9. Repaired waterline at Basin 1 G-21/23.
10. Landscape ramp areas at Basin 1.
11. Installed new cleat at Basin 1 A-20. The existing cleat was ripped out of the wood because of the storm surge and there is only one waler on the dock. Really needs two walers due to the size of vessels and storm surge. Tightened up cleats in slips A-18 and A-20. A Dock was replaced from the 2011 tsunami, but for some reason double walers were not installed. Some slips have been installed after the fact.

### Boat Yard

1. Hauled out vessel Annita Lynn and Nancy Jean, pressure wash and blocked.

### Maintenance Yard / Shop

1. Continue fabricating trench drain sections inside the warehouse.

### Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.

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2. Uncovered sewer manhole in landscape island for visual inspection of line and cleaning.

### Commercial Fishing Docks / Gear Storage

1. Completed one (1) crane job for commercial fleet this week.

### Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Continue remodeling the new Port Office, preparing for the office move Friday October 27.
4. Inspect Boardwalk and measured gap at north end. No new damaged noticed.
5. Zola's Pizzeria had water drain issues in their kitchen. Water was not draining and may have been backing up into the kitchen. Roto Rooter was called to snake the line and found a possible broken line. The spot was located and staff is planning for a repair.
6. Landscaping / removing trees and brush at new office location.
7. Landscaping courtyard rock areas.

### Fuel Dock

1. 553 gallons of diesel and 41 gallons of gas was pumped this week. 3 vessels.
2. Approximate inventory in the aboveground tanks for diesel 5,723 and non-ethanol 2,051.
3. Inspect fuel dock ramp and measured gap. Aluminum ramp hinge and anchor appears to have taken on more damage.
4. Built enclosure to house oil containment booms at the fuel dock for faster response to a large fuel spill. Found out Port has only 300 feet of containment boom. 200 feet will be stored at the fuel dock and the other 100 feet at the tanks.

### Security

1. South Coast Knight Security patrolling the Port properties.

### FEMA / OEM / PW's

1. None

### Attachments

1. Balance Sheet (Saving-Checking, Accounts Receivable and Payable) as of 10-26-17.
2. Two-week work schedule of actuals and planned activities.
3. South Coast Knight Security Reports.
4. Misc. photos of Port activities and conditions.

Port of Brookings Harbor  
Balance Sheet  
As of October 26, 2017

	<u>Oct 26, 17</u>
<b>Checking/Savings</b>	
<b>MOORAGE</b>	
Moorage Electric	-1,195.50
<b>Total MOORAGE</b>	<u>-1,195.50</u>
<b>1001 · CASH &amp; CASH EQUIVALENTS</b>	
1002 · General Funds Ckg 3634	38,957.23
1003 · FUEL DOCK	44,170.65
<b>Total 1001 · CASH &amp; CASH EQUIVALENTS</b>	<u>83,127.88</u>
<b>1004 · RESTRICTED - CASH/EQUIVALENTS</b>	
1005 · Capital Projects Fund 8018	59,279.11
1006 · RESERVE FUND	11,000.00
1007 · USDA BOND MM 9529	140,672.66
1008 · Debt Service Fund MM 8627	
<b>IFA LOAN SAVINGS</b>	32,156.51
<b>TRAVEL LIFT</b>	3,507.00
<b>Total 1008 · Debt Service Fund MM 8627</b>	<u>35,663.51</u>
<b>Total 1004 · RESTRICTED - CASH/EQUIVALENTS</b>	<u>246,615.28</u>
<b>1012 · Cash on Hand/Petty Cash</b>	
1014 · Office/Financial Assistant	374.85
1015 · Fuel Dock Cash Drawer	400.00
1018 · RV Park Cash Drawer	620.00
1022 · Office/Danielle	200.00
1023 · Office/Skylar	200.00
<b>Total 1012 · Cash on Hand/Petty Cash</b>	<u>1,794.85</u>
<b>Total Checking/Savings</b>	<u>330,342.51</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable Account	<u>74,399.92</u>
<b>Accounts Payable</b>	
2000 · General Fund Accts Payable	13,302.06
2004 · Debt Service Accts Payable	23,260.80
<b>Total Accounts Payable</b>	<u>36,562.86</u>
<b>Credit Cards</b>	
2008 · RCU VISA ACCT	<u>8,913.52</u>

#	Priority	Description	Location	OCTOBER											NOV							
				A = Actual											2 Week Look-Ahead							
				16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3
1	1	Install Softeners for Piling Hoops and Tighten Dock Bolts	Basin 1																			
2	1	Repair Main Waterline Connection	Basin 1																			
3	1	Repair Broken Cleat at A-20	Basin 1																			
4	1	Repair Dock Bolt at B-8	Basin 1																			
5	1	Repaired Broken Waterline at G-23	Basin 1																			
6	1	Repaired Broken Waterline at F-5/7 & F-21/23	Basin 1																			
7	1	Emergency Vessel Pumpout G-4	Basin 1																			
8	1	Check Vessel Tie Lines & Storm Related Issues	Basin 1 & 2																			
9	1	Install Softeners for Piling Hoops and Tighten Dock Bolts	Basin 2																			
10	1	Replace Backflow Preventer, Piping and Valves	Basin 2																			
11	1	Fabricating Trench Drain for Boat Launch Ramp / Rent Mini-Ex	Boat Parking Lot																			
12	1	Boat Haul In/Out	Boat Yard																			
13	1	Cleanup Boat Yard & Warehouse	Boat Yard																			
14	1	Repair Work Dock Pile Hoops & Move Chantel C by end of Oct.	Boat Yard																			
15	1	Build Oil Containment Boom Enclosure and Relocate Booms	Fuel Dock																			
16	1	Crane Work for Commercial Fleet	Commercial Docks																			
17	1	Check Storm Drains before Storm	Port																			
18	1	Inspect Sewer Systems	Port																			
19	1	Repair Slugs N Stones Sewer Pump and Enclosure (Nov 6)	Retail																			
20	1	Zola's Floor Drain Repair	Retail																			
21	1	Relocate Port Office - Remodel	Retail																			
22	1	Satellite TV Broken - Waiting for Repair Parts	RV Park																			
23	1	Remove Trip Hazards at Laundromat Building Site	RV Park																			
24	1	Installed New Check-In Sign & Post	RV Park																			
25	1	Site 79 Lost 110 Power (30amp Power Works)	RV Park																			
26	1	Install Doors on Main Restroom	RV Park																			
27	1	Repaint Pavement Arrows and Lines	RV Park																			
28	1	Repair Benches & Repaint (Splinters) Throughout Park	RV Park																			
29	2	Repair Sinkholes in Parking Lot	Fishing Pier																			
30	2	Commissioner Meeting at Best Western	Port																			
31	2	Commissioner Meeting at Port Office	Port																			
32	2	Commissioner Meeting at Port Office	Port																			
33	2	Relocate Quarter Change Machine from Laundromat	RV Park																			
34	2	Remove Ramp to Beach - Before First Big Storm	RV Park																			
35	2	Replace Broken Golf Cart	RV Park																			
36	3	Landscape Maintenance	All																			
37	3	Trash Pickup and Removal	All																			
38	3	Restroom Cleaning	All																			
39	3	Fish Station Cleaning	All																			
40	3	Remove Graffiti from Restroom Walls	All																			
41	3	Build Enclosure for Launch Machine	Boat Parking Lot																			
42	3	Replace Broken Gate Valve on Main Waterline in Boat Launch RR	Boat Parking Lot																			
43	3	Relocate Aux Coast Guard Shack	Boat Parking Lot																			
44	3	Repair Storm Drain at N-O Dock Ramp	Docks																			
45	3	Replace Broken Gate Valve on Main Waterline in Commercial RR	Docks																			
46	3	Cleanup Gear Storage (Near Fuel Tanks)	Gear Storage																			

## Gary

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**From:** larance knauss <larance1@LIVE.COM>  
**Sent:** Saturday, October 21, 2017 7:11 AM  
**To:** scks.patrol@gmail.com; gary@portofbrookingsharbor.com  
**Subject:** South Coast Knight Security DARfor October 20, 2017

SECURITY OFFICER KNAUSS OCTOBER 20, 2017

2014 BOAT RAMP-CLOSED BATHROOM 2018

2150 MAIN  
KITE FIELD-CLOSED BATHROOM  
PUBLIC FISHING  
CB-CLOSED BATHROOM 2210

2235 RV PARK-BATHROOM CLEAR  
KITE FIELD  
PUBLIC FISHING 2253

2320 CB  
MAIN  
BOAT RAMP 2330

0035 RV PARK  
CB  
MAIN 0050

0142 CB  
MAIN  
BOAT RAMP 0158

0323 RV PARK-BATHROOM CLEAR  
KITE FIELD  
CB 0333

0435 MAIN  
CB-OPENED BATHROOM  
KITE FIELD-OPENED BATHROOM 0455

0535 BOAT RAMP-OPENED BATHROOM  
MAIN  
CB  
RV PARK 0600

**Gary**

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**From:** larance knauss <larance1@LIVE.COM>  
**Sent:** Sunday, October 22, 2017 7:03 AM  
**To:** scks.patrol@gmail.com; gary@portofbrookingsharbor.com  
**Subject:** South Coast Knight Security DAR for October 21, 2017

SECURITY OFFICER KNAUSS OCTOBER 21, 2017

1937 CB-O DOCK OLDER WMA WALKED WITH HIM DOWN TO HIS BOAT 1956

2202 BOAT RAMP-CLOSED BATHROOM  
CB-CLOSED BATHROOM  
KITE FIELD-CLOSED BATHROOM  
RV PARK 2226

2255 MAIN  
CB  
KITE FIELD 2310

0140 RV PARK-BATHROOM CLEAR  
PUBLIC FISHING  
CB  
MAIN  
BOAT RAMP 0205

0400 KITE FIELD  
CB  
MAIN 0425

0515 RV PARK-BATHROOM CLEAR  
KITE FIELD  
PUBLIC FISHING 0523

0620 KITE FIELD-OPENED BATHROOM  
RV PARK  
CB-OPENED BATHROOM  
MAIN  
BOAT RAMP-OPENED BATHROOM 0634

**Gary**

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**From:** larance knauss <larance1@LIVE.COM>  
**Sent:** Monday, October 23, 2017 7:20 AM  
**To:** scks.patrol@gmail.com; gary@portofbrookingsharbor.com  
**Subject:** South Coast Knight Security DAR for October 22, 2017

SECURITY OFFICER KNAUSS OCTOBER 22, 2017

2151 BOAT RAMP-CLOSED BATHROOM  
MAIN  
CB-CLOSED BATHROOM  
KITE FIELD-CLOSED BATHROOM  
RV PARK 2210

2320 KITE FIELD  
RV PARK-BATHROOM CLEAR  
CB  
MAIN  
BOAT RAMP 2340

0040 CB  
MAIN  
BOAT RAMP 0053

0136 BOAT RAMP  
MAIN  
KITE FIELD  
RV PARK 0155

0345 MAIN  
CB  
RV PARK-BATHROOM CLEAR  
KITE FIELD 0405

0502 KITE FIELD-OPENED BATHROOM  
MAIN  
BOAT RAMP  
CB-OPENED BATHROOM 0524

0607 CB  
MAIN  
BOAT RAMP-OPENED BATHROOM 0618



## Gary

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**From:** larance knauss <larance1@LIVE.COM>  
**Sent:** Tuesday, October 24, 2017 7:50 AM  
**To:** scks.patrol@gmail.com; gary@portofbrookingsharbor.com  
**Subject:** South Coast Knight Security DAR for October 23, 2017

SECURITY OFFICER KNAUSS OCTOBER 23, 2017

2101 BOAT RAMP-CLOSED BATHROOM 2106

2150 MAIN  
KITE FIELD-CLOSED BATHROOM  
CB-CLOSED BATHROOM  
RV PARK-CONTACT WMA INFORMED PORT CLOSED  
PUBLIC FISHING 2230

2317 RV PARK-BATHROOM CLEAR  
PUBLIC FISHING  
MAIN  
BOAT RAMP 2330

0139 RV PARK  
KITE FIELD  
CB  
MAIN  
BOAT RAMP 0157

0340 RV PARK-BATHROOM CLEAR  
KITE FIELD  
CB  
MAIN 0418

0539 MAIN  
BOAT RAMP-OPENED BATHROOM  
CB-OPENED BATHROOM  
KITE FIELD-OPENED BATHROOM 0600

## Gary

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**From:** larance knauss <larance1@LIVE.COM>  
**Sent:** Wednesday, October 25, 2017 7:14 AM  
**To:** scks.patrol@gmail.com; gary@portofbrookingsharbor.com  
**Subject:** South Coast Knight Security DAR for October 24, 2017

SECURITY OFFICER KNAUSS OCTOBER 24, 2017

2036 BOAT RAMP-CLOSED BATHROOM

2206 MAIN  
CB-CLOSED BATHROOM  
KITE FIELD-CLOSED BATHROOM  
RV PARK  
PUBLIC FISHING 2234

2312 RV PARK  
KITE FIELD  
CB  
BOAT RAMP 2328

0024 RV PARK-BATHROOM CLEAR  
KITE FIELD  
CB 0038

0140 KITE FIELD  
CB  
MAIN 0150

0345 KITE FIELD-OPENED BATHROOM  
RV PARK  
CB-OPENED BATHROOM  
MAIN 0405

0445 MAIN  
CB  
RV PARK 0510

0633 BOAT RAMP-OPENED BATHROOM  
MAIN  
KITE FIELD 0640

**Gary**

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**From:** Thomas Sorr <scks.patrol@gmail.com>  
**Sent:** Thursday, October 26, 2017 7:01 PM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH OCT. 25, 2017

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

MAIN AREA- SPORT BASIN LOCKED 1958

CB- RESTROOM CLOSED

KITE FIELD- RESTROOM LOCKED

RV PARK- CLEAR

PUB FISH- CLEAR 2242

0041 BOAT RAMP- CLEAR

MAIN AREA- CLEAR

CB- CLEAR

RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR 0102

0322 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR 0334

0415 KITE FIELD- RESTROOM OPEN

CB- RESTROOM OPEN, WMA WARNED FOR BEEN ON PORT PROPERTY 0425

0514 MAIN AREA- RESTROOM CLEAR

BOAT RAMP- RESTROOM OPEN 0520



**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)

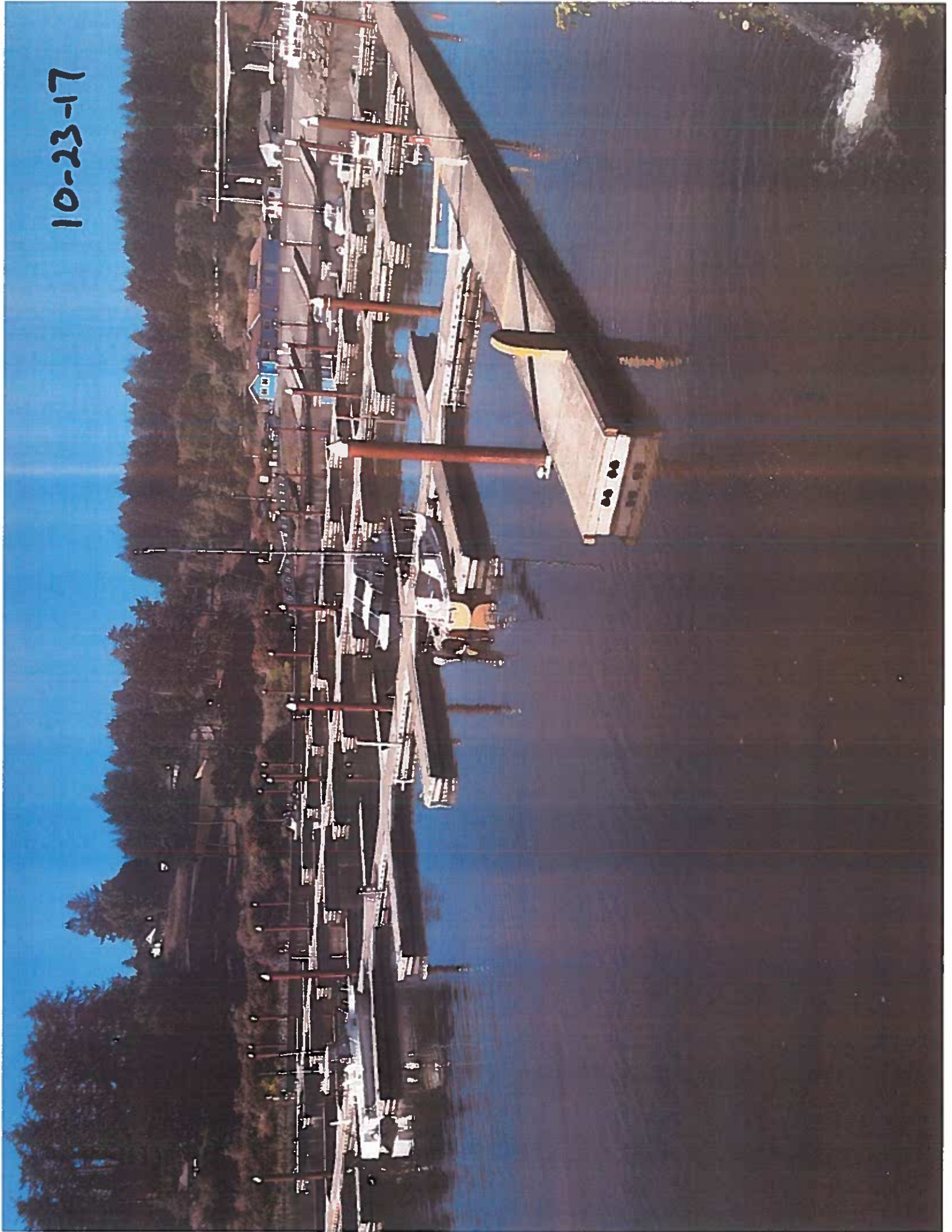
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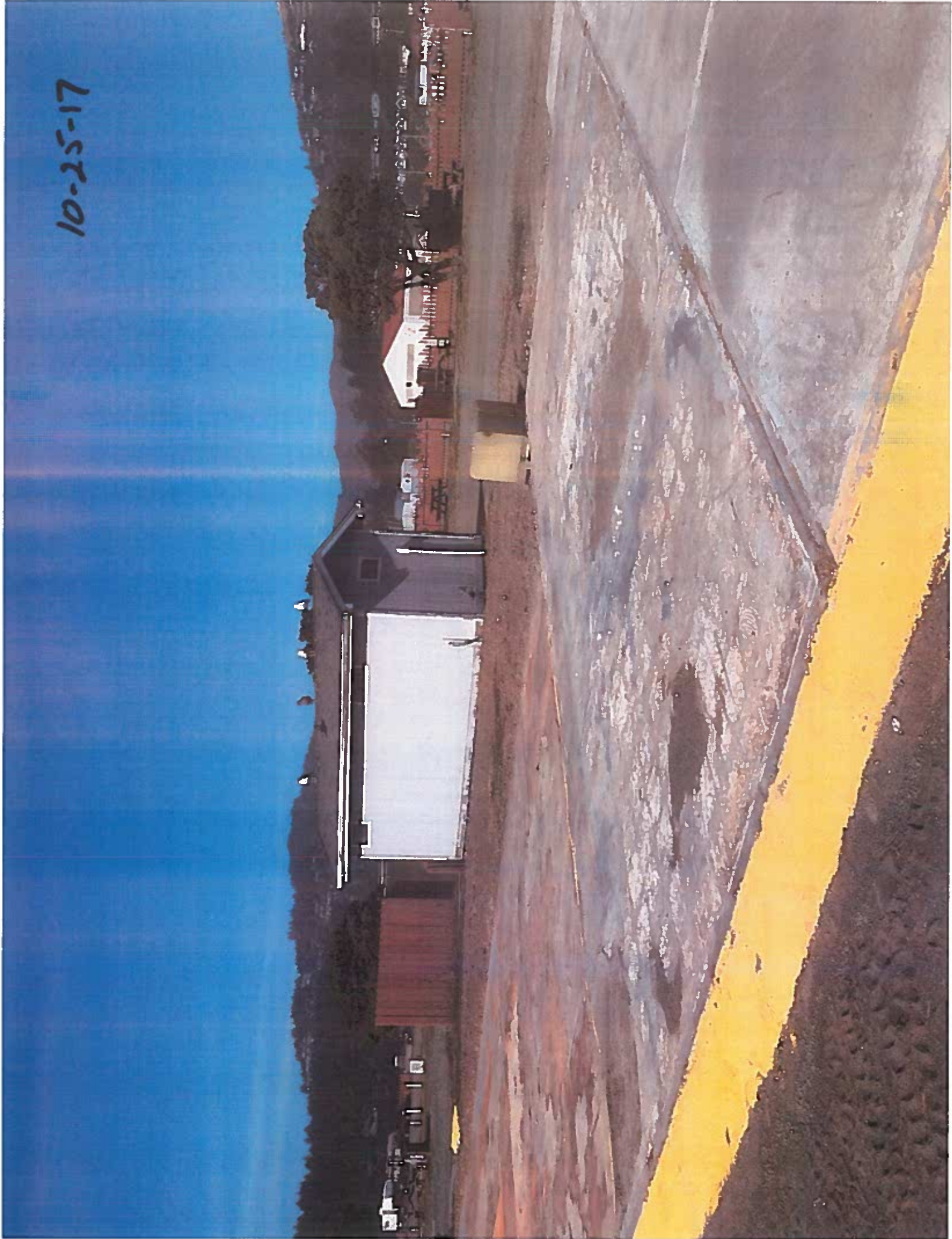
10-23-17





10-23-17

10-25-17





10-25-17

