

# Port of Brookings Harbor

## WEEKLY OPERATION REPORT

DATE: Saturday 10/28/17 to Friday 11/03/17

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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:
    - \$ 55,434 General Fund
    - \$ 47,440 Fuel Dock Account
    - \$ 1,783 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
    - **\$104,657 GENERAL FUND, as of 11/04/17. 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)
  - \$ 36,963 **Debt Service Fund** \$62,500 Quarterly (IFA Business Oregon)  
Week 5, next payment due Dec 31  
(\$4,807.69 average each week to reach payment, currently \$0 short)
  - \$ 4,672 **Debt Service Fund** \$4,659 Monthly (Travel Lift Lease)  
Week 2, payment due 22<sup>nd</sup> each month  
(\$1,164.75 average each week to reach payment, currently \$0 short)
  - \$143,175 **Revenue Bond Fund** \$143,132 Yearly (\$13,012 must remain in fund)  
USDA Loan - \$130,120, payment due Nov 5<sup>th</sup> – Week 52  
(\$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)
  - **\$255,089 RESTRICTED FUNDS, as of 11/04/17. 30-Day reserve amount needed to transfer monthly from General Fund to Debt Funds \$38,820**
- 
- \$359,746 Total, as of 11/04/17. **30-Day reserve amount \$77,132 short (add \$30,132 for depreciation)**
- 
- \$116,758 **ACCOUNTS RECEIVABLE, as of 11/04/17**  
1-30 days 48,802 / 31-60 days 47,464 / 61-90 days 12,333 / 90+ 8,159
  - \$ 25,216 **ACCOUNTS PAYABLE, as of 11/04/17**  
1-30 days 25,216 / 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**

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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 and enclosure– Cost 15k.
  - Repair Zola’s sewer tank and enclosure – 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 of telehandler was approved by IFA. December equipment allotment was lost. Next shipment will be in March 2018. Port will incur 2 to 3 more months of rental expenses.
6. Meetings:
  - Attend Chetco Bar Fire Recovery Council meeting at City of Brookings EOC. Went on tour of the fire damage. Meeting started at 10am and tour finished at 3:30pm.
  - Deborah Chalmers, Bubbles Boutique regarding her potential new lease at the Port.
  - Barbara Ciaramella, Visitor Center, current tenant of the Port regarding potential new tenant of the Port.
  - Office staff meeting to review accounting, RV Park, moorage, storage, leases, boatyard and projects from the past week.
  - Brett Dresen, new owner of vessel Chantel C, which he purchased from the May 2017 auction, regarding moorage at the Port.
  - Attend Chetco Bar Recovery Council, Economy Sub-Committee phone conference. Committee continued to gather information to present to the Governor.
  - Special Commissioner Meeting and Executive Session November 3 at the Port Office.
7. Port Office finished moving into new location. Lot of reorganizing is taking place and will continue. Next week a storage container will be moved adjacent to the building for storage.
8. Provided information to Jack Akin/EMC for the Natural Hazard Mitigation Plan.
9. Received and review Natural Hazard Mitigation Plan, provided the plan to commissioners for their review and comments before the Nov 3<sup>rd</sup> meeting.
10. Umpqua Fire Company was here to recertifying all the Port fire extinguishers.
11. Signe Grimstad/Port Auditor wanted actual numbers for the dock repairs from 2011 tsunami to update the depreciation list. Pulled out the FEMA PW files and measured docks. Found repair costs and total linear foot for each basin’s docks. Found linear footage of repairs for each basin. Provided the numbers and backup data so the depreciation list can be accurate. This should have been done back in 2013 when the work was completed.
12. Review Management Discussion and Analysis for the 2016-17 Audit Report and made corrections and some revisions.
13. Research moorage waiting list within Port files. Found application that was last used in 2008. Found Resolution No. 335 that established a fee for the moorage waiting list. Did not find any policy or procedures to manage the waiting list. Researched other Port’s on the west coast and found many good examples. Plan to compile and present a moorage waiting list procedure to the Board for approval at the next meeting.

### **RV Park & Fishing Pier**

1. Landscaping pull thru and back-in sites.
2. Landscaping tent camp sites.
3. Guest wanted a refund because the crab season closed due to acid levels. Staff was told to follow the rules on refunds (no refunds). Port has no control over the crab season or any natural events.

### **Docks – Basin 1 & 2 and Transient**

1. Boat inventory completed for both basins.

# **Port of Brookings Harbor**

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### **Boat Yard**

1. Haul out vessel Nancy Jean, hang for inspection and placed back in the water.
2. Placed vessel Annita Lynn back into the water.

### **Maintenance Yard / Shop**

1. Finish fabricating and forming trench drain sections inside the warehouse. It's ready to be installed next week.

### **Boat Launch Parking Lot**

1. Fish Station cleaned by Port staff as needed.
2. Continue final touchup rock landscaping around the restroom.

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

1. Lance/Bornstein called to let me know the waterline to the docks was broken (Sunday). To repair the line, the water to the ice house required to be shut off as well, because the line wasn't built with an isolation valve. The entire backflow preventer, enclosure and waterlines coming from it will need to be rebuilt properly. Contacted Kurt with Brookings Harbor Ice to turn off the ice production because the water will be shut off. He started the process at 9am and water was off by 10am for the repair. Water was back on at 11:15am. Broken waterline was hit by a board from Bornstein's forklift running over it. New riser and valves were installed.

### **Retail / Boardwalk**

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Sheriff Substation called late Monday evening and reported water flooding the floors. Staff was called in afterhours to checked it out and it was from their toilet overflowing.
4. Excavated Zola's drain issue. Found the pipe plugged with silt, grease and condiment lids. Roto Rooter was called to flush the line and new section of pipe was installed. Backfill and placed concrete (couple bags) at the drain repair.
5. Removed plant blocking retail center sign to Suite 102.
6. Landscaping completed at retail courtyard.
7. Removed divider walls in suites 102 and 103 old Port Office. Cleaned and sweep suites 102 and 103. No more remodeling will be done until further notice.

### **Fuel Dock**

1. 436 gallons of diesel and 56 gallons of gas was pumped this week. 7 vessels.
2. Approximate inventory in the aboveground tanks for diesel 5,286 and non-ethanol 1,995.

### **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 11-04-2017, 2016 & 2015.
2. RV Park occupancy report for the week.
3. Two-week work schedule of actuals and planned activities.
4. South Coast Knight Security Reports.
5. Misc. photos of Port activities.

Port of Brookings Harbor  
**Balance Sheet**  
As of November 4, 2017

	<u>Nov 4, 17</u>
<b>Checking/Savings</b>	
<b>1001 · CASH &amp; CASH EQUIVALENTS</b>	
1002 · General Funds Ckg 3634	55,433.52
1003 · FUEL DOCK	47,440.23
<b>Total 1001 · CASH &amp; CASH EQUIVALENTS</b>	<u>102,873.75</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	143,174.66
1008 · Debt Service Fund MM 8627	
IFA LOAN SAVINGS	36,963.51
TRAVEL LIFT	4,672.00
<b>Total 1008 · Debt Service Fund MM 8627</b>	<u>41,635.51</u>
<b>Total 1004 · RESTRICTED - CASH/EQUIVALENTS</b>	<u>255,089.28</u>
<b>1012 · Cash on Hand/Petty Cash</b>	
1014 · Office/Financial Assistant	363.30
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>1,783.30</u>
<b>Total Checking/Savings</b>	<u>359,746.33</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable Account	116,757.95
<b>Accounts Payable</b>	
2000 · General Fund Accts Payable	25,216.43
<b>Credit Cards</b>	
2008 · RCU VISA ACCT	2,542.12

Port of Brookings Harbor  
Balance Sheet  
LAST YEAR ON THIS DATE  
As of November 4, 2016

	<u>Nov 4, 16</u>
<b>Checking/Savings</b>	
<b>1001 · CASH &amp; CASH EQUIVALENTS</b>	
1002 · General Funds Ckg 3634	27,495.27
<b>Total 1001 · CASH &amp; CASH EQUIVALENTS</b>	<u>27,495.27</u>
<b>1004 · RESTRICTED - CASH/EQUIVALENTS</b>	
1007 · USDA BOND MM 9529	144,331.93
1008 · Debt Service Fund MM 8627	2,500.77
<b>Total 1004 · RESTRICTED - CASH/EQUIVALENTS</b>	<u>146,832.70</u>
<b>1012 · Cash on Hand/Petty Cash</b>	
1014 · Office/Financial Assistant	528.06
1015 · Fuel Dock Cash Drawer	600.00
1018 · RV Park Cash Drawer	400.00
1019 · Weekend Cash Bag	100.00
1021 · ice House Cash Drawer	400.00
<b>Total 1012 · Cash on Hand/Petty Cash</b>	<u>2,028.06</u>
<b>Total Checking/Savings</b>	176,356.03
<b>Accounts Receivable</b>	
1200 · Accounts Receivable Account	<u>179,163.73</u>
<b>Accounts Payable</b>	
2000 · General Fund Accts Payable	<u>330,376.94</u>
<b>Credit Cards</b>	
2008 · RCU VISA ACCT	<u>7,316.37</u>

**Port of Brookings Harbor**  
**Balance Sheet**  
**TWO YEARS AGO ON THIS DATE**  
As of November 4, 2015

	<u>Nov 4, 15</u>
<b>Checking/Savings</b>	
<b>1001 · CASH &amp; CASH EQUIVALENTS</b>	
Rogue Ct Union #44584	52.65
1002 · General Funds Ckg 3634	-4,568.62
<b>Total 1001 · CASH &amp; CASH EQUIVALENTS</b>	<u>-4,515.97</u>
<b>1004 · RESTRICTED - CASH/EQUIVALENTS</b>	
1007 · USDA BOND MM 9529	135,508.12
1008 · Debt Service Fund MM 8627	5,557.53
<b>Total 1004 · RESTRICTED - CASH/EQUIVALENTS</b>	<u>141,065.65</u>
<b>1012 · Cash on Hand/Petty Cash</b>	
1014 · Office/Financial Assistant	1,071.17
1018 · RV Park Cash Drawer	500.00
<b>Total 1012 · Cash on Hand/Petty Cash</b>	<u>1,571.17</u>
<b>Total Checking/Savings</b>	<u>138,120.85</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable Account	<u>252,999.15</u>
<b>Accounts Payable</b>	
2000 · General Fund Accts Payable	<u>430,266.85</u>
<b>Credit Cards</b>	
2008 · RCU VISA ACCT	<u>7,708.11</u>

# Guest Forecast

For: 10/28/2017 - 11/03/2017

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
10/28/2017	5	24	11	58/0/0/0	70/0/0/0	35	29.17	\$1,579.00
10/29/2017	19	16	6	70/0/0/0	45/0/0/0	22	18.33	\$988.00
10/30/2017	10	12	8	45/0/0/0	41/0/0/0	20	16.67	\$904.00
10/31/2017	7	13	4	41/0/0/0	34/0/0/0	17	14.17	\$744.00
11/1/2017	8	9	4	34/0/0/0	26/0/0/0	13	10.83	\$482.00
11/2/2017	5	8	8	26/0/0/0	32/0/0/0	16	13.33	\$744.00
11/3/2017	4	12	9	32/0/0/0	41/0/0/0	21	17.50	\$999.00
	58	94	50	306/0/0/0	289/0/0/0	144	17.14	\$6,440.00

Occupancy percentages based on 120 total units

#	Priority	Description	Location	OCTOBER														NOV						
				A = Actual							2 Week Look-Ahead							8	9	10	11	12		
				23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
1	1	Install Softeners for Piling Hoops and Tighten Dock Bolts	Basin 1																					
2	1	Repair Broken Cleat at A-20	Basin 1			A																		
3	1	Repair Dock Bolt at B-8	Basin 1			A																		
4	1	Repaired Broken Waterline at G-23	Basin 1																					
5	1	Repaired Broken Waterline at F-5/7 & F-21/23	Basin 1 & 2			A																		
6	1	Check Vessel Tie Lines & Storm Related Issues	Basin 1 & 2			A																		
7	1	Install Softeners for Piling Hoops and Tighten Dock Bolts	Basin 2			A	A																	
8	1	Replace Backflow Preventer, Piping and Valves	Basin 2																					
9	1	Fabricating Trench Drain for Boat Launch Ramp	Boat Parking Lot			A							A	A	A									
10	1	Install Trench Drain at Boat Launch Ramp	Boat Parking Lot																					
11	1	Installing Rock Landscape	Boat Parking Lot										A	A										
12	1	Boat Haul In/Out	Boat Yard			A																		
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	Crane Work for Commercial Fleet	Commercial Docks			A																		
16	1	Build Oil Containment Boom Enclosure and Relocate Booms	Fuel Dock							A														
17	1	Inspect Sewer Systems	Port							A														
18	1	Repair Slugs N Stones Sewer Pump and Enclosure (Nov 6)	Retail																					
19	1	Zola's Floor Drain Repair	Retail																					
20	1	Removed Divider Walls and Clean Old Port Office (Suites 102 & 103)	Retail																					
21	1	Relocate Port Office - Remodel	Retail																					
22	1	Remove Trip Hazards at Laundromat Building Site	RV Park							A	A	A	A											
23	1	Repair Benches & Repaint (Splinters) Throughout Park	RV Park																					
24	2	Repair Sinkholes in Parking Lot	Fishing Pier																					
25	2	Commissioner Meeting at Port Office	Port																					
26	2	Commissioner Meeting at Port Office	Port																					
27	2	Relocate Quarter Change Machine from Laundromat	RV Park																					
28	2	Replace Broken Golf Cart	RV Park																					
29	3	Landscape Maintenance	All																					
30	3	Trash Pickup and Removal	All																					
31	3	Restroom Cleaning	All																					
32	3	Fish Station Cleaning	All																					
33	3	Remove Graffiti from Restroom Walls	All																					
34	3	Build Enclosure for Launch Machine	Boat Parking Lot																					
35	3	Replace Broken Gate Valve on Main Waterline in Boat Launch RR	Boat Parking Lot																					
36	3	Relocate Aux Coast Guard Shack	Boat Parking Lot																					
37	3	Repair Storm Drain at N-O Dock Ramp	Docks																					
38	3	Replace Broken Gate Valve on Main Waterline in Commercial RR	Docks																					
39	3	Cleanup Gear Storage (Near Fuel Tanks)	Gear Storage																					
40	3	Repaint Pavement Arrows and Lines	RV Park																					



**Gary**

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**From:** larance knauss <larance1@LIVE.COM>  
**Sent:** Sunday, October 29, 2017 7:29 AM  
**To:** scks.patrol@gmail.com; gary@portofbrookingsharbor.com  
**Subject:** South Coast Knight Security DAR for October 28, 2017

SECURITY OFFICER KNAUSS OCTOBER 28, 2017

2030 BOAT RAMP-CLOSED BATHROOM 2034

2159 MAIN  
CB-CLOSED BATHROOM  
KITE FIELD-CLOSED BATHROOM  
RV PARK 2226

2325 MAIN  
CB  
KITE FIELD 2338

0046 CB  
KITE FIELD  
PUBLIC FISHING 0100

0140 MAIN  
CB  
KITE FIELD 0155

0341 RV PARK  
KITE FIELD-OPENED BATHROOM  
CB-OPENED BATHROOM  
MAIN 0400

0610 BOAT RAMP  
CB  
KITE FIELD 0640

**Gary**

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**From:** larence knauss <larence1@LIVE.COM>  
**Sent:** Monday, October 30, 2017 7:13 AM  
**To:** scks.patrol@gmail.com; gary@portofbrookingsharbor.com  
**Subject:** South Coast Knight Security DAR for October 29, 2017

SECURITY OFFICER KNAUSS OCTOBER 29, 2017

2045 BOAT RAMP-CLOSED BATHROOM

2241 KITE FIELD  
RV PARK  
CB  
MAIN 2258

0120 MAIN  
BOAT RAMP  
CB  
KITE FIELD 0204

0257 CB  
KITE FIELD  
RV PARK  
PUBLIC FISHING 0317

0405 KITE FIELD-OPENED BATHROOM  
CB-OPENED BATHROOM  
MAIN 0420

0522 KITE FIELD  
RV PARK  
MAIN  
BOAT RAMP 0545

0618 MAIN  
CB  
RV PARK 0645

**Gary**

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**From:** Thomas Sorr <scks.patrol@gmail.com>  
**Sent:** Tuesday, October 31, 2017 9:54 PM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH OCT. 30, 2017

2253 BOAT RAMP- RESTROOM CLOSED, MIDD JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORT BASIN LOCKED

CB- RESTROOM CLOSED

KITE FIELD- RESTROOM LOCKED

RV PARK- CLEAR

PUB FISH- CLEAR 2319

0145 KITE FIELD- CLEAR

RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0206

0412 BOAT RAMP- CLEAR

MAIN AREA- CLEAR

CB- RESTROOM OPEN

RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- RESTROOM OPEN 0433

0530 BOAT RAMP- RESTROOM OPEN 0523



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

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**Gary**

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**From:** Thomas Sorr <scks.patrol@gmail.com>  
**Sent:** Wednesday, November 01, 2017 7:31 PM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH OCT. 31, 2017

2222 BOAT RAMP- RESTROOM CLOSED, MIDD JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORT BASIN LOCKED

CB- RESTROOM CLOSED

KITE FIELD- RESTROOM LOCKED

RV PARK- CLEAR

PUB FISH- CLEAR 2254

0152 BOAT RAMP- CLEAR

MAIN AREA- RESTROOM CLEAR

CB- CLEAR 0205

0230 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR 0243

0430 KITE FIELD- RESTROOM OPEN

RV PARK- CLEAR

PUB FISH- CLEAR

CB- RESTROOM OPEN

MAIN AREA- CLEAR

BOAT RAMP- CLEAR 0454

0530 BOAT RAMP- RESTROOM OPEN 0523



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**Gary**

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**From:** Thomas Sorr <scks.patrol@gmail.com>  
**Sent:** Thursday, November 02, 2017 8:21 PM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH NOV. 1, 2017

1947 BOAT RAMP- RESTROOM CLOSED, MIDD JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORT BASIN LOCKED

2249 CB- RESTROOM CLOSED

KITE FIELD- RESTROOM LOCKED

RV PARK- CLEAR

PUB FISH- CLEAR 2306

0110 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

BOAT RAMP- CLEAR

MAIN AREA- RESTROOM CLEAR

CB- CLEAR 0135

0410 KITE FIELD- RESTROOM OPEN

RV PARK- CLEAR

PUB FISH- CLEAR

CB- RESTROOM OPEN, PV#2034 ON ORLP# R 833788 NO UNHITCH TRAILER

MAIN AREA- CLEAR

BOAT RAMP- CLEAR 0434

0522 BOAT RAMP- RESTROOM OPEN 0624



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## Gary

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**From:** larance knauss <larance1@LIVE.COM>  
**Sent:** Saturday, November 04, 2017 7:13 AM  
**To:** scks.patrol@gmail.com; gary@portofbrookingsharbor.com  
**Subject:** South Coast Knight Security DAR for November 3, 2017

SECURITY OFFICER KNAUSS NOVEMBER 3, 2017

2054 BOAT RAMP-CLOSED BATHROOM 2058

2204 KITE FIELD-CLOSED BATHROOM

CB-CLOSED BATHROOM

MAIN-PV 001822 WHITE FORD/F-350, ORLP (698DBG) TAGGED FOR OVERNIGHT PARKING IN MAIN PORT PARKING LOT

BOAT RAMP 2230

2327 RV PARK

PUBLIC FISHING

KITE FIELD

MAIN 2346

0140 RV PARK-CONTACT WMA INFORMED PORT CLOSED AND HAS TO LEAVE

PUBLIC FISHING

CB

MAIN

BOAT RAMP 0210

0343 RV PARK

KITE FIELD-OPENED BATHROOM

CB-OPENED BATHROOM 0400

0500 KITE FIELD

MAIN

RV PARK 0520

0627 BOAT RAMP-OPENED BATHROOM

MAIN

CB

KITE FIELD 0638



Dock WATER LINE  
BROOKER

LANDSCAPING AT RESTROOM

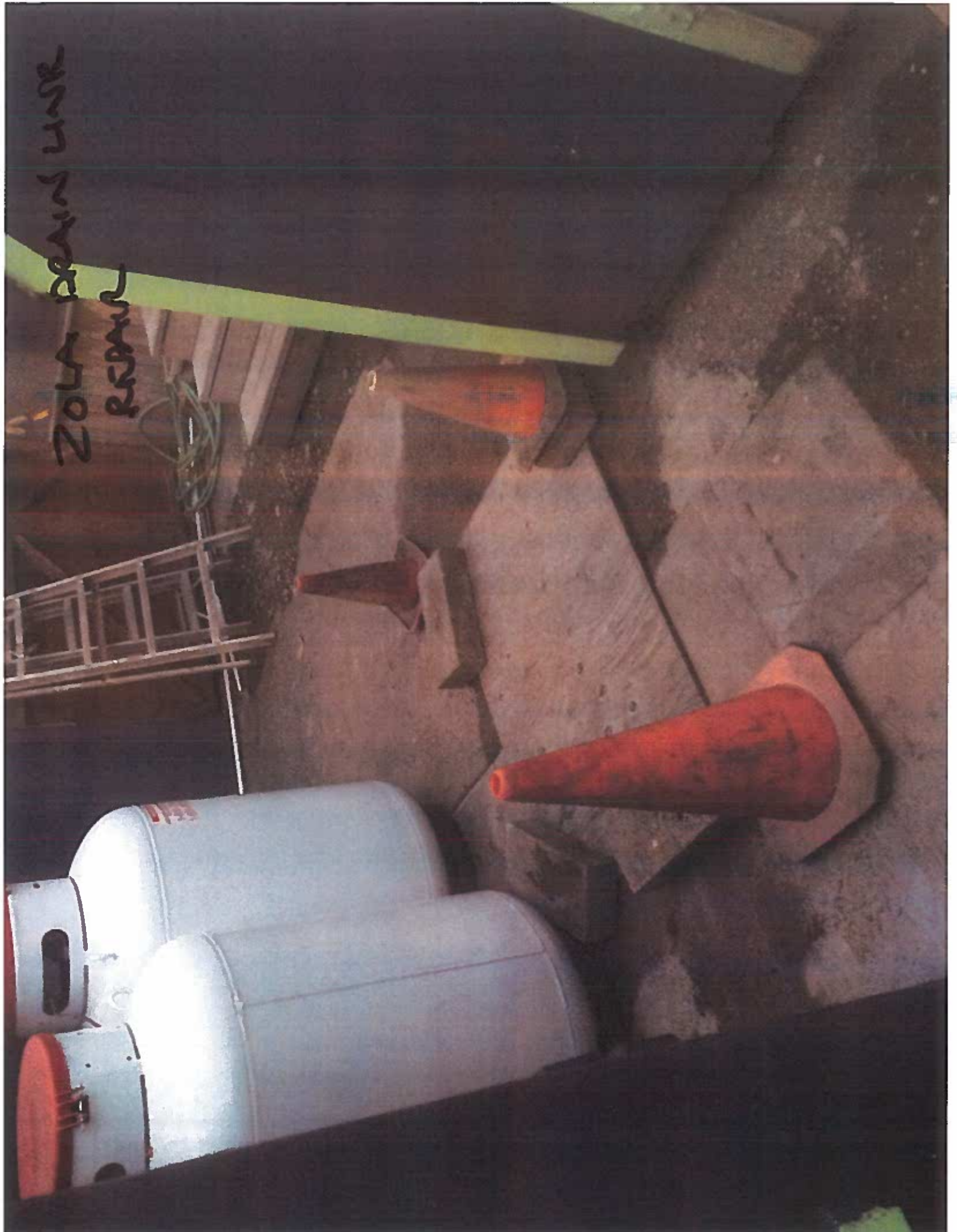




TRENCH DRAIN



ZOLA DRAIN WORK  
REPAIR



Flour Paste

Lids

ZOLA'S DRAIN LINE REPAIR  
2012





5114

20 WA'S DRAIN LINE REPAIR



201A15

Initial  
breach

