

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Saturday 11/18/17 to Friday 11/24/17

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:
 - \$192,858 General Fund
 - \$ 48,970 Fuel Dock Account
 - \$ 1,583 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - **\$243,411 GENERAL FUND, as of 11/24/17. 30-Day reserve amount needed \$181,789 (without depreciation)**
-
- \$ 38,043 **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)
 - \$ 46,581 **Debt Service Fund** \$62,500 Quarterly (IFA Business Oregon)
Week 8, next payment due Dec 31
(\$4,807.69 average each week to reach payment, currently \$0 short)
 - \$ 7,002 **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)
 - \$ 18,076 **Revenue Bond Fund** \$143,132 Yearly (\$13,012 must remain in fund)
USDA Loan - \$130,120, payment due Nov 5th – Week 2
(\$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)
 - **\$120,702 RESTRICTED FUNDS, as of 11/24/17. 30-Day reserve amount needed to transfer monthly from General Fund to Debt Funds \$38,820**
-
- \$364,113 Total, as of 11/24/17. 30-Day reserve amount **\$61,622 above** (\$30,132 for depreciation missing)
-
- \$ 68,948 **ACCOUNTS RECEIVABLE, as of 11/24/17**
1-30 days 29,505 / 31-60 days 13,821 / 61-90 days 15,306 / 90+ 10,316
 - \$ 3,355 **ACCOUNTS PAYABLE, as of 11/24/17**
1-30 days 3,364 / 31-60 days -9 / 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: Saturday 11/18/17 to Friday 11/24/17

4. Capital Projects Fund: Upcoming projects that are Priority 1:
 - Repair damaged electrical infrastructure Sites 29 to 57 at RV Park – Estimate cost 6k.
 - Repair Zola's sewer tank and enclosure – Estimate cost 20k.
5. General Fund: Upcoming expenditures:
 - Purchase of new reach lift early 2018.
6. Meetings:
 - James with CAL/OR to review Ports buildings, equipment and auto insurance coverage list.
 - Mike Sine regarding potholes in the gear storage roads.
 - Chetco Bar Fire recovery council meeting at City of Brookings.
 - Commissioner meeting at Best Western.
7. Installed Port Office signs and continue landscaping around new office.
8. Completed multiple assessments of the Port after this week storms. Check Boardwalk gap, Fuel Dock ramp, both Basins water quality samples with pictures and Basin 2 slopes.
9. John Brazil/Harbor Fire stopped by to let me know the plan at the Fish Station was okay with him.
10. Organized storage container for Port files.
11. Inspect restrooms and fish station cleaning and conditions. Updating cleaning routine and found many maintenance issues including vandalism to the facilities. Work orders for repairs were made and will be completed as time and funds are available.

RV Park & Fishing Pier

1. Men's center shower stall is leaking water from a bad solenoid. New solenoid was ordered. In order to do the repair, or even stop the leak, all three showers must be turned off because of no isolation valves were installed.

Docks – Basin 1 & 2 and Transient

1. Boat inventory completed for both basins.
2. Repaired broken waterline at Basin 1 G 25-27.
3. Repaired broken waterline at Basin 1 G 18-20.
4. Women's shower quarter dispenser isn't accepting quarters at Basin 2 restroom. Placed shower stall out-of-order until it is repaired.
5. Removed broken boat trailer that was tagged for prohibited storage earlier this week behind secured storage area adjacent to Basin 2 and placed the Boat Yard.

Boat Yard

1. Hauled out Coast Guard vessel. Had an incident with the haul out. Vessel down spout struck the cradle. Coast Guard staff was notified and they verified no damage was done. Pictures were taken and report written by Port staff.
2. Placed Coast Guard vessel back into the water the next day.
3. Placed oil booms around the boat yard at storm water runoff points to collect any oil slicks.

Maintenance Yard / Shop

1. Cleaned warehouse restroom. It was a mess, may not have been cleaned in years. It's now on a routine cleaning schedule.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Excavated last section trench drain with rental equipment. Finished excavating and called off the excavator and skiploader. Ramps 1 thru 4 are open and 5 & 6 closed.
3. Continue removing debris (some burnt logs) from boat launch ramps.

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Saturday 11/18/17 to Friday 11/24/17

Commercial Fishing Docks / Gear Storage

1. Graded gear storage potholes and temporary repair of the drainage and huge pothole at the north entrance.

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Checked dormer section in Building #1 for any leaks causing ceiling tile damage. No roof leaks were detected. Some of the damaged ceiling tiles are below AC units which most likely caused the issue.
4. Checked J Sloane water pressure. Low water pressure issue seems to be from their hair rinse ends requiring cleaning.
5. Replaced missing, colored and broken ceiling tiles at J Sloane and painted one colored tile because a bank of hair salon lights is in the way.
6. Replaced missing ceiling tile at Whales Tail.
7. Replaced damaged ceiling tiles at Bell & Whistle.

Fuel Dock

1. 2,259 gallons of diesel and 0 gallons of gas was pumped this week. 1 vessel and 2 rental equipment.
2. Approximate inventory in the aboveground tanks for diesel 10,220 and non-ethanol 1,955.
3. Carson Oil delivered 7,605 gallons of diesel.

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 11-24-2017, 2016 & 2015.
2. Two-week work schedule of actuals and planned activities.
3. South Coast Knight Security Reports.
4. Misc. photos of Port conditions and activities.

Port of Brookings Harbor
Balance Sheet
 As of November 24, 2017

	<u>Nov 24, 17</u>	<u>LAST YEAR Nov 24, 16</u>	<u>TWO YEARS AGO Nov 24, 15</u>
Checking/Savings			
1001 · CASH & CASH EQUIVALENTS			
1002 · General Funds Ckg 3634	192,858.69	24,510.16	57,529.41
1003 · FUEL DOCK	48,969.91	-	
Total 1001 · CASH & CASH EQUIVALENTS	<u>241,828.60</u>	<u>24,510.16</u>	<u>57,529.41</u>
1004 · RESTRICTED - CASH/EQUIVALENTS			
1005 · Capital Projects Fund 8018	38,042.75	5,318.72	
1006 · RESERVE FUND	11,000.00		
1007 · USDA BOND MM 9529	18,076.03	41,000.00	5,493.12
1008 · Debt Service Fund MM 8627		5,819.53	15,312.48
IFA LOAN SAVINGS	46,581.17		
TRAVEL LIFT	7,002.00		
Total 1008 · Debt Service Fund MM 8627	<u>53,583.17</u>		
Total 1004 · RESTRICTED - CASH/EQUIVALENTS	<u>120,701.95</u>	<u>52,138.25</u>	<u>20,805.60</u>
1012 · Cash on Hand/Petty Cash			
1014 · Office/Financial Assistant	362.80	663.06	801.89
1015 · Fuel Dock Cash Drawer	400.00	600.00	
1018 · RV Park Cash Drawer	620.00	400.00	500.00
1021 · Ice House Cash Drawer		200.00	
1023 · Office/Reception Cash Drawer	200.00	200.00	
Total 1012 · Cash on Hand/Petty Cash	<u>1,582.80</u>	<u>2,063.06</u>	<u>1,301.89</u>
Total Checking/Savings	<u>364,113.35</u>	<u>78,711.47</u>	<u>79,636.90</u>
1200 · Accounts Receivable Account	<u>68,948.15</u>	<u>134,468.01</u>	<u>209,093.31</u>
2000 · General Fund Accts Payable	1,373.58	168,827.84	426,765.56
2002 · Capital Projects Accts Payable	1,980.95		
Total Accounts Payable	<u>3,354.53</u>	<u>168,827.84</u>	<u>426,765.56</u>
Credit Cards			
2008 · RCU VISA ACCT	<u>4,983.39</u>	<u>5,077.47</u>	<u>2,572.62</u>

#	Priority	Description	Location	OCTOBER							NOV											
				A = Actual							2 Week Look-Ahead											
				13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
1	1	Install Softeners for Piling Hoops and Tighten Dock Bolts	Basin 1																			
2	1	Repair Broken Waterline at G 25-27	Basin 1																			
3	1	Repair Broken Waterline at G 18-20	Basin 1																			
4	1	Check Vessel Tie Lines & Storm Related Issues	Basin 1 & 2																			
5	1	Install Softeners for Piling Hoops and Tighten Dock Bolts	Basin 2																			
6	1	Removed Debris from Slips	Basin 2																			
7	1	Replace Backflow Preventer, Piping and Valves	Basin 2																			
8	1	Changed Out Burnt Light Bulbs at N, O, P Docks	Basin 2																			
9	1	Replaced Worm Out & Burnt Plug on Transient Dock Pedestal	Basin 2																			
10	1	Cleanup Trash at P-Q Ramp Bin	Basin 2																			
11	1	Install Trench Drain at Boat Launch Ramp	Boat Parking Lot																			
12	1	Repair Boarding Dock Ramp 5 & 6 Connection Joint	Boat Parking Lot																			
13	1	Removed Debris from Boat Launch Ramps	Boat Parking Lot																			
14	1	Boat Haul In/Out	Boat Yard																			
15	1	Cleanup Boat Yard & Warehouse	Boat Yard																			
16	1	Repair Work Dock Pile Hoops & Move Chantel C by end of Oct.	Boat Yard																			
17	1	Crane Work for Commercial Fleet	Commercial Docks																			
18	1	Fill Huge Pothole at North Entrance and Grade Roads	Gear Storage																			
19	1	Inspect Sewer Systems	Port																			
20	1	Cleaned up Storage Building next to Fish Market	Retail																			
21	1	Changed Out Ceiling Tiles at Bell & Whistle	Retail																			
22	1	Changed Out Ceiling Tiles at J Sloane	Retail																			
23	1	Repair Ceiling Tile at Whales Tail	Retail																			
24	1	Repair Benches & Repaint (Splinters) Throughout Park	RV Park																			
25	1	Repair Water Leak from Men's Shower Stall #5	RV Park																			
26	1	Filled Pothole Near Laundromat Slab	RV Park																			
27	1	Repair Fence and Gate at Site 1	RV Park																			
28	1	Repair Fence Dividers Throughout	RV Park																			
29	2	Repair Sinkholes in Parking Lot	Fishing Pier																			
30	2	Commissioner Meeting at Best Western	Port																			
31	2	Relocate Quarter Change Machine from Laundromat	RV Park																			
32	3	Landscape Maintenance	All																			
33	3	Trash Pickup and Removal	All																			
34	3	Restroom Cleaning	All																			
35	3	Fish Station Cleaning	All																			
36	3	Remove Graffiti	All																			
37	3	Build Enclosure for Launch Machine	Boat Parking Lot																			
38	3	Replace Broken Gate Valve on Main Waterline in Boat Launch RR	Boat Parking Lot																			
39	3	Remove Aux Coast Guard Shack	Boat Parking Lot																			
40	3	Repair Storm Drain at N-O Dock Ramp	Docks																			
41	3	Replace Broken Gate Valve on Main Waterline in Commercial RR	Docks																			
42	3	Cleanup Gear Storage (Near Fuel Tanks)	Gear Storage																			
43	3	Repaint Pavement Arrows and Lines	RV Park																			

Gary

From: Thomas Sorr <scks.patrol@gmail.com>
Sent: Saturday, November 18, 2017 11:41 PM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH NOV. 17, 2017

2155 BOAT RAMP- RESTROOM CLOSED, MIDD JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORT BASIN LOCKED 2205

2323 CB- RESTROOM LOCKED

KITE FIELD- RESTROOM LOCKED

RV PARK- CLEAR

PUB FISH- CLEAR 2348

0150 BOAT RAMP- CLEAR

MAIN AREA- CLEAR

CB- CLEAR

RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR 0235

0455 KITE FIELD- RESTROOM OPEN

RV PARK- CLEAR

PUB FISH- CLEAR

CB- RESTROOM OPEN

MAIN AREA- RESTROOM CLEAR

2243 BOAT RAMP- RESTROOM CLOSED, MIDD JETTY CLEAR, GOV STOR CLEAR
MAIN AREA- SPORT BASIN LOCKED
CB- RESTROOM LOCKED
KITE FIELD- RESTROOM LOCKED
RV PARK- CLEAR
PUB FISH- CLEAR 2305

0101 BOAT RAMP- CLEAR
MAIN AREA- CLEAR
CB- CLEAR
RV PARK- CLEAR
PUB FISH- CLEAR
KITE FIELD- CLEAR 0132

0350 BOAT RAMP- RESTROOM OPEN
KITE FIELD- RESTROOM OPEN
RV PARK- RESTROOM LIC# OR 470 HRJ WHITE CADILLAC ASKED TO MOVE VEHICLE NO
OVERNIGHT CAMPING
PUB FISH- CLEAR
CB- RESTROOM OPEN
MAIN AREA- RESTROOM CLEAR
BOAT RAMP- CLEAR 0411

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Tuesday, November 21, 2017 7:09 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for November 20, 2017

SECURITY OFFICER KNAUSS NOVEMBER20, 2017

2200 KITE FIELD-CLOSED BATHROOM
CB-CLOSED BATHROOM
MAIN
BOAT RAMP-CLOSED BATHROOM 2220

2320 RV PARK
PUBLIC FISHING
CB
MAIN 2346

0059 BOAT RAMP
MAIN
KITE FIELD
RV PARK 0130

0341 RV PARK
KITE FIELD-OPENED BATHROOM
CB-OPENED BATHROOM
MAIN
BOAT RAMP-OPENED BATHROOM 0410

0500 CB
MAIN
BOAT RAMP 0515

0630 BOAT RAMP-OPENED BATHROOM
MAIN
CB
KITE FIELD 0638

2140 BOAT RAMP- RESTROOM CLOSED, MIDD JETTY CLEAR, GOV STOR CLEAR
MAIN AREA- SPORT BASIN LOCKED
CB- RESTROOM LOCKED
KITE FIELD- RESTROOM LOCKED TAGGED RED JEEP CHEROKEE LIC# OR 496CEQ NO
PARKING PERMIT
RV PARK- CLEAR
PUB FISH- CLEAR LIC# OR 985 KBB GOLD PT CRUISER NO OVERNIGHT PARKING 2224

0134 BOAT RAMP- CLEAR
MAIN AREA- CLEAR
CB- CLEAR
RV PARK- CLEAR
PUB FISH- CLEAR
KITE FIELD- CLEAR 0152

04001 BOAT RAMP- RESTROOM OPEN
KITE FIELD- RESTROOM OPEN
RV PARK- RESTROOM CLEAR
PUB FISH- CLEAR
CB- RESTROOM OPEN
MAIN AREA- RESTROOM CLEAR
BOAT RAMP- CLEAR 0413

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Thursday, November 23, 2017 6:00 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for November 22, 2017

SECURITY OFFICER KNAUSS NOVEMBER 22, 2017

2201 BOAT RAMP-CLOSED BATHROOM
MAIN
CB-CLOSED BATHROOM
KITE FIELD-CLOSED BATHROOM
RV PARK 2230

2343 MAIN
CB
RV PARK
PUBLIC FISHING
KITE FIELD 0008

0146 BOAT RAMP
MAIN
CB
KITE FIELD 0204

0330 RV PARK
KITE FIELD-OPENED BATHROOM
CB-OPENED BATHROOM
MAIN 0400

0505 KITE FIELD
PUBLIC FISHING
MAIN
BOAT RAMP-OPENED BATHROOM 0510

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Friday, November 24, 2017 5:13 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for November 23, 2017

SECURITY OFFICER KNAUSS NOVEMBER 23, 2017

2157 BOAT RAMP-CLOSED BATHROOM
MAIN
CB-CLOSED BATHROOM
KITE FIELD-CLOSED BATHROOM
PUBLIC FISHING
RV PARK 2225

2315 RV PARK
KITE FIELD
CB
MAIN 2336

0122 MAIN
CB
KITE FIELD
PUBLIC FISHING 0140

0342 RV PARK
KITE FIELD-OPENED BATHROOM
CB-OPENED BATHROOM
MAIN
BOAT RAMP 0409

0445 BOAT RAMP-OPENED BATHROOM
MAIN 0455

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Saturday, November 25, 2017 6:31 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for November 24, 2017

SECURITY OFFICER KNAUSS NOVEMBER 24, 2017

2155 PUBLIC FISHING
KITE FIELD-CLOSED BATHROOM
CB-CLOSED BATHROOM
MAIN
BOAT RAMP-CLOSED BATHROOM 2215

2315 RV PARK
CB
MAIN
BOAT RAMP 2332

0138 RV PARK
KITE FIELD
PUBLIC FISHING
CB
MAIN 0200

0335 RV PARK
KITE FIELD-OPENED BATHROOM
CB-OPENED BATHROOM
MAIN
BOAT RAMP 0400

0536 RV PARK
KITE FIELD
MAIN
BOAT RAMP-OPENED BATHROOM 0557

11-21-17 Ice House
classical

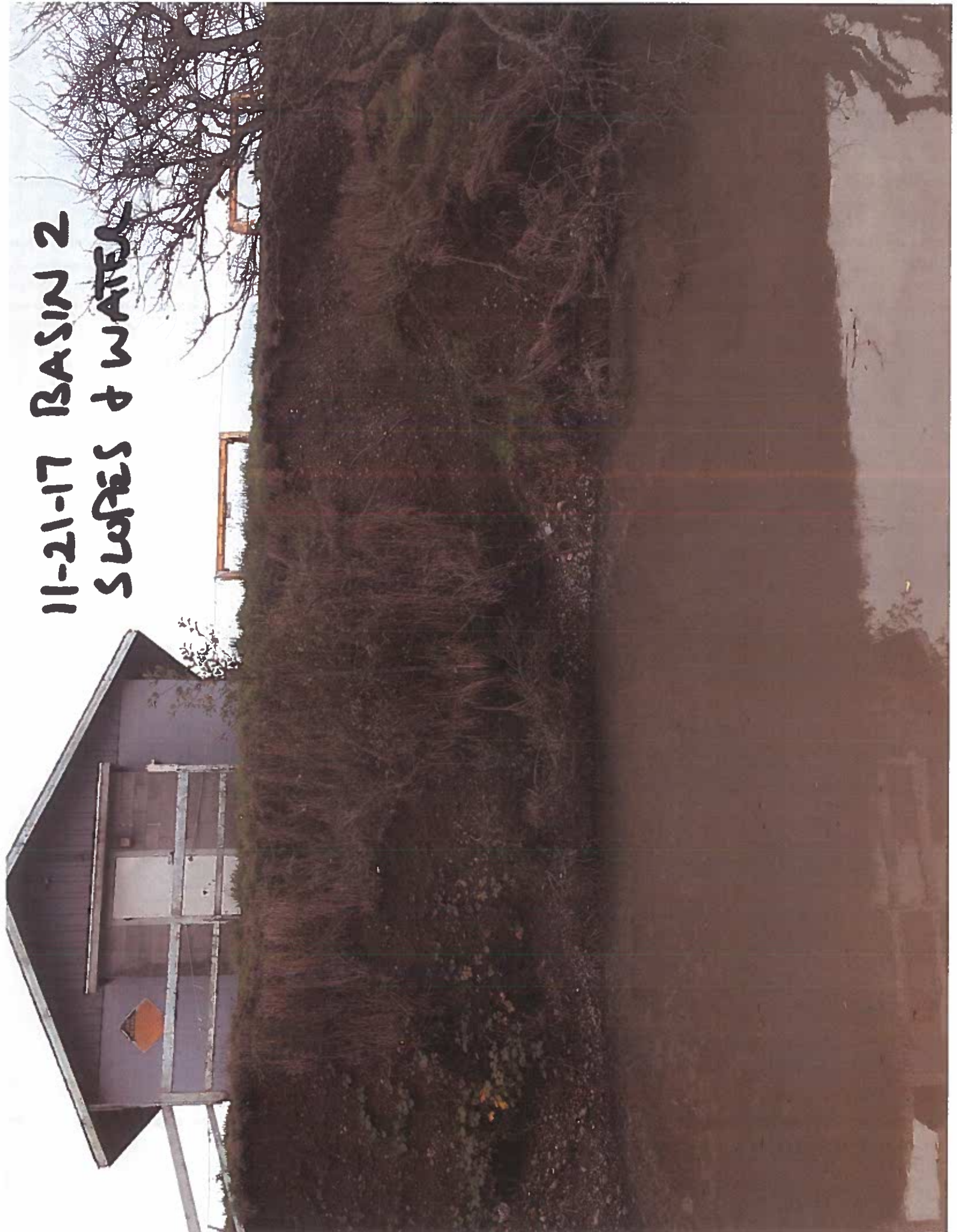


NEW DAMAGE
THIS SEASON

11-21-17 BASIN 2
SLOPES



11-21-17 BASIN 2
SWAPS & WATER



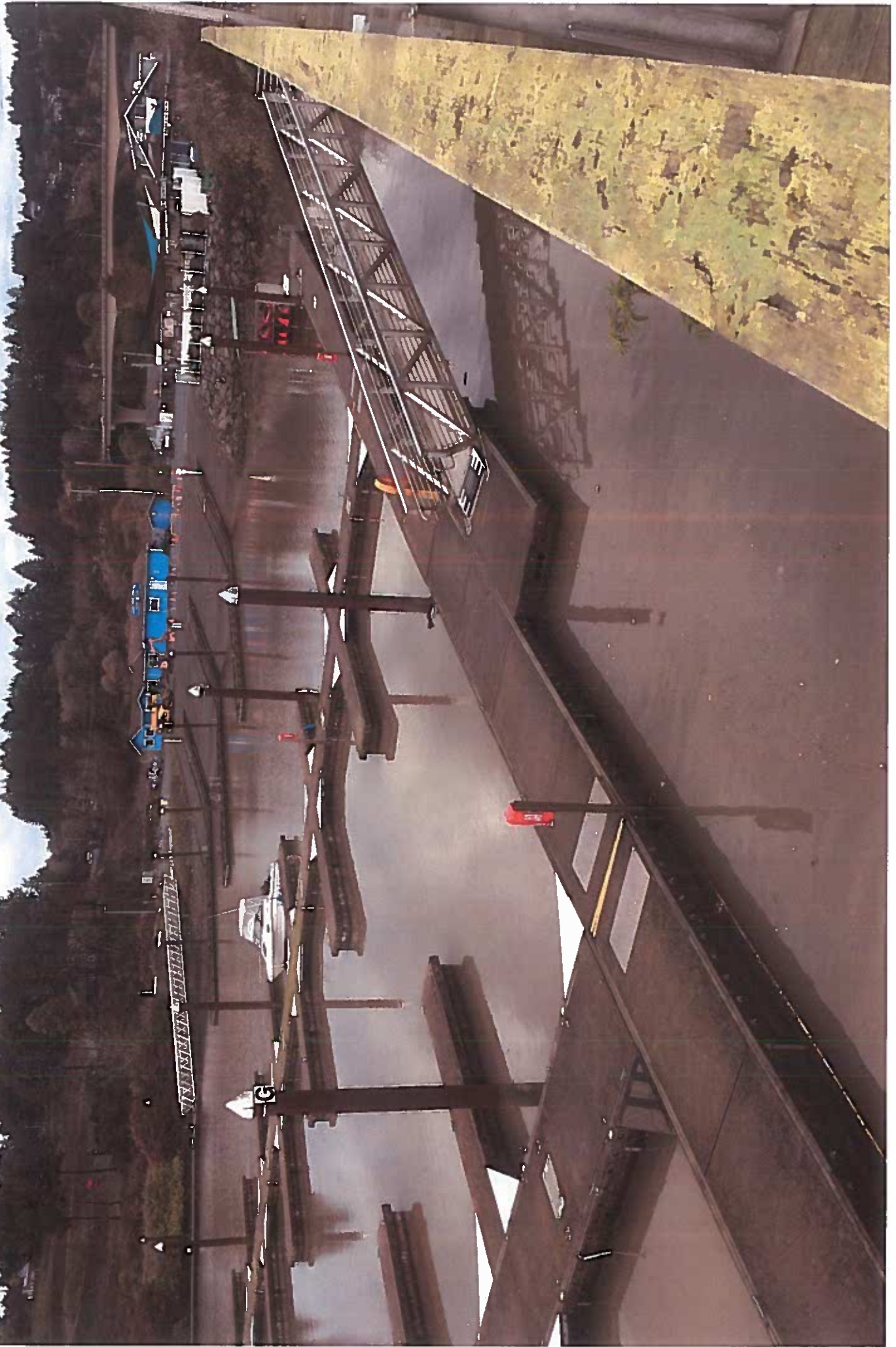
11-21-17 BASIN 2



11-21-17
FUEL DOCK



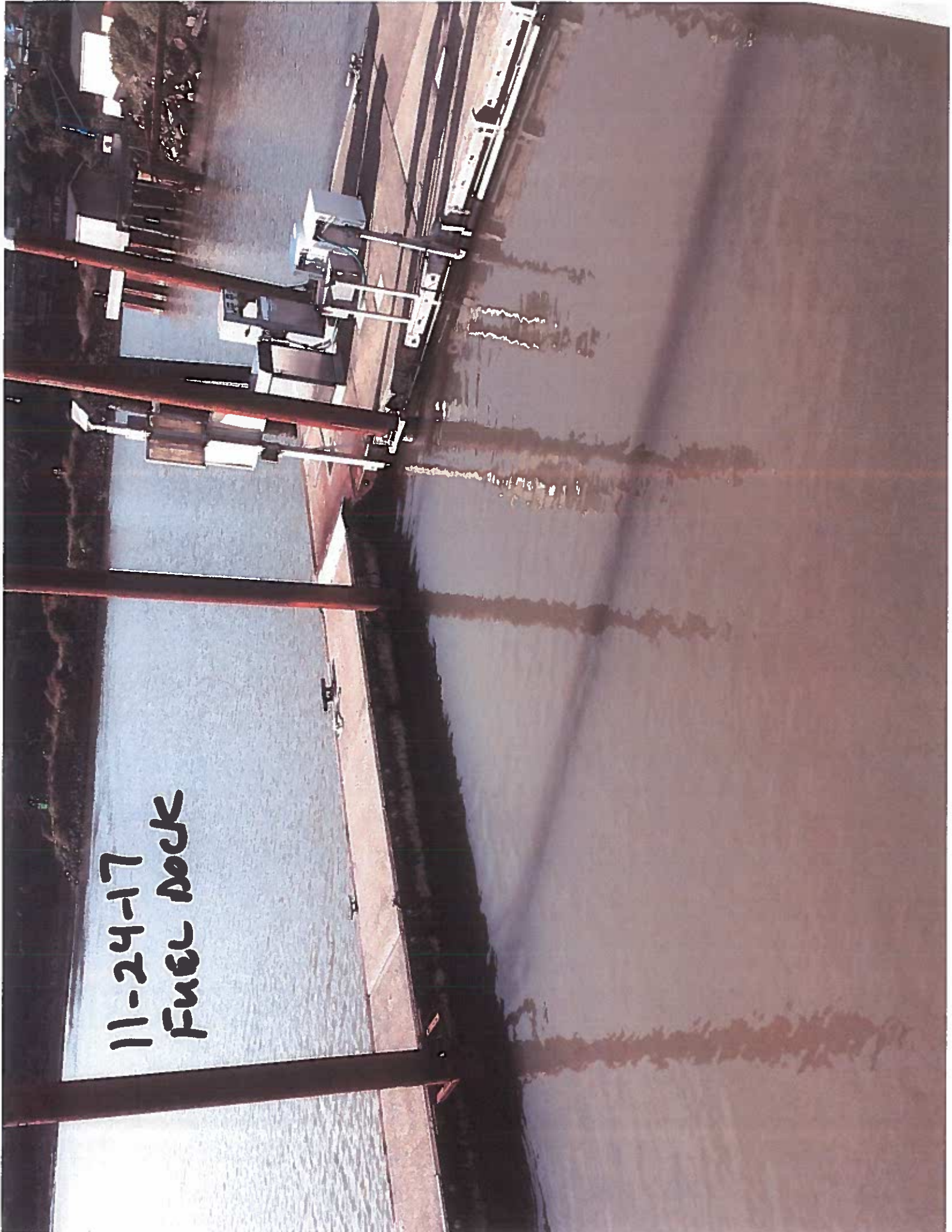
11-21-17 BASIN 1



11-24-17 BASIN 2



11-24-17
FUEL DOCK





11-24-17
BASIN 1

BASIN 2 RESTROOM

11-23-17

BULLET HOLE
IN URINAL

