

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Saturday 12/02/17 to Friday 12/08/17

Port Office

1. Port employs eight (8) full-time hourly employees, one (1) part-time employee 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:
 - \$211,270 General Fund
 - \$ 36,659 Fuel Dock Account
 - \$ 1,583 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - **\$249,512 GENERAL FUND, as of 12/08/17. 30-Day reserve amount needed \$181,789 (without depreciation)**

Current Total	Transferred from General Fund	
\$ 33,528	\$ 0	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)
\$ 65,815	\$ 4,807	Debt Service Fund \$62,500 Quarterly (IFA Business Oregon) Week 10, next payment due Dec 31 (\$4,807.69 average each week to reach payment, currently \$0 short)
\$ 5,838	\$ 1,165	Debt Service Fund \$4,659 Monthly (Travel Lift Lease) Week 2, payment due 22 nd each month (\$1,164.75 average each week to reach payment, currently \$0 short)
\$ 25,588	\$ 2,503	Revenue Bond Fund \$143,132 Yearly (\$13,012 must remain in fund) USDA Loan - \$130,120, payment due Nov 5 th – Week 5 (\$2,502.30 average each week to reach payment, currently \$0 short)
\$ 11,000	\$ 0	Reserve Fund (Approx. Total Deprecation to date \$5,296,203. Yearly amount \$391,741)
\$141,769		RESTRICTED FUNDS, as of 12/08/17. 30-Day reserve amount needed to transfer monthly from General Fund to Debt Funds \$38,820

- \$391,281 Total, as of 12/08/17. 30-Day reserve amount \$67,723 above (\$30,132 for depreciation missing)

- \$ 86,759 **ACCOUNTS RECEIVABLE**, as of 12/08/17
1-30 days 34,396 / 31-60 days 24,646 / 61-90 days 12,158 / 90+ 15,559
- \$107,742 **ACCOUNTS PAYABLE**, as of 12/08/17
1-30 days 108,742 / 31-60 days -1,000 / 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 6k.
 - Repair Zola's sewer tank and enclosure – Estimate cost 17k.
5. General Fund: Upcoming expenditures:
 - Purchase of new reach lift early 2018.
6. Meetings:
 - Met with volunteer that is willing to help clean and paint the Coast Guard vessel.
 - Met with potential new tenant that is interested in Suites 102 and 103 at Retail Center.
 - Field staff safety meeting.
 - Office staff meeting to review accounts and Port matters.
7. Continue working on draft audit review from Signe Grimstad.
8. Harbor Sanitary received tenant expansion list for the last two years.
9. Best Western no longer providing conference rooms for meetings. Next year Port will need to find a new location for the regular monthly meetings.
10. Received design drawings for the new boat launch boarding ramps from OSMB. It's the Port responsibility to put bids out on the fabrication of the docks.
11. Staff continues working out issues with Marina Software (Scribbles). Continue updating moorage data into program. Some training will be needed from Scribbles.
12. Contacted Roberts & Associates to get an update on lot line adjustment survey on Busch property. Apparently, there is a problem with the descriptions in the title reports. Surveyor is waiting on Curry County Title, various conveyances, and descriptions of the Port parcels are a bit of a mess. This is delaying the lot line adjustments to complete sell of properties.
13. Umpqua Bank continues requesting information for the new equipment loan. All their inquiries were answered immediately.
14. Terminated Righetti's Parking License with the Port and they have 15 days to remove material off Port property.

RV Park & Fishing Pier

1. Continue working on refurbishing (painting and replacing rotten wood) benches while dry weather is here.
2. Relocated shed to the Main Restroom to store restroom supplies and tools.

Docks – Basin 1 & 2 and Transient

1. Boat inventory completed for both basins.
2. Vessel in Basin 1 C-16 bow line broke and was retied with new rope.
3. Tenant and moorage holder on P Dock came into the office wanting to know if our security cameras caught a vehicle causing damage to the grounds. Staff checked the tapes and no evidence was found.
4. Robinson Brothers Construction was on Port property potholing for fiber conduits for Frontier Communications. The contractor nor Frontier communicated to the Port prior to excavating. Contractor backfilled the holes and plans to return next week. Frontier is supposed to contact the Port before any more work takes place on Port grounds.
5. Received report the vessel in F-37 broke a bow line. Owner of vessel was called and he took care of it.
6. Checking into replacing the barricades along Basin 2 damaged slopes with 48" high fencing material and using the existing cored holes in the sidewalk for the posts. This would remove barricade management, make the area look better and open up the sidewalk for public and customer use again.
7. Replaced broken shower quarter dispenser in women's restroom at Basin 2.
8. Replaced plastic trash cans with barrel trash cans at Basin 2 C thru H dock ramp and I & J dock ramp.

Boat Yard

1. Checked abandon vessels in yard after the last rain storm.

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2. Continue cleanup of trash in the boat yard. Three 30-yard trash bins were filled. One 35-yard and one 20-yard scrap metal bin was filled.
3. Hauled out vessel Harbor Island and blocked. Placed back in the water couple days later.
4. Hauled out vessel Skip Jack, pressure washed and blocked in work stall.
5. Hauled out vessel Barbara Lee and blocked in work stall.

Maintenance Yard / Shop

1. Installed hinges and hasps on four more trash barrel lids.
2. Ordering new bench boards for the retail metal benches. Four benches need to be refurbished.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Staff had an incident with a homeless person in the men's restroom. The guy was camping inside the restroom and instructed him to leave. That set him off and threaten staff with a pipe. Knight Security was called and he was removed from Port property.
3. Repaired damaged section of fence material on the fish station building.

Commercial Fishing Docks / Gear Storage

1. Vessel Miss Pacific received 7,000 gallons of diesel fuel over the Steel Wall.
2. Completed gear and trailer storage inventory.

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Check and cleaned sewer systems throughout the Port.

Fuel Dock

1. 326 gallons of diesel and 5 gallons of gas was pumped this week. 4 vessels.
2. Approximate inventory in the aboveground tanks for diesel 9,893 and non-ethanol 1,950.
3. Ordered new digital screen to replace broken screen for the diesel pump.

Security

1. South Coast Knight Security patrolling the Port properties.

FEMA / OEM / PW's

1. Jack Akin/EMC is continuing work on Hazard Mitigation Plan revisions per FEMA comments. Submit date changed to this weekend for FEMA approval.

Attachments

1. Balance Sheet (Saving-Checking, Accounts Receivable and Payable) as of 12-08-2017, 2016 & 2015.
2. Two-week work schedule of actuals and planned activities.
3. RV Park Guest Report for this week.
4. South Coast Knight Security Reports.

Port of Brookings Harbor
Balance Sheet
 As of December 8, 2017

	<u>Dec 8, 17</u>	<u>Dec 8, 16</u>	<u>Dec 8, 15</u>
Checking/Savings			
1001 - CASH & CASH EQUIVALENTS			
1002 - General Funds Ckg Umpqua 3634	211,270.12	26,757.14	41,374.66
1004 - FUEL DOCK Umpqua 3634	36,659.08		
Total 1001 - CASH & CASH EQUIVALENTS	<u>247,929.20</u>	<u>26,757.14</u>	<u>41,374.66</u>
1006 - Cash on Hand/Petty Cash			
1008 - Office/Financial Assistant	362.80		
1010 - Fuel Dock Cash Drawer	400.00		
1012 - RV Park Cash Drawer	620.00		
1014 - Office/Reception Cash Drawer	200.00		
Total 1006 - Cash on Hand/Petty Cash	<u>1,582.80</u>	<u>2,063.06</u>	<u>1,261.89</u>
1020 - RESTRICTED - CASH/EQUIVALENTS			
1022 - USDA BOND MM 9529	25,587.75	55,760.80	5,444.11
1024 - Capital Projects Fund 8018	33,528.19	4,347.13	
1026 - RESERVE FUND 8018	11,000.00		
1028 - Debt Service Fund MM 8627			
IFA LOAN SAVINGS	65,815.22	23,755.17	19,791.20
TRAVEL LIFT	5,838.00		
Total 1028 - Debt Service Fund MM 8627	<u>71,653.22</u>		
Total 1020 - RESTRICTED - CASH/EQUIVALENTS	<u>141,769.16</u>	<u>83,863.10</u>	<u>25,235.31</u>
Total Checking/Savings	<u>391,281.16</u>	<u>112,683.30</u>	<u>67,871.86</u>
1200 - Accounts Receivable Account	<u>86,759.15</u>	<u>112,098.53</u>	<u>228,930.36</u>
Accounts Payable			
2000 - General Fund Accts Payable	42,262.11	71,738.09	353,317.13
2002 - Capital Projects Accts Payable	2,980.00		
2004 - Debt Service Accts Payable	62,500.00	62,500.00	
Total Accounts Payable	<u>107,742.11</u>	<u>134,238.09</u>	<u>353,317.13</u>
Credit Cards			
2008 - RCU VISA ACCT	<u>2,247.13</u>	<u>1,357.53</u>	<u>3,790.50</u>

#	Priority	Description	Location	NOV							DECEMBER											
				A = Actual							2 Week Look-Ahead											
				27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	1	Install Softeners for Piling Hoops and Tighten Dock Bolts	Basin 1																			
2	1	Check Vessel Tie Lines & Storm Related Issues	Basin 1 & 2																			
3	1	Install Softeners for Piling Hoops and Tighten Dock Bolts	Basin 2																			
4	1	Replace Backflow Preventer, Piping and Valves	Basin 2																			
5	1	Repair and Replace Urinals at Basin 2 Restrooms	Basin 2																			
6	1	Repair Restroom Floors, Both Restrooms	Basin 2																			
7	1	Install Trench Drain at Boat Launch Ramp	Boat Parking Lot																			
8	1	Removed Debris from Boat Launch Ramps	Boat Parking Lot																			
9	1	Boat Haul In/Out	Boat Yard																			
10	1	Cleanup Boat Yard & Warehouse	Boat Yard																			
11	1	Repair Work Dock Pile Hoops & Move Chantel C by end of Oct.	Boat Yard																			
12	1	Crane Work for Commercial Fleet	Commercial Docks																			
13	1	Inspect Sewer Systems	Port																			
14	1	Repair and Upgrade Zola's Sewer System	Retail																			
15	1	Repair Benches & Repaint (Spinters) Throughout Park	RV Park																			
16	1	Repair Water Leak from Men's Shower Stall #5	RV Park																			
17	1	Filled Potholes throughout the RV Park	RV Park																			
18	1	Repair Fence Dividers Throughout	RV Park																			
19	1	Remove Outdoor Shower Slabs and Cap Sewer Drains. Repair Slab	RV Park																			
20	1	Install Proper Urinal at Main Restroom	RV Park																			
21	2	Repair Sinkholes in Parking Lot	Fishing Pier																			
22	2	Grade Gear Storage Roads	Gear Storage																			
23	2	Commissioner Meeting at Port Office	Port																			
24	2	Relocate Quarter Change Machine from Laundromat	RV Park																			
25	3	Landscape Maintenance	All																			
26	3	Trash Pickup and Removal	All																			
27	3	Restroom Cleaning	All																			
28	3	Fish Station Cleaning	All																			
29	3	Remove Graffiti	All																			
30	3	Repair Storm Drain at N-O Dock Ramp	Basin 2																			
31	3	Replace Broken Gate Valve on Main Waterline in Commercial RR	Basin 2																			
32	3	Build Enclosure for Launch Machine	Boat Parking Lot																			
33	3	Replace Broken Gate Valve on Main Waterline in Boat Launch RR	Boat Parking Lot																			
34	3	Cleanup Gear Storage (Near Fuel Tanks)	Gear Storage																			

Guest Forecast

For: 12/02/2017 - 12/08/2017

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
12/2/2017	0	7	1	15/0/0/0	17/0/0/0	8	6.67	\$338.00
12/3/2017	4	4	2	17/0/0/0	13/0/0/0	6	5.00	\$241.00
12/4/2017	3	3	0	13/0/0/0	6/0/0/0	3	2.50	\$95.00
12/5/2017	0	3	5	6/0/0/0	16/0/0/0	8	6.67	\$285.00
12/6/2017	3	5	6	16/0/0/0	22/0/0/0	11	9.17	\$503.00
12/7/2017	5	6	4	22/0/0/0	20/0/0/0	10	8.33	\$438.00
12/8/2017	2	8	0	20/0/0/0	16/0/0/0	8	6.67	\$343.00
	17	36	18	109/0/0/0	110/0/0/0	54	6.43	\$2,243.00

Occupancy percentages based on 120 total units

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Sunday, December 03, 2017 5:48 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for December 2, 2017

SECURITY OFFICER KNAUSS DECEMBER 2, 2017

2032 BOAT RAMP-CLOSED BATHROOM

2157 PUBLIC FISHING

KITE FIELD

CB

MAIN-PV 001852 BLUE FORD/EXPEDITION 2ND WARNING TAGGED FOR OVERNIGHT PARKING

BOAT RAMP-PV 001853 SILVER NISSAN/FRONTIER 2ND WARNING TAGGED FOR OVERNIGHT PARKING 2228

2317 RV PARK

KITE FIELD

CB

MAIN 2332

0133 RV PARK

PUBLIC FISHING

KITE FIELD

CB

MAIN

BOAT RAMP 0200

0340 MAIN

CB-OPENED BATHROOM

KITE FIELD-OPENED BATHROOM 0355

0455 BOAT RAMP-OPENED BATHROOM

MAIN

KITE FIELD

RV PARK 0510

Gary

From: Thomas Sorr <scks.patrol@gmail.com>
Sent: Monday, December 04, 2017 6:04 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH DEC. 3, 2017

2250 KITE FIELD- RESTROOM LOCKED

RV PARK- CLEAR

PUB FISH- CLEAR

CB- RESTROOM LOCKED

MAIN AREA- SPORT BASIN LOCKED,PV#2098 ON ORLP# 446 CYH

BOAT RAMP- RESTROOM CLOSED, MIDD JETTY CLEAR, GOV STOR CLEAR 2315

0034 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0150

0314 BOAT RAMP- CLEAR

MAIN AREA- CLEAR

CB- CLEAR

KITE FIELD- CLEAR

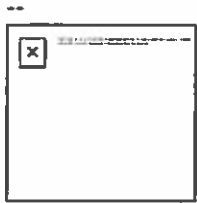
RV PARK- CLEAR

PUB FISH- CLEAR 0336

0359 KITE FIELD- RESTROOM OPEN

CB- RESTROOM OPEN, PV#2099 ON ORLP#017HJW

BOAT RAMP- RESTROOM OPEN 0415



South Coast Knight Security, LLC

Office: (541) 592-9021

Patrol/Alarm/Emergency: (541) 592-9352

Email: scks.patrol@gmail.com

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Gary

From: Thomas Sorr <scks.patrol@gmail.com>
Sent: Tuesday, December 05, 2017 10:19 PM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH DEC. 4, 2017

2211 RV PARK- ORLP# 735EQX WARNED FOR BEING IN PORT AFTER 10PM

PUB FISH- CLEAR

KITE FIELD- RESTROOM LOCKED, NVLP# 294AVL WAITING FOR A FRIEND ON L DOCK

CB- RESTROOM LOCKED

MAIN AREA- SPORT BASIN LOCKED, ORLP# 446 CYH STILL ON PROPERTY

BOAT RAMP- RESTROOM CLOSED 2240

0025 BOAT RAMP- CLEAR

MAIN AREA- CLEAR

CB- CLEAR

KITE FIELD- CLEAR

RV PARK- CLEAR

PUB FISH- CLEAR 0045

0214 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0231

0355 KITE FIELD- RESTROOM OPEN

CB- RESTROOM OPEN

BOAT RAMP- RESTROOM OPEN 0410

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Gary

From: Thomas Sorr <scks.patrol@gmail.com>
Sent: Wednesday, December 06, 2017 8:52 PM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH DEC. 4, 2017

2245 RV PARK- ORLP# 040JDF AND 448JXS WARNED FOR BEING IN PORT AFTER 10PM

PUB FISH- CLEAR

KITE FIELD- RESTROOM LOCKED,

CB- RESTROOM LOCKED

MAIN AREA- SPORT BASIN LOCKED, ORLP# 446 CYH STILL ON PROPERTY

BOAT RAMP- RESTROOM CLOSED 2316

0113 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0139

0250 BOAT RAMP- CLEAR

MAIN AREA- CLEAR

CB- CLEAR

KITE FIELD- CLEAR

RV PARK- CLEAR

PUB FISH- CLEAR 0311

0355 KITE FIELD- RESTROOM OPEN

CB- RESTROOM OPEN

BOAT RAMP- RESTROOM OPEN 0410

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Gary

From: Thomas Sorr <scks.patrol@gmail.com>
Sent: Friday, December 08, 2017 11:07 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH DEC. 6, 2017

2238 BOAT RAMP- RESTROOM CLOSED, ORLP#H/C 57011 WARNED FOR NO OVERNIGHT CAMPING

MAIN AREA- SPORT BASIN LOCKED

CB- RESTROOM CLOSED

RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- RESTROOM LOCKED 2300

0123 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0140

0245 RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- ORLP# 273 HJA WARNED FOR NO OVERNIGHT CAMPING

MAIN AREA- CLEAR

BOAT RAMP- CLEAR 0313

0415 KITE FIELD- RESTROOM OPEN

CB- RESTROOM OPEN

BOAT RAMP- RESTROOM OPEN 0410



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Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Friday, December 08, 2017 5:38 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for December 7, 2017

SECURITY OFFICER KNAUSS DECEMBER 7, 2017

2224 MAIN
BOAT RAMP-CLOSED BATHROOM
CB-CLOSED BATHROOM
KITE FIELD-CONTACT WFA INFORMED PORT CLOSED
RV PARK-CONTACT WFA WALKING INFORMED PORT CLOSED 2255

0029 RV PARK
KITE FIELD
CB 0041

0047 MAIN
BOAT RAMP 0055

0140 RV PARK
KITE FIELD
KITE FIELD 0155

0330 RV PARK
KITE FIELD-OPENED BATHROOM
CB-OPENED BATHROOM
MAIN
BOAT RAMP 0350

0501 BOAT RAMP-OPENED BATHROOM
MAIN
KITE FIELD
RV PARK 0519

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Saturday, December 09, 2017 5:56 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for December 8, 2017

SECURITY OFFICER KNAUSS DECEMBER 8, 2017

2156 KITE FIELD-CLOSED BATHROOM
CB-CLOSED BATHROOM
MAIN
BOAT RAMP-CLOSED BATHROOM 2212

2322 MAIN
CB
RV PARK
KITE FIELD 2340

0048 MAIN
KITE FIELD
PUBLIC FISHING 0100

0216 RV PARK
KITE FIELD
CB
MAIN
BOAT RAMP 0235

0350 RV PARK
PUBLIC FISHING
KITE FIELD-OPENED BATHROOM
CB-OPENED BATHROOM 0410

0517 BOAT RAMP-OPENED BATHROOM
MAIN
CB 0526