

**PORT OF BROOKINGS HARBOR**  
**Commissioner Meeting**  
**Friday, December 21, 2018 • 3:00 pm**  
Former Port Office  
16340 Lower Harbor Road, Suite 103, Harbor OR 97415

**SPECIAL MEETING AGENDA**

**1. CALL MEETING TO ORDER**

- Pledge of Allegiance
- Roll Call
- Introduction of Guests and Port Staff
- Modifications, Additions, and Changes to the Agenda
- Declaration of Potential Conflicts of Interest

**2. PUBLIC COMMENTS** (Limited to a maximum of three minutes per person. A “Public Comment Request”, located near the entrance, must be completed and turned into the President prior to the beginning of the meeting.)

**3. ACTION ITEMS**

- A. Port Security

**4. ADJOURNMENT**

# ACTION ITEM - A

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**DATE:** December 18, 2018  
**RE:** Port Security  
**TO:** Port of Brookings Harbor, Board of Commissioners  
**ISSUED BY:** Gary Dehlinger

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## OVERVIEW

### Security Patrol

- South Coast Knight Security is currently providing security for the Port from 10pm to 4am. SCKS patrols Port properties, closes RV Park gate at 10pm, closes restrooms at 10pm and reopen at 4am, removes individuals from the RV Park that are not guests after 10pm, removes individuals from Port properties that do not belong after 10pm and provides daily reports of any incidents. Total patrol time was increased in June 2018 from 1 hour to two hours per day on Port properties.
- New service contract should be completed for 2019 calendar year if the Port decides to continue with contracted security company.

### Security Lights

- Port Office received a request from tenant to install additional parking lights in the Retail Parking Lot to increase visibility at night.
- Checked Electrical Drawings for light poles at Retail Center and parking lot. Design shows 4 parking lot lights and 23 pole mounted lights around the Retail Center buildings. Only 7 light poles are existing within the Retail Center buildings and 4 parking light poles in the parking lot.
- Port staff and Coos Curry Electric are checking to make sure lights work on light poles around the Port. Currently, one light is out in the retail parking lot that will need to be addressed.
- For a rough estimate on cost for new light poles, two new light poles were installed four years ago at the boat launch ramp for \$15,000 which included 200 linear feet of conduit (about \$5 per LF of conduit)

### Security Cameras

- Many of the light poles within the Retail Center and parking lot had security cameras installed years ago and were disconnected years ago. Port has security cameras on Building #1 that are currently operating.

- Security cameras were installed to oversee Basin 2 East ramps couple of years ago. Since then, the cameras were vandalized and/or nonfunctional.
- Security cameras were installed at the RV Park Office and those continue to work.
- Security cameras were installed at the Fuel Dock building and those continue to work.

### Security Gates and Fencing

- Gates are installed at Basin 1 ramps. See attached photo.
- Basin 2 ramps on the west side (Kite Field) do not have gates. East side (Commercial) ramps have a gate, but do not lock. See attached photo.
- Portion of gear storage and receiving dock areas are fenced but gates would need to be added to secure the area.
- Three boat and trailer storage areas are fenced and gated.
- Boatyard area is fenced and gated.

### DOCUMENTS

- Copy of 1996 Crow/Clay & Associates Sheet E-1 Electrical Drawings for the Port of Brookings Harbor Commercial Center, 3 pages
- Photo of Basin 1 gate, 1 page
- Photo of Basin 2 gate, 1 page

### RECOMMENDATIONS

- Recommended motion: motion to continue using South Coast Knight Security until a new service contract agreement is completed for calendar year 2019.
- Recommended motion: motion to install new parking lot lights to increase visibility at the retail parking lot when funding is available.
- Recommended motion: motion to install gates at Basin 2 ramps when funding is available.
- Recommended motion: motion to install fencing and gates for all gear storage and dock receiving areas when funding is available.

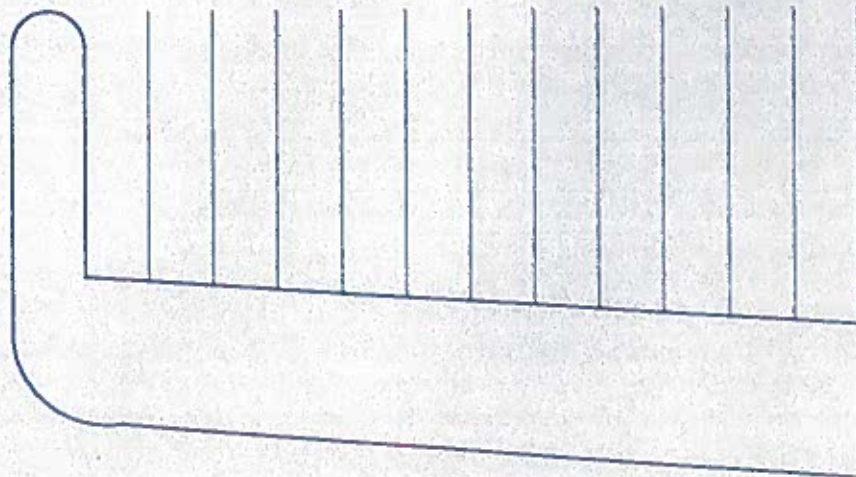
## SYMBOLS:

●⊖ — POLE MOUNTED LIGHT

☒ — UNDERGROUND PULL BOX

## LIGHT FIXTURE SCHEDULE:

- P — 12'H X 24"D OUTDOOR HID ORNAMENTAL PARK MODEL POLE MOUNTED FIXTURE WITH SPUN ALUMINUM SHADE, POLYCARBONATE GLOBE AND LIGHT SLOT, MOUNTED ON AN IMBEDDED 12' FIBERGLASS POLE AND ARM WITH ONE 100 WATT METAL HALIDE LAMP AND ONE 240 VOLT ENERGY EFFICIENT HIGH POWER FACTOR BALLAST, ALL IN BRONZE COLOR.  
W.J. WHATLEY CO. CAT.#1040-100-MH-240-C-BZ-OA-357-12-BZ-RA26SL-BZ SERIES OR EQUAL.



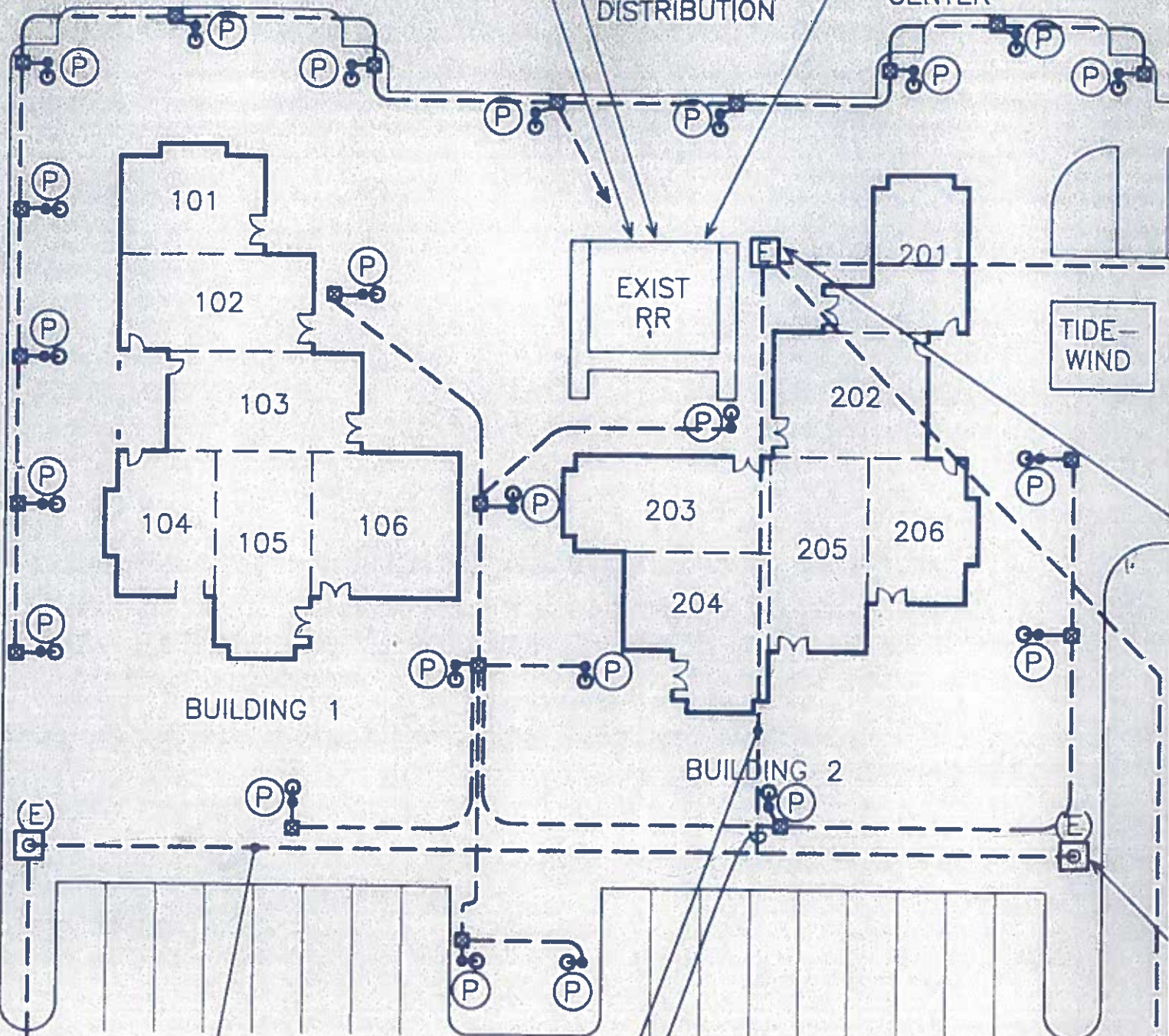


FUTURE BOARDWALK

NEW OUTDOOR  
LIGHT CONTROL PANEL

TELEPHONE  
DISTRIBUTION

POWER METER  
CENTER



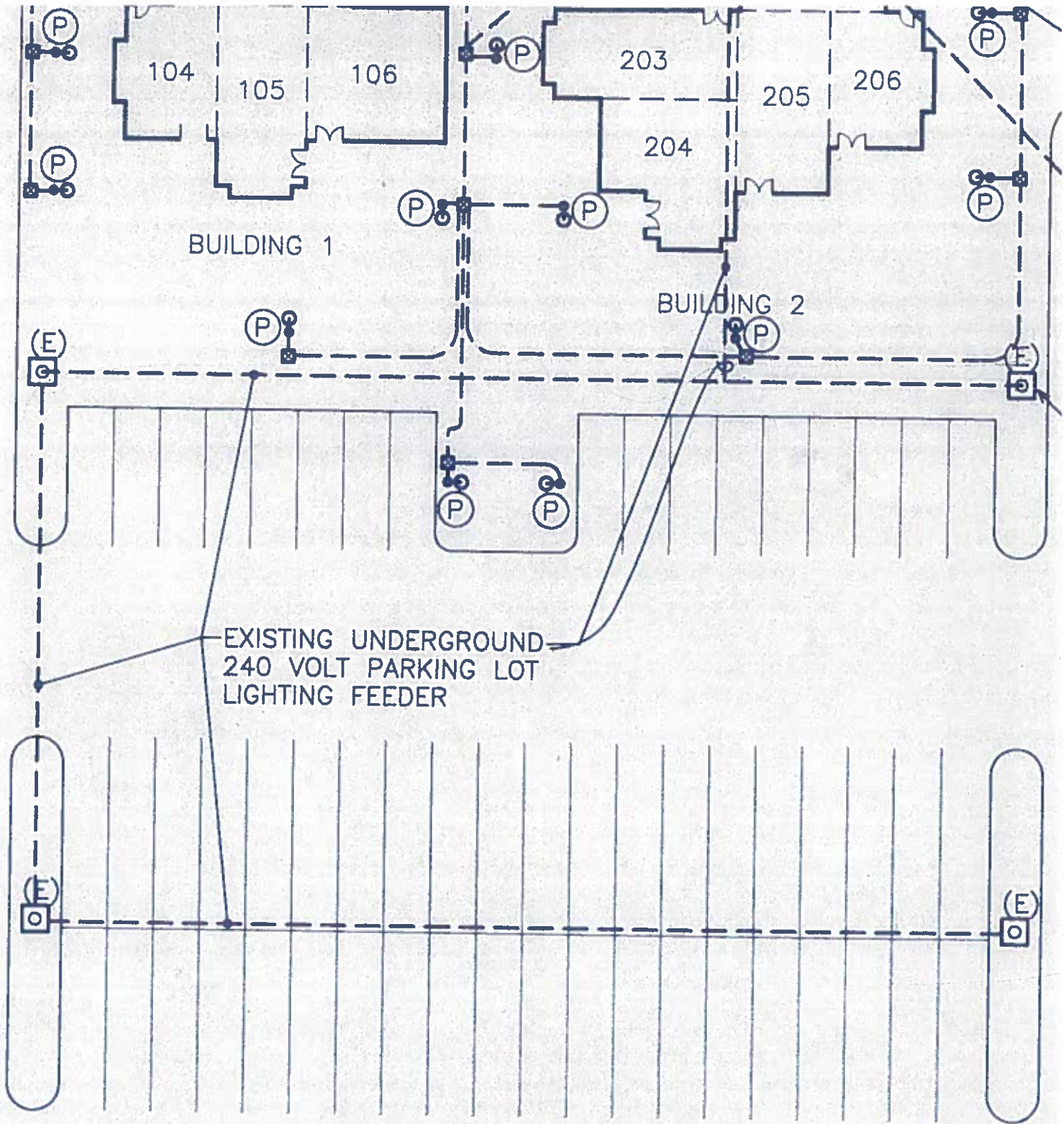
BUILDING 1

BUILDING 2

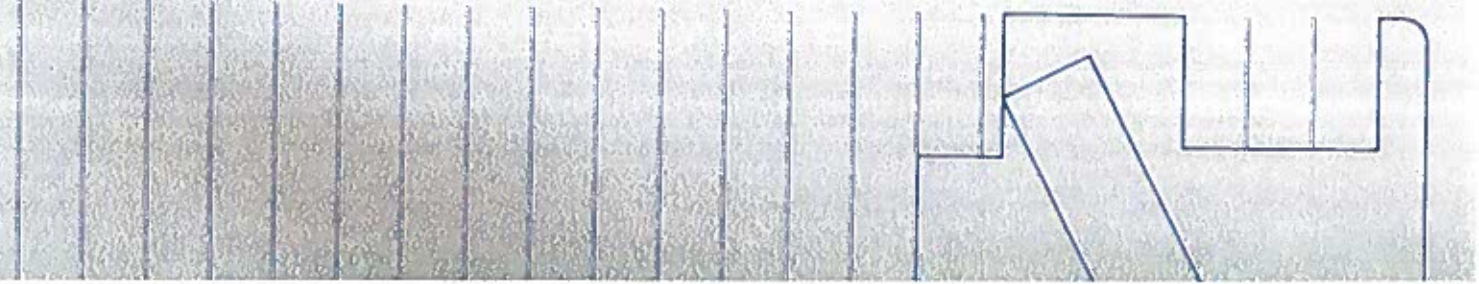
TIDE-  
WIND

EXISTING UNDERGROUND  
240 VOLT PARKING LOT  
LIGHTING FEEDER





EXISTING UNDERGROUND  
240 VOLT PARKING LOT  
LIGHTING FEEDER





ALL BOCKS &  
PORT  
PROPERTIES  
**CLOSED**  
TO THE  
GENERAL PUBLIC  
BETWEEN  
DUSK AND DAWN  
ACCESS LIMITED  
TO AUTHORIZED  
PERSONNEL  
ONLY

CAUTION

NO ENTRY

NO ENTRY





