

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 01-01-17 to Saturday 01-07-17

Port Office

1. Port employs nine (9) full-time employees. No change in employment.
2. Currently, the Port is operating businesses RV Park, Boat Yard, Fuel Dock, Ice House, Cold Storage, Moorage, Gear Storage and Retail seven days a week.
3. End of the week QuickBooks balances for the Port:
 - a) \$ 14,395 Public Funds Checking 3634
 - b) Public Funds MM 8627
 - i. \$20,018 USDA Loan Fund MM 9529 (underfund by \$2,500)
 - ii. \$32,880 IFA Loan Savings Fund (underfund by \$34,427)
 - iii. \$ 0 Travel Lift Lease (underfund by \$1,075)
 - iv. \$ 0 Capital Improvements Fund (underfund by \$6,388,085)
 - c) \$ 9,772 Fuel Checking 8018
 - d) \$ 815 Cash on Hand/Petty Cash (cash for RV Park, fuel dock, ice house and office)
 - e) \$ 77,880 Total Cash Assets
 - f) \$ 2,352 Visa Credit Card Account
 - g) \$169,260 Accounts Receivable
1-30 days 112,693 / 31-60 days 13,376 / 61-90 days 5,046 / 90+ 38,145
 - h) \$ 90,560 Accounts Payable
1-30 days 87,174 / 31-60 days 0 / 61-90 days 0 / 90+ 3,386
4. Special Commissioner Meeting held this week on Monday January 2.
5. Don and I met with Mike Manning/BC Fisheries to discuss LC1513 bill support for Phase 2 on dock and marina repairs. Also, talked about the ice house and cold storage. Mike does not want to manage or take over the ice house or cold storage with the current configuration. He said it's a loser business as it sits now. He is willing to attend the meeting on Jan 10th at the Port Office at 5pm to discuss the ice house and cold storage with the commissioners.
6. Danielle working on scheduling meetings with Coastal Caucus members and local state representatives.
7. Updated Al Mills lease per commissioner's comments and notified Al the lease was ready for his review. He came in and signed the lease.
8. Received email from Becky/IFA requesting a financial forecast showing the port getting back on track and making payments on time. Talked to Don about sending IFA the commissioner package from Jan 2nd. Don said that would be a good idea. Scanned the package and emailed the information to Becky and IFA group.
9. RSVP SCDC Stakeholders Event for next Friday in Gold Beach. RSVP Roy and Sharon as well.
10. Completed Material Recovery Survey for the year 2016 and emailed the information back to DEQ.
11. Signe Grimstad has requested information that Kim and I believe she already received. Gathered the information and emailed her some of the documents she wanted. Waiting on debt information from IFA.
12. Drove to Salem to attend SDAO Legislative Days conference at The Grand Hotel, Friday January 6. Left home at 3:30am and returned at 8:15pm. Discussions were on the State Budget/Shortfalls, PERS Update, Tobias Read newly elected Treasurer and future bills that may affect districts.
13. Stop by the State Capital to check on LC 1513 "bill back". Only a few administrative personnel were in today. Being Friday afternoon I was lucky Rosie at Senator Roblan office was there. She had the "bill back" on her desk and will get Senator Kruse signature on Monday January 9th and drop the bill. She had David

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Brook Smith and Arnie Roblan signatures and one other sponsor signature from Caddy McKeown on the bill. Draft of the bill attached.

14. I asked at Becky/IFA if I could stop by and see her to discuss our miss payment and the information I sent to her. She was out of the office, but we talked over the phone. She was impressed with the information she received and she wants to help pay for the forensic audit. If we keep her in the loop with estimates on the audit they may pay for a portion of costs.
15. Kim is working on setting up second set of books starting January 1, 2017.

RV Park / Mini-Mart / Laundromat

1. Site 154 left bags of trash on the ground and birds began to get into the trash. Port staff cleaned up the trash. Guests will be charged for the cleanup.
2. At 10:35am on Monday January 2, Sean saw a SUV tearing up the ground and then sped off down Boat Basin Road then lost control and crashed into the RV Park fence. 20-foot section of wood fence was damaged. Sean couldn't get the license plate number. There was one witness but he didn't get the plate number either. Incident was reported to the Sherriff Dept anyways. Fence debris was cleaned up and caution taped off until staff has time to repair. Picture and report attached.
3. Port staff completed temporary repair to the damaged fence.
4. Port staff replaced broken water spigot at Site 90.
5. Men's handicap toilet is getting plugged everyday by someone and making a huge mess inside and out of the toilet. It's either someone doing it on purpose or they are mentally impaired.
6. Individual(s) continue to drive on the Kite Field grounds to purposely damage the grass. Port staff saw the same truck drive through the field numerous days and took the license plate number and reported it to the Sheriff Dept.

Docks – Sport / Commercial Sport / Commercial

1. Trash and oil buckets were dumped on the ground at Transient trash bins. The bins were empty! Port staff clean up the trash and removed the oil.
2. Trash was dumped on the ground along Commercial Basin trash bins. Port staff cleaned up the trash.
3. Commercial men's restroom someone purposely plugged the drains in the walls and sewer drains to flood the restroom. Port staff removed the plugs in the walls and cleared the sewer then cleaned up the mess.
4. Harbor Water District believes there is a water leak at the Kite Field. They plan to reduce the water bill and will assist locating the leak. They estimated half-million gallons lost.

Boat Yard

1. Placed self-leveling material on one side of travel lift ramp to fill the gap when the steel plate is placed on the ramp.
2. Continue repairing the slope and drainage at the travel lift ramp.
3. Pumped storm water out of boats in storage yard.

Maintenance Yard / Shop

1. Continue installing safety equipment on Eq# 4603 P&H Crane.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Repaired door and fence on the fish cleaning building.
3. Received notice the lights were not working at the fish station. Port staff found a breaker that was popped and resetting it fixed it.

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Commercial Fishing Docks / Gear Storage

1. None

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Pump # 2 is down at the main retail sewer again. Using one pump.
3. Port staff exposed and replaced broken waterline to Chetco Marine building. Building is now Mountain View Custom Cycles and Tattoo.
4. Someone purposely plugged the men's toilet with heavy duty paper towels. Paper towels from the toilet were removed before they went into the sewer tank and plug up the only pump we have running.

Ice House

1. 18 tons of ice in the ice bin.
2. Ice house is currently broke down and waiting for electrical parts and to repair rake system. Parts still haven't arrived yet.

Cold Storage

1. Approximately 2,202 pounds of material was placed in and 41,964 pounds was removed from cold storage.

Fuel Dock

1. 924 gallons of diesel and 70 gallons of gas was pumped this week. Current inventory for diesel is 7,127 and gas 1,636.
2. Carson Oil delivered 3,250 gallons of diesel this week.
3. Installed remaining no parking signs around the fuel tanks.
4. Diesel pumps stop not working for a day. Next day switches were reset and the pumps started working again.

Security

1. South Coast Knight Security is patrolling the Port properties between 10pm and 4am. Reports attached for review.

Miscellaneous

1. None

FEMA / OEM PW's

1. Completed 3rd quarterly review for PW 29 (Ice House Dredging) and emailed to Julie/OEM.
2. Called Julie/OEM to make sure no quarterly report was needed for Sport Basin piling repair. She said no because FEMA has not issued a PW for it yet. Once the paperwork is completed and PW is issued then the reports will be required. We also talked about the emergency work that we were looking to do this year for the piling. That work will not happen until next in water work period. She already figured that and all the other permit agencies have stopped the emergency permit action.

Port Safety

1. Ice House:
 - Separate Ice House and Cold Storage buildings from one engine room.
 - Ventilation system for compressor room.
 - Replace pressure relief valves. Valves were replaced in the compressor room. All others still need to be done.
2. Cold Storage:
 - Ammonia sensor is not working.

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- Ammonia piping is not supported correctly.
 - Ammonia relief piping is not completed.
 - Ammonia leak needs to be repaired.
 - Emergency escape from the top penthouse off the roof.
3. Boat Yard operations:
 - Travel lift ramp cross braces need repair.
 - New travel lift delivery was delayed and is now scheduled for first week of Feb 2017.
 4. Commercial docks:
 - Dilapidated docks need repair.
 5. Green Building:
 - Temporary fence is getting installed.
 6. Basins 1 & 2 over 500 moorage slips:
 - Over 400 repair items that will need to be addressed including dredging and getting worse!
 - Sport E Dock is closed until further notice.
 - Main dock is now closed between D and F.
 - Basin 2 slopes deteriorating.
 - Center (ramps 3 & 4) boat launch ramps is closed until further notice.
 - All completely loose piles have been removed.
 - Slopes at Basin 2 along the Kite Field are getting worse. Barricades and signs installed to close off sidewalk sections at damaged slopes.
 - Kite Field restroom closed until repairs and upgrade can be made.
 7. RV Park laundromat building:
 - Laundromat is closed until further notice.
 8. Port vehicles:
 - Need to replace the current fleet as soon as possible. New truck was ordered.
 9. Fishing Pier:
 - Parking lot sink hole is barricaded with warning signs.
 10. RV Park:
 - Dilapidated picnic benches might cause splinters (County Health Inspector violation).

D R A F T

SUMMARY

Authorizes issuance of lottery bonds for purpose of repairing and improving docks, marine infrastructure and facilities owned by Port of Brookings Harbor.

Declares emergency, effective July 1, 2017.

A BILL FOR AN ACT

1
2 Relating to lottery bonds; creating new provisions; amending section 28a,
3 chapter 812, Oregon Laws 2015; and declaring an emergency.

4 **Be It Enacted by the People of the State of Oregon:**

5 **SECTION 1. (1) For the biennium beginning July 1, 2017, at the re-**
6 **quest of the Oregon Department of Administrative Services, after the**
7 **department consults with the Oregon Business Development Depart-**
8 **ment, the State Treasurer is authorized to issue lottery bonds pursu-**
9 **ant to ORS 286A.560 to 286A.585 in an amount that produces \$3,000,000**
10 **in net proceeds and interest earnings for the purpose described in**
11 **subsection (2) of this section, plus an additional amount estimated by**
12 **the State Treasurer to be necessary to pay bond-related costs.**

13 **(2) Net proceeds of lottery bonds issued under this section in an**
14 **amount sufficient to provide \$3,000,000 in net proceeds and interest**
15 **earnings must be transferred to the Oregon Business Development**
16 **Department for deposit in the Brookings Harbor Dock Fund estab-**
17 **lished under section 28a, chapter 812, Oregon Laws 2015, for distrib-**
18 **ution to the Port of Brookings Harbor for the purpose of repairing and**
19 **improving docks, marine infrastructure and facilities owned by the**
20 **port.**

NOTE: Matter in boldfaced type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted.
New sections are in boldfaced type.

1 **(3) The Legislative Assembly finds that the use of lottery bond**
2 **proceeds will create jobs, further economic development, finance pub-**
3 **lic education or restore and protect parks, beaches, watersheds and**
4 **native fish and wildlife, and is authorized based on the following**
5 **findings:**

6 **(a) Docks, marine infrastructure and port facilities are an integral**
7 **part of the commercial and industrial infrastructure of this state.**

8 **(b) Repair and improvement of docks, marine infrastructure and**
9 **port facilities will promote economic development within this state.**

10 **SECTION 2.** Section 28a, chapter 812, Oregon Laws 2015, is amended to
11 read:

12 **Sec. 28a. (1) The Brookings Harbor Dock Fund is established in the State**
13 **Treasury, separate and distinct from the General Fund. Interest earned on**
14 **moneys in the Brookings Harbor Dock Fund shall be credited to the fund.**
15 **The Brookings Harbor Dock Fund consists of moneys deposited in the fund**
16 **under section 28, chapter 812, Oregon Laws 2015, [of this 2015 Act] and**
17 **section 1 of this 2017 Act and may include fees, revenues or other income**
18 **deposited into the fund by the Legislative Assembly.**

19 **(2) Moneys in the fund are continuously appropriated to the Oregon**
20 **Business Development Department for purposes described in section 28,**
21 **chapter 812, Oregon Laws 2015, [of this 2015 Act] and section 1 of this**
22 **2017 Act.**

23 **SECTION 3.** **This 2017 Act being necessary for the immediate pres-**
24 **ervation of the public peace, health and safety, an emergency is de-**
25 **clared to exist, and this 2017 Act takes effect July 1, 2017.**

26

Date: 1-2-17

Day: MONDAY

Time: 10:35 AM.

What Happen: EXPLORER WAS SLIDING IN RV PARK ATTEMPTED CONTACT AND
SUBJECT FLED AT HIGH RATE OF SPEED TRAVELING DOWN BOAT BASIN
RD THE BEGAN TO FISHTAIL. OVER CORRECTED AND ENTERED A SLIDE.
LEFT SCENE AFTER IMPACT.

Location: BOAT BASIN RD FENCE WITH THE RV PARK.

Who was Involved:

Name: ~~MATT L JARD~~ BLUE-GREEN FORD EXPLORER

Address: _____

City: _____

Phone #: ~~504~~

Witness (if any):

Name: MATT L JARD

Address: _____

City: _____

Phone #: (541) 761-0065

Corrective Action Taken: ASSESSED SITE FOR DAMAGE, CAUTION TAPED THE
AREA, WITNESS CONTACTED.

Report Written By: S. ARMSTRONG

Report Date: 1-2-17



Item #	Priority	Description	Location	DEC							JAN											
				A = Actual							2 Week Look-Ahead											
				26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
1	1	Repair Launch Ramp 3 & 4	Boat Parking Lot																			
2	1	Repair Broken Door and Fence to Fish Station	Boat Parking Lot																			
3	1	Install Safety Equipment on Eq# 4603 P&H Crane	Boat Yard																			
4	1	Repair Travel Lift Ramp Void & Cross Braces	Boat Yard																			
5	1	Crane Jobs for Commercial Fleet	Commercial Docks																			
6	1	Install Temp Fence at Bandon Pacific	Commercial Docks																			
7	1	Repair Broken Waterline at Commercial Transient Dock	Commercial Docks																			
8	1	Repair Broken Hoist at Bandon Pacific (Gowman)	Commercial Docks																			
9	1	Install Temp Fence at Fishing Pier Parking Lot	Fishing Pier																			
10	1	Repair Broken Waterline to Sani-Sailor	Fuel Dock																			
11	1	Diesel Pumps Down and Repaired	Fuel Dock																			
12	1	Install No Parking Signs at Fuel Tanks	Fuel Dock																			
13	1	Grade & Fill Potholes in Gear Storage	Gear Storage																			
14	1	Replace Worm Control Switch	Ice House																			
15	1	Repair Broken Rake System	Ice House																			
16	1	Repair Handrail and Install Barricades	Ice House																			
17	1	Change Out Pressure Relief Valves in Compressor Room (Apcco)	Ice House																			
18	1	Repair/Upgrade Kite Field Restroom	Kite Field																			
19	1	Close Sidewalk Sections where Slopes are Falling	Kite Field																			
20	1	Find and Repair Water Leak at Kite Field	Kite Field																			
21	1	Special Commissioner Meeting - 1PM Port Office	Port Office																			
22	1	Special Commissioner Meeting - 5PM Port Office	Port Office																			
23	1	Repair Mainbrace Sewer Pump & Enclosure - Completed	Retail																			
24	1	Repair Slugs N Stones Sewer Pump and Enclosure	Retail																			
25	1	Replace Main Retail Sewer Tank and Enclosure	Retail																			
26	1	Stop Water Intrusion at Chelco Seafood Sewer Tanks	Retail																			
27	1	Install Temp Fence at Green Building	Retail																			
28	1	Repair Window in Bell & Whistle	Retail																			
29	1	Repair Broken Waterline at Chelco Marine	Retail																			
30	1	Repair Damage Fence at Site 37	RV Park																			
31	1	Wi-Fi to RV Park & Commercial Basin	RV Park																			
32	1	Repair Broken Spigot at Site 90	RV Park																			
33	1	Repair Handicap Toilet	RV Park																			
34	1	Repair Broken Waterline to Sani-Sailor	Sport Transient																			
35	2	Emergency Response Training	All																			
36	2	Repair Sinkhole in Parking Lot	Fishing Pier																			
37	3	Install Parking Signs at Port Entrances	All																			
38	3	Install Drainage System at Fish Station per DEQ	Boat Parking Lot																			
39	3	Build Enclosure for Launch Machine	Boat Parking Lot																			
40	3	Cleanup Boat Yard	Boat Yard																			
41	3	Remove Propane Tank in Boat Yard - Suburban Propane	Boat Yard																			
42	3	Clearout Port Equipment and Materials in Warehouse for New Lease	Boat Yard																			
43	3	Repair Storm Drain at N-O Dock Ramp	Docks																			
44	3	Restore Gear Storage Fence - FEMA	Gear Storage																			
45	3	Cleanup Gear Storage (Near Fuel Tanks)	Gear Storage																			
46	3	Repair Tsunami Siren (Curry County)	Kite Field																			

Item #	Priority	Description	Location	A = Actual							2 Week Look-Ahead															
				26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
47	3	Update Port Ordinance	Port Office																							
48	3	Update Employee Booklet	Port Office																							
49	3	Repair Security Camera System on Retail & Cold Storage	Port Office																							
50	3	Commissioner Meeting 4pm - Best Western	Port Office																							
51	3	Remodel Front Office	Port Office																							
52	3	Install Wind-Rain Protection for Kathy's Market	Retail							A	A															
53	3	Restripe Parking Stalls at Sportshaven next to Reghitti's	Retail																							
54	3	Remove Propane Tank at Laundromat - Suburban Propane	RV Park																							
55	3	Change Out Trash Cans at RV Park	RV Park																							