

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 02-05-17 to Saturday 02-11-17

Port Office

1. Port employs nine (9) full-time employees and 1 part-time employee.
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. Approx. end of the week QuickBooks balances for the Port:
 - \$ 56,605 General Fund (\$8,423 Fuel Account)
 - \$ 2,500 Capital Projects Fund (\$2,500 must be in the account to avoid monthly charges)
 - \$ 37,739 Debt Service Fund (IFA, Travel Lift Lease, Etc.) (4th Quarter 62,500 overdue)
 - \$ 10,026 Revenue Bond Fund (USDA Loan)
 - \$ 800 Cash on Hand/Petty Cash (cash for RV Park, fuel dock, ice house and office)
 - \$ 107,670 Total Cash
 - \$118,936 Accounts Receivable
1-30 days 51,333 / 31-60 days 22,050 / 61-90 days 6,804 / 90+ 38,749
 - \$ 68,313 Accounts Payable
1-30 days 66,620 / 31-60 days 0 / 61-90 days 0 / 90+ 1,693
4. Updated 16 leases for the commissioners to review. Prepare lease spreadsheet with updated information.
5. Prepare Commissioners Meeting package and agenda for next week special meeting at the Port Office.
6. Emergency Commissioner Meeting was held on Tuesday Feb 6th after notice was published on the website and local press contacted Monday Feb 5th. Meeting was regarding declaring local emergency due to recent storms. Resolution was approved and documents were delivered to the County Commissioners Office the next day to be on the agenda at the County level.
7. Received new Port truck this week. Decals were installed. Warning lights will be installed later.
8. Received approval from National Fish and Wildlife Foundation regarding the Fishing for Energy trash bin. Once they have located a trash bin from a local supplier, the bin will be placed in the boat yard to dispose of all fishing gear from the commercial fleet. There will be a public announcement needed once the bin arrives. Please see attached flier on the details of trash that will be accepted. The port will receive two free dumps every year. This will help clean up the port and reduce trash disposal costs. Once this trash bin is in place, the gear storage areas will be the next cleanup effort.
9. Feb 9th, drove to Portland to attend SDAO Annual Conference. Left at 4am and arrived at 11am. Attend the end of Government Ethics and Morals until noon. Attend SDAO Risk Management Trends from 1pm to 5pm. Attend Welcoming Reception at 5pm.
10. Feb 10th, second day of SDAO Annual Conference:
 - Attend Keynote Address at 8:30am to 10am.
 - Attend Public Contracting 10:30am to noon.
 - Attend Emergency Management (Oregon Resilience Plan) 1:30pm to 3pm.
 - Attend District Caucus Meetings (Ports) 3:15pm to 5pm.
11. Feb 11th, third day of SDAO Annual Conference:
 - Attend Board & Community Relations 8:30am to 10am.
 - Attend Finance Session (Navigating Municipal Finance) 10:30am to noon.
 - Attend Internal Investigations (Public Sector Workplace Investigations) 1:30pm to 3pm.

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- Attend SDAO Annual Business Meeting 3:15pm to 4pm.
12. Checked out of the room and left for home at 5pm.

RV Park

1. None

Docks – Sport / Commercial Sport / Commercial

1. Port staff repaired broken waterline at Sport D 35-37.
2. Port staff removed bumpers from Sport D-9 and installed at D-32 per slip holder request.
3. Port staff checked boats in both basins for storm related issues.
4. Port staff replaced stolen shower curtains at Commercial men's restroom. This is a common occurrence.
5. Commercial Sport F-8 vessel was listing badly. Port staff pumped the water out.

Boat Yard

1. Continue cleaning up and reorganizing boat yard.
2. New 50-ton travel lift was delivered Monday Feb 6th.
3. Travel lift was assembled the next day by Marine Travelift and Kendrick Equipment with Port staff and equipment assistance. Report attached. Travel lift was delivered with four slings, it was ordered with eight. The other slings will be delivered next week.
4. Port staff training on new travel lift was completed.

Maintenance Yard / Shop

1. Continue cleaning and reorganizing warehouse area.
2. Port staff repaired broken brake line on Eq# 4603 P&H Crane.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Port staff removed large amount of trash from the parking lot areas and along the riverbank.

Commercial Fishing Docks / Gear Storage

1. Three crane jobs were completed for the fishing fleet this week by Port staff and crane.

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning done by Port staff every day.
3. Both pumps are now working in the main sewer tank. Second pump mysteriously began working again.
4. Port staff replaced front door lights going out at Bell & Whistle.
5. Frank's Heating serviced heating/air conditioner at Whales Tail.
6. Boardwalk Mail roof sprung a leak in the ceiling. Leak was controlled but still needs repair.
7. Port staff repaired women's toilet at Retail Restroom center stall.
8. Port staff repaired RV Park sign at the Green Building lot.

Ice House

1. Approx. 16 tons of ice in the ice bin.
2. Approx. 2 tons of ice was pumped into totes this week.
3. No ice was made this week.

Cold Storage

1. None

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Fuel Dock

1. 2,850 gallons of diesel and 0 gallons of gas was pumped this week.
2. Current inventory in the aboveground tanks for diesel is 2,498 and gas 1,643.
3. Current inventory in the tanker truck approx. 1,240 gallons.
4. Scheduled to install breakaway valves on fuel lines Feb 15th.

Security

1. South Coast Knight Security is patrolling the Port properties between 10pm and 6am. Reports attached for review.

FEMA / OEM PW's

1. None

Port Safety

1. Port staff held a safety/operation meeting. Reviewed the incident with the truck in the harbor last week and the need to develop emergency procedures so everyone will know what to do and have information at our fingertips. More training will need to be done on this issue. Everyone needs to be more aware of lights being left on in the shop, cold storage and offices. Be more aware of your surroundings and take care of items that's needed.

Marine Travelift Delivery Report

conducted for

Port of bookings harbor

Machine number

Z9622

Machine serial number

3664-0117

Machine Model

50 bfm II

Customer Address

16340 lower harbor road suite 103 po box 848 brookings OR 97415

Dealer

Kendrick Eq

Dealer address

Kent wa

Conducted on

2/8/17, 11:42 AM

Prepared by

Chad Cherney

Location

16340 lower harbor road suite 103 po box 848 Brookings OR 97415

Personnel

Chad Cherney

Completed on

2/8/17, 11:53 AM

Score

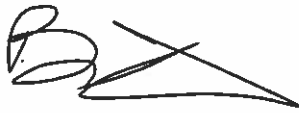


45/46 - 97.83%

Machine check off - 45/46 - 97.83%

Question	Response	Details
<p>The following list is provided to ensure the customer of having the best quality product. The first column is inspected by Marine Travelift, Inc. personnel after the product is erected and operated to ensure the product is complete and according to specification. the second column is checked by the dealer as a double insurance that you will get a quality product. The third column is for you, the customer, to fill in to assure us that you have received and are familiar with the product.</p>		
Has customer received parts and operator manuals?	MFG, DEALER, CUSTOMER	
General: Tire pressure, paint, tight fittings, tight bolts, decals	MFG, DEALER, CUSTOMER	
Service area: Battery, engine oil, radiator coolant, hydraulic fluid?	MFG, DEALER, CUSTOMER	
Engine Monitoring System: Do all functions work properly?	MFG, DEALER, CUSTOMER	
Remote (optional): Do all functions work properly?	MFG, DEALER, CUSTOMER	
Steering: Have wheels been aligned and operator trained?	MFG, DEALER, CUSTOMER	
Controls: Do all controls work freely and in the correct directions?	MFG, DEALER, CUSTOMER	
Fluid Levels: Hoist Gear and brake, drive gear and brake, pump drive?	MFG, DEALER, CUSTOMER	
Lubricate: Machine and sheaves	MFG, DEALER, CUSTOMER	
Hoist and drive chains: Lube and adjust.	MFG, DEALER, CUSTOMER	
Engine: Fan belt, cooling lines?	MFG, DEALER, CUSTOMER	
Engine low speed idle?	1300	
Engine High Speed Idle?	2200	
Hydraulic System: Main valve PSI setting Drive:	3500	
Hydraulic System: Main valve PSI setting Steering:	2700	
Hoist 1 PSI	2800	

Question	Response	Details
Hoist 2 PSI	2800	
Hoist 3 PSI	2800	
Hoist 4 PSI	2800	
Hoist 5 PSI	Na	
Hoist 6 PSI	Na	
Hoist 7 PSI	Na	
Hoist 8 PSI	Na	
Slings and Rigging: Cable, sheaves, windings?	MFG, DEALER, CUSTOMER	
Wheel Torque?	212 ft lbs	
Dimension Beams Inside Lower Side Beam open and closed end.	286 ft 286 rear	
IQAN G11 Module, Able To Connect To Machine?	MFG, DEALER, CUSTOMER	
Operator instructed in: Daily Maintenance, Starting and stopping engine, instruments, driving and steering, hydraulic functions, capacities, lifting and transporting, G11 (if applicable)	MFG, DEALER, CUSTOMER	
Maintenance Department instructed in: Daily Service, analysis of instrument reading, pressure adjustments, lubrication, bolt torquing, steering alignment, engine care, and troubleshooting.	MFG, DEALER, CUSTOMER	
Test Load Lifted weight and length of test weight, Maximum of 110% of rated capacity:	24000 lbs	
Comments: Any damaged or missing items, suggestions for improvement, etc:	No	

Signatures

Question	Response	Details
The Owner's Signature acknowledges that the Marine Travelift unit was delivered to them in satisfactory condition and that his operator and maintenance department has received instructions and manuals.		
The signature also acknowledges that they fully understand the products warranty and that such warranty is effective only if the delivery report has been completed and returned to Marine Travelift in accordance with the claim and adjustment policy.		
Owners Printed name		Brent Ferguson
Owners Signature	Brent Ferguson	2/8/17 11:51 AM
		
		2/8/17, 11:51 AM
The Undersigned authorized Marine Travelift Dealer has completed the above checks and that the customer's operator and maintenance department have received instructions and manuals.		
Dealer's Printed Name		Levi bobsin
Dealers Signature	Levi Bobsin	2/8/17 11:52 AM
		
		2/8/17, 11:52 AM
The Undersigned authorized Marine Travelift Service Technician has completed the above factory checks and certifies that they are true.		
Marine Travelift Service Technician Printed name		Chad Cherney
Marine Travelift Service Technician Signature	Chad Cherney	2/8/17 11:52 AM
		
		2/8/17, 11:53 AM
AFTER SIGNING RETURN TO MARINE TRAVELIFT, INC.		
PLEASE SEND TO CUSTOMER AND DISTRIBUTOR PRIOR TO LEAVING CUSTOMER SITE		



Drop off old Fishing Gear at:

Port of Brookings Harbor Boat Yard

16060 Lower Harbor Rd, OR 97415

8:00 am - 5:00 pm Monday - Friday

Acceptable

- **Nets** (nylon, polypropylene, monofilament) - as dry as possible with organic debris removed
- **Fishing gear rigging** (trawl dragger cookies, cans, chain, buoys)
- **Line** (nylon, Polypropylene)- as tightly coiled as possible
- **Traps/Pots** (wood, vinyl coated wire) – crushed with bricks removed

Unacceptable Gear

- **Rollers, and ground cables** (can be placed *by* the bin and removed as needed)
- **Non-Gear** (boat parts, engines, hazardous materials)
- **Trash**

In Partnership with...



NFWF



Schnitzer



SECURITY OFFICER KNAUSS FEBRUARY 5, 2017

8:00 CLOSED BOAT RAMP BATHROOMS 8:06
9:57 MAIN CLOSED BOAT GATES, CB CLEAR, RV PARK CLEAR, KITE FIELD 10:23
11:23 CB CLEAR 11:30
11:41 MAIN CLEAR, BOAT RAMP CLEAR 11:51
12:47 RV PARK CLEAR, PUBLIC FISHING CLEAR 1:01
2:08 RV PARK CLEAR, KITE FIELD CLEAR, CB CLEAR 2:23
3:42 CB BATHROOM MEN TOILET CLOGGED, MAIN BATHROOM CLEAR 3:49
4:00 BOAT RAMP BATHROOM OPENED 4:07

SECURITY OFFICER KNAUSS FEBRUARY 6, 2017

7:59 CLOSED BOAT RAMP BATHROOM 8:02
10:17 MAIN CLEAR, ICE PLANT, CB CLEAR, RV PARK CLEAR 10:37
11:53 MAIN CLEAR, CB CLEAR 12:02
12:09 RV PARK CLEAR, PUBLIC FISHING CLEAR, KITE FIELD CLEAR 12:18
1:52 CB BATHROOM CLEAR, ICE PLANT CLEAR, MAIN BATHROOM CLEAR 2:09
3:58 OPENED BOAT RAMP BATHROOM 4:02

SECURITY OFFICER KNAUSS FEBRUARY 7, 2017

8:00 CLOSED BOAT RAMP BATHROOM 8:06

9:40 MAIN, CB 9:47

10:26 RV PARK, CONTACT WMA FIRST NAME MARK RAN OUT OF GAS, I HELPED HIM AND GOT SOME GAS FROM CHEVRON. CLEAR SCENE AT 11:07 AFTER INDIVIDUAL LEFT PROPERTY.

12:13 BOAT RAMP CLEAR, MAIN CLEAR, CB CLEAR 12:24

2:18 BOAT RAMP CLEAR, MAIN CLEAR, RV PARK CLEAR 2:33

2:56 CB BATHROOM CLEAR, MAIN BATHROOM CLEAR 3:10

3:36 RV PARK CLEAR, PUBLIC FISHING CLEAR, KITE FIELD CLEAR 3:45

3:52 WHITE FORD/F-250 ORLP(ZFU 958) TAGGED FOR OVERNIGHT PARKING, LOCATION BOAT RAMP SINGLE PARKING.

OPEN BOAT RAMP BATHROOMS 4:02

SECURITY OFFICER KNAUSS FEBRUARY 8, 2017

8:03 MAIN, ICE PLANT, CB, HALLMARK CLOSED, RV PARK 8:28
9:58 MAIN CLOSED BOAT GATES, CB 10:09
11:07 BOAT RAMP 11:12
11:22 RV PARK CLEAR, PUBLIC FISHING CLEAR, KITE FIELD CLEAR 11:35
12:25 MAIN CLEAR, BOAT RAMP CLEAR 12:35
1:42 CB CLEAR 1:49
2:58 RV PARK CLEAR, KITE FIELD CLEAR 3:08
3:54 MAIN CLEAR, BOAT RAMP BATHROOM UNLOCKED 4:02

SO GOLDEN FEBRUARY⁹, 2017 WEATHER ()

800 BOAT RAMP RR LOCKED

1000 MAIN GATES CLOSED, HALLMARK CLOSED, CB CLEAR

KITE FILED, PF, RV PARK 1034

1234 KITE FIELD PF, RV PARK RR CLEAR

CB RR- CLEAR 107

156 MAIN TALKED TO A HONDA ELEMENT CLP 5WKE983 NOTIFIED THEM THAT THE PORT WAS CLOSED AFTER 10 PM AND THAT END CANT STAY HERE, DRIVER LEFT-,RR CLEAR 210

402 BOAT RAMPS UNLOCK

SO GOLDEN FEBRUARY 10, 2017 WEATHER ()

835 BOAT RAMPS RR LOCKED

1035 RV PARK, PF OPL HVVA NOTIFIED THEM PORT WAS CLOSED AFTER 10

KITE FIELD- CLEAR

CB, HALLMARK CLOSED, ICE GATES, MAIN GATES CLOSED, BOAT RAMPS CLEAR 1059

1256 KITE FIELD, PF, RV PARK, CB, HALLMARK CLOSED, ICE GATES MAIN, BOAT RAMPS-
CLEAR 134

400 BOAT RAMP RR UNLOCK

SECURITY OFFICER KNAUSS FEBRUARY 11, 2017

8:01 BOAT RAMP BATHROOM LOCKED 8:06
10:12 MAIN CLEAR, CB CLEAR, HALLMARK CLOSED, RV PARK CLEAR 10:34
11:42 KITE FIELD CLEAR, PUBLIC FISHING CLEAR, CB CLEAR 11:55
1:54 MAIN CLEAR, BOAT RAMP CLEAR 2:02
2:50 RV PARK BATHROOM CLEAR, KITE FIELD CLEAR, PUBLIC FISHING CLEAR 2:58
3:14 CB BATHROOM, MAIN BATHROOM CLEAR 3:24
3:52 MAIN CLEAR, BOAT RAMP OPENED BATHROOM 4:03