

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 02-19-17 to Saturday 02-25-17

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:
 - \$ 55,193 General Fund (\$4,291 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)
 - \$ 944 Cash on Hand/Petty Cash (cash for RV Park, fuel dock, ice house and office)
 - \$106,402 Total Cash
 - \$ 90,484 Accounts Receivable
1-30 days 43,212 / 31-60 days 17,150 / 61-90 days 7,050 / 90+ 23,072
 - \$ 69,666 Accounts Payable
1-30 days 64,326 / 31-60 days 3,647 / 61-90 days 0 / 90+ 1,693
4. Updated Port Safety Programs “Bloodborne Pathogens Exposure Control Plan” and “Written Hazard Communication Program” using SDAO templates. Updated all employees for online safety training through SDAO.
5. Made a list of policies, procedures and forms that may need updating and some may not have been approved by the Board. List attached and will be updated as needed.
6. Had numerous meetings with public, moorage holders, charter boat operators, tenants, engineers, etc. concerning various issues of the Port.
7. Prepare documents for the Special Commissioner Meeting for Monday Feb 27th at the Port Office.
8. Held dock renovation construction meeting with Dave Hoover and Mike Manning. Camel bumpers are supposed to be on the road. Asked Dave for the tracking number, still waiting for the info. Reviewed his completion schedule. He dates were wrong. Corrected the dates and he is supposed to finish on April 5th not May 5th. Reminded Dave all material submittals and inspection reports need to be submitted. Asked Dave to remove construction materials from the condemned section of dock. Dave will provide an estimate for a change order for the Port to purchase the dock hoists so the Board can review and approve. Meeting Minutes attached.

RV Park

1. Third hole/void developed in the fishing pier parking lot. Another barricade was placed over the new hole/void.
2. Boulders protecting the walkway near the jetty have been moved. Vehicles are now parking on the walkway. Boulders were repositioned to keep vehicles from parking on the walkway.
3. Removed driftwood debris piles in the RV Park and placed the wood in dry camp area for burning or free to take away.
4. Received burn permit from Harbor Fire Dept.
5. Repaired numerous potholes at the RV Park. Some individuals of the public don't seem to care about the repairs and drove over the traffic cones and damaged the repairs that were made.

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Docks – Sport / Commercial Sport / Commercial

1. Port staff checked boats in both basins for storm related issues several times this week.
2. Weekly boat inventory was completed.
3. During the routine inspection, Port staff found the vessel in A-12 with only one rope tied to the bow. The boat appeared to hit the vessel in A-14. One side-tie cleat was ripped out and the other ropes were broken. One cleat ripped out appears to be installed by the moorage holder. The cleat was installed with lag screws, procedure that is not done by Port staff. Incident Report was written with pictures. Both boat owners were notified of the incident.
4. Broken waterline was repaired at Sport C-15.
5. Antenna on the Kite Field restroom roof fell over from the wind. It's believed the antenna was not working before it fell over. It fell into the barricaded section of the sidewalk. Antenna and wires were removed.
6. Inspected Sport docks after wind storm Sunday night. More dock piles have loosen. Docks have taken on more damage.
7. Utility brackets sticking up creating a trip hazard was repaired at Sport B 3/5.
8. Placed warning tags on fishing gear stored on the sport docks. Giving the moorage holders one week to remove the gear from the docks.
9. Investigated light on pole near Commercial Sport C dock. Someone reported it was dangling. Found the light was broken and found the electrical boxes for the light poles are in irrigation boxes! Instructed staff to keep the power off until we install the proper boxes and insure the wiring is done correctly. Two light poles have the irrigation boxes at Kite Field parking lot. Power to both light poles will be off until repairs can be made.
10. New trip hazards were painted throughout Sport docks.
11. Removed flammable containers from Sport docks.
12. Repaired corner piece that came off at Sport G-1.

Boat Yard

1. Emergency haul out and block for F/V Njord. Njord has a leak that needed to be fixed and plans to go back in early next week.
2. Port staff is planning to place docks to the travel lift ramp so individuals can get off the boats before they are lifted out of the water. Travel lift and OSHA safety regulations prevent lifting individuals while on the boat.

Maintenance Yard / Shop

1. Took Eq# 1108 Ford 4x4 truck to Crescent City to get the truck bed sprayed with protective polymer. Work was completed and truck was returned.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Driftwood debris were removed from the launch ramps.

Commercial Fishing Docks / Gear Storage

1. One crane job was completed for the commercial 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. Sewer Pump #1 shutdown down. Down to one sewer pump. If both pump go down, retail shops must be shutdown until repairs are made.
4. Bell & Whistle ceiling was leaking water from the AC unit. Port staff repaired the issue.
5. Small section of roof came off at the Fish Market. Port staff repaired the roof.

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6. Bell & Whistle had a burnt outlet and it was creating a spark when plugging equipment into the outlet. Gowman Electric repaired the outlet.
7. Repaired numerous potholes at Zola's parking lot. Painted parking bumpers yellow for visibility.
8. Installing new hand dryers in retail restroom to replace broken ones. We stop installing them because the wiring in the walls are not identifiable. Will need electricians to install them. Was anything done right at this Port!

Ice House

1. Approx. 5 tons of ice in the ice bin.
2. Approx. 17 tons of ice was pumped into vessels and totes this week.
3. Ice Maker #2 started and then stopped suddenly. Found ice buildup inside the drum caused it to stop. Cleared the ice from the drum and the power would not turn back on. Checked all the breakers, fuses, switches, knobs, you name it and could not get the ice maker to start back up. We're thinking the starter button is bad. Made ice with one ice maker!
4. Damage rain gutter dripping down on the side door of the ice house caused the door to be frozen shut. Rain gutter is 25 feet aboveground and on the bay side which impedes using a ladder to repair the gutter.

Cold Storage

1. None

Fuel Dock

1. 3,649 gallons of diesel and 0 gallons of gas was pumped this week.
2. Current inventory in the aboveground tanks for diesel is 5,549 and gas 1,643.
3. New fuel tank inventory screen was ordered. Old one is unreadable. New screen is scheduled to be installed on March 7th.

Security

1. South Coast Knight Security is patrolling the Port properties. Reports attached for review.

FEMA / OEM PW's

1. None

Port Safety

1. Port staff held a safety/operation meeting. Reviewed Hazard Communication and Bloodborne Pathogen training requirements, BMP's for the Port and document control. Reviewed conditions of Sport Docks C thru E.

Programs and Policies

		Past	Year	New	Year
#	Description	Resolution #	Approved	Resolution #	Approved
1	Annual Boat Launch Rates	163	1987		
2	Port Ordinance	207	1991		
3	Permit to Sale Fish Off Boats Policy	238	1994		
4	Record Document Request Policy	242	1994	466	
5	Trailer & Boat Storage Policy	251	1995		
6	Port & Boat Yard BMP's	253	1995	469	
7	Port Exterior Sign Code	275	1996		
8	Standard Lease Rates	285	1996	468	
9	Poundage Rate for Public Hoist	356	2004		
10	Staff and Board Conduct	369	2005		
11	RV Park Rules and Regulations	385	2006		
12	Over the Dock Fueling	403	2009		
13	Moorage Rate Increase	438	2013		
14	RV Park Rates	438	2013		
15	Strategic Business Plan	440	2013		
16	Boat Yard Rates 2017	455	2016		
17	Boat Trailer Storage Rates	456	2017		
18	Event Rates 2017	461	2017		
19	Employee Handbook 2017	462	2017		
20	Commissioner By-Laws		1965		
21	Safety Program 1998				
22	Volunteer Application Form			467	
23	Boat Yard Forms & Policy			470	
24	Evacuation Plan 2002				
25	Live-aboard Policy				
26	RV Park Camp Host Policy				
27	Commission Evaluation Form				
28	Commissioner Goals, Mission, Plan, Vision and Guiding Principles				
29	Employee Evaluation Form				
30	Staff Job Descriptions				
31	Document Control Policy				
32	Emergency Response				
33	Fuel Pricing Policy				
34	Gear Storage Policy				
35	Venders in RV Park Policy				

PORT OF BROOKINGS HARBOR

TWO WEEK SCHEDULE

#	Priority	Description	Cost Estimate	Location	FEB							MARCH													
					A = Actual							2 Week Look-Ahead													
					13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5
1	1	1 Repair Launch Ramp 3 & 4	1,692	Boat Parking Lot																					
2	1	Remove Section of Broken Curb	-	Boat Wash				A																	
3	4	4 Repair Travel Lift Ramp	30,655	Boat Yard	A	A																			
4	1	46 Cleanup Boat Yard	21,138	Boat Yard	A																				
5	1	Boat Haul Out		Boat Yard	A																				
6	1	Install Docks to Travel Lift Ramp for Exiting from Boats	1,500	Boat Yard																					
7	1	Emergency Haul Out	-	Boat Yard					A																
8	1	67 Crane Work for Commercial Fleet	508	Commercial Docks	A				A																
9	1	Pump Water Out of Boat at SC F-8	-	Docks				A																	
10	1	Repair Broken Waterline at Sport C-29	-	Docks	A																				
11	1	Replace Damaged 30amp Plug at Q-16	100	Docks	A																				
12	1	Replace Bent Dock Bolts at Sport F-27	-	Docks	A																				
13	1	Pump Water Out of Boat at SC F-19, Emergency Haul Out	-	Docks					A																
14	1	Remove Driftwood from Sport Docks	-	Docks							A														
15	1	Repair Waterline at C-15	50	Docks									A												
16	1	Fix Utility Brackets on Sport B Dock	-	Docks										A											
17	1	Remove Completely Loose Piling on E Dock "FEMA"	-	Docks																					
18	1	Repair Electrical to Light Poles at Kite Field	2,000	Docks																					
19	1	Remove Sections of E Dock "FEMA"	-	Docks																					
20	1	Barricade Another Hole/Void in Parking Lot	-	Fishing Pier					A																
21	1	50 Replace Electronic Monitoring Screen for the Tanks - March 7	1,800	Fuel Dock																					
22	1	Install Breakaway Valves for Diesel and Gasoline Lines "FEMA"	4,000	Fuel Dock	A	A																			
23	1	15 Temp Grade & Fill Potholes in Gear Storage	589	Gear Storage																					
24	1	Remove Damaged Antenna from Kite Field RR Roof	100	Kite Field										A											
25	1	18 Repair/Upgrade Kite Field Restroom	11,506	Kite Field																					
26	1	Repair Roof over Boardwalk Mail	-	Retail	A																				
27	1	Fill Potholes at Zola's Parking Area	-	Retail																					
28	1	Paint Parking Stops at Zola's Parking Area	-	Retail																					
29	1	22 Repair Slugs N Stones Sewer Pump and Enclosure	3,086	Retail																					
30	1	23 Replace Main Retail Sewer Tank and Enclosure	10,285	Retail																					
31	1	Fill Potholes Throughout RV Park Roads		RV Park																					
32	1	33 Wi-Fi to RV Park & Commercial Basin	2,290	RV Park																					
33	1	Fill Pothole at RV Park Exit	-	RV Park	A																				
34	1	Cleanup Driftwood Piles Throughout Park "FEMA"	-	RV Park																					
35	1	Repair Broken Spigot at Site 28	-	RV Park																					
36	2	36 Emergency Response Training	259	All																					
37	2	Commissioner Meeting	-	Best Western																					
38	2	37 Repair Sinkhole in Parking Lot	3,791	Fishing Pier																					
39	2	Special Commissioner Meeting	-	Port Office																					
40	2	40 General Safety Training	148	Port Office	A																				
41	2	41 Schedule Meeting	98	Port Office																					
42	2	Provide Parking Stall for Tidewinds	-	Retail																					
43	2	Remove Barricades and Install Barrier Between CBN & Retail	-	Retail																					
44	3	43 Install Parking Signs at Port Entrances	848	All																					
45	3	62 Landscape Maintenance	520	All	A																				

#	Priority	Description	Cost Estimate	Location	A = Actual							2 Week Look-Ahead											
					13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3
46	3	63 Trash Pickup and Removal	736	All	A	A	A	A	A	A	A	A	A	A	A	A							
47	3	64 Restroom Cleaning	806	All	A	A	A	A	A	A	A	A	A	A	A	A							
48	3	65 Fish Station Cleaning	447	All	A	A	A	A	A	A	A	A	A	A	A	A							
49	3	44 Install Drainage System at Fish Station per DEQ	1,112	Boat Parking Lot																			
50	3	45 Build Enclosure for Launch Machine	2,059	Boat Parking Lot																			
51	3	48 Clearout Port Eq and Materials in Warehouse for New Lease	1,871	Boat Yard																			
52	3	Moved Bumpers from Sport D-9 to D-32	-	Docks																			
53	3	49 Repair Storm Drain at N-O Dock Ramp	1,673	Docks																			
54	3	52 Cleanup Gear Storage (Near Fuel Tanks)	5,783	Gear Storage																			
55	3	53 Repair Handrail	853	Ice House																			
56	3	54 Find & Repair Water Leak at Kite Field - FOUND but not repaired	584	Kite Field																			
57	3	55 Repair Tsunami Siren (Curry County Responsibility)	-	Kite Field																			
58	3	Trip to Salem - Port Quarterly Meeting & Legislator Meetings	-	Port Office																			
59	3	56 Update Port Ordinance	397	Port Office																			
60	3	57 Repair Security Camera System on Retail & Cold Storage	3,682	Port Office																			
61	3	58 Remodel Front Office	459	Port Office																			
62	3	61 Change Out Trash Cans at RV Park	168	RV Park																			

Meeting Minutes for
February 17, 2017
Weekly Meeting Number: 002

Dave Hoover Construction, Inc.

Project Number L16010

Port of Brookings Harbor

Commercial Receiving Dock Renovation

Contract Number 2016-01

Specification Number _____

Attendees:

Port of Brookings Harbor – Gary Dehlinger

Dave Hoover Construction, Inc. – Dave Hoover

Others – Mike Manning/BC Fisheries

1. Corrections to Previous Meeting Minutes:

1.1. None noted

2. Safety:

2.1. All parties are to be concerned. Safety is the highest priority. Any person can and is obligated to address safety issues.

2.2. Plant is very dynamic nature, be aware of surroundings

2.3. Other

3. Project Status / Progress / Schedule:

3.1. Controlling Path

3.1.1. Delivery of Floating Camel Bumpers – Shipping date still needs confirmed for Feb 24th and provide ship tracking number to POBH.

3.2. Two Week Look Ahead

3.2.1. Competition schedule attached with corrected dates.

3.3. Delays / Potential Delays

3.3.1. Potential – Dock must be completed on or before April 5, 2017 or it will impact the fish processing plant ability to unload product and process efficiently.

3.4. CPM Schedule

3.4.1. 224 days behind substantial completion date 7/14/2016.

4. Quality Control:

4.1. Administration Issues

4.1.1. Submittals – All permanent materials installed must be submitted to the owner/engineer for approval.

4.2. Field Installation Issues

4.2.1. Check and recheck plans and specifications to ensure proper approach to work.

4.3. Fabrication Issues

4.3.1. None

5. Coordination

5.1. Project Owner

5.2. Plant Impacts

5.2.1. Noted under 3.3.1 potential delays.

5.3. Internal Staff

5.3.1. Contractor administration staff, no changes foreseen in immediate future

5.4. Subcontractor

5.4.1. Electrical subcontractor will need to be on site to hook up new dock hoists.

5.5. Vendors

5.5.1. None

6. Contract Administration

6.1. Pending Changes

6.1.1. New dock hoists should be Port owned to keep all dock hoists ownership unified. Hoists have been purchased by BC Fisheries and the Port plans on taking ownership of the hoists.

6.1.2. Pour concrete curb instead of 6" steel I beam at end of pier.

6.1.3. Dave Hoover to provide cost estimate for the Port to purchase two new hoists for Board approval.

6.2. Change Orders

6.2.1. None

6.3. Payments

6.3.1. Contract amount \$1,381,861.00

6.3.2. 10th draw on 11/14/16 for \$35,000. POBH paid 11/28/16

- 6.3.3. Total drawn to date \$1,237,869.19
- 6.3.4. Total amount remaining \$143,991.81

7. Notice to Contractor

7.1. None

8. Submittals / Shop Drawings

8.1. Submittal Log

8.1.1. No submittals to date, Dave will provide some submittals next week.

8.1.2. Critical Submittals

9. Request for Information

9.1. RFI Log

9.1.1. No RFI's to date

9.2. Critical RFI's

10. Environmental Issues

10.1. General - None

10.2. Storm Water Plan - None

10.3. Environmental Protection / Compliance - None

10.4. Cultural Resource - None

11. Other Business / New Business

- 11.1. IFA will be here on Feb 28, 2017 to monitor the project and check paperwork.
- 11.2. Provide as-built drawings.
- 11.3. Provide all inspection reports to date.
- 11.4. Remove all construction materials off condemned dock.

Reviewed and Accepted

Gary Dehlinger Date
 Port of Brookings Harbor

Reviewed and Accepted

Dave Hoover Date
 Dave Hoover Construction, Inc.



To: Gary Dehlinger Port of Brookings Harbor Manager

Schedule for Completion of BC fisheries dock

3/3/17 to ³4/10/2017 Moring Piers and floats

3 ³4/10/17 to ³4/17/17 Concrete Pans, Rebar, Electrical and drains.

3 ³4/17/17 to ³4/22/17 Pour concrete

3 ³4/22/17 to ³4/29/17 Hoists finish electric

3 ³4/29/17 to ⁴5/5/17 Pour perimeter curbs

SECURITY OFFICER KNAUSS FEBRUARY 19, 2017

7:58 CLOSED BOAT RAMP BATHROOM, WOMENS SEAT PAPER DISPENSER HANGING
ON ONE SCREW 8:03

9:38 MAIN, CB, HALLMARK CLOSED 9:43

10:00 RV PARK CLEAR, CB CLEAR, MAIN CLOSED BOAT GATES, CONTACT WMA
NOTIFIED PORT CLOSED 10:22

11:20 RV PARK, PUBLIC FISHING, CB CLEAR 11:37

1:08 BOAT RAMP CLEAR, MAIN CLEAR, ICE PLANT CLEAR,
CB CLEAR, RV PARK CLEAR 1:28

3:28 RV PARK BATHROOM CLEAR, KITE FIELD, CB BATHROOM CLEAR,
MAIN BATHROOM CLEAR, OPENED BOAT RAMP BATHROOM 4:00

SECURITY OFFICER KNAUSS FEBRUARY 20, 2017

7:57 CLOSED BOAT RAMP BATHROOM 8:02

9:38 CB, HALLMARK CLOSED, MAIN 9:48

10:16 MAIN CLOSE BOAT GATES, CB, RV PARK CLEAR 10:37

11:48 MAIN, KITE FIELD, RV PARK 12:02

2:45 BOAT RAMP CLEAR, MAIN CLEAR, CB CLEAR, KITE FIELD CLEAR, RV PARK
CLEAR, PUBLIC FISHING CLEAR 3:25

SECURITY OFFICER KNAUSS FEBRUARY 21, 2017

8:00 CLOSED BOAT RAMP BATHROOM 8:05

10:33 BOAT RAMP, MAIN CLOSED, CB CLEAR, HALLMARK CLOSED
KITE FIELD CLEAR, RV PARK CLEAR 11:00

12:09 MAIN CLEAR, ICE PLANT CLEAR, CB CLEAR 12:23

1:25 RV PARK BATHROOM **WOMEN 3RD STALL CLOGGED**, KITE FIELD CLEAR, PUBLIC
FISHING CLEAR 1:37

3:25 KITE FIELD CONTACT WMA FOUND SLEEPING IN HIS TAN SUBARU/LEGACY ORLP
193 GBU NOTIFIED PORT CLOSED AND NEEDED TO LEAVE.

3:25 KITE FIELD, **CB BATHROOM MEN DEADBOLT LOCK MISSING**, MAIN BATHROOM
CLEAR, BOAT RAMP CLEAR 3:55

SECURITY OFFICER KNAUSS FEBRUARY 22, 2017

8:00 CLOSED BOAT RAMP BATHROOM 8:06

9:53 MAIN CLOSED BOAT GATES, CB CLEAR, HALLMARK CLOSED

RV PARK CLEAR, PUBLIC FISHING CLEAR 10:26

11:41 CB, MAIN, BOAT RAMP 11:48

1:29 RV PARK CLEAR, KITE FIELD CLEAR, PUBLIC FISHING CLEAR 1:43

2:43 CB BATHROOM WOMEN 1ST STALL CLOGGED, MAIN BATHROOM CLEAR, BOAT
RAMP CLEAR 2:55

3:41 MAIN CLEAR, BOAT RAMP OPENED BATHROOM 4:00

SO GOLDEN FEBRUARY 23, 2017 WEATHER ()

800 BOAT RAMPS RR CLOSED

1107 KITE FIELD, PB, RV PARK- CLEAR

CB, HALLMARK CLOSED, ICE GATES, MAIN-CLEAR 1141

255 BOAT RAMPS MAIN RR, ICE GATES CB RR HALLMARK-CLOSED

KITE FIELD, RV PARK RR- CLEAR 321

420 BOAT RAMPS RR UNLOCKED

SO GOLDEN FEBRUARY 24, 2017 WEATHER (CLOUDY)

8 BOAT RAMPS RR LOCKED

1104 BOAT RAMPS, MAIN, ICE GATES, HALLMARK-CLOSED

CB, KITE FIELD, RVPARK- CLEAR 1142

146 KITE FIELD RR, PUBLIC FISHING, RV PARK RR, CB RR, HALLMARK-CLOSE

ICE GATES MAIN RR, BOAT RAMPS-- CLEAR 227

400 BOAT RAMPS RR UNLOCKED

SECURITY OFFICER KNAUSS FEBRUARY 25, 2017

7:58 CLOSED BOAT RAMP BATHROOM 8:03

10:09 KITE FIELD CLEAR, RV PARK, HALLMARK CLOSED,
CB CLEAR, MAIN CLOSED BOAT GATES 10:36

11:39 PUBLIC FISHING CLEAR, KITE FIELD CLEAR, CB 11:51

11:59 MAIN CLEAR, BOAT RAMP CLEAR 12:02

1:43 RV PARK BATHROOM CLEAR, KITE FIELD CLEAR, CB CLEAR 2:00

2:54 CB BATHROOM, ICE PLANT CLEAR, MAIN BATHROOM CLEAR 3:10

3:48 MAIN CLEAR, BOAT RAMP CLEAR/BATHROOM UNLOCK 4:00