

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 03-05-17 to Saturday 03-11-17

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, Moorage, Gear Storage and Retail seven days a week.
3. Approx. end of the week QuickBooks balances for the Port:
 - \$ 46,585 General Fund (Fuel Account negative \$6,757)
 - \$ 2,500 Capital Projects Fund (\$2,500 must be in the account to avoid monthly charges)
 - \$ 2,511 Debt Service Fund (IFA, Travel Lift Lease, Etc.) (1st Quarter due March 31 \$62,500)
 - \$ 10,027 Revenue Bond Fund (USDA Loan)
 - \$ 1,100 Cash on Hand/Petty Cash (cash for RV Park, fuel dock and office)
 - \$ 62,723 Total Cash
 - \$101,665 Accounts Receivable
1-30 days 63,101 / 31-60 days 11,898 / 61-90 days 13,718 / 90+ 12,948
 - \$ 42,504 Accounts Payable
1-30 days 42,873 / 31-60 days -369 / 61-90 days 0 / 90+ 0
4. Port staff preparing financial report, policies and documents for Commissioner Meeting.
5. Received call from Janine/OSMB, she has received complaints from the public regarding our broken launch ramp, debris on the ramp and what's going on with our Sport docks. Told her we have the repair of the launch ramp on the schedule but it's a matter of funding and scheduling with other emergency issues going on at the Port. Port staff does remove debris as it accumulates on the ramps. Janine already knows what is happening at this Port.
6. CPA, Signe Grimstad supposed to have Port draft audit report completed by next Monday.
7. Talked to David Wright/Pac Choice regarding his lease agreement and Senator Johnson. I didn't know Pac Choice never had a signed lease agreement with the Port. He will help try changing Johnson position on SB 646. Draft lease will be on the commissioner agenda this month.
8. Had a meeting with Emily Ruminao with Edward Jones to discuss the options of changing the Port's retirement plan from US Bank.
9. Drove to Port of Charleston on Thursday and met with John Buckley to get a tour of his port and operations:
 - Trash – 1.5-yard dumpsters on wheels and small totes for metals, plastics and wood in contained areas. Trash bins on wheels and staff tows them to the trash compactor for disposal.
 - Security – They have their own security staff with five employees. They hire employees already trained in security regulations.
 - Ice House – Operated by port staff, 115-ton capacity, all ammonia system and makes ice when needed.
 - Boat Yard – New 100-ton travel lift, yard has three sections 30, 60 and 90-day areas for work. Port budgets \$25,000 each year to demo abandon boats. They contract out the work for demolition. They did four boats last year. DEQ is requiring the port to install storm water treatment system, cost estimated at \$600,000. Travel lift way is 16 feet deep and needs dredging every couple of years.
 - Charter Boats – No special areas for moorage other than they moor near the business. No fishing gear allowed on the docks.

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- Docks – Waterlines are inside the docks for protection. Main line is PVC and pix for the laterals. They replaced six wood piles last year at a cost of \$10,000 each. The piles were 80-foot long, 60-foot penetration.
 - Live-Aboard – No new live-aboard's allowed, only grandfather in ones are allowed.
 - RV Park – Section of parking lot built to service trailers. Small camping section with permanent huts.
10. Stopped by Carson Oil office in Coos Bay and talked to the General Manager Chris Davis. They plan to remove the fuel tanker truck possibly next week. We plan to schedule a joint safety spill response training this summer which will include the Coast Guard and any other agencies that want to participate. Carson Oil will provide the training material and instructors. Discuss plans to generate additional fuels sales at the port.
11. Then drove to Port of Newport and met with Kevin Greenwood to get a tour of his port and operations:
- Trash – 1.5-yard dumpsters on wheels very similar to Port of Charleston and separate containers for recyclables all within enclosures. Take dumpsters to compactor for disposal.
 - Security – Performed by private contractor.
 - North Bank and South Bank Marina – Have separate crews and supervisor's maintaining the marina's. North Bank also handles unloading commercial fish. Holds meetings once a month with each department head to review financials, issues, etc.
 - Accounting – Use QuickBooks and all the funds are under a separate company file to keep the transactions transparent. Use classes within the funds. Have five funds.
 - NOAA Center – New facility with state of the art fendering system, very impressive and well-kept area. Maintenance of the area performed by the Port with a computer guidance system instructing the staff what to take care of next.
 - RV Park – Very well maintained and looks good.
 - Waste Oil Area – Open for the moorage holders and available near the ramps. Have problems with moorage holders dumping watery oil in the good oil tank.
 - Docks – No fishing gear allowed on the docks. Waterlines inside the docks. Dock boxes are purchased and owned by the moorage holders. When they leave, the box goes with them. Port installs the dock box.
 - Charter Boats – Section of dock for the charter boats and area for their fishing gear.
 - Public restrooms closed from 8pm to 7am.
12. Both Ports are very well structured, well kept, organized and I thanked the managers taking their time out of day showing me their Ports and answering my questions.
13. Dave Hoover was a no show for the weekly construction meeting for the Dock Renovation Project. Mike Manning and I discussed a plan to accelerate the construction schedule. The camel bumpers did arrive on Friday, week late.
14. Scheduled a meeting with Cal/OR insurance next Thursday to review the insurance policy to make sure all port properties and equipment are properly covered and adjusted from the recent changes and new equipment.
15. SB 646 for the Dock and Infrastructure Repairs will be heard by the Business and Transportation Committee on Monday at 3pm in Salem. I plan to be there to testify supporting the bill.

RV Park

1. Site 81 power was reported out. Breaker was popped and reset. Breaker ended up getting replaced by Gowman Electric.

Docks – Sport / Commercial Sport / Commercial

1. Boat inventory and boat inspection in both basins completed this week.
2. Repaired multiple broken waterlines at Sport F Dock.
3. Pump bilge water out of boat at Commercial Sport F-8. Third time within the last month. Owner was notified again via cell phone message. Owner was instructed to remove or fix the bilge pump ASAP.
4. Replaced broken soap dispenser at men's Commercial restroom.

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5. Replaced falling apart rubboard at Commercial Sport I -1.
6. Removed driftwood debris from Commercial Sport J-5.

Boat Yard

1. Boats were checked and rain water was pumped out them.
2. Went through the yard with Roy Davis to label boat parts, equipment and tools to be included on the surplus equipment list for Board approval to place in the auction. List has grown from 20 items to 60 plus.

Maintenance Yard / Shop

1. Waste oil was removed by Orrco.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Tried to work on repairing the boat launch ramps but the weather is creating unsafe work conditions. Will wait until weather breaks.

Commercial Fishing Docks / Gear Storage

1. None

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 pumps go down, retail shops must be shutdown until repairs are made. Quotes for rebuilding the sewer tank system should be ready by next week.
4. Tidewinds wants to paint the main door to their business. If it's the same color, no problem. If it's a different color, they need to propose the new color for approval.

Fuel Dock

1. 4,062 gallons of diesel and 17 gallons of gas was pumped this week.
2. Approx. inventory in the aboveground tanks for diesel is 5,939 and gas 1,626.
3. Carson Oil delivered 6,800 gallons of diesel fuel this week.
4. New fuel tank inventory screen was ordered. Old one is unreadable. Install of new screen was postponed until March 14th.
5. Ramp to fuel dock is closed until further notice.

Security

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

FEMA / OEM PW's

1. Port staff continues removing, hauling out and demoing (removing walers and cleats) Sport E docks.

Port Safety

1. Port staff held a safety/operation meeting. Topics were wearing the appropriate personal safety equipment, watch out for vehicles when working or crossing roads/parking lots, check equipment and report any issues with equipment immediately. All purchase packaging slips and purchase orders must be turned in every day. Use one PO for each item to be purchased. Many items in the near future will be purchased for FEMA repairs and need to be separated from other Port operations. We also want to track all Port operation costs as well.

Meeting Minutes for
March 10, 2017
Weekly Meeting Number: 004

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. – No Show

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 – Scheduled for March 6th. Arrived today March 10, 2017

3.2. Two Week Look Ahead

3.2.1. Will be asking for accelerated schedule to complete work in time.

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. 238 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. None

6.2. Change Orders

6.2.1. Change Order No. 1 – Install New Dock Hoists

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.

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. Provide as-built drawings.

11.2. Provide all inspection reports to date.

Reviewed and Accepted

Gary Dehlinger

Date

Port of Brookings Harbor

Reviewed and Accepted

Dave Hoover

Date

Dave Hoover Construction, Inc.



SECURITY OFFICER KNAUSS MARCH 4, 2017

8:00 CLOSED BOAT RAMP BATHROOM 8:08

10:00 MAIN CLOSED BOAT GATES, CB CLEAR,
HALLMARK OPEN PAST HOURS, RV PARK CLEAR 10:25

11:36 RV PARK CLEAR, PUBLIC FISHING CLEAR, KITE FIELD CLEAR 11:43

11:50 HALLMARK STILL OPEN, MAIN CLEAR, BOAT RAMP CLEAR 12:00

1:47 RV PARK CLEAR, CB CLEAR, HALLMARK STILL OPEN
ICE PLANT CLEAR, MAIN CLEAR, BOAT RAMP CLEAR 2:03

3:38 CB BATHROOM CLEAR/CONTACT WFA FOUND SLEEPING IN HER VEHICLE A RED
DODGE STRATUS CALP 7JTR465. WOKE FEMALE INFORMED HER THERE IS NO
OVERNIGHT SLEEPING IN THE PORT, AND SHE HAD TO MOVE ALONG. 3:44

3:52 MAIN BATHROOM CLEAR, OPENED BOAT RAMP BATHROOM CLEAR 4:01

SECURITY OFFICER KNAUSS MARCH 5, 2017

7:58 CLOSED BOAT RAMP BATHROOM 8:02

9:44 MAIN CLOSED BOAT GATES, CB CLEAR, RV PARK CLEAR,
HALLMARK OPEN PAST HOURS 10:12

11:14 RV PARK CLEAR, KITE FIELD CLEAR, PUBLIC FISHING CLEAR 11:26

12:21 MAIN CLEAR, BOAT RAMP CLEAR 12:29

2:01 RV PARK CLEAR, KITE FIELD CLEAR, CB CLEAR, MAIN CLEAR 2:14

3:37 CB BATHROOM CLEAR, MAIN BATHROOM CLEAR, BOAT RAMP CLEAR 3:47

SECURITY OFFICER KNAUSS MARCH 6,2017

7:58 CLOSED BOAT RAMP BATHROOM 8:01

10:05 KITE FIELD CLEAR, RV PARK CLEAR, CB CLEAR
HALLMARK OPEN PAST HOURS, MAIN CLOSED BOAT GATES 10:24

10:26 MAIN RV NO RESPONSE/PV 001822 GREY RV MINNESOTA LP(RVE9692) TAGGED
FOR OVERNIGHT PARKING IN MAIN PORT PARKING 10:27

11:16 RV PARK CLEAR. PUBLIC FISHING CLEAR, CB CLEAR 11:30

1:00 BOAT RAMP CLEAR, MAIN CLEAR/STILL NO RESPONSE FROM RV 1:12

1:51 CB CLEAR, ICE PLANT CLEAR, MAIN 2:01

3:41 CB BATHROOM CLEAR, MAIN BATHROOM CLEAR, BOAT RAMP BATHROOM
UNLOCK 4:00

SECURITY OFFICER KNAUSS MARCH 7, 2017

7:53 CLOSED BOAT RAMP BATHROOM 7:57

10:19 RV PARK CLEAR, CB CLEAR, MAIN CLOSED BOAT GATES 10:36

11:55 RV PARK CLEAR, PUBLIC FISHING CLEAR, CB CLEAR 12:07

12:15 MAIN CLEAR, BOAT RAMP CLEAR 12:23

1:59 CB CLEAR, ICE PLANT CLEAR, MAIN CLEAR 2:13

3:47 CB BATHROOM WOMEN 3RD STALL CLOGGED, MAIN BATHROOM CLEAR, BOAT RAMP BATHROOM UNLOCKED 3:57

SECURITY OFFICER KNAUSS MARCH 8, 2017

8:00 CLOSED BOAT RAMP BATHROOM 8:06

8:35 MAIN CLEAR, ICE PLANT CLEAR 8:46

11:09 BOAT RAMP CLEAR, MAIN CLOSED BOAT GATES, RV PARK CLEAR, HALLMARK
OPEN PAST HOURS, KITE FIELD CLEAR 11:30

12:44 CB CLEAR, RV PARK CLEAR, PUBLIC FISHING CLEAR 12:56

1:33 BOAT RAMP CLEAR, MAIN CLEAR 1:40

3:31 MAIN CLEAR, ICE PLANT CLEAR, CB CLEAR, RV PARK CLEAR 3:52

4:09 OPENED BOAT RAMP BATHROOM/BOAT RAMP CLEAR 4:14

SO GOLDEN MARCH 9, 2017 WEATHER (RAIN)

8 BOAT RAMP RR LOCK UP

1135 KITE FIELD, RV PARK, CB- CLEAR

1149 HALLMARK MAKE CONTACT WITH WAMSLEY RV LET HIM KNOW THAT THERE DIDNT SEEM LIKE THERE WAS A BOAT OF A TRUCK THERE AND THAT THEY HAD TO LEAVE UNLESS A TRUCK WAS COMING WITH IN AN HOUR HE SAID HE DIDNT KNOW WHEN THE TRUCK WAS COMING IN AND I NOTIFIED HIM THAT IF THE TRUCK ISNT HERE WITH IN AN HOUR HE HAD TO LEAVE AND COME BACK WHEN THE TRUCK GOT THERE, HE HAD A EXTENSION CORD CONNECTED TO HIS RV, HE ALSO SAID THAT HE WAS GOING TO CALL HIS BOSS SO THAT HE CAN CALL SOUTH COAST KNIGHT SECURITY OFFICE.- CLOSED

MAIN ALL GATES CLOSED, BOAT RAMP, GOV STORAGE.- CLEAR 1215

413 KITE FIELD, RV PARK RR, CB RR-CLEAR

HALMARK RV WAS STILL THERE I TRYED KNOCKING THEY DIDNT ANSWER SO I WAITED 5 MINS AND KNOCKED AGAIN AND NO ANSWER.

MAIN RR, BOAT RAMP RR UNLOCK- CLEAR 431

SO GOLDEN MARCH 10 , 2017 WEATHER (CLOUDY) .

808 BOAT RAMP RR LOCK UP

1047 BOAT RAMPS, MAIN GATES CLOSED, ICE PLANT- CLEAR 1100

1153 HALLMARK RV LEFT A NOTE LETTING US KNOW THAT THEY HAD PERMISSION TO
KEEP THEIR RV THERE. CLOSED, CB, KITE FILED, RV PARK. 1220

240 BOAT RAMP, MAIN RR, HALLMARK-CLOSED

CB RR, KITE FIELD, RV PARK RR-CLEAR 305

412 BOAT RAMP RR UNLOCKED