

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 03-12-17 to Saturday 03-18-17

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, Marina, Gear Storage and Retail seven days a week.
3. Approx. end of the week QuickBooks balances for the Port:
 - \$ 29,636 General Fund (Fuel Account \$5,585)
 - \$ 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)
 - \$ 10,197 Revenue Bond Fund (USDA Loan - \$130,200 payment due November 5th)
 - \$ 1,079 Cash on Hand/Petty Cash (cash for RV Park, fuel dock and office)
 - \$ 45,923 Total Cash as of 3/18/17
 - \$ 88,572 Accounts Receivable as of 3/18/17
1-30 days 49,870 / 31-60 days 15,206 / 61-90 days 10,452 / 90+ 13,044
 - \$ 24,837 Accounts Payable as of 3/18/17
1-30 days 25,072 / 31-60 days -25 / 61-90 days -210 / 90+ 0
4. Drove to Salem on Monday to testify for SB 646 and drop off OSMB Grant Application for the launch boarding docks. Left at 3am and returned at 8:30pm.
 - Talked to Janine/OSMB about the grant application. We need to get as many support letters as possible and have the County Planning Department sign off on the grant.
 - Testified at the Business and Transportation Committee hearing. Senator Roblan and Rep Brock Smith testified on the Port's behalf. I was not expecting their support at this hearing, very much appreciated. They said everything I was going to say and more, so all I did was state my name and asked the committee if they had any questions.
5. Received draft Port Audit Report from Signe Grimstad. Staff reviewed the draft and had couple of minor corrections. Should be good to go for the Board's approval.
6. Special Commissioner Meeting was held at the Port Office to review documentation and financials for next week's normal commissioner meeting.
7. OSMB Grant Application was dropped off at the County Planning Department for signatures. They will call when the review is completed.
8. Jack Akin/EMC engineer stopped by to take some more measurements on the boardwalk shoring failure, inspect fuel station areas for the SPCC and we talked about the FEMA/OEM piling work. I requested him to check on our In-water Work Permits and HMGP status because we want to try and get the work done in the next work period. I would also like to get a schedule made to show the process getting this work completed.
9. Prepared IFA Bridge Loan Reimbursement Payment No. 11 for the Dock Renovation, commissioners signed the request and emailed to IFA Business Oregon.
10. Kim and I met with Cal/OR Insurance to review our policies to make sure all the changes are being adjusted and the Port is getting coverage.
11. Held office staff meeting to review financials, accounts payable, receivable, moorage accounts, abandon boat status and any other issues. Chairman Davis participated in the meeting. Staff is having issues with unsigned moorage license agreements from payments over the phone. One suggestion is stop accepting payments over the phone. Current Port Ordinance requires fully completed documentation. We added this issue with our

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current moorage policy update for possible change. This type of meeting will take place once a month from now on.

12. Emailed Gary Milliman/City of Brookings information on OSMB and SB 646 support. Emailed David Brock Smith/State Rep information on OSMB grant support.
13. Construction Meeting No. 5, Dock Renovation, with Dave Hoover. Dave provided revised schedule to show the deck getting poured on the March 28th. Instructed Dave he needs to accelerate his schedule to try and get back on the original schedule. Reminded Dave to submit material submittals, as-builts and welder certifications & qualifications.

RV Park

1. Landscape / weed kill campground sites.
2. Repaired broken spigot at Site 88.

Docks – Sport / Commercial Sport / Commercial

1. Boat inventory and boat inspection in both basins completed this week.
2. Commercial men's shower head in stall #1 was broken. Replaced with new shower head.
3. Repaired broken waterline at Sport F-32.
4. Repaired main waterline to Sport A Dock.
5. Switched out damaged dock box lid at Sport C-08.
6. Replaced damaged overhead light inside men's Commercial restroom (Gowman Electric).
7. Someone tried to vandalize the new hand dryer at Commercial men's restroom. They sprayed soda into the hand dryer intake. Trash was also dumped on the ground inside the restroom.
8. Installed security camera outside Commercial men's and women's restrooms.
9. Repaired broken waterlines and spigots at Sport C-28 and C-33.
10. Landscape Kite Field.

Boat Yard

1. None

Maintenance Yard / Shop

1. Removed 10 trash bags of Port construction drawings from the warehouse to the Port Office to review and store them properly!

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
1. Removed driftwood debris from launch ramps.
2. Repaired broken hinge on launch ramp docks # 5-6.
3. Removed water from inside the launch ramp docks # 5-6 that was causing it to list.
4. Removed pile of homeless debris inside the building between the fish market and fish station. Port staff received complaint from Russ, Fish Market that some of his items from his boats were stolen.
5. Talking with Port staff to come up with another plan to handle the fish carcasses. Current plan, we take the carcasses to the ice house, put ice on the fish and then call for removal from Eco Nutrients. This procedure requires a forklift, truck with lift gate, ice and storage container. New plan needs to be all contained at the fish station. Eco Nutrients will plan to pick up carcasses two to three times a week or more if needed. One idea is to replace the trash cans and purchase trash boxes on wheels (need eight), then install a hoist from storage and load the carcasses on the Eco Nutrients truck. Install a pressure washer to clean the trash boxes and tables. This way no forklift or truck with lift gate is needed. Last step to lock up the fish station after hours to prevent out of area fishermen bringing fish they caught from elsewhere and fileting and dumping it all here. Open for more suggestions.

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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. Restroom cleaning done by Port staff every day.
3. Sewer Pump #1 shutdown. Down to one sewer pump. If both pumps go down, retail shops will be closed until repairs are made. Still waiting on quotes for rebuilding the sewer tank system.

Fuel Dock

1. 2,108 gallons of diesel and 113 gallons of gas was pumped this week.
2. Approx. inventory in the aboveground tanks for diesel is 3,602 and gas 1,416.
3. Mascot Equipment installed new computer screen on the fuel tank monitoring system. Also, found additional sump sensors and as-built drawings for the fuel lines. Looks like we have finally found all issues why alarms were going off.
 1. Repaired diesel pump nozzle.
 2. Pumped rain water from all the fuel sumps.
 3. Ramp to fuel dock is closed until further notice.

Security

1. South Coast Knight Security is patrolling the Port properties. Reports attached for review.
2. Instructed South Coast Knight Security to begin locking the Commercial restrooms from 10pm to 4am. Signs been in place for a month on the doors. Boat launch and Commercial restrooms are now getting locked from 10pm to 4am.
3. Camper at Hallmark is still on site, Port staff talked to the camper/Hallmark employee and Hallmark supervisor. Camper needs parts, coming on Sunday and will be gone by Monday, if not, he will be towed.

FEMA / OEM PW's

1. Port staff continues removing, hauling out and demoing (removing walers and cleats) Sport E docks.
2. Center launch ramp #3-4 was repaired to the best we can get this week and was reopened. All ramps are now usable.

Port Safety

1. Port staff held a safety/operation meeting. Topics, SDAO online safety training is now installed on laptop, report electrical hazards, don't create trip hazards, wear safety vests on docks and other safety gear when required. Report fuel monitoring alarms.

#	Priority	Description	Cost Estimate	Location	MARCH																				
					A = Actual					2 Week Look-Ahead															
					6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1	1	1 Repair Launch Ramp 3 & 4	1,692	Boat Parking Lot									A	A	A	A									
2	1	Boat Haul In/Out		Boat Yard																					
3	1	Install Docks to Travel Lift Ramp for Exiting Off Boats	1,500	Boat Yard																					
4	1	67 Crane Work for Commercial Fleet	508	Commercial Docks																					
5	1	Repair Broken Light at Commercial Restroom (Gowman)		Commercial Docks									A												
6	1	Installed Security Camera Outside Commercial Restroom		Commercial Docks											A										
7	1	Shutoff Waterline on Sport F Dock until repair can be made	-	Docks																					
8	1	Repair Broken Waterlines in Basin 1		Docks									A	A	A										
9	1	Repair and Replace Dock Boxes in Basin 1		Docks																					
10	1	Repair Electrical to Light Poles at Kite Field	2,000	Docks																					
11	1	Remove Sections of E Dock "FEMA" and Demo	-	Docks									A	A	A										
12	1	50 Replace Electronic Monitoring Screen for the Tanks	1,800	Fuel Dock									A												
13	1	Repair Diesel Fuel Pump Handle		Fuel Dock																					
14	1	Pump Water from Sumps		Fuel Dock																					
15	1	15 Temp Grade & Fill Potholes in Gear Storage	589	Gear Storage																					
16	1	18 Repair/Upgrade Kite Field Restroom	11,506	Kite Field																					
17	1	22 Repair Slugs N Stones Sewer Pump and Enclosure	3,086	Retail																					
18	1	23 Replace Main Retail Sewer Tank and Enclosure	10,285	Retail																					
19	1	33 Wi-Fi to RV Park & Commercial Basin	2,290	RV Park																					
20	1	Site 81 Replace Damage Breaker - Gowman Ele	-	RV Park																					
21	2	36 Emergency Response Training	259	All																					
22	2	37 Repair Sinkhole in Parking Lot	3,791	Fishing Pier																					
23	2	Special Commissioner Meeting at 5pm	-	Port Office																					
24	2	Commissioner Meeting at 7pm	-	Best Western																					
25	2	40 General Safety Training	148	Port Office																					
26	2	41 Schedule Meeting	98	Port Office																					
27	2	Provide Parking Stall for Tidewinds	-	Retail																					
28	2	Remove Barricades and Install Barrier Between CBN & Retail	-	Retail																					
29	3	43 Install Parking Signs at Port Entrances	848	All																					
30	3	62 Landscape Maintenance	520	All																					
31	3	63 Trash Pickup and Removal	736	All																					
32	3	64 Restroom Cleaning	806	All																					
33	3	65 Fish Station Cleaning	447	All																					
34	3	44 Install Drainage System at Fish Station per DEQ	1,112	Boat Parking Lot																					
35	3	45 Build Enclosure for Launch Machine	2,059	Boat Parking Lot																					
36	3	46 Cleanup Boat Yard	21,138	Boat Yard																					
37	3	49 Repair Storm Drain at N-O Dock Ramp	1,673	Docks																					
38	3	52 Cleanup Gear Storage (Near Fuel Tanks)	5,783	Gear Storage																					
39	3	54 Find & Repair Water Leak at Kite Field - FOUND but not repaired	584	Kite Field																					
40	3	55 Repair Tsunami Siren (Curry County Responsibility)	-	Kite Field																					
41	3	57 Repair Security Camera System on Retail & Cold Storage	3,682	Port Office																					
42	3	58 Remodel Front Office	459	Port Office																					
43	3	61 Change Out Trash Cans at RV Park	168	RV Park																					

Meeting Minutes for
March 17, 2017
Weekly Meeting Number: 005

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 –

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. See attached revised schedule from Dave Hoover.

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. 245 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.
4.1.2. Submit welders certifications and qualifications reports.

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. All materials are on site and don't see any issues delaying completing the project.

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.
5.4.2. Dave Hoover notified me today Larry Anderson replaced Staddleman Electric as the electrical subcontractor.

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
6.2.2. Change Order No. 1 was approved by the Board on Tuesday March 14, 2017 Special Meeting.

6.3. Payments

- 6.3.1. Original Contract amount \$1,381,861.00

- 6.3.2. Change Order No. 1 \$148,670
- 6.3.3. 11th draw request on 3/16/17 for \$205,870.
- 6.3.4. Total drawn to date \$1,237,869.19
- 6.3.5. Total amount remaining \$81,944

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.	



To: Gary Dehlinger Port of Brookings Harbor Manager

Schedule for Completion of BC fisheries dock

3/17/17 to 3/23/2017 Moring Piers and floats (pile mates delivered 9 days late from new York)

3/22/17 to 3/28/17 Concrete Pans, Rebar, Electrical and drains.

3/28/17 to 4/3/17 Pour concrete

4/3/17 to 4/9/17 Hoists finish electric

4/9/17 to 4/15/17 Pour perimeter curbs

SECURITY OFFICER KNAUSS MARCH 11, 2017

7:59 CLOSED BOAT RAMP BATHROOM, FOUND LIFE JACKET BUILDING CORNER
DAMAGE UPON STARTING SHIFT 8:08

9:01 CB, MAIN, BOAT RAMP 9:35

10:00 BOAT RAMP CLEAR, MAIN CLOSED BOAT GATES,
HALLMARK CLOSED, RV PARK 10:25
2 CONTACT BOTH ADVISED PORT CLOSED NEED TO LEAVE, 1ST WMA RV PARK, 2ND
WMA KITE FIELD

11:48 RV PARK CLEAR. PUBLIC FISHING CLEAR, CB CLEAR 12:00

1:30 BOAT RAMP CLEAR, MAIN CLEAR, ICE PLANT CLEAR, CB 1:46

4:34 BOAT RAMP CLEAR, MAIN BATHROOM CLEAR, CB BATHROOM CLEAR 3:52

SECURITY OFFICER KNAUSS MARCH 12, 2017

7:57 CLOSED BOAT GATE BATHROOM 8:00

10:00 RV PARK CLEAR, PUBLIC FISHING CLEAR, CB, HALLMARK CLOSED 10:18

11:12 BOAT RAMP CLEAR, MAIN CLEAR, ICE PLANT CLEAR 11:24

11:38 RV PARK, KITE FIELD CLEAR 11:49

1:26 BOAT RAMP, MAIN, CB 1:38

3:46 CB BATHROOM CLEAR, MAIN CLEAR, OPENED BOAT RAMP BATHROOM 4:00

SECURITY OFFICER KNAUSS MARCH 13, 2017

7:55 CLOSED BOAT RAMP BATHROOM 8:00

10:00 BOAT RAMP, MAIN CLOSED BOAT GATES, CB CLEAR,
HALLMARK CLOSED, RV PARK CLEAR, KITE FIELD CLEAR 10:24

11:32 RV PARK CLEAR, PUBLIC FISHING CLEAR, CB CLEAR 11:42

12:48 CB CLEAR, ICE PLANT CLEAR, MAIN CLEAR 1:02

1:43 RV PARK CLEAR, KITE FIELD CLEAR 1:53

3:41 BOAT RAMP CLEAR, MAIN BATHROOM CLEAR, CB BATHROOM CLEAR 3:58

SECURITY OFFICER KNAUSS MARCH 14, 2017

8:25 CLOSED BOAT RAMP BATHROOM 8:30

8:55 HALLMARK CLOSED, CB CLEAR 9:00

10:28 RV PARK CLEAR, KITE FIELD CLEAR 10:36

10:41 CB, MAIN CLOSED BOAT GATES 10:53

11:51 KITE FIELD, PUBLIC FISHING, CB 12:05

1:18 BOAT RAMP CLEAR, MAIN CLEAR 1:26

2:28 RV PARK CLEAR/BATHROOM CLEAR, CB, KITE FIELD CLEAR 2:43

3:49 CB BATHROOM CLEAR, MAIN BATHROOM CLEAR, OPENED BOAT RAMP
BATHROOM 3:58

SECURITY OFFICER KNAUSS MARCH 15, 2017

8:02 CLOSED BOAT RAMP BATHROOM, MAIN, RV PARK 8:24

9:59 MAIN CLOSED BOAT GATES, HALLMARK CLOSED, RV PARK 10:19

10:55 CB CLEAR, KITE FIELD CLEAR, PUBLIC FISHING CLEAR 11:07

12:16 BOAT RAMP CLEAR, MAIN CLEAR 12:22

3:27 KITE FIELD CLEAR, RV PARK CLEAR, CB CLEAR, MAIN CLEAR/BATHROOM
CLEAR, BOAT RAMP OPENED BATHROOM 3:55

3:37 PV 001823 WHITE /ORANGE RV/Itasca ORLP HD15425 TAGGED OR OVERNIGHT
PARKING

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Friday, March 17, 2017 4:37 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH MARCH 16, 2017 (PLEASE OPEN ASAP)

2006 BOAT RAMP- RESTROOM LOCK UP, MID JETTY CLEAR, GOV STOR

MAIN AREA- SPORTS BASIN LOCKED 2023

2203 CB- RESTROOM LOCK UP, WARNED FOR SLEEPING IN CAR CALP#5ERV416, **HALLMARK RV STILL ON PROPERTY,**

ICE PLANT- CLEAR 2222

0043 RV PARK- RESTROOMS CLEAR

PUB FISH- CLEAR

KITE FLED- CLEAR 0055

0354 BOAT RAMP- GOV STOR CLEAR, RESTROOM OPEN

MAIN AREA- RESTROOM CLEAR CALP#7LPG451 WARNED FOR BEEN IN THE PORT AFTER HOURS

CB- RESTROOM OPEN **CALP#5ERV416 STILL ON PORT PROPERTY IS REFUSING TO LEAVE PROPERTY MAN FINELY LEFT** 0415



South Coast Knight Security, LLC

Office: (541) 592-9021

Patrol/Alarm/Emergency: (541) 592-9352

Email: scks.patrol@gmail.com

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Saturday, March 18, 2017 4:48 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH MARCH 17, 2017

2037 MAIN AREA- SPORTS BASIN LOCKED

BOAT RAMP- RESTROOM CLOSED, MID JETTY CLEAR, GOV STOR CLEAR 2048

2223 PORT MAIN- CLEAR

ICE PLANT- CLEAR

CB- RESTROOM LOCKED 2234

0110 RV PARK, PUB FISHING, KITE FLED, CB- CLEAR

WHILE IN CB SAW HEAD LIGHTS IN KITE FLED ON WAY BACK ORLP #UTT- DON'T NO LAST PULL OUT 0130

0406 BOAT RAMP- RESTROOM OPEN, GOV STOR CLEAR

MAIN AREA- RESTROOM CLEAR

RV PARK- NICK COPELAND HEISLEY (KNOWN HOMELESS AND THIEF) IN RESTROOM ASK TO LEAVE. TOLD HIM PORT IS CLOSED. HE LEFT WITH NO PROBLEM.

PUB FISHING, KITE FLED- CLEAR 0440



South Coast Knight Security, LLC

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