

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 04/16/17 to Saturday 04/22/17

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:
 - \$ 37,277 General Fund
 - \$ 4,469 Fuel Dock Account
 - \$ 2,500 Capital Projects Fund (\$2,500 must be in the account to avoid monthly charges)
 - \$ 2,518 Debt Service Fund (IFA, Travel Lift Lease, Etc.) (1st Quarter payment was mailed)
 - \$ 10,198 Revenue Bond Fund (USDA Loan - \$130,200 payment due November 5th)
 - \$ 1,218 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - \$ 58,180 Total Cash as of 4/22/17
 - \$ 89,379 Accounts Receivable as of 4/22/17
1-30 days 46,143 / 31-60 days 23,551 / 61-90 days 4,785 / 90+ 14,900
 - \$ 9,786 Accounts Payable as of 4/22/17
1-30 days 10,081 / 31-60 days -59 / 61-90 days -25 / 90+ -211
4. Meetings:
 - Friends of Music regarding the Green Building.
 - James with Cal/OR Insurance multiple times regarding insurance requirements.
 - Couple came into the office wanting to speak with the manager regarding the Righetti property and issues between the Port.
 - Barbara Ciaramella regarding firework display on the 4th of July.
 - Commissioner Meeting Tuesday April 18 at Best Western.
 - Several meetings with charter boat owners regarding insurance requirements.
 - Special Commissioner Meeting was held on April 21 at Port Office.
5. Jan and Diane with Bendis were here taking more pictures of items to be placed in the May 13th auction. They got with Travis and planned the layout for the materials and equipment to be displayed.
6. Completed leases for Whales Tail, Kathy's Market, J Sloane, Roy and Joe's Shop, Pacific Fishing (new shop lease) and Zola's. Hand delivered leases to the tenants for review and signatures.

RV Park

1. Landscaping throughout the RV Park.
2. Repaired fence at Site 37.
3. Guest fell out of their camper at Site 83, Port staff called 911 for assistance. The guest broke her arm. Incident report was completed and filed.
4. Repaired potholes along the exit road of the RV Park.

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5. Drinking water fountain was broken and spraying water at the Fishing Pier. Water was turned off and was repaired the next day.

Docks – Sport / Commercial Sport / Commercial

1. Repaired multiple waterline breaks on Basin 1 F Dock.
2. Rub board was torn off or worn off at Basin 2 Q-1. F/V Haida didn't have any fender bumpers and the dock bolts rubbed couple of holes into the fiberglass boat. Rub board was repaired.
3. Repaired damaged corner piece at end of P Dock and cover on electrical pedestal.
4. Replaced missing life ring at box near Basin 1 F Dock.
5. Repaired electrical pedestal at Basin 2 N-9 (Gowman).
6. Replaced water meter valves that should have been electrical boxes at the Kite Field light poles.
 1. Repair water leak Basin 1 C-23.
 2. Repair water leak Basin 1 B-7.

Boat Yard

1. Haul out and place back in water multiple Coast Guard vessels. Tried to place vessel back in the water at high tide and it wasn't high enough. Had to wait until the next day.
2. Finished removing curb on travel lift pad to allow the travel lift to turn on flat ground instead on a slope.

Maintenance Yard / Shop

1. Finished clearing out warehouse space for new tenant and preparing material for the auction.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.

Commercial Fishing Docks / Gear Storage

1. Completed one crane job for commercial fleet.

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 back working again. Continue working on quotes for rebuilding the sewer tank system.
4. Repaired flagpole lanyard on boardwalk.
5. Repaired overflowing urinal in men's retail restroom.
6. Removed straw waddle and sandbags near Zola's parking area that Righetti's placed on Port property this winter.
7. Landscape courtyard area.
8. Hotdog stand showed up at Kenny Boat Shop parking lot. They didn't have permission from the Port and was asked to leave.

Fuel Dock

1. 1,068 gallons of diesel and 57 gallons of gas was pumped this week.
2. Approx. inventory in the aboveground tanks for diesel is 3,624 and gas 2,163.

Security

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

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FEMA / OEM PW's

1. The Port is proceeding to repair/replace the pilings in Basin 1 during this upcoming in-water work period. Funding from Hazard Mitigation Grant Program is still under review. OEM anticipates the funding will go through.

Miscellaneous

1. Provide crane (Eq# 4603 P&H Crane) and operator for Dave Hoover Construction working on the dock renovation at BC Fisheries. Camel bumper frames getting installed.
2. Safety meeting held with staff. Topic was on detailed ladder safety and inspection.

#	Priority	Description	Location	Cost Estimate	APRIL																				
					A = Actual							2 Week Look-Ahead													
					10	11	12	13	14	15	16	17	18	19	20	21	22	23	17	18	19	20	21	22	23
1	1	Repair Broken Dock Hinge on Launch Ramp 1 & 2	Boat Parking Lot	-																					
2	1	Removed Debris from Boat Launch Ramps	Boat Parking Lot		A																				
3	1	Temp Repair to Restroom Roof	Boat Parking Lot					A																	
4	1	Boat Haul In/Out	Boat Yard	-	A	A	A	A																	
5	1	Remove Gear and Equipment from Shop for New Tenant by May 1	Boat Yard		A	A	A	A																	
6	1	Install Docks to Travel Lift Ramp for Exiting Off Boats	Boat Yard	1,500																					
7	1	Crane Work for Commercial Fleet	Commercial Docks	-	A	A																			
8	1	Crane Work for Dave Hoover at BC Fisheries Dock	Commercial Docks																						
9	1	Repair Electrical Shed Walls at Transient Dock	Docks		A																				
10	1	Repair Rub Board and Dock Bolts Basin 1 C-5	Docks		A																				
11	1	Repair Corner Pieces at Basin 1 F-41 and G-2	Docks		A																				
12	1	Repair Electrical to Light Poles at Kite Field	Docks		A																				
13	1	Relie Vessels and Repair Wind Damage in both Basins	Docks		A	A																			
14	1	Repair Rub Board at Q-1	Docks																						
15	1	Repair Electrical Pedestal at N-9	Docks																						
16	1	Replace Missing Life Ring in Basin 1 near H Dock	Docks																						
17	1	Repair Corner Piece at end of P Dock and Electrical Cover	Docks																						
18	1	Repair Broken Waterlines on B, C and F Docks	Docks																						
19	1	Demo & Store Sections of E Dock "FEMA" in Boat Yard	Docks	-	A	A	A																		
20	1	Shutoff and Repair Drinking Water Fountain	Fishing Pier																						
21	1	18 Repair/Upgrade Kite Field Restroom	Kite Field	20,506																					
22	1	Closed off more Sidewalk at Restroom, due to Slope Failure	Kite Field		A																				
23	1	Replace Light Bulbs at Commercial Restroom Women's Shower	Retail						A																
24	1	Replace Light Bulbs at back door to Port Office	Retail						A																
25	1	22 Repair Slugs N Stones Sewer Pump and Enclosure	Retail	3,086																					
26	1	23 Replace Main Retail Sewer Tank and Enclosure	Retail	20,285																					
27	1	Fix Overflowing Urinal	Retail																						
28	1	Removed Straw Waddle and Sandbags from Parking Lot	Retail																						
29	1	Repair Kenny's Boat Shop Sliding Door	Retail	-						A															
30	1	Replace missing water valve cover at Site 65	RV Park	-						A															
31	1	Repair Dish Cable TV	RV Park	-																					
32	1	Repair Potholes on Exit Road	RV Park																						
33	1	Repair Fence at Site 37	RV Park																						
34	1	Repair broken Spigot at Site 79	RV Park																						
35	2	Commissioner Meeting at Best Western	Best Western	-																					
36	2	37 Repair Sinkhole in Parking Lot	Fishing Pier	3,791																					
37	2	Special Commissioner Meeting at 5pm	Port Office	-																					
38	2	Provide Parking Stall for Tidewinds	Port Office	-																					
39	3	62 Landscape Maintenance	Retail	-																					
40	3	63 Trash Pickup and Removal	All	520																					
41	3	64 Restroom Cleaning	All	736																					
42	3	65 Fish Station Cleaning	All	806																					
43	3	44 Install Drainage System at Fish Station per DEQ	Boat Parking Lot	1,112																					
44	3	45 Build Enclosure for Launch Machine	Boat Parking Lot	2,059																					
45	3	46 Cleanup Boat Yard and Preparing for Auction	Boat Yard	21,138																					

SECURITY OFFICER KNAUSS APRIL 16, 2017

7:58 CLOSED BOAT RAMP BATHROOM 8:02

9:55 RV PARK CLEAR, PUBLIC FISHING CLEAR, CB BATHROOM CLOSED,
MAIN CLOSED BOAT GATES, BOAT RAMP CONTACT ORLP (H OVER D 09534) NOTIFIED
PORT CLOSED SUGGESTED 101 REST AREA 10:24

11:20 RV PARK, KITE FIELD 11:30

11:40 MAIN, BOAT RAMP 11:45

1:13 MAIN/BATHROOM CLEAR, CB CLEAR 1:29

3:42 OPENED BOAT RAMP BATHROOM, OPENED CB BATHROOM 3:58

SECURITY OFFICER KNAUSS APRIL 17, 2017

7:56 CLOSED BOAT RAMP BATHROOM 8:00

8:15 RV PARK, TALKED WITH PARK HOST ABOUT WHITE VAN ORLP (643 E??), THAT WAS LEAVING AS I ARRIVED. SHERIFFS MADE CONTACT WITH THE OWNER OF THE VEHICLE WHILE IT WAS ON PROPERTY. 8:19

9:57 RV PARK LOCK UP, CLOSED CB BATHROOM, HALLMARK CLOSED, MAIN CLOSED BOAT GATES 10:18

11:32 PUBLIC FISHING, KITE FIELD, CB 11:44

11:51 MAIN, BOAT RAMP 12:00

12:45 KITE FIELD, RV PARK/BATHROOM 12:59

3:24 OPENED BOAT RAMP BATHROOM, OPENED CB BATHROOM 3:32

SECURITY OFFICER KNAUSS APRIL 18, 2017

7:58 CLOSED BOAT RAMP BATHROOM 8:02

9:55 RV PARK, CLOSED CB BATHROOM, HALLMARK CLOSED
MAIN CLOSED BOAT GATES, BOAT RAMP 10:22

11:20 PUBLIC FISHING, KITE FIELD, RV PARK 11:30

11:40 MAIN, BOAT RAMP 11:49

12:25 CB, MAIN/BATHROOM 12:36

1:47 RV PARK, KITE FIELD, PUBLIC FISHING 1:57

3:38 OPENED CB BATHROOM, OPENED BOAT RAMP BATHROOM 4:00

SECURITY OFFICER KNAUSS APRIL 19, 2017

7:55 CLOSED BOAT RAMP BATHROOM 8:00

9:55 RV PARK, KITE FIELD, CB CLOSED BATHROOM, HALLMARK CLOSED 10:19

10:58 PUBLIC FISHING, RV PARK 11:08

11:23 MAIN, BOAT RAMP 11:39

1:22 MAIN, CB, KITE FIELD 1:36

3:32 OPENED BOAT RAMP BATHROOM, OPENED CB BATHROOM 3:40

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Friday, April 21, 2017 4:24 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH APRIL 20, 2017

**2140 BOAT RAMP- RESTROOM CLOSED, MID JETTY CLEAR, GOV STOR CLEAR
2145**

2209 CB- RESTROOM LOCKED

ICE PLANT- GATES LOCKED

MAIN AREA- SPORTS BASIN LOCKED 2233

2350 RV PARK- CLEAR

PUB FISH- CLEAR

KITE FLED- CLEAR 0005

**0245 RV PARK- RESTROOM IN MEN'S RESTROOM CAME IN CONTACTED WITH
BRENDAN, 22 OF PORT ORFORD CAMPING IN RESTROOM INFORMED HIM PORT
IS CLOSED AFTER 10PM**

PUB FISH- CLEAR

KITE FLED- CLEAR 0313

0412- BOAT RAMP RESTROOM OPEN

MAIN AREA- RESTROOM CLEAR

CB- RESTROOM OPEN 0420

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Saturday, April 22, 2017 5:27 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH APRIL 21, 2017

2031 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR 2041

2203 CB- RESTROOM SMELLS LIKE WEED, CLOSE PV# 001840 ON ORLP# 105CRJ PARKING IN PORT AFTER 10PM

MAIN AREA- SPORT BASIN LOCKED 2230

2355 RV PARK-CLEAR

PUB FISH- CLEAR

KITE FLED- CLEAR

MAIN AREA- CLEAR 0013

0435 CB-RESTROOM OPEN

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- RESTROOM OPEN

RV PARK- RESTROOM CLEAR, ORLP# 177BNN WARDED FOR BEING IN PORT AFTER 10PM INFORMED HIM PORT IS CLOSED FROM 10PM TO 7AM

PUB FISH- CLEAR

KITE FLED- CLEAR 0515



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