

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 05/14/17 to Saturday 05/20/17

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. Approximate end of the week QuickBooks balances for the Port:
 - \$ 68,554 General Fund
 - \$ 17,153 Fuel Dock Account
 - \$ 2,500 Capital Projects Fund
 - \$ 21,731 Debt Service Fund (IFA Business Oregon) (Week 7, next payment due June 30)
(\$4,807.69 average each week to reach payment, currently \$11,922 short)
 - \$ 4,659 Debt Service Fund (Travel Lift Lease) (Week 3, next payment due May 22)
(\$1,075 average each week to reach payment, currently \$0 short)
 - \$ 30,035 Revenue Bond Fund (USDA Loan - \$130,200 payment due Nov 5th – Week 28)
(\$2,502.30 average each week to reach payment, currently \$40,029 short)
 - \$ 0 Reserve Fund
 - \$ 1,422 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - \$146,054 Total Cash as of 5/20/17 (\$58,925 Restricted)
 - \$ 48,528 Accounts Receivable as of 5/20/17
1-30 days 20,664 / 31-60 days 15,877 / 61-90 days 5,612 / 90+ 6,375
 - \$ 6,194 Accounts Payable as of 5/20/17
1-30 days 6,405 / 31-60 days 0 / 61-90 days 0 / 90+ -211
4. Meetings:
 - Tom Bouley with Mainbrace regarding potential relocation of business and Port Office.
 - SDIS Board Practices Assessment with Roy Davis, Sharon Hartung, Roger Thompson and Tim Patterson at Best Western conference room at 5pm Tuesday May 16
 - Commissioner Meeting at Best Western conference room at 7pm Tuesday May 16.
 - Curry County Sheriff regarding the 4th of July fireworks at the RV Park. He was wondering if Port personnel would be involved. I told him the Port personnel is not planning to be involved. The event organizer will be handling the traffic control and any other controls within the RV Park.
 - Rebecca regarding the lease of Port office space.
 - Mike Manning regarding lease terms on the ice house and cold storage lease agreement amendments.
 - Barbara Ciaramella regarding the 4th of July planning.
5. Emailed OSMB for update on the Boarding Dock Ramp Grant. July 7 is when they consider the grants. Port needs to submit the DSL and Corps permits before July 7. OSMB emailed me the permit information this week and the Port delivered the permit to Curry County Planning Department for their review and signature. Once its signed by Planning Department we can submit it to DSL and Corps.
6. Emailed OSMB updated Statewide Boating Access Improvement Plan 2011-17 (attached).

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7. Completed renewal leases with Boardwalk Mail and The Hungry Clam.
8. Completed Resolution 472 Port Rates and Resolution 471 Moorage License Agreement.
9. Prepared documents for trip to Salem (attached)
10. Thursday May 18, Danielle and I carpooled to Salem to meet with legislators on Joint Committee On Ways and Means for support on SB 646 Infrastructure Repair ask for \$3 million. We met with 11 Senators and Representatives which all pledged their support if it comes to a vote. All the other members we did not met in person, we dropped off our filer with their office associates.
 - While discussing SB 646 with various Senators and Representatives, we found out SB 5530 Lottery Bund Appropriations is scheduled for a hearing tomorrow at 1pm. Even though SB 646 is not listed within SB 5530, we need to submit a written testimony and someone representing the Port in person. All this information was not available or known to everyone we met. Rep Dave Brook Smith and staff was very helpful with submitting our written testimony this evening and getting all this figured out. Also, David plans on speaking on the behalf of the Port tomorrow. If we had known of this hearing happening tomorrow, we would have planned to be there.
11. While in Salem, we stopped by IFA Business Oregon office and met with Mark Freeman, Dave Harlan and Chris Cummings to provide an update on Port business.
12. Inserting notice in June Statements mailings of rate changes effective July 1, 2017.
13. Reviewed resubmittal documents from the supplier on retail sewer tank system upgrade. Emailed resubmittal package to Kelly/Harbor Sanitary for their review and approval.
14. Received Corps of Engineers permit approval for emergency dredging at the travel lift ramp and storm drain. Work window must be completed before July 15th. Engineering is being performed on the wood deck to see if it can hold the weight of the excavator. If it can't, we have a secondary plan in place to get the dredging accomplished.

RV Park

1. Harbor Sanitary inspecting and cleaning main sewer lines inside the RV Park this week. Provided them access to the manholes.
2. Replaced GFCI breaker at Site 86.
3. Filled in potholes at RV Park.

Docks – Sport / Commercial Sport / Commercial

1. Port received a call regarding a vessel at the end of Basin 1 C-Dock. While checking out the vessel as to why it was moored, the vessel in C-6 was listing badly and needed water pumped out. Vessel at the end of C-Dock had steering failure and needed to tie-up there for the night.
2. Another vessel tied up the Basin 1 D-Dock that should not be there. They were instructed to move to transient dock.
3. Boat inventory was completed this week.
4. Repaired broken waterlines at Basin 1 G-10, G-26 and F-1.
5. Removed two broken water heaters from commercial basin restroom/showers and installed one new water heater. One water heater is all it needs. Been operating with one for a year now.
6. Replaced broken electrical meter Basin 2 N-10 (Gowman).
7. Removed propane tank left on N-O dock in Basin 2.
8. Filled in potholes in commercial basin parking lot.
9. Main waterline broke to E Dock in Basin 1. Line was capped. E Dock is gone.
10. Applied treatment on restroom roofs to remove moss buildup.

Boat Yard

1. Placed vessels back in the water and hauled out vessel this week.

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Maintenance Yard / Shop

1. Load up auction materials and equipment that individuals purchased.
2. Removed port license plates and decals from vehicles and equipment purchased in the auction.
3. Sliding door on the north side of the shop broke. Takes four people to close it now. Not repairing it until funds are available. Door will not be used unless necessary.
4. Vending machine was removed from the shop.
5. Purchased new weed wacker to replace broken weed wacker that could not be repaired. Bought attachment to make it a blower since our blower is broken too.

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 this week.

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Checked Boardwalk electrical plugs to make sure everything is in working order for the events. Found some issues on several pedestals that were repaired (Gowman).
4. Cleaned rain gutters and repaired flashing on Mountain View Custom Cycles building.
5. Replaced broken sink faucets in retail, boat launch and commercial restrooms.
6. Applied treatment on retail roofs to remove moss buildup.

Fuel Dock

1. 2,424 gallons of diesel and 215 gallons of gas was pumped this week.
2. Approximate inventory in the aboveground tanks for diesel 4,899 and gas 1,620.
3. Carson Oil delivered 3,532 gallons of diesel this week.

Security

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

FEMA / OEM PW's

1. Called Jack Akin/EMC to make sure he is working on HMGP paperwork that is needed before June 1 for the piling replacement in Basin 1. He is working on it.
2. Reviewed HMGP paperwork Jack Akin/EMC completed. Sent him some corrections to make and signed pages that's required by Port to be submitted for final review and selection.

Miscellaneous

1. Dave Hoover Construction continues welding camel braces and supports, formed and poured dock curb for the Dock Renovation Project. Dock cranes should be installed next week.
2. IFA called wanting more information on Dave Hoover Construction latest pay request. Additional information was emailed to IFA.
3. Port Safety Meeting topic was back injury prevention and eye safety.

Port of Brookings Harbor
Balance Sheet
 As of May 20, 2017

	May 20, 17
Checking/Savings	
1001 · CASH & CASH EQUIVALENTS	
1002 · General Funds Ckg 3634	68,554.24
1003 · FUEL DOCK	17,152.92
Total 1001 · CASH & CASH EQUIVALENTS	85,707.16
1004 · CASH/EQUIVALENTS - RESTRICTED	
1005 · Capital Projects Fund 8018	2,500.00
1007 · USDA BOND MM 9529	30,034.64
1008 · Debt Service Fund MM 8627	
IFA LOAN SAVINGS	21,715.38
TRAVEL LIFT	4,659.00
1008 · Debt Service Fund MM 8627 - Other	16.31
Total 1008 · Debt Service Fund MM 8627	26,390.69
Total 1004 · CASH/EQUIVALENTS - RESTRICTED	58,925.33
1012 · Cash on Hand/Petty Cash	
1014 · SAFE/ONSITE DRAWER	422.00
1015 · Fuel Dock Cash Drawer	200.00
1018 · RV Park Cash Drawer	600.00
1022 · Office/Danielle	100.00
1023 · Office/Skylar	100.00
Total 1012 · Cash on Hand/Petty Cash	1,422.00
Total Checking/Savings	146,054.49

#	Priority	Description	Cost Estimate	Location	MAY																				
					A = Actual							2 Week Look-Ahead													
					8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1	1	Boat Haul In/Out	-	Boat Yard																					
2	1	Install Docks to Travel Lift Ramp for Exiting Off Boats	1,500	Boat Yard																					
3	1	Auction		Boat Yard																					
4	1	Removing Material and Equipment from Auction		Boat Yard																					
5	1	Preparing Materials and Equipment for Auction		Boat Yard																					
6	1	Repair Roof for New Tenant - Warehouse		Boat Yard																					
7	1	Crane Work for Commercial Fleet	-	Commercial Docks																					
8	1	Basin 1 Emergency Pumpout at C-6		Docks																					
9	1	Repair Water Leak Basin 1 G and F Docks		Docks																					
10	1	Filled Potholes in Commercial Parking Lot		Docks																					
11	1	Repaired Main Waterline Basin 1 E Dock		Docks																					
12	1	Replaced Broken Electrical Meter Basin 2 N-10 (Gowman)		Docks																					
13	1	18 Repair/Upgrade Kite Field Restroom	20,506	Kite Field																					
14	1	Prep and Fill Potholes in Parking Lot		Retail																					
15	1	22 Repair Slugs N Stones Sewer Pump and Enclosure	3,086	Retail																					
16	1	23 Replace Main Retail Sewer Tank and Enclosure	30,000	Retail																					
17	1	Repair toilet/drain in Sheriff Office		Retail																					
18	1	Applied Treatment to Moss on Roofs throughout the Port		Retail																					
19	1	Replaced Broken Water Faucets in Four Restrooms		Retail																					
20	1	Replace Broken Water Heaters at Commercial Basin Restroom		Retail																					
21	1	Repair damage roof shingles at Visitor Center Building		Retail																					
22	1	Repair damage roof shingles at Mountain View Custom Cycles		Retail																					
23	1	Shutdown Waterline to Campsite along Chetco River - Line Broke		RV Park																					
24	1	Harbor Sanitary Inspected and Cleaned Main Sewer Lines		RV Park																					
25	1	Filled Potholes		RV Park																					
26	1	Replaced GFCl at Site 86		RV Park																					
27	1	Repair Bench at Site 46 and Replace Spigot at Site 3		RV Park																					
28	2	37 Repair Sinkhole in Parking Lot	3,791	Fishing Pier																					
29	2	Budget Committee Meeting		Port Office																					
30	2	Commissioner Meeting 5pm		Best Western																					
31	2	Salem Trip for Support SB 646 & IFA Meeting		Salem																					
32	2	Provide Parking Stall for Tidewinds		Retail																					
33	3	62 Landscape Maintenance	520	All																					
34	3	63 Trash Pickup and Removal	736	All																					
35	3	64 Restroom Cleaning	806	All																					
36	3	65 Fish Station Cleaning	447	All																					
37	3	44 Install Drainage System at Fish Station per DEQ	1,112	Boat Parking Lot																					
38	3	45 Build Enclosure for Launch Machine	2,059	Boat Parking Lot																					
39	3	49 Repair Storm Drain at N-O Dock Ramp	1,673	Docks																					
40	3	52 Cleanup Gear Storage (Near Fuel Tanks)	5,783	Gear Storage																					
41	3	54 Repair Water Leak at Kite Field (Line going to restroom)	584	Kite Field																					
42	3	57 Repair Security Camera System on Retail & Cold Storage	3,682	Port Office																					
43	3	61 Change Out Trash Cans at RV Park	168	RV Park																					



Senate Bill 646
Joint Committee On Ways and Means
May 18, 2017

TO: Co-Chairs and Esteemed Committee Members
From: Gary Dehlinger, Port Manager

Port of Brookings Harbor is seeking financial assistance for the purpose of repairing and improving docks, marine infrastructure and facilities owned by the port.

You may be aware that the Port of Brookings Harbor has been working with entrepreneur Mike Manning of BC Fisheries in an effort to revitalize the local commercial fishing industry. Thanks to the support of Oregon State Legislators HB 5030, we were able to complete the first phase of a \$10 million state of the art seafood processing facility here at the Port of Brookings Harbor.

Completion of this first phase retained six (6) family wage jobs, created thirty (30) new family wage jobs, increased the economic development of the community, the commercial fishing industry and the South Coast Oregon Regional economy.

SB 646 would be the second phase in upgrading and reconstructing the commercial receiving docks, improving and repairing Port infrastructure, as well as providing Port resiliency to natural disasters.



The second phase would repair 100-foot section of broken, unusable commercial receiving dock for Pacific Seafood. The reconstruction of this broken section of receiving dock would increase productivity and therefore creating twenty (20) to twenty-five (25) family wage jobs along with continued support to the local economy. Other Port infrastructure repairs would include dredging vital areas of the harbor, basin slope failures, dilapidated sewer facilities, etc.

Thank you for this opportunity to discuss our situation at Port of Brookings Harbor.

Please review and mark up the following information identified in the 2011-17 Statewide Boating Access Improvement Plan. Specifically, the future needs and priority. Feel free to include additional boating needs not previously identified. When completed please email back to Jennifer Peterson at jennifer.peterson@oregon.gov by May 15, 2017

Waterbody	Facility Name	Owner	Priority	Future Needs	Additional Site Needs
Chetco River	Port of Brookings Harbor	Port of Brookings	H	Replace Boarding Docks	
Chetco River	Port of Brookings Harbor	Port of Brookings	L	Flush Restroom	
Chetco River	Social Security Bar	Port of Brookings City of Brookings	M	Add Vault Toilets; Expand Gravel Parking	
Chetco River	Port of Brookings Harbor	Oregon Fish & Wildlife Port of Brookings	M	Boat Launch Concrete Ramp & Boarding Docks Piling Replacement	

If you have additional boating facilities that are not on the above list, motorized or non-motorized, please provide information so we may include in our online Boating Access Map and or 2017-2023 Statewide Boating Access Improvement Plan.

Waterbody	Facility Name	Owner	Priority	Needs

SECURITY OFFICER KNAUSS MAY 14, 2017

2020 CLOSED BOAT RAMP BATHROOM 2025

2204 RV PARK PV 001997 TAN CHEVY VAN(19M 224), KITE FIELD CLEAR, CB CLOSED
BATHROOM, HALLMARK CLOSED 2225

2329 PUBLIC FISHING CLEAR
RV PARK CLEAR
MAIN CLEAR 2348

0048 CB CLEAR,
MAIN CLEAR,
BOAT RAMP CLEAR 0059

0235 KITE FIELD CLEAR,
PUBLIC FISHING CLEAR,
RV PARK CLEAR 0245

0341 RV PARK CLEAR,
CB CLEAR,
BOAT RAMP CLEAR 0353

SECURITY OFFICER KNAUSS MAY 15, 2017

2016 CLOSED BOAT RAMP BATHROOM 2020

2158 CLOSED CB BATHROOM, RV PARK, KITE FIELD 2212

2323 RV PARK CLEAR
PUBLIC FISHING CLEAR
MAIN CLEAR 2345

CHEVY/TRUCK FOUND NOTE IN WINDOW; "TO PARK SECURITY COULDN'T START PARK
MANAGER TOLD ME TO LEAVE A NOT AAA WILL BE HERE IN THE MORNING TO TAKE IT
AWAY TO THE SHOP, THANK YOU SINCERELY CHRISTY" LOCATED IN RV PARK.

0026 CB CLEAR
MAIN CLEAR
BOAT RAMP CLEAR 0038

0129 MAIN CLEAR
BOAT RAMP CLEAR
RV PARK CLEAR 0151

0334 CB CLEAR/OPENED BATHROOM
MAIN CLEAR
BOAT RAMP CLEAR/OPENED BATHROOM 0350

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Wednesday, May 17, 2017 5:33 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH MAY 16, 2017

2222 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED

ICE PLANT- GATES LOCKED

CB- RESTROOM CLOSED

RV PARK- ORLP#9T-4262 WARNED FOR BEING IN PORT AFTER 10PM

PUB FISH- CLEAR

KITE FLED- CLEAR 2305

0220 RV PARK- RESTROOMS CLEAR

PUB FISH- CLEAR

KITE FLED- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR 0255

0402 CB- RESTROOM OPEN 0405

0520 BOAT RAMP- RESTROOM OPEN 0524



2030 BOAT RAMP- RESTROOM CLOSED, MID JETTY, GOV STOR 2037

2254 RV PARK- CLEAR
PUB FISH- CLEAR
KITE FLED- CLEAR
CB- RESTROOM CLOSED
MAIN AREA- SPORT BASIN CLOSED
BOAT RAMP- CLEAR 2315

0120 RV PARK- RESTROOM CLEAR
PUB FISH- CLEAR
CB- CLEAR
MAIN AREA- RESTROOM CLEAR
BOAT RAMP- CLEAR 0154

0350 RV PARK- CLEAR
PUB FISH- CLEAR
KITE FLED WALP# C6898D PULLED INTO LOT ASKED DRIVER IF HE HAD BUSINESS TO
BE ON PORT PROPERTY. HE REPLIED HE WORKED ON I DOCK.
CB- RESTROOM OPEN
BOAT RAMP- RESTROOM OPEN 0414

SECURITY OFFICER KNAUSS MAY 19, 2017

1958 CLOSED BOAT RAMP BATHROOM 2002

2150 KITE FIELD CLEAR
CB CLOSED BATHROOM
MAIN CLOSED BOAT GATES
BOAT RAMP CLEAR 2208

2323 RV PARK CLEAR
PUBLIC FISHING CLEAR
CB CLEAR 2340

0050 KITE FIELD CLEAR
MAIN CLEAR
BOAT RAMP CLEAR 0104

0204 RV PARK SMALL FIRE ON BEACH AT ENTRANCE, STOMPED IT OUT
CB CLEAR
MAIN CLEAR 0225

0344 OPENED CB BATHROOM
MAIN CLEAR
OPENED BOAT RAMP BATHROOM 0355

SECURITY OFFICER KNAUSS MAY 20, 2017

2010 CLOSED BOAT RAMP BATHROOM 2014

2156 RV PARK, KITE FIELD 2210

2229 CB CLOSED BATHROOM, MAIN CLOSED BOAT GATES 2236

2242 RV PARK MADE CONTACT WITH WMA STAYING AT OCEAN SUITES ROOM 112, WHO HAD HIS CAR KEYS STOLEN OUT OF HIS VEHICLE(GMC/DURAMAX). THE VEHICLE WAS UNLOCK AS CONFIRMED BY THE OWNER WHEN THE KEYS WERE STOLEN. HE HAS DISABLED THE TRUCK SO IT CAN'T START, AND EMPTIED ALL REMAINING ITEMS. CLEARED AFTER TALKING WITH C.C.S.O. AT 2259

2332 CHECKED VEHICLE 2336

2336 KITE FIELD, MAIN, BOAT RAMP 2342

0001 MAIN, CHECKED ON VEHICLE, CB 0025

0130 RV PARK CHECKED VEHICLE 0134

0219 RV PARK CHECKED VEHICLE, CB, MAIN 0230

0319 RV PARK CHECKED VEHICLE, CB, MAIN, BOAT RAMP 0339

0402 RV PARK CHECKED VEHICLE, PUBLIC FISHING, KITE FIELD 0413