

# Port of Brookings Harbor

## WEEKLY OPERATION REPORT

DATE: Sunday 06/18/17 to Saturday 06/24/17

---

### 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:
  - \$ 58,255 General Fund
  - \$ 9,683 Fuel Dock Account
  - \$ 1,395 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
  - \$ 69,333 Total Cash General Fund

---

  - \$ 54,766 Capital Projects Fund
  - \$ 2,519 Debt Service Fund \$62,500 Quarterly (IFA Business Oregon)  
Week 1, next payment due Sept 30  
(\$4,807.69 average each week to reach payment, currently \$0 short)
  - \$ 0 Debt Service Fund \$4,659 Monthly (Travel Lift Lease)  
Week 1, payment due 22<sup>nd</sup> each month  
(\$1,164.75 average each week to reach payment, currently \$0 short)
  - \$ 50,038 Revenue Bond Fund \$143,132 Yearly (\$13,012 must remain in fund)  
USDA Loan - \$130,120, payment due Nov 5<sup>th</sup> – Week 33  
(\$2,502.30 average each week to reach payment, currently \$45,550 short)
  - \$ 0 Reserve Fund
  - \$107,323 Total Restricted Cash

---

  - \$176,656 Total Cash as of 6/24/17

---

  - \$ 55,753 Accounts Receivable as of 6/24/17  
1-30 days 39,684 / 31-60 days 6,483 / 61-90 days 8,867 / 90+ 719
  - \$ 24,483 Accounts Payable as of 6/24/17  
1-30 days 24,483 / 31-60 days 0 / 61-90 days 0 / 90+ 0
4. Meetings:
  - Fred Maidlow with USCG Auxiliary regarding their shack in the boat launch parking lot. He said the shack can go anytime. They would like a spot to place life jackets. I suggested either on or by the boat launch restroom.
  - Ken Byrtus regarding the purchase of his lease land at Portside RV Park.
  - KC Carr/Carson Oil new Account Manager regarding fueling over the dock and spill plan.

# Port of Brookings Harbor

## WEEKLY OPERATION REPORT

DATE: Sunday 06/18/17 to Saturday 06/24/17

---

- Monthly Commissioner meeting at Best Western.
5. Took Wednesday to Saturday off to visit parents in Nevada.

### RV Park

1. Repaired water leak inside women's restroom.
2. Landscaping RV Park sites.
3. Guest that did not check-in and hooked up sewer into the water valve can was removed from the park.

### Docks – Basin 1 & 2 and Transient

1. Boat inventory was completed in both basins.
2. Replaced broken 30amp breaker with 20amp Basin 1 A-12 (Gowman). Gowman ordered 30amp breakers and placed 20amp in for a temporary replacement.
3. Electrical and water meters were read on the 20<sup>th</sup> for invoicing.

### Boat Yard

1. Hauled out vessel Carmillo at 6pm at high tide Sunday night before dredging started.
2. Installed and adjusted turbidity screen for the dredging at the travel lift ramp and storm drain throughout the week.
3. Billeter Marine mobilized the crane for dredging at the travel lift ramp and storm drain. Started clam dredging on Monday and finished on Friday. Approximately 1,200 yards of material removed.
4. Hauled out and block vessel Sunset.
5. Jack Akin/EMC Engineering was here to oversee the dredging operation on Thursday and Friday.
6. Made room in the boat yard to place pumper for the Corps dredging vessel.

### Maintenance Yard / Shop

1. Repaired broken electrical pedestal that was ran over on the Boardwalk.
2. Push lawn mower sent to Curry Equipment for repair.
3. Eq# 3707 Ride-on Lawn Mower was returned form Curry Equipment.

### Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Received complaint about the boat lunch ticket machine was not accepting cash. Found a \$5 jammed in the machine.

### Commercial Fishing Docks / Gear Storage

1. Removed pumper from the steel wall for the Corps dredging vessel.

### Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Found sewer tank almost overflowing because both pumps failed at Retail Center on Sunday. Got one pump working eventually and later got both pumps going. Checked the pumps after everything was working normally and found pump #2 down again. Made temporary repair to discharge line.
4. Pump #2 continues to fail/plug throughout the week.
5. Saturday Market didn't replace barricades over the boardwalk gap from last weekend.
6. Placed barricades and caution tape to close off north section of the boardwalk.
7. Landscape retail parking lot and along the Lower Harbor Road.
8. Reinstalled electrical pedestal that was ran over on the boardwalk (Gowman).
9. Portable toilets were delivered to retail center. 4 normal toilets, 2 handicap toilets and 2 wash stations. Service is planned for Friday and Monday each week until system is upgraded.

# Port of Brookings Harbor

## WEEKLY OPERATION REPORT

**DATE:** Sunday 06/18/17 to Saturday 06/24/17

---

10. Closed retail center restrooms down until the sewer system is upgraded. Tentative date is July 11.
11. Fixed loose electrical pedestals on boardwalk.
12. Saturday Market was held at the boardwalk organized by Chetco Brewing.

### Fuel Dock

1. 8,586 gallons of diesel and 122 gallons of gas was pumped this week.
2. Approximate inventory in the aboveground tanks for diesel 1,296 and non-ethanol 1,762.
3. Tyree Oil and Carson Oil pumped approximately 23,000 gallons of diesel to vessels over the dock this week.

### Security

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

### FEMA / OEM PW's

1. None

### Miscellaneous

1. Dave Hoover continued hooking up the first dock hoist and got it operational at BC Fisheries. Continues working on second dock hoist.

Port of Brookings Harbor  
**Balance Sheet**  
As of June 24, 2017

	<u>Jun 24, 17</u>
<b>Checking/Savings</b>	
<b>1001 - CASH &amp; CASH EQUIVALENTS</b>	
<b>1002 - General Funds Ckg 3634</b>	
1003 - FUEL DOCK	9,683.20
1002 - General Funds Ckg 3634 - Other	58,255.21
<b>Total 1002 - General Funds Ckg 3634</b>	<u>67,938.41</u>
<b>Total 1001 - CASH &amp; CASH EQUIVALENTS</b>	67,938.41
<b>1004 - CASH/EQUIVALENTS - RESTRICTED</b>	
1005 - Capital Projects Fund 8018	54,766.00
1007 - USDA BOND MM 9529	50,038.30
1008 - Debt Service Fund MM 8627	
<b>IFA LOAN SAVINGS</b>	2,519.03
<b>Total 1008 - Debt Service Fund MM 8627</b>	<u>2,519.03</u>
<b>Total 1004 - CASH/EQUIVALENTS - RESTRICTED</b>	<u>107,323.33</u>
<b>1012 - Cash on Hand/Petty Cash</b>	
1014 - SAFE/ONSITE DRAWER	394.50
1015 - Fuel Dock Cash Drawer	200.00
1018 - RV Park Cash Drawer	600.00
1022 - Office/Danielle	100.00
1023 - Office/Skylar	100.00
<b>Total 1012 - Cash on Hand/Petty Cash</b>	<u>1,394.50</u>
<b>Total Checking/Savings</b>	<u>176,656.24</u>

#	Priority	Description	Cost Estimate	Location	JUNE							JUL									
					A = Actual							2 Week Look-Ahead									
					12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1	1	Repair Damaged Electric Pedestal		Boardwalk					A												
2	1	Repair Loose Electrical Pedestals on Boardwalk		Boardwalk																	
3	1	Barricade North End of Boardwalk Off from Public Access		Boardwalk																	
4	1	Boat Haul In/Out	-	Boat Yard																	
5	1	Tally Ho Removal from Boat Yard (June 14 load on trailer)		Boat Yard					A												
6	1	Install Docks to Travel Lift Ramp for Exiting Off Boats	1,500	Boat Yard																	
7	1	Dredging at Travel Lift Ramp - Install and Adjust Turbidity Screen	-	Boat Yard					A	A	A	A									
8	1	Crane Mob from Billeter Marine		Boat Yard																	
9	1	Dredge at Travel Ramp and Storm Drain	25,000	Boat Yard																	
10	1	Crane Work for Commercial Fleet	-	Commercial Docks					A	A											
11	1	Remove Camel Bumper on Steel Wall for Corps Dredge		Commercial Docks																	
12	1	Repair Broken Waterline to Ice House and Commercial Receiving Docks		Commercial Docks																	
13	1	Corps Dredging Channel		Commercial Docks					A	A	A										
14	1	Repair Broken Waterline Basin 1 F-42		Docks																	
15	1	Replace Breaker at Basin 1 A-12		Docks																	
16	1	Tighten Loose Dock Bolts Basin 2 P 4/6 Finger		Docks					A												
17	1	18 Repair/Upgrade Kite Field Restroom	20,506	Kite Field																	
18	1	Repaired Water Leaks in Multiple Restrooms		Port					A												
19	1	Install "No Fireworks" Signs		Port																	
20	1	22 Repair Slugs N Stones Sewer Pump and Enclosure (July 11)	3,086	Retail																	
21	1	Install Portable Toilets and Close Down Retail Restrooms		Retail																	
22	1	23 Replace Main Retail Sewer Tank and Enclosure (July 11)	30,000	Retail																	
23	1	Install East Access Ramp to Beach (Repair)		RV Park					A	A											
24	2	Commissioner Meeting at Best Western 7pm		Best Western																	
25	2	Separate Main Dock Basin 1		Docks																	
26	2	Install Piling Hoops / Temp Piling Hoops - Basin 1		Docks																	
27	2	37 Repair Sinkholes in Parking Lot	3,791	Fishing Pier																	
28	2	Clean Rain Gutters on Retail Center Buildings		Retail																	
29	2	Remove Equipment and Supplies out of Laundromat Building		RV Park																	
30	2	Repair, Clean and Paint Fence		RV Park																	
31	3	62 Landscape Maintenance	520	All					A	A	A										
32	3	63 Trash Pickup and Removal	736	All					A	A	A										
33	3	64 Restroom Cleaning	806	All					A	A	A										
34	3	65 Fish Station Cleaning	447	All					A	A	A										
35	3	44 Install Drainage System at Fish Station per DEQ	1,112	Boat Parking Lot																	
36	3	45 Build Enclosure for Launch Machine	2,059	Boat Parking Lot																	
37	3	49 Repair Storm Drain at N-O Dock Ramp	1,673	Docks																	
38	3	Replace Broken Gate Valve on Main Waterline in Commercial RR		Docks																	
39	3	52 Cleanup Gear Storage (Near Fuel Tanks)	5,763	Gear Storage																	
40	3	54 Repair Water Leak at Kite Field (Line going to restroomTemp Fix)	2,000	Kite Field					A	A											

SECURITY OFFICER KNAUSS JUNE 18, 2017

2008 CLOSED BOAT RAMP BATHROOM 2013

2200 RV PARK, CB CLEAR/CLOSED BATHROOM, BOAT RAMP CLEAR 2224

2333 MAIN CLEAR, CB CLEAR, RV PARK CLEAR, PUBLIC FISHING CLEAR, KITE FIELD  
CONTACT 2WMA INFORMED PORT CLOSED AT 10PM AND THEY HAVE TO LEAVE 2353

0117 BOAT RAMP CLEAR, MAIN CLEAR, CB CLEAR, KITE FIELD CLEAR 0136

0233 MAIN, RV PARK, PUBLIC FISHING 0240

0338 OPENED BOAT RAMP BATHROOM, MAIN  
OPENED CB BATHROOM, KITE FIELD 0350

SECURITY OFFICER KNAUSS JUNE 19, 2017

2057 CLOSED BOAT RAMP BATHROOM 2101

2156 RV PARK, CB CLOSED BATHROOM, MAIN CLOSED BOAT GATES 2215

2313 KITE FIELD, PUBLIC FISHING, MAIN, BOAT RAMP 2324

0053 BOAT RAMP, MAIN, CB, KITE FIELD, RV PARK 0116

0308 MAIN, BOAT RAMP 0314

0340 OPENED BOAT RAMP BATHROOM, CB/OPENED BATHROOM  
RV PARK, PUBLIC FISHING 0355

**Gary**

---

**From:** Thomas Sorrentino <scks.patrol@gmail.com>  
**Sent:** Thursday, June 22, 2017 4:34 AM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH JUNE 21, 2017

2105 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED 2110

2238 CB- RESTROOM CLOSED

RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR 2255

0208 RV PARK- RESTROOMS CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR 0230

0413 CB- RESTROOM OPEN

BOAT RAMP- RESTROOM OPEN 0423



**South Coast Knight Security, LLC**  
**Office: (541) 592-9021**  
**Patrol/Alarm/Emergency: (541) 592-9352**  
**Email: [scks.patrol@gmail.com](mailto:scks.patrol@gmail.com)**



**Gary**

---

**From:** Thomas Sorrentino <scks.patrol@gmail.com>  
**Sent:** Friday, June 23, 2017 5:07 AM  
**To:** gary@portofbrookingsharbor.com  
**Subject:** SOUTH COAST KNIGHT SECURITY LOG FOR POBH JUNE 22, 2017

2120 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED 2130

2250 RV PARK- CLEAR

KITE FIELD- ORLP# 036 JLL PV# 002049 THIS IS THE 4TH TIME I HAVE CONTACTED THIS VEHICLE FOR BEING IN THE PORT AFTER 10PM. ON THIS PV I MADE IT CLEAR THAT IF WE HAVE CONTACT WITH THIS VEHICLE AGAIN FOR BEING IN THE PORT AFTER 10PM IT WILL BE TOWED

CB- RESTROOM CLOSED 2320

0350 PUB FISH- CLEAR

KITE FIELD- CLEAR

RV PARK- RESTROOMS CLEAR, CONTACTED NICK HEISLEY AT TH SOUTH END.

CB- RESTROOM OPEN

MAIN AREA- CLEAR 0415

0500 BOAT RAMP- RESTROOM OPEN 0503

--



**South Coast Knight Security, LLC**  
**Office: (541) 592-9021**  
**Patrol/Alarm/Emergency: (541) 592-9352**  
**Email: [scks.patrol@gmail.com](mailto:scks.patrol@gmail.com)**

**Gary**

---

**From:** larance knauss <larance1@LIVE.COM>  
**Sent:** Saturday, June 24, 2017 4:28 AM  
**To:** scks.patrol@gmail.com; gary@portofbrookingsharbor.com

SECURITY OFFICER KNAUSS JUNE 23, 2017

2202 CB/CLOSED BATHROOM, MAIN/CLOSED BOAT GATES, CLOSED BOAT RAMP BATHROOM/WOMENS TRASH LEFT IN TOILET 2220

0017 RV PARK CLEAR, KITE FIELD CLEAR, PUBLIC FISHING CLEAR  
CB CONTACT WMA DROPPED OFF GOING TO HIS BOAT, MAIN CLEAR 0038

0135 MAIN CLEAR, BOAT RAMP CLEAR, CB CLEAR 0145

0332 RV PARK CLEAR, KITE FIELD CLEAR, CB/OPENED BATHROOM, MAIN, BOAT RAMP/OPENED BATHROOM 0354

## Gary

---

**From:** larance knauss <larance1@LIVE.COM>  
**Sent:** Sunday, June 25, 2017 4:09 AM  
**To:** scks.patrol@gmail.com; gary@portofbrookingsharbor.com  
**Subject:** South Coast Knight Security DAR for June 24, 2017

SECURITY OFFICER KNAUSS JUNE 24, 2017

2117 CLOSED BOAT RAMP BATHROOM 2121

2203 MAIN, CB/CLOSED BATHROOM, KITE FIELD CLEAR, PUBLIC FISHING CONTACT WMA INFORMED PORT CLOSED AT 10PM 2221

2324 RV PARK, KITE FIELD, MAIN, BOAT RAMP 2340

0017 CB, MAIN/BATHROOMS, BOAT RAMP 0036

0135 KITE FIELD, PUBLIC FISHING, RV PARK 0145

0330 BOAT RAMP/OPENED BATHROOM, MAIN  
CB/OPENED BATHROOM, KITE FIELD 0350