

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 07/02/17 to Saturday 07/08/17

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:

- \$ 44,435 General Fund
 - \$ 21,332 Fuel Dock Account
 - \$ 1,327 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - \$ 67,094 Total Cash General Fund
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- \$ 67,341 Capital Projects Fund (To keep pace with Deprecation need \$7,375 weekly)
FEMA Basin 1 Piling Project – Estimated Port share \$250,000
OSMB Grant – Boarding Dock Replacement Project – Estimated Port share \$133,000
 - \$ 22,524 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)
 - \$ 2,330 Debt Service Fund \$4,659 Monthly (Travel Lift Lease)
Week 2, payment due 22nd each month
(\$1,164.75 average each week to reach payment, currently \$0 short)
 - \$ 80,044 Revenue Bond Fund \$143,132 Yearly (\$13,012 must remain in fund)
USDA Loan - \$130,120, payment due Nov 5th – Week 35
(\$2,502.30 average each week to reach payment, currently \$20,548 short)
 - \$ 1,000 Reserve Fund (Approx. Total Deprecation to date \$4,769,941. Yearly amount \$383,533)
 - \$173,239 Total Restricted Cash
-

- \$240,333 Total Cash as of 7/08/17

- \$ 59,754 Accounts Receivable as of 7/08/17
1-30 days 35,284 / 31-60 days 11,393 / 61-90 days 8,884 / 90+ 4,193
 - \$ 31,311 Accounts Payable as of 7/08/17
1-30 days 31,311 / 31-60 days 0 / 61-90 days 0 / 90+ 0
-

- \$375,000 6 - Missed Quarterly IFA Payments, due to March 2011 Tsunami event
- \$ 44,419 Extra payments paid to date
- \$330,581 Remaining amount (Approximately)

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4. Meetings:

- Russ with Pacific Ocean Harvesters regarding the building between the fish station and the fish market. He is interested in repairing the building and renting. I requested him to provide a proposal.
 - Dave Cardwell/Blue Pacific came by to give me an update on the property sale across the street. Not much activity yet.
 - Tabitha/J Sloane Hair Salon and her lawyer Richard Kennett regarding her lease agreement. I requested a copy with all the changes highlighted and explanation.
 - Emergency Special Commissioner Meeting was held at the Port Office that moved into executive session regarding the Righetti's.
 - KC/Carson Oil stopped by to discuss fuel delivery amount comparisons from last year. He was researching why we received 11,000 gallons less this year vs last year at this period. This year the shrimp seasons started late due to a strike could be a reason. Other than that, it's just the market demand.
 - Attend OSMB Board Meeting in Salem regarding grant applications. The Boarding Dock Replacement Grant was approved under the conditions the previous grant work is completed by December 31, 2017. Two items remain, landscaping and trench drain across the ramps.
 - Met with Chris Cummings and Mark Freeman at IFA to review Port matters.
 - Met David Brook Smith at the Capital outside the floor. He believes Bill 5530 will have \$600,000 for the Port and should get approval. Sounds like the money will be restricted to dock repairs only. Will need to see the final bill wording to find out. I thanked him for everything he was doing for the port.
5. New commissioners were sworn in with our public notary.
 6. Had considerable amount of firework debris cleanup throughout the port and RV Park even though "no fireworks" allowed on port property. Port does not receive any compensation for the cleanup and disposal. I was not informed of any damage or injuries occurring.

RV Park

1. Guests in Site 26 stayed over an extra day and didn't want to pay and impacted new arrival. South Coast Knight Security removed the individual from the park.
2. Added 6-yard dumpster to the dry camp area and increased the dump cycle to twice a week for the entire RV Park.
3. Fireworks show took place on the jetty on Tuesday July 4th hosted by Brookings Harbor Fireworks Committee. Port staff serviced the restrooms four times throughout the day and late evening. South Coast Knight Security guarded the gates at the RV Park.
4. Repaired fence behind Sites 39 and 40.
5. Replaced broken soap dispenser in women's restroom from the 4th event.
6. Replaced broken paper towel dispenser in women's restroom from the 4th event.
7. Replaced 30amp breaker at Site 76 (Gowman).
8. Internet went down for the RV Park Office. Contacted Frontier to place an emergency work order to get the internet up and running. Connected to Charter for temporary service to keep the office running.
9. Individuals that were dumpster diving were told to stop and leave the premises by port staff. They obeyed.
10. RV Park is down to two park host. Plan to leave it at two, until next year and after the park host policy is approved by the commissioners.
11. Port staff witness a vehicle traveling at a hi-rate of speed and passing other vehicles in the RV Park. License plate number was recorded and incident report was made.
12. Landscaped along beachfront sidewalk.

Docks – Basin 1 & 2 and Transient

1. Boat inventory completed for both basins.
2. Watering Kite Field grass for the upcoming events taking place on the field.

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3. Repaired broken waterline in Basin 1 G Dock.
4. Placed fresh signs on the barricades blocking the sidewalk from public use along the Basin 2 Kite Field side where the slopes are failing.
5. Begun working on upgrading the fixtures in Kite Field restroom. Plan to have the restroom operational before next weekend.
6. Roto-Rooter inspected the condition of sewer lines under the restroom and found the lines in good condition overall. One joint a few feet away from the building towards the RV Park had some wear that we will need to watch in the future.
7. Kite Field restroom building shows signs of movement. Took pictures and measurement (attached) for future evaluation. Gap was measured at 7/8" July 6, 2017.
8. Received complaint on N-3/5 finger was broken. Painted dock joint and will need to schedule the repair.

Boat Yard

1. Mike Smith worked on demolition of Polaris and hauled debris off Port property.
2. Vessels were hauled out and placed back in the water.
3. Continue working on placing docks to the travel lift area.

Maintenance Yard / Shop

1. Pressure washed equipment 4605 Travel Lift and 3701 Forklift.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Received pricing on rock that will be needed to finish the landscape work. Ordered other materials for the landscaping. Will start planning this work to be completed within a month.
3. Repaired toilet flush button in women's restroom first stall.
4. Port received a complaint of commercial cleaning and outside the port fish is being fileted in the fish station.
5. Installed temporary signs at the fish cleaning station for paid launch users, no commercial cleaning and no outside fish or crab. Any misuse to notify the Port Office.

Commercial Fishing Docks / Gear Storage

1. None

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Light pedestal fixture was found broken on the Boardwalk. Gowman ordered new fixture and will replace it when it arrives.
4. Notice went to all the retail center businesses to inform them of the sewer shutdown for upgrade on July 11. Port staff also talked with the tenants to make sure the impact is mitigated as much as possible and any work arounds the Port would help. Hungry Clam, Whale's Tail, Bell & Whistle and J Salon worked out a plan to lessen the impact. Estimated repair timeframe is two or three days.
5. Saturday Market was held at the Boardwalk hosted by Chetco Brewing. Half the Boardwalk was used.

Fuel Dock

1. 4,597 gallons of diesel and 500 gallons of gas was pumped this week.
2. Approximate inventory in the aboveground tanks for diesel 2,866 and non-ethanol 2,074.
3. Repaired water leak on Sani-Sailor unit.

Security

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

Port of Brookings Harbor
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FEMA / OEM PW's

1. None

Miscellaneous

1. Safety meeting with staff was held. Topic was on housekeeping.

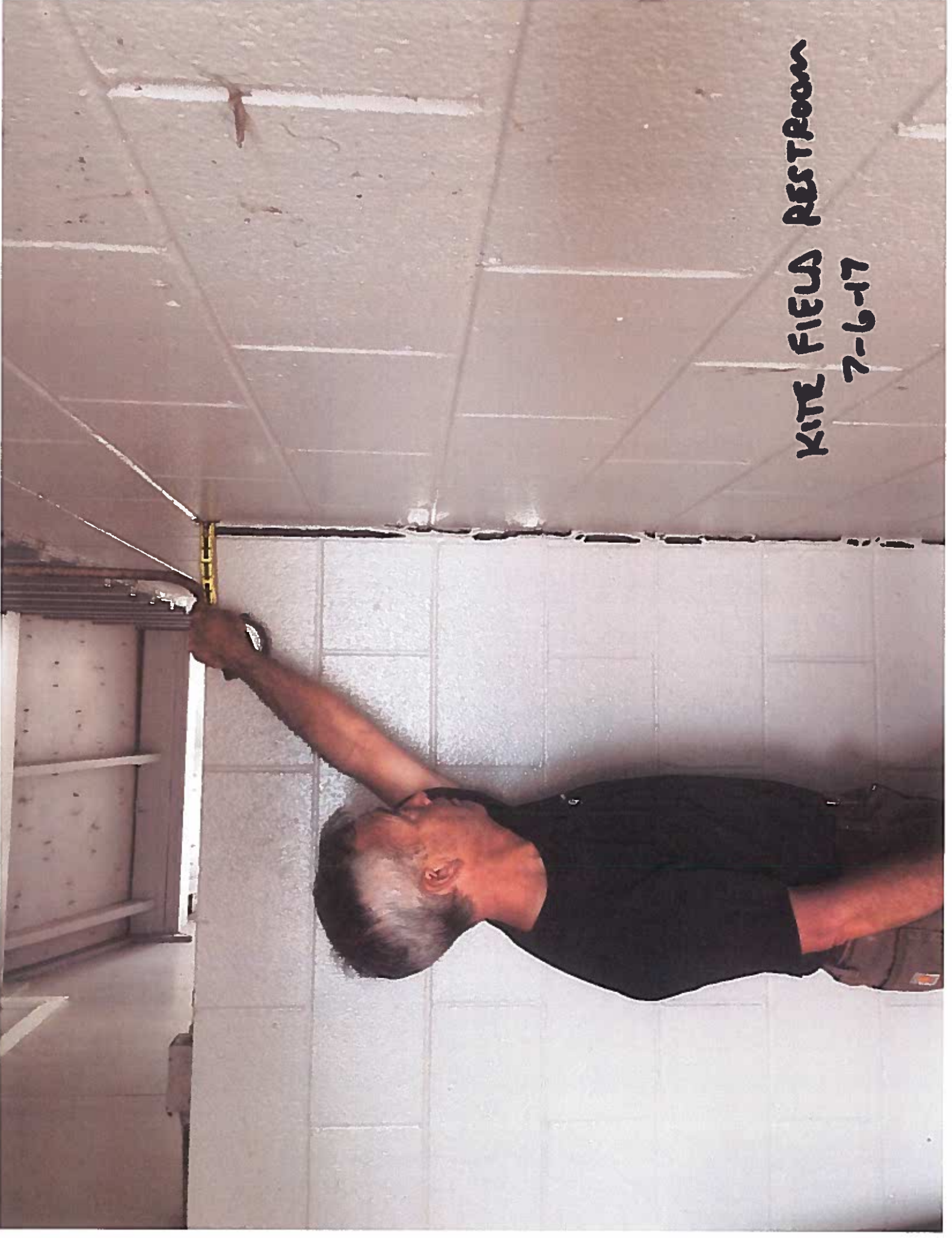
Port of Brookings Harbor
Balance Sheet
As of July 8, 2017

Jul 8, 17

Checking/Savings

1001 · CASH & CASH EQUIVALENTS	
1002 · General Funds Ckg 3634	44,435.24
1003 · FUEL DOCK	21,332.12
Total 1001 · CASH & CASH EQUIVALENTS	<u>65,767.36</u>
1004 · RESTRICTED - CASH/EQUIVALENTS	
1005 · Capital Projects Fund 8018	
RESERVE FUND	1,000.00
1005 · Capital Projects Fund 8018 - Other	67,341.00
Total 1005 · Capital Projects Fund 8018	<u>68,341.00</u>
1007 · USDA BOND MM 9529	80,044.10
1008 · Debt Service Fund MM 8627	
IFA LOAN SAVINGS	22,524.09
TRAVEL LIFT	2,330.00
Total 1008 · Debt Service Fund MM 8627	<u>24,854.09</u>
Total 1004 · RESTRICTED - CASH/EQUIVALENTS	<u>173,239.19</u>
1012 · Cash on Hand/Petty Cash	
1014 · SAFE/ONSITE DRAWER	326.50
1015 · Fuel Dock Cash Drawer	200.00
1018 · RV Park Cash Drawer	600.00
1022 · Office/Danielle	100.00
1023 · Office/Skylar	100.00
Total 1012 · Cash on Hand/Petty Cash	<u>1,326.50</u>
Total Checking/Savings	<u>240,333.05</u>

KITE FIELD RESTROOM
7-6-17



DATE FIELD RESTORED
DY9, 8/12 21-9-22



Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Monday, July 03, 2017 4:21 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for July 2, 2017

SECURITY OFFICER KNAUSS JULY 2, 2017

2111 BOAT RAMP-CLOSED BATHROOM 2114

2203 RV PARK
CB-CLOSED BATHROOM
MAIN-CLOSED SPORTS FISHING GATES 2224

2324 RV PARK-CLEAR
KITE FIELD -RV MONTANA PLATE(742860B) KNOCKED SEVERAL TIMES NO RESPONSE PUBLIC FISHING-CLEAR
CB-CLEAR 2352

0040 KITE FIELD- RV MONTANA PLATE(742860B) AND FORD F150 ARIZONA PLATE(BEZ6931) WAS ABLE TO GET A RESPONSE AFTER 15 MINUTES OF REPETITIVE KNOCKING INFORMED THEM NO OVERNIGHT CAMPING DUE TO POSTED SIGNS.
BLUE CHEVY/SILVERADO PARKED IN PORT AFTER 10PM CB-CLEAR
MAIN- 1001 CONTACT WMA(ANDY ANDERSON) 0132

0333 BOAT RAMP-OPENED BATHROOM
MAIN-CLEAR
CB-OPENED BATHROOM
KITE FIELD-CLEAR
RV PARK-CLEAR 0346

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Tuesday, July 04, 2017 4:58 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for July 3, 2017

SECURITY OFFICER KNAUSS JULY 3, 2017

2205 RV PARK-SEVERAL CONTACTS ON BEACH INFORMING THEM THERE VEHICLES HAD TO GO PORT CLOSED AT 10PM

CB-CLOSED BATHROOM

BOAT RAMP-CLOSED BATHROOM

MAIN- CLOSED BOAT GATES

BOAT RAMP-CLOSED BATHROOM 2258

2320 RV PARK-CONTACT WMA PITCHING TENT IN CONED AREA, INFORMED HIM THAT HE'D HAVE TO FIND ANOTHER SPOT OUT SIDE OF THE CONES.

PUBLIC FISHING-CLEAR

KITE FIELD 2305

0118 MAIN-CLEAR

CB-CHECKED ALL VEHICLES

KITE FIELD-CHECKED ALL VEHICLES 0134

0325 BOAT RAMP-OPENED BATHROOM

MAIN-CLEAR

CB-CLEAR

RV PARK-CLEAR 0350

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Wednesday, July 05, 2017 5:05 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for July 4, 2017

SECURITY OFFICER KNAUSS JULY 4, 2017

2320 CB-CLOSED BATHROOM
BOAT RAMP-CLOSED BATHROOM 2330

0024 BOAT RAMP-CLEAR
MAIN-CLEAR
KITE FIELD-CONTACT WITH WHITE TRUCK HEADED DOWN TO THERE BOAT PUBLIC FISHING-CONTACT WFA SLEEPING IN
HER VEHICLE INFORMED PORT CLOSED
RV PARK-CLEAR 0114

0143 KITE FIELD CONTACT WMA BELONGING TO SUBARU HEADED TO GAZEBO
RV PARK-CLEAR
CB-CLEAR 0157

0348 BOAT RAMP-OPENED BATHROOM
MAIN-CLEAR
CB-OPENED BATHROOM
KITE FIELD-CLEAR 0410

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Thursday, July 06, 2017 9:36 PM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH JULY 5, 2017

2155 CB- MALE RESTROOM CLOSED

MAIN AREA- SPORTS BASIN LOCKED

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

CB- FEMALE RESTROOM CLOSED, ORLP# 538EB WARNED FOR CAMPING IN PORT 2221

0010 RV PARK - RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0032

0124 RV PARK- RESTROOMS CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR 0135

0400 CB- RESTROOM OPEN 0402

0530 BOAT RAMP- RESTROOM OPEN 0535

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Friday, July 07, 2017 4:34 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH JULY 5, 2017

2144 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED

CB- RESTROOM CLOSED 2201

2233 MAIN AREA- ORLP# H/C 57127 AND ORLP# ZKD 227 WARNED FOR BEING IN THE PORT AFTER 10PM 2238

2255 RV PARK- ORLP# 510 HJP WARNED FOR BEING IN THE PORT AFTER 10PM

PUB FISH- CLEAR

KITE FIELD- CLEAR 2310

0143 RV PARK- RESTROOMS CLEAR ORLP# 499 CTT WARNED FOR BEING IN PORT AFTER 10PM

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0206

0404 CB- RESTROOM OPEN

BOAT RAMP- RESTROOM OPEN 0412

Gary

From: Thomas Sorrentino <scks.patrol@gmail.com>
Sent: Saturday, July 08, 2017 5:26 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH JULY 7, 2017

2204 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED

CB- RESTROOM CLOSED 2217

2332 RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR 2344

0137 RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR 0148

0207 CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- 0218

0403 BOAT RAMP- RESTROOM OPEN

CB- RESTROOM OPEN, CONTACTED SHANNON NEAR THE RESTROOMS WITH HER BIKE ON THE GROUND. SHE TOLD ME THAT SHE HAD NO BUSINESS BEING IN THE PORT. TOLD HER THE PORT IS CLOSED AND THE NEXT TIME I SEE HER IN THE PORT AFTER 10PM I WILL TRESPASS HER.

RV PARK- ORLP# 253 JJW MADE CONTACTED NEAR BARRIER. THEY ARE STAYING IN SITE 53, ORLP# ZYD 174 PV# 002043 NO PARKING AFTER 10PM 0431

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Sunday, July 09, 2017 4:13 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for July 8, 2017

SECURITY OFFICER KNAUSS JULY 8, 2017

2045 CLOSED BOAT RAMP BATHROOM 2050

2126 DISPATCH REPORTED FROM RV HOST THAT ALUMINUM RV WAS PARKED OUT FRONT IN THE GRAVEL ON THE NORTH SIDE. I MADE CONTACT WITH MR. AND MRS. YOUNG, WHO WERE KNOWN TO ME; BOTH HAD LEFT WHEN THE RV PARK CLOSED NO FURTHER ACTION WAS NEEDED.

2145 CB-CLOSED BATHROOM

RV PARK-CONTACT GROUP OF PEOPLE BELONGING TO MULTIPLE VEHICLES INFORMED THEM PORT CLOSED, AND WILL HAVE TO MOVE VEHICLES.

PUBLIC FISHING-CLEAR

MAIN-CONTACT RV CALP(5DCU698) PARKING PERMIT IN WINDOW 2230

2323 RV PARK-CONTACT WFA GUEST LET ME KNOW THAT SHE HAD TALKED TO PEOPLE LIGHTING FIREWORK AND HAD A VERBAL ARGUMENT WITH THEM. BOTH PARTIES WERE DISPERSED WHEN I ARRIVED ON PROPERTY.

KITE FIELD-CLEAR

MAIN-CLEAR 2355

0313 BOAT RAMP-OPENED BATHROOM

MAIN-CLEAR

CB-OPENED BATHROOM

RV PARK-CLEAR

PUBLIC FISHING-CLEAR

KITE FIELD-CLEAR 0355