

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 08/20/17 to Saturday 08/26/17

Port Office

1. Port employs nine (9) full-time employees.
2. Currently, the Port is operating businesses RV Park, Boat Yard, Fuel Dock, Marina, Gear Storage and Retail Center seven days a week.
3. Approximate end of the week QuickBooks balances for the Port:
 - \$ 68,437 General Fund
 - \$ 39,528 Fuel Dock Account
 - \$ 1,969 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - **\$109,934 GENERAL FUND**, as of 8/26/17

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- \$ 72,822 **Capital Projects Fund** (To keep pace with Deprecation need \$7,533 weekly)
FEMA Basin 1 Piling Project – Estimated Port share \$250,000 (Postponed to FY 18-19)
OSMB Grant – Boarding Dock Replacement Project – Estimated Port share \$133,000
 - \$ 51,375 **Debt Service Fund** \$62,500 Quarterly (IFA Business Oregon)
Week 8, next payment due Sept 30
(\$4,807.69 average each week to reach payment, currently \$0 short)
 - \$ 2,336 **Debt Service Fund** \$4,659 Monthly (Travel Lift Lease)
Week 1, payment due 22nd each month
(\$1,164.75 average each week to reach payment, currently \$0 short)
 - \$118,120 **Revenue Bond Fund** \$143,132 Yearly (\$13,012 must remain in fund)
USDA Loan - \$130,120, payment due Nov 5th – Week 42
(\$2,502.30 average each week to reach payment, currently \$0 short)
 - \$ 8,000 **Reserve Fund** (Approx. Total Deprecation to date \$5,296,203. Yearly amount \$391,741)
 - **\$252,653 RESTRICTED FUNDS**, as of 8/26/17

- \$362,587 Total, as of 8/26/17

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- \$ 25,923 **ACCOUNTS RECEIVABLE**, as of 8/26/17
1-30 days 13,001 / 31-60 days 4,059 / 61-90 days 4,623 / 90+ 4,240
 - \$ 12,087 **ACCOUNTS PAYABLE**, as of 8/26/17
1-30 days 12,087 / 31-60 days 0 / 61-90 days 0 / 90+ 0

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

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4. Meetings:

- Met with Rep. David Brock Smith regarding the fire situation and port issues.
- Attend OPPA meeting in Salem, OR. reviewed legislative bills that may impact ports, discussed State Dredge future use, Federal update, Transportation update and general discussion.
- Don Griffith regarding Ocean Suites lease.
- Special Commissioner Meeting was held at the Port Office.
- US Forest Service leaders for additional ground usage.

5. Prepare documents for Special Commissioner Meeting.

6. Informed Raining Cats & Dogs their event could be impacted from the fire camp this year. They are making alternate plans now.
7. Hand delivered final lease agreement to J Sloane Hair Studio for their approval and signature.
8. Safety meeting with staff was held. Topics were on the fire evacuation, handling rude individuals and reviewed written complaints from guests and public.
9. Securing port documents from the Port Office into metal storage containers in the Boat Yard.
10. Received offer on the property across Lower Harbor Road from our realtor Blue Pacific. Completed counter offer as recommended by Blue Pacific.
11. Port of Coos Bay is interested in purchasing 10" HDPE pipe, pencil light buoys and other misc. dredging equipment. Not interested in the 14" pipe or the pump. Called and left a message with Humboldt Bay Harbor to let them know other equipment is available.

RV Park

1. For safety concerns US Forest Service wanted to close down the RV Park exit road. Assisted US Forest Service to close off exit road. All traffic entering the RV Park must enter and exit from the entrance now.
2. US Forest Service wanted to close Boat Basin Road down because of safety and security issues. US Forest Service proceeded to secure the area. They also wanted additional usage from the Boat Yard and Retail Parking Lot. All the additional areas were updated on the agreement maps. Made a list of all the areas and dates US Forest Service began using the sites. Emailed the list to US Forest Service Contracting Specialist to amend the agreement.
3. Repaired woman's toilet behind laundromat building.

Docks – Basin 1 & 2 and Transient

1. Boat inventory completed for both basins.
2. Receive report of a water leak off the main line in Basin 1 A Dock. Repaired the leak. While repairing the first leak, another leak developed downstream and that was also repaired.
3. Repaired women's toilet at Basin 2 Eastside restroom.
4. Electric meter readings completed for both Basins. Water meter readings were completed throughout the port.
5. Repainting trip hazards on docks in Basin 1 & 2.
6. Unclogged women's sink at Basin 2 Eastside restrooms. Found several broken plastic knives stuck in the drain.
7. Reposition barricades along the Basin 2 west slopes. Someone had moved all the barricades next to the edge.
8. Install temporary pile chain hoops at the very end of B Dock in Basin 1.
9. Tighten dock bolts in Basin 1 at main dock and B Dock.

Boat Yard

1. Continue preparing and installing docks on the work dock so individuals can exit from vessels getting hauled out.
2. Placed one vessel back in the water.

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3. Moved freezer container from Green Building area to the Boat Yard for Port document storage. Cleared out another storage container for additional document storage. Containers have gasketed doors and should provide a safer environment for the documents.

Maintenance Yard / Shop

1. Having issues with the ignition switch on rental CAT Telehandler. CAT Peterson was notified of the issue and will send a mechanic for repair.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.

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.

Fuel Dock

1. 1,811 gallons of diesel and 9 gallons of gas was pumped this week. 9 vessels.
2. Approximate inventory in the aboveground tanks for diesel 6,866 and non-ethanol 2,603.
3. Carson Oil delivered 2,535 gallons of diesel.

Security

1. South Coast Knight Security is patrolling the Port properties. Reports attached for review.
2. White Toyota truck was towed out of the retail parking lot fire staging area after being there for two days without permission or notifying the port.

FEMA / OEM PW's

1. None

Miscellaneous

1. None

Port of Brookings Harbor
Balance Sheet
As of August 26, 2017

	<u>Aug 26, 17</u>
Checking/Savings	
1001 · CASH & CASH EQUIVALENTS	
1002 · General Funds Ckg 3634	68,437.12
1003 · FUEL DOCK	39,527.51
Total 1001 · CASH & CASH EQUIVALENTS	<u>107,964.63</u>
1004 · RESTRICTED - CASH/EQUIVALENTS	
1005 · Capital Projects Fund 8018	
RESERVE FUND	8,000.00
1005 · Capital Projects Fund 8018 - Other	72,822.18
Total 1005 · Capital Projects Fund 8018	<u>80,822.18</u>
1007 · USDA BOND MM 9529	118,120.34
1008 · Debt Service Fund MM 8627	
IFA LOAN SAVINGS	51,375.24
TRAVEL LIFT	2,336.00
Total 1008 · Debt Service Fund MM 8627	<u>53,711.24</u>
Total 1004 · RESTRICTED - CASH/EQUIVALENTS	<u>252,653.76</u>
1012 · Cash on Hand/Petty Cash	
1014 · Office/Bookkeeper Drawer	248.75
1015 · Fuel Dock Cash Drawer	400.00
1018 · RV Park Cash Drawer	920.00
1022 · Office/Danielle	200.00
1023 · Office/Skylar	200.00
Total 1012 · Cash on Hand/Petty Cash	<u>1,968.75</u>
Total Checking/Savings	<u>362,587.14</u>

Gary

From: Thomas Sorr <scks.patrol@gmail.com>
Sent: Tuesday, August 22, 2017 7:14 PM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH AUGUST 21, 2017

1830 CATHY SPACE 11 SPRAYED IN FACE BY PEPPER SPRAY BY PERSON IN WHITE CAR, SHE RECEIVED MEDICAL ATTENTION FROM EMS, REFUSED TRIP TO HOSPITAL, CLEARED BY EMS 1850

2147 BOAT RAMP- RESTROOM CLOSED, MIDD JETTY CLEAR, GOV STOR CLEAR

MAIN AREA- SPORT BASIN CLOSED 2153

2200 CB- RESTROOM OPEN FOR FIRE CREW

RV PARK- CLEAR

PUB FISH- CLEAR (FIRE CREW)

KITE FIELD- RESTROOM OPEN FOR FIRE CREW

2357 RV PARK- CLEAR

PUB FISH- CLEAR FIRE CREW

CB- CLEAR

MAIN AREA- OR 376 EHE WHITE TOYOTA TRUCK TAGGED FOR TOW IN FIRE CREW STAGING AREA

BOAT RAMP- CLEAR 0031

0355 KITE FIELD- RESTROOM OPEN

CB- RESTROOM OPEN

BOAT RAMP- RESTROOM OPEN 0400

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Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Friday, August 25, 2017 5:09 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR fro August 24, 2017

SECURITY OFFICER KNAUSS AUGUST 24, 2017

2130 BOAT RAMP-CLOSED BATHROOM 2135

2205 RV PARK-CLEAR
CB-CLEAR
BOAT RAMP-CLEAR 2220

2352 MAIN-CLEAR
CB-CLEAR
RV PARK-CONTACT WMA INFORMED PORT CLOSED 0007

0145 RV PARK-CLEAR
CB-CLEAR
MAIN-CLEAR 0159

0333 BOAT RAMP-CLEAR
MAIN-CLEAR
CB-CLEAR
RV PARK-CLEAR 0350

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Saturday, August 26, 2017 4:21 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for August 25, 2017

SECURITY OFFICER KNAUSS AUGUST 25, 2017

2111 BOAT RAMP-CLOSED BATHROOM 2115

2316 RV PARK
CB
MAIN
BOAT RAMP 2338

0105 BOAT RAMP
MAIN- EVACUEE BELONG TO BLUE HONDA ORLP(264 HQK) LEFT TAILLIGHT ON CB
RV PARK 0127

0207 RV PARK
CB
MAIN
BOAT RAMP 0227

0330 BOAT RAMP-OPENED BATHROOM
MAIN
CB
RV PARK 0350

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Sunday, August 27, 2017 4:24 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for August 26, 2017

SECURITY OFFICER KNAUSS AGUST 26, 2017

2112 BOAT RAMP-CLOSED BATHROOM

2202 RV PARK
CB
MAIN
BOAT RAMP 2220

2334 BOAT RAMP
MAIN
CB
RV PARK 2358

0122 BOAT RAMP
MAIN
CB
RV PARK 0145

0340 CB
MAIN
BOAT RAMP-OPENED BATHROOM 0400