

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Saturday 12/30/17 to Friday 01/05/18

Port Office

1. Port employs eight (8) full-time hourly employees and one (1) salary employee.
2. Currently, the Port is operating RV Park, Boat Yard, Fuel Dock, Marina, Gear Storage and Retail Center seven days a week. RV Park and Port offices closed on weekends.
3. Approximate end of the week QuickBooks balances for the Port:
 - \$230,542 General Fund
 - \$ 1,522 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - **\$232,064 GENERAL FUND, as of 01/05/18. 30-Day reserve amount needed \$181,789 (without depreciation)**

Combined Total	Transferred from General Fund	
\$ 27,416	\$ 0	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 – Port share \$60,000 (25k cash)
\$ 28,397	\$ 5,972	Debt Service Fund \$62,500 Quarterly, Week 1, next payment due Mar 31 (\$4,807 average each week, IFA) \$4,659 Monthly (\$1,164.75 average each week Travel Lift Lease)
\$ 35,624	\$ 2,503	Revenue Bond Fund \$143,132 Yearly (\$13,012 must remain in fund) USDA Loan - \$130,120, payment due Nov 5 th – Week 8 (\$2,502.30 average each week)
\$ 11,009	\$ 0	Reserve Fund (Approx. Total Deprecation to date \$5,296,203. Yearly amount \$391,741)
\$102,447		RESTRICTED FUNDS, as of 01/05/18. 30-Day reserve amount needed to transfer monthly from General Fund to Debt Funds \$38,820

- \$334,511 Total, as of 01/05/18. 30-Day reserve amount **\$50,275 above** (\$30,132 for depreciation missing)

- \$ 92,126 **ACCOUNTS RECEIVABLE**, as of 01/05/18
1-30 days 64,793 / 31-60 days 5,499 / 61-90 days 12,398 / 90+ 9,436
- \$ 8,733 **ACCOUNTS PAYABLE**, as of 01/05/18
1-30 days 8,733 / 31-60 days 0 / 61-90 days 0 / 90+ 0

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

4. Capital Projects Fund: Upcoming projects that are Priority 1:
 - Repair damaged electrical infrastructure Sites 29 to 57 at RV Park.
 - Repair Zola's sewer tank and enclosure.
5. General Fund: Upcoming expenditures:

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- Purchase of new reach lift early 2018, 42k
6. Meetings:
- Bill Wood/Bounder Fresh Crab regarding draft lease agreement.
 - Scott/Coast Guard Auxiliary regarding any used trailers that they could use for a portable building for boat checks.
 - Safety meeting with field crew.
 - John Harrington regarding moorage and port issues.
 - Weekly office staff meeting to review port matters and accounts.
 - Port of Crescent City office manager and assistant came here to show our staff how to setup and use the Scribbles Point of Sale system.
 - Special Commissioner Meeting Friday at Port Office.

RV Park & Fishing Pier

1. Continue repairing benches and fence dividers.
2. Brookings Electronic started the electrical repair at the RV Park.
3. New industrial toilets were installed at the secondary restroom. One each men's and woman's restrooms.
4. Continue working on repairing water leak at men's shower stall.

Docks – Basin 1 & 2 and Transient

1. Boat inventory completed for both basins.
2. Repaired pix riser at Basin 1 Main Dock near South Coast Tours.
3. Repaired water leak in Basin 2 O-12.
4. Moved three vessels off of Basin 2 C Dock to other slips within the Port.
5. Started cleaning Basin 1 docks algae and vegetation. This will be ongoing as staff is available.
6. Installed two temporary pile chain hoops at Basin 1 C Dock.
7. Repair broken cleat at Bains 2 P-9.
8. Gowman Electric replaced three burnt electrical plugs on Transient Dock.
9. Lost power to couple of pedestals. Gowman Electric is investigating.
10. Installed cleat at Basin 1 D-10.
11. Installed two new industrial toilets in Commercial Basin women's restroom.
12. West Coast Fencing on site to check on the gate material and design for Basin 2 ramps.
13. Repaired broken cleat at Basin 1 M-21.
14. Received notice of broken dock bolts at vessel BJ Thomas dock. Vessel will be leaving for 2 months. Staff checked on the condition of the docks. Once again, many of the wooden piles are rotten and worn. Several dock bolts are broken and few more are missing. Triangle support is broken, and one pile hoop is broken. Another pile hoop is ready to break. Many dock bolts were repaired last year.

Boat Yard

1. Continue cleaning and greasing boat stands.
2. Continue boat yard cleanup.
3. Installed new fence posts for damaged section of fence behind the warehouse along Lower Harbor Road. Repairing fence before placing Coast Guard vessel at that location.
4. Coast Guard vessel was pressure washed by volunteer.

Maintenance Yard / Shop

1. Continue cleanup inside warehouse/shop.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Removed 6 dock piles from top of transient dock ramp and placed them in the boat yard. Used rental reach lift and Eq# 1108 Ford Truck. Rented (Miss Emilie) trailer to transport the piles.

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Commercial Fishing Docks / Gear Storage

1. Completed two crane jobs for commercial fleet.
2. Checked on BC Fisheries Dock to see if any dock work was going on or done. Nothing to report.
3. Tyree Oil delivered fuel over the steel wall to vessel Little Joe, 3,500 gallons.

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Received verbal information from Harbor Sanitary regarding Hungry Clam grease trap. Port investigating issue.

Fuel Dock

1. 1,064 gallons of diesel and 3 gallons of gas was pumped this week. 5 vessels.
2. Approximate inventory in the aboveground tanks for diesel 7,617 and non-ethanol 1,864.
3. Completed relocation of aluminum ramp on the fuel dock ramp. Fuel dock reopened Saturday afternoon.
4. Fuel dock ramp access barricaded and signs installed to prevent use of the ramp.
5. Reattached rubber bumpers on transient and fuel dock.
6. Sani-Sailor discharge line was repaired after the ramp relocation and back in operation.

Security

1. South Coast Knight Security patrolling the Port properties.

FEMA / OEM / PW's

1. Tyler Krug Regulatory Project Manager with USACE inquired about the piling project funding. I gave him an update of where we are at with FEMA and hope to know more by end of the month.
2. Jack Akin/EMC completed OEM-FEMA HMA Application Review Tool and emailed to Joseph Murray/OEM-FEMA. It looks like the Plan has officially been submitted to FEMA for final review. Murray's last email said 45-days we should know.

Attachments

1. Balance Sheet (Saving-Checking, Accounts Receivable and Payable) as of 01-05-2018, 2017 & 2016.
2. Two-week work schedule of actuals and planned activities
3. South Coast Knight Security Reports

Port of Brookings Harbor
Balance Sheet
As of January 5, 2018

	<u>Jan 5, 18</u>	<u>Jan 5, 17</u>	<u>Jan 5, 16</u>
Checking/Savings			
1001 - CASH & CASH EQUIVALENTS			
1002 - General Funds Ckg Umpqua 3634	39,884.95	15,308.57	52,637.22
1005 - General Fund LGIP 6017	190,656.58		
Total 1001 - CASH & CASH EQUIVALENTS	<u>230,541.53</u>	<u>15,308.57</u>	<u>52,637.22</u>
1006 - Cash on Hand/Petty Cash			
1008 - Office/Financial Assistant	302.80		
1010 - Fuel Dock Cash Drawer	400.00		
1012 - RV Park Cash Drawer	620.00		
1014 - Office/Reception Cash Drawer	200.00		
Total 1006 - Cash on Hand/Petty Cash	<u>1,522.80</u>	<u>815.84</u>	<u>949.66</u>
1020 - RESTRICTED - CASH/EQUIVALENTS			
1022 - USDA BOND Umpqua MM 9529	2,502.06	20,018.40	497.47
1024 - Capital Projects Umpqua 8018	3,089.51	9,771.94	
1028 - Debt Service Umpqua MM 8627			
IFA LOAN SAVINGS	318.03	32,880.03	1,316.41
TRAVEL LIFT	2,188.00		
Total 1028 - Debt Service Umpqua MM 8627	<u>2,506.03</u>	<u>32,880.03</u>	<u>1,316.41</u>
1030 - Oregon State Treasury LGIP			
1032 - USDA Bond Fund LGIP 6021	33,121.78		
1034 - Capital Projects Fund LGIP 6019	24,327.72		
1036 - Reserve Fund LGIP 6018	11,009.04		
1038 - Debt Service Fund LGIP 6020	25,890.84		
Total 1030 - Oregon State Treasury LGIP	<u>94,349.38</u>		
Total 1020 - RESTRICTED - CASH/EQUIVALENTS	<u>102,446.98</u>	<u>62,670.37</u>	<u>1,813.88</u>
Total Checking/Savings	<u>334,511.31</u>	<u>78,794.78</u>	<u>55,400.76</u>
Accounts Receivable			
1200 - Accounts Receivable Account	<u>92,126.12</u>	<u>120,912.92</u>	<u>225,439.83</u>
Accounts Payable			
2000 - General Fund Accts Payable	<u>8,733.48</u>	<u>116,558.61</u>	<u>373,270.27</u>
Credit Cards			
2008 - RCU VISA ACCT	<u>882.51</u>	<u>628.98</u>	<u>607.19</u>

#	Priority	Description	Location	DECEMBER							January											
				A = Actual							2 Week Look-Ahead											
				25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
1	1	Install Softeners for Piling Hoops and Tighten Dock Bolts	Basin 1																			
2	1	Clear Debris from Slips	Basin 1																			
3	1	Pressure Wash Docks & Ramps	Basin 1																			
4	1	Repair Riser Leak at South Coast Tours on Main Dock	Basin 1																			
5	1	Installed Dock Box at A-7	Basin 1																			
6	1	Remove Completely Loose Pile at D-41	Basin 1																			
7	1	Repair Broken Cleat at M-21	Basin 1																			
8	1	Installed Cleat at D-10	Basin 1																			
9	1	Repair Broken Temp Chain Hoops on C-Dock	Basin 1																			
10	1	Install Softeners for Piling Hoops and Tighten Dock Bolts	Basin 2																			
11	1	Install Fence on Sidewalk at West Bank Failures	Basin 2																			
12	1	Repair Damage Plug on Pedestal at Transient Dock	Basin 2																			
13	1	Find and Repair Electrical Outage to Pedestals on Transient	Basin 2																			
14	1	Pressure Wash Docks & Ramps	Basin 2																			
15	1	Repair BJ Thomas Dock	Basin 2																			
16	1	Moved Vessels Off C Dock	Basin 2																			
17	1	Repaired Water Leak at O-12	Basin 2																			
18	1	Repaired Broken Cleat at P-9	Basin 2																			
19	1	Repair and Replace Urinals at Basin 2 Restrooms	Basin 2																			
20	1	Repair Restroom Floors, Both Restrooms	Basin 2																			
21	1	Clear Debris from Slips	Basin 2																			
22	1	Removed Debris from Boat Launch Ramps	Boat Parking Lot																			
23	1	Remove Piles from Transient Dock Ramp Area	Boat Parking Lot																			
24	1	Boat Haul In/Out	Boat Yard																			
25	1	Cleanup Boat Yard & Warehouse	Boat Yard																			
26	1	Repair Boat Yard Fence Behind Warehouse	Boat Yard																			
27	1	Crane Work for Commercial Fleet	Commercial Docks																			
28	1	Repair Damaged Water Main Feeding Ice House and Receiving Docks	Commercial Docks																			
29	1	Drained Fuel Lines to Fuel Dock	Fuel Dock																			
30	1	Reopen Fuel Dock	Fuel Dock																			
31	1	Repair Sewer line for Sani-Sailor	Fuel Dock																			
32	1	Reattached Rubber Bumpers	Fuel Dock																			
33	1	Clean and Replace Worn Decals on Aboveground Fuel Tanks	Fuel Dock																			
34	1	Investigate Zola's Sewer System	Retail																			
35	1	Install Doors on Retail Restrooms	Retail																			
36	1	Install Electrical Outlet Covers at Fish Market	Retail																			
37	1	Repair Benches & Repaint (Splinters) Throughout Park	RV Park																			
38	1	Repair Electrical at RV Park Sites (Brookings Electronic)	RV Park																			
39	1	Repair Water Leak from Men's Shower Stall #5	RV Park																			
40	1	Repair Fence Dividers Throughout	RV Park																			
41	1	Install Proper Urinal at Main Restroom	RV Park																			
42	1	Installed New Toilets at Secondary Restroom	RV Park																			
43	2	Install Cameras for Beach and Channel Views	RV Park																			
44	2	Repair Sinkholes in Parking Lot	Fishing Pier																			
45	2	Grade Gear Storage Roads	Gear Storage																			
46	2	Commissioner Meeting at Port Office	Port																			

#	Priority	Description	Location	A = Actual							2 Week Look-Ahead												
				25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
47	2	Relocate Quarter Change Machine from Laundromat	RV Park																				
48	3	Landscape Maintenance	All																				
49	3	Trash Pickup and Removal	All																				
50	3	Restroom Cleaning	All																				
51	3	Fish Station Cleaning	All																				
52	3	Repair Storm Drain at N-O Dock Ramp	Basin 2																				
53	3	Replace Broken Gate Valve on Main Waterline in Commercial RR	Basin 2																				
54	3	Build Enclosure for Launch Machine	Boat Parking Lot																				
55	3	Replace Broken Gate Valve on Main Waterline in Boat Launch RR	Boat Parking Lot																				
56	3	Cleanup Gear Storage (Near Fuel Tanks)	Gear Storage																				

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Sunday, December 31, 2017 5:55 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for December 30, 2017

SECURITY OFFICER KNAUSS DECEMBER 30, 2017

2219 PUBLIC FISHING
KITE FIELD-CLOSED BATHROOM
CB-CLOSED BATHROOM
MAIN
BOAT RAMP-CLOSED BATHROOM 2238

2343 BOAT RAMP 2347

0005 RV PARK
KITE FIELD
PUBLIC FISHING
CB 0023

0033 MAIN
BOAT RAMP 0040

0134 KITE FIELD
RV PARK
CB
MAIN 0156

0407 KITE FIELD-OPENED BATHROOM
CB-OPENED BATHROOM
MAIN
BOAT RAMP-OPENED BATHROOM 00420

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Monday, January 01, 2018 5:26 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for December 31, 2017

SECURITY OFFICER KNAUSS DECEMBER 31, 2017

2150 BOAT RAMP-CLOSED BATHROOM
CB-CLOSED BATHROOM
KITE FIELD-CLOSED BATHROOM
PUBLIC FISHING 2212

2330 RV PARK
PUBLIC FISHING-CONTACT WFA ORLP(433JGW) INFORMED PORT CLOSED KITE FIELD CB
MAIN 2356

0142 RV PARK
KITE FIELD
CB
MAIN 0203

0330 BOAT RAMP
MAIN
CB-OPENED BATHROOM
KITE FIELD-OPENED BATHROOM 0350

0430 BOAT RAMP-OPENED BATHROOM
CB
KITE FIELD
RV PARK
PUBLIC FISHING 0447

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Tuesday, January 02, 2018 6:16 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for January 1, 2018

SECURITY OFFICER KNAUSS JANUARY 1, 2018

2218 BOAT RAMP-CLOSED BATHROOM, WOMENS 1ST STALL CLOGGED
CB-CLOSED BATHROOM
KITE FIELD-CLOSED BATHROOM 2230

0002 RV PARK-BATHROOM CLEAR
KITE FIELD
CB
MAIN
BOAT RAMP 0020

0050 PUBLIC FISHING
KITE FIELD
MAIN 0102

0200 RV PARK-BATHROOM CLEAR
PUBLIC FISHING
CB
MAIN 0220

0359 CB-OPENED BATHROOM
KITE FIELD-OPENED BATHROOM
RV PARK 0412

0544 BOAT RAMP-OPENED BATHROOM
MAIN
KITE FIELD
RV PARK
PUBLIC FISHING 0557

Gary

From: Thomas Sorr <scks.patrol@gmail.com>
Sent: Wednesday, January 03, 2018 11:17 PM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH JAN. 02, 2017

2220 RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- RESTROOM LOCKED,

CB- RESTROOM LOCKED

MAIN AREA- SPORT BASIN LOCKED

BOAT RAMP- RESTROOM CLOSED 2200

0000 BOAT RAMP- CLEAR

MAIN AREA- CLEAR

CB- CLEAR

KITE FIELD- CLEAR

RV PARK- CLEAR

PUB FISH- CLEAR 0020

0200 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0221

0400 RV PARK- CLEAR

PUB FISH- CLEAR

KITE FIELD- RESTROOM OPEN

CB- RESTROOM OPEN

MAIN AREA- CLEAR

BOAT RAMP- RESTROOM OPEN 0422

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