

**REGULAR MEETING MINUTES OF THE BOARD OF COMMISSIONERS  
PORT OF BROOKINGS HARBOR DISTRICT**

**Wednesday, October 20, 2021**

*This is not an exact transcript. The audio of the session is available on the Port's website.*

The Port of Brookings Harbor District met in regular session on the above date at 2:00pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

**1. CALL MEETING TO ORDER**

Commission President Richard Heap called the Regular Meeting of the Port of Brookings Harbor of Commissioners to order at 2:00pm.

- All participants stated the Pledge of Allegiance.
- **Commissioners Present:**  
Joseph Speir, Vice-President (Pos. #1); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5). Sharon Hartung Secretary/Treasurer (Pos. #2) was absent.
- **Management and Staff:**  
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Danielle King, Safety/Administrative; and Martha Rice, Port Legal Counsel via phone.
- There was no modifications, additions, or changes to the agenda.
- There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 3:30**

**A motion was made by Jonas and seconded by Speir to approve the agenda as written. The motion passed 4 – 0.**

**3. APPROVAL OF MEETING MINUTES – Audio time 3:50**

- Draft Minutes of Regular Commissioner Meeting Tuesday September 21, 2021.

**A motion was made by Jonas and seconded by Speir to approve Meeting Minutes. The motion passed 4 – 0.**

**4. PUBLIC COMMENTS – Audio time 4:25**

There were two public comments submitted by Mike Murphy and Dan Fraser on non-agenda items. Mike Murphy commented on security gates at Basin 2 near F-Dock and on wastewater treatment plant. Dan Fraser provided a handout and summary on the wastewater treatment plant.

**5. US FISH AND WILDLIFE SERVICE - POTENTIAL REINTRODUCTION OF SEA OTTERS – Audio time 12:33**

Michele Zwartjes, US Fish and Wildlife Service provided a summary of the potential reintroduction of sea otters. Commissioner Heap mention the need for a management plan prior to the reintroduction.

**6. MANAGEMENT REPORTS – Audio time 21:06**

- Financial Report – September 2021.  
Dehlinger reported the end of the month financials for September 2021. Port paid the 3rd Quarterly payment to Business Oregon for \$86,620. Port is now paying \$77,500 per quarter and during this period sold assets (abandon sailboats) which 80% of the sales go towards paying off the debt that totaled \$9,120. The other 20% is transferred to the Reserve Fund.
- Harbormaster Report – September 2021. Audio time 23:44  
Webster reported on the harbormaster report. Reviewed the RV Park occupancy, boat launches, telehandler and travel lift operations for the month. Port staff completed 88 work orders during the month.
- Port Manager Report – September 2021. Audio time 26:39  
Dehlinger reported on the Port manager report. Reviewed safety and security reports for the month of September.

**A motion was made by Speir and seconded by Jonas to approve the management reports for September 2021 as discussed. The motion passed 4 – 0.**

## 7. ACTION ITEMS

- A. Resolution 2021-11 Adopting Public Dock Hoist Rates and Use Agreement – Audio time 31:57  
Heap noted this resolution memorializes the Board approval to change the regular meeting date and time last month.

**A motion was made by Speir and seconded by Range to approve draft Resolution No. 2021-11 Adopting Public Dock Hoist Rates and Use Agreement. The motion passed 4 – 0.**

- B. Port Vehicles Procurement Approval – Audio time 34:28  
Dehlinger discussed the purpose of purchasing new vehicles for staff. Commissioner Range asked about the additional charges for tax and wanted to know more about extended warranties. Also concerned about purchasing vehicles and the need for future matching dollars for projects.

**A motion was made by Speir and seconded by Jonas to approve the purchase of two 2022 Ford Maverick XL – Supercrew trucks at \$19,893 plus DMV and tax fees each for the Port Manager and Harbormaster. Once the trucks arrive, the Port Manager's car allowance would be removed from the contract. Bring back extended warranty details and costs for Board approval at the next meeting. The motion passed 4 – 0.**

- C. Port Paying Lease Property Tax – Audio time 51:44  
Dehlinger noted lease tenants are responsible for property taxes, but the Port has no procedure on how the taxes are paid. Past Port practice is to mail the property statements to the tenants to be paid directly by the tenant. The Port is ultimately responsible for any taxes not paid. Requesting the Port to pay the taxes upfront and then invoice tenants for the amounts. Resolution will be drafted if approved.

**A motion was made by Speir and seconded by Range to approve the Port paying Curry County Real Property Tax and then invoicing the tenant for reimbursement. The motion passed 4 – 0.**

- D. FEMA Engineering Services Award – Audio time 57:20  
Dehlinger noted the Port received one proposal from EMC Engineers/Scientists prior to the RFP deadline of October 18, 2021. Port staff completed its selection evaluation and has recommended EMC Engineers/Scientists.

**A motion was made by Speir and seconded by Jonas to approve the Professional Engineering Services for FEMA DR-4432 & DR-4452 award to EMC Engineers/Scientists LLC, in the amount of not-to-exceed \$250,000. The motion passed 4 – 0.**

- E. RV Park Improvements Contract Approval – Audio time 32:45

Dehlinger noted the draft contract to McLennan Excavation for the RV Park Improvement Project was written by Crow/Clay & Associates and reviewed by port legal.

**A motion was made by Speir and seconded by Range to approve draft contract to McLennan Excavation Inc. for the Beachfront RV Park Improvements. The motion passed 4 – 0.**

## 8. INFORMATION ITEMS

### A. DEQ Tier II Requirements – Audio time 1:04:30

Dehlinger noted the Port received notice of triggering Tier II requirements from DEQ. DEQ requires a corrective actions response by December 31, 2021. The company that provided the Port Stormwater Pollution Control Plan Aquarius Environmental will be working on the corrective action response for the Port.

### B. Feature Film Production on Port Property – Audio time 1:12:26

Dehlinger noted a feature film company contacted the Port to film some scenes on Port docks and property within the next couple of weeks. Film company has completed the event use permit and provided insurance.

### C. Tidewinds Sportfishing Request to Change Charter Fees – Audio time 1:14:35

Dehlinger noted the Port received a letter from Tidewinds Sportfishing requesting a change to the charter fee rates at the Port. Current Port fees are based on per boat person capacity. Most other Ports in Oregon charge a flat fee per vessel. Staff and Board will review the Charter Fee at the next regular scheduled meeting.

## 9. COMMISSIONER COMMENTS – Audio time 1:18:46


Commissioner Range – Wanted to thank Henry for the beach toys and asked if the Port formally thanked him.

Commissioner Heap – Noted the chinook river stock collection came up with a lot of fish and indications of the ocean return is improving.

## 10. NEXT REGULAR MEETING DATE – Wednesday, November 17, 2021 at 2:00pm.

## 11. ADJOURNMENT – Audio time 1:22:13

Having no further business, the meeting adjourned at 3:20pm.

  
Sharon Hartung, Secretary/Treasurer

11-17-21  
Date Signed

*An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: [www.portofbrookingsharbor.com](http://www.portofbrookingsharbor.com).*