

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

**Tuesday, July 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 6:00pm. 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 6:00pm.

- All participants stated the Pledge of Allegiance.
- **Commissioners Present:**  
Joseph Speir, Vice President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**  
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; and Martha Rice, Port Legal Counsel via phone.
- There were two action items (L & M) updated on the tentative agenda and one information item (A) added to the agenda.
- There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 3:15**

**A motion was made by Spier and seconded by Range to approve the agenda as written and add Information Item Safety at the RV Park. The motion passed 5 – 0.**

**3. ELECTION OF COMMISSION OFFICERS**

A. Newly elected commissioners.

Dehlinger noted newly elected commissioners were sworn in on July 1, 2021.

B. One-year term of office from July 1 until June 30.

- President  
**Range nominated Richard Heap for President and seconded by Speir. Nomination for Richard Heap to be President passed 5 – 0.**
- Vice President  
**Range nominated Joseph Speir for Vice-President and seconded by Jonas. Nomination for Joseph Speir to be Vice-President passed 5 – 0.**
- Secretary/Treasurer  
**Range nominated Sharon Hartung for Secretary/Treasurer and seconded by Speir. Nomination for Sharon Hartung to be Secretary/Treasurer passed 5 – 0.**

**4. APPROVAL OF MEETING MINUTES – Audio time 5:59**

- Draft Minutes of Workshop Commissioner Meeting Thursday June 10, 2021
- Draft Minutes of Supplemental Budget Hearing FY 2020-21 Tuesday June 15, 2021 at 5pm
- Draft Minutes of Budget Hearing FY 2021-22 Tuesday June 15, 2021 at 5:30pm
- Draft Minutes of Regular Commissioner Meeting Tuesday June 15, 2021 at 6pm

**A motion was made by Hartung and seconded by Speir to approve Minutes of Workshop Commissioner Meeting Thursday June 10, 2021, Minutes of Supplemental Budget Hearing FY 2020-21 Tuesday June 15, 2021, Minutes of Budget Hearing FY 2021-22 Tuesday June 15, 2021, Minutes of Regular Commissioner Meeting Tuesday June 15, 2021. The motion passed 5 – 0.**

**5. PUBLIC COMMENTS – Audio time 7:38**

There was no public comment submitted.

**6. MANAGEMENT REPORTS – Audio time 7:56**

- Financial Report – June 2021.  
Dehlinger reported the end of the month financials for June 2021. End of the month unrestricted cash and equivalents totaled \$587,554. Restricted cash and equivalents totaled \$905,561, with Total Assets (cash) at \$1,473,465. June profit and loss total revenues from all funds were \$493,594. Total expenses were \$418,130. The net income for June was \$75,464. General Fund program revenues were \$346,322 and expenses were \$304,618.

- Harbormaster Report – June 2021. Audio time 11:40  
Webster reported on the harbormaster report. Final inspection was completed on the RV Park shower rooms. New hire Trenton is doing a great job at the RV Park. Concrete blocks were placed at the dry camping area. Demolition of two boats were completed through OSMB program. USACE were here to dredge the federal channel, port staff installed the bumper at the steel wall for the dredge. Commercial receiving dock hoist broke when they tried to lift a hatch that was still bolted. Hoist was repaired by the Port and billing will be forward to tenant. Maintenance completed 72 work orders throughout the Port.

Hartung commented on deficiencies of receiving dock ladders. Including a ladder at Hallmark. Webster stated the tenants are responsible for the upkeep but will inform them to take care of repairing the ladders and will check to see the situation.

- Port Manager Report – June 2021. Audio time 17:46  
Dehlinger reported on the Port manager report. Port had one recordable injury last month. 191 security issues were written. Majority were parking violations. Submitted another earmark through Senator Wyden’s Office, identical to Congressman DeFazio’s earmark for a wastewater treatment plant. Placed help wanted ads for Maintenance Level II and Accounting Assistant positions.

**A motion was made by Range and seconded by Hartung to approve the management reports A, B and C. The motion passed 5 – 0.**

**7. ACTION ITEMS – Audio time 23:50**

- A. Resolution 2021-07 Adopting IT Security Policy – Audio time 15:05  
Dehlinger noted this policy was approved in the last meeting and this resolution is memorizing the approval.

**A motion was made by Speir and seconded by Range to approve draft Resolution No. 2021-07 Adopting IT Security Policy. The motion passed 5 – 0.**

- B. Best Management Practices Policy Update – Audio time 24:38

Dehlinger noted this update is following the IGA with OSMB for the demolition of two abandon vessels. Also updated Section 1.1 regarding pressure washing locations within Port properties.

**A motion was made by Hartung and seconded by Speir to approve draft Best Management Practices Policy. The motion passed 5 – 0.**

C. Beachfront RV Park Policy Update – Audio time 25:54

Dehlinger noted this update removes the slide-on camper rule and updating dry camping information.

**A motion was made by Speir and seconded by Hartung to approve draft Beachfront RV Park Rules and Regulations. The motion passed 5 – 0.**

D. Catalyst Seafood Building Addition – Audio time 26:53

Heap noted the addition was discussed at the workshop meeting. No further comments were made.

**A motion was made by Speir and seconded by Range to approve Catalyst Seafood kitchen expansion plan as presented. New construction must be permitted through Curry County Building & Safety and all associated costs including permits will be covered by Catalyst Seafood. All building permits must be provided to the Port prior to construction. Construction must be performed by a license contractor. The motion passed 5 – 0.**

E. Authorized Bank Signatures – Audio time 27:44

Heap noted this is needed for check signatures.

**A motion was made by Hartung and seconded by Range to approve:**

**Position #1; Joseph Speir as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).**

**Position #2; Sharon Hartung as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).**

**Position #3; Larry Jonas as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).**

**Position #4; Richard Heap as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).**

**Position #5; Kenneth Range as authorized signer for Port of Brookings Harbor Umpqua Bank account(s).**

**The motion passed 5 – 0.**

F. Boat Launch Parking Signage – Audio time 29:40

Dehlinger noted this was reviewed at the workshop meeting. Range commented about placing a large Zola's sign at a better location to help direct business parking.

**A motion was made by Speir and seconded by Hartung to approve adding new signage and locations as presented at the boat launch parking lot. The motion passed 5 – 0.**

G. Traffic & Parking at Zola's on the Water – Audio time 34:24

Dehlinger noted the proposed traffic flow was changed from the workshop meeting. Range commented better traffic access should be made entering the retail area. Webster noted further planning will be needed to address traffic access into retail area.

**A motion was made by Speir and seconded by Hartung to carry over this item to next meeting. The motion passed 5 – 0.**

H. Fire Hydrant at Basin 2 Commercial Parking Lot – Audio time 40:10

Heap noted this item was discussed at the workshop meeting.

**A motion was made by Speir and seconded by Jonas to approve installing a new fire hydrant for Basin 2 east side as presented. The motion passed 5 – 0.**

- I. Roy Davis Memorial Bench Location – Audio time 41:13  
Heap noted this item was discussed at our last workshop meeting.

**A motion was made by Speir and seconded by Range to approve moving Roy Davis Memorial Bench to the new concrete boardwalk as presented. The motion passed 5 – 0.**

- J. Delinquent Account Write Off Request – Audio time 42:00  
Dehlinger noted staff has exhausted contacting Tyler Betnar to pay outstanding balance with the Port.

**A motion was made by Jonas and seconded by Range to approve write off Tyler Betnar accounts receivable as uncollectable and submit this to collection agency in the amount of \$1,690.83. The motion passed 5 – 0.**

- K. Curry County Land Use Application – RV Park Project – Audio time 43:35  
Heap noted this item is for President to sign the Land Use Application and the Port Manager to sign remaining permit applications.

**A motion was made by Speir and seconded by Jonas to approve authorizing Board President to sign the Land Use Application and authorize Port Manager to sign other permit applications as required by Curry County for the Beachfront RV Park Project. The motion passed 5 – 0.**

- L. Whale’s Tail Candy & Gifts/Becky Hannen Collections Settlement Offer – Audio time 44:33  
Dehlinger noted the Port receive this offer from the collection agency. Range wanted to hear Rice’s opinion on this matter. Rice provided her opinion. Hartung commented the offer was okay due to COVID and other issues. Heap suggested handling these accounts now and then later update the policy to handle these types of situations.

**A motion was made by Heap and seconded by Speir to not accept the settlement offer of \$4,500 and proceed with collections for the full amount owed including collection fees. The motion passed 4 yes (Range, Speir, Jonas, Heap) – 1 no (Hartung).**

- M. CBN Visitor Center/Barbara Ciaramella Collections Decision – Audio time 57:30  
Heap noted this is a similar issue than previous item. Dehlinger noted on this issue the customer sent a check to the Port for the amount owed after the account was sent to collections. Now, additional charges from the collection agency are due.

**A motion was made by Jonas and seconded by Range to approve payment of \$6,892.90 and continue process with collections to include collection fees. The motion passed 5 – 0.**

## 8. INFORMATION ITEMS

- A. Safety at the RV Park – Audio time 1:03:15  
Hartung commented along the roadway, children riding bicycles this weekend, there are some potholes along the edge of the asphalt. Is there a way to repair the holes along the edge of the road. Webster noted this is an ongoing issue with our infrastructure and address as it arises. Webster will take a look at this situation.

## 9. COMMISSIONER COMMENTS – Audio time 1:15:43

Commissioner Speir – Port is doing really well.

Commissioner Hartung – Port is doing really well, the RV Park is full and the staff is doing a really good job.

Commissioner Heap – Met with RV Park guest from Nevada, they knew of our project at the park and they visit as much as possible, they like the way the park is now, but improving would be even better. They were complimentary of staff and camp host.

Commissioner Range – wants to make a recommendation to change regular meeting time.

10. NEXT REGULAR MEETING DATE – Tuesday, August 17, 2021 at 6:00 pm.

11. ADJOURNMENT – Audio time 1:19:40

Having no further business, the meeting adjourned at 7:20 pm.

  
Sharon Hartung, Secretary/Treasurer

8-17-21  
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).*