

**PORT OF BROOKINGS HARBOR**  
**Regular Commission Meeting**  
**Wednesday, September 21, 2022 at 2:00pm**  
**Teleconference / Meeting Room**  
16350 Lower Harbor Road Suite 202, Harbor OR, 97415

<b>Teleconference Call-In Number: 1 (253) 215-8782</b> <b>Meeting ID: 771 205 4017</b>	<b>Passcode: 76242022</b>	<b>(to mute/unmute: * 6)</b>
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**TENTATIVE AGENDA**

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<b>1. CALL MEETING TO ORDER</b>	
• Pledge of Allegiance	
• Roll Call	
• Modifications, Additions, and Changes to the Agenda	
• Declaration of Potential Conflicts of Interest	
<b>2. APPROVAL OF AGENDA</b>	
<b>3. APPROVAL OF MEETING MINUTES</b>	
A. Approve Minutes of Special Commissioner Meeting Tuesday August 9, 2022.....	3
B. Approve Minutes of Special Commissioner Meeting Thursday August 11, 2022.....	5
C. Approve Minutes of Regular Commissioner Meeting Wednesday August 17, 2022.....	7
<b>4. PUBLIC COMMENTS</b> – Limited to a maximum of three minutes per person. Comments by teleconference, please email your comments to <a href="mailto:danielle@portofbrookingsharbor.com">danielle@portofbrookingsharbor.com</a> prior to the meeting.	
<b>5. MANAGEMENT REPORTS / APPROVAL</b>	
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A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Brookings Harbor Office at 541-469-2218.

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S. Port Manager Search.....ADDED ACTION ITEM.....

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**8. COMMISSIONER COMMENTS**

**9. NEXT REGULAR MEETING DATE – Wednesday October 19, 2022, at 2:00pm**

**10. ADJOURNMENT**

A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Brookings Harbor Office at 541-469-2218.

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## **ACTION ITEM – S**

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**DATE:** September 21, 2022  
**RE:** Port Manager Search  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Travis Webster, Harbormaster and Acting Manager

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### OVERVIEW

- Search for Manager has been open for about one month.
- 1 application was received.
- Email from SDAO recommending to extend the recruitment for another 2 weeks.

### DOCUMENTS

- Email from Teri with SDAO

### COMMISSIONERS ACTION

- **Recommended Motion:**  
A motion to approve extending the recruitment timeline for an additional 2 weeks.



Travis Webster &lt;travis@portofbrookingsharbor.com&gt;

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**Port Manager recruitment update for board meeting**

2 messages

**Teri Dresler** <tdresler@sdao.com>

Tue, Sep 20, 2022 at 10:10 AM

To: Travis Webster &lt;travis@portofbrookingsharbor.com&gt;

Cc: Shanta Carter &lt;scarter@sdao.com&gt;, Richard Heap &lt;richard@portofbrookingsharbor.com&gt;, Kim Boom &lt;accounts@portofbrookingsharbor.com&gt;, Danielle King &lt;danielle@portofbrookingsharbor.com&gt;

Good morning Travis,

I wanted to provide an update on the port manager recruitment for you prior to the board meeting tomorrow. We have received one resume through the Indeed posting Shanta initiated yesterday. Shanta is facilitating a posting in the SDAO weekly email update blast that goes out today as well. It is my recommendation that the board extend the recruitment for at least another week, preferably two, to allow for interested candidates to apply through Indeed and to allow for another posting next Tuesday in the SDAO weekly update. Please let me know if the board would like to extend the recruitment.

Thank you,

Teri Dresler

SDAO Senior Consultant

503-860-3478

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**Travis Webster** <travis@portofbrookingsharbor.com>

Tue, Sep 20, 2022 at 10:13 AM

To: Teri Dresler &lt;tdresler@sdao.com&gt;

Cc: Shanta Carter &lt;scarter@sdao.com&gt;, Richard Heap &lt;richard@portofbrookingsharbor.com&gt;, Kim Boom &lt;accounts@portofbrookingsharbor.com&gt;, Danielle King &lt;danielle@portofbrookingsharbor.com&gt;

Teri,

Thank you for the update. I will present this tomorrow at our meeting. I will get back to you tomorrow afternoon.

Thanks

Travis

[Quoted text hidden]

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Thank you,



Travis Webster, Harbormaster  
16330 Lower Harbor Rd  
P.O. Box 848  
Harbor OR 97415  
Office: (541) 469-2218 ext 404  
Cell: (541) 291-7380

**Port of Brookings Harbor  
Port Manager  
Recruitment Timeline**

August 19, 2022	Special Board Meeting to approve agreement with SDAO, review and approve job description, benefit package, recruitment and selection process and timeline.
August 22, 2022	Recruitment Period Opens
October 7, 2022	Recruitment Period Closes
October 14, 2022	Review of application materials to ensure candidates followed application instructions by SDAO representative and delivered to Board Members.
October 17, 2022	Regular Board Meeting, Executive Session to review applicants and select semi-finalists.
October 18, 2022	Semi-finalist notified
October 31, 2022	Special Board Meeting -Executive Session Interviews and possible contingent offer.
November 14, 2022	Contract negotiations with finalist, background check completed (Bio-Med), reference checks completed (by District with assistance from SDAO).
December 5, 2022	Regular Board Meeting to approve Port Manager Employment Agreement
December 19, 2022	Start Date for new Port Manager