

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Wednesday, May 18, 2022 at 2:00pm
Teleconference / Meeting Room
16350 Lower Harbor Road Suite 202, Harbor OR, 97415

Teleconference Call-In Number: 1 (253) 215-8782

Meeting ID: 771 205 4017

Passcode: 76242022

(to mute/unmute: * 6)

TENTATIVE AGENDA

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1. CALL MEETING TO ORDER	
• Pledge of Allegiance	
• Roll Call	
• Modifications, Additions, and Changes to the Agenda	
• Declaration of Potential Conflicts of Interest	
2. APPROVAL OF AGENDA	
3. APPROVAL OF MEETING MINUTES	
A. Approve Minutes of Special Commissioner Meeting Monday April 4, 2022.....	2
B. Approve Minutes of Regular Commissioner Meeting Wednesday April 20, 2022.....	15
C. Approve Minutes of Special Commissioner Meeting Friday May 6, 2022 ***Add to Agenda***	
4. PUBLIC COMMENTS – (Limited to a maximum of three minutes per person. Comments by teleconference, please email your comments to danielle@portofbrookingsharbor.com prior to the meeting.	
5. MANAGEMENT REPORTS / APPROVAL	
A. April 2022 Safety & Security Report.....	20
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8. COMMISSIONER COMMENTS	
9. NEXT REGULAR MEETING DATE – Wednesday June 15, 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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**DRAFT MINUTES
SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Friday, May 6, 2022

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 special session on the above date at 10:00am. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415, teleconference and webinar.

1. CALL MEETING TO ORDER

Commission President Richard Heap called the Special Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

• **Commissioners Present:**

Joseph Speir, Vice-President (Pos. #1) was tardy; 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 Danielle King, Safety/Administrative

- There were no changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 1:39

A motion was made by Jonas and seconded by Hartung to approve the agenda as written. The motion passed 4 – 0. (Commissioner Speir was absent)

3. PUBLIC COMMENTS – Audio time 2:02

There were no public comments.

4. ACTION ITEMS

A. RV Park Change Orders and Payment Request – Audio time 2:09

Dehlinger reviewed the timeline of events since the pre-construction meeting that took place on February 9, 2022. There was a question from the Board regarding if it is normal to pay in advance, Dehlinger informed the Board that with the supply issues its best to purchase the items and have them on hand. Commissioner Speir arrived.

A Motion was made by Hartung and second by Jonas to approve the time extension and new completion date of December 7, 2022, for the RV Park Project without applying liquated damages to McLennan Excavation and authorize the Port Manager to sign the document. The motion passed 5 - 0.

A Motion was made by Hartung and second by Jonas to approve Change Order No. 1 to install new electrical conduit from the Kite Field (Basin 2) to the RV Park as directed by Coos Curry Electric for \$28,972.56 and authorize the Port Manager to sign the document. The motion passed 5 - 0.

A Motion was made by Hartung and second by Jonas to approve McLennan Excavation progress Payment No. 1 for \$87,517.76 for the purchase and received materials for the RV Park Project. The motion passed 5 - 0.

B. Crab Dock on River Jetty – Audio Time 10:42

Heap reviewed the discussion from April 20, 2022, Regular Meeting, the Corp of Engineers owns that jetty and there are no documents of a permit to attach to that jetty.

A motion was made by Jonas and second by Speir to approve completing necessary U.S. Army Corps of Engineers forms to keep the crab dock at its current location and authorize the Port Manager to sign the necessary form applications. The motion passed 5 - 0.

C. SDAO Insurance Claim – Replacement of Broken Dock Pile – Audio Time 14:46

Dehlinger noted this is for a broken wood dock piling that was turned into insurance since the docks are covered. The insurance adjuster wanted quotes for the repairs, they immediate accepted the lowest quote and sent us a check. There was a discussion amongst the Board and staff regarding replacing additional piling in Basin 2.

A motion was made by Jonas and second by Speir to approve repairing the broken wood piling in Basin 2 at O-Dock finger 22 and authorize the Port Manager to prepare a draft Public Improvement Contract with Billeter Marine to perform the work for Board approval. The motion passed 5 - 0.

5. INFORMATION ITEMS

A. Commissioner and Staff Communications and Relations – Audio time 34:00

Commissioner Heap reviewed the discussion from April 20, 2022, regular commissioner meeting, reviewed the discussion he had with SDAO and reminded the Board of their duties and responsibilities. There was a discussion about how the wastewater treatment plant is being handled within the Board, and how it is being perceived by other agencies. Also reminded the Board that the point of contact for the Port is the Port Manager unless you have the authorization from the Board to do so. There was a question and discussion about the definition of some of the words used throughout the wastewater treatment plant discussions in past meetings. The discussion then moved to the Board needs to give some trust; the Port staff is doing their due diligence to bring us all our options and information and if there are any concerns or questions to go into the office and speaking with the Port Manager. There was a concern and discussion as to why the Port wants to own and operate this plant and why items are being deleted from the preliminary drawings.

Audio time 1:00:37 Commissioner Speir left the meeting.

The discussion continued, everything is preliminary until there is a signed document supporting and stating the actions of the Board. Commissioner Heap allowed public comments and brought the discussion back to the Board.

6. COMMISSIONER COMMENTS – Audio time 1:09:47

Commissioner Jonas gave thanks to Port staff for the demolishing and handling of removing 40 boats in 6 years.

7. NEXT REGULAR MEETING DATE – Wednesday, May 18, 2022, at 2:00pm.

8. ADJOURNMENT – Audio time 1:10:35

Having no further business, the meeting adjourned at 11:10am.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

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.