

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

Friday, August 19, 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.

- **Port of Brookings Harbor 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).
- **Port of Brookings Harbor Management and Staff:**
Travis Webster, Harbormaster; Danielle King, Safety/Administrative; and James Walker, Port Counsel
- There was one change to the agenda, Heap requested to add Action Item C – Positional Compensation for Acting Port Manager, Travis.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:02:55

A motion was made by Hartung and seconded by Range to approve the agenda with Added Action Item C – Compensation for Acting Port Manager, Travis. The motion passed 4 – 0.

3. PUBLIC COMMENTS – Audio time 0:03:32

There were no public comments.

4. ACTION ITEMS

A. Special Districts Association of Oregon, Consulting Service Agreement – Audio time 0:03:39

Teri Dresler, Senior Consultant with SDAO, discussed the services through this agreement. Commissioner Speir arrived at 10:10AM. There was a question from the Board regarding the timeline of this agreement, advertising, the costs associated with advertising, and the prospect of filing this position.

A motion was made by Jonas and seconded by Hartung to approve SDAO Consulting Services Agreement for Port Manager recruitment as outlined, and President Richard Heap sign the Agreement. The motion passed 5 – 0.

B. Port Manager Job Description, Benefit Package, Recruitment and Selection Process Timeline – Audio time 0:17:06

The Board agreed on the timeline and discussed the hiring process. Teri Dresler also discussed with the Board what will happen with the candidates and the Boards next steps. Webster and Board discussed a pay range of \$90,000 - \$100,000 depending on experience and experience requirements. The benefits package will be the same as employees including the Port truck and two weeks' vacation already on the books in case the candidate needs time to move and adjust. Dresler and Board discussed the interview process and how the Board will interview the candidates. The Board directed Webster to look at the position announcement and approve before publishing.

A motion was made by Heap and seconded by Speir to approve the job description, benefit package, and timelines that we have outlined for the probationary period and IRA as discussed, and further direct Travis Webster to review and approve the announcement job description. The motion passed 5 – 0.

C. Positional Compensation for Acting Port Manager – Audio time 1:02:39

Heap began the conversation that Webster is taking on more tasks and should be compensated for that with a \$4 increase, until the new Port Manager arrives. Range agreed but King’s wage should go up also. Webster noted that really all office staff’s tasks have gone up.

A motion was made by Range and seconded by Speir to approve that all office staff, Travis, Danielle Kim, & April receive a 10% increase during this period we are operating without a Port Manager. Lawyer suggested to add in effective date, Board stated today. The motion passed 5 – 0.

5. INFORMATION ITEMS

A. None – Audio Time 1:10:56

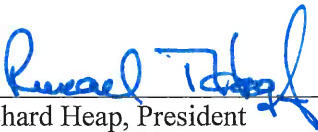
6. COMMISSIONER COMMENTS – Audio time 1:10:58

Heap commented he was feeling pretty good about this process and having SDAO involved.

7. NEXT REGULAR MEETING DATE – Thursday, September 21, 2022, at 2:00PM

8. ADJOURNMENT – Audio time 1:11:53

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


Richard Heap, President

10-21-2022
Date Signed


Sharon Hartung, Secretary/Treasurer

10-21-22
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.