

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

**Tuesday, February 16, 2021**

The Port of Brookings Harbor District met in regular session on the above date at 6:00 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and via zoom teleconference.

**1. CALL MEETING TO ORDER**

- **Pledge of Allegiance**
  - All participants stated the Pledge of Allegiance.
- **Roll Call**
  - Commissioners present: Vice President Joseph Speir, Secretary/Treasurer Sharon Hartung, President Richard Heap, and Commissioner Kenneth Range.
  - Staff present: Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Admin/Safety Coordinator Danielle King.
- **Modifications, Additions, and Changes to the Agenda**
  - Port Manager requested to add Information Item C, Blue Finn Reality Lease
- **Declaration of Potential Conflicts of Interest**
  - There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA**

- *Speir made a motion to approve the agenda as written, with additional information item Bluefinn Reality. Second by Range. **Motion passed 4-0.***

**3. ELECTION OF NEW OFFICERS**

- Port Manager presented item.
- *Range made a motion to elect Richard Heap as President. Second by Hartung. Hartung made a motion to elect Joe Speir for Vice President. Second by Range. Range made a motion to elect Sharon Hartung for Secretary/Treasurer. Second by Speir. **Motion passed. 4-0.***
- Commission took a moment of silence for Roy Davis.

**4. APPROVAL OF MEETING MINUTES**

- A. Approve minutes of Workshop Meeting Tuesday, January 12, 2021.**
- B. Approve minutes of Regular Meeting Tuesday, January 19, 2021.**
- C. Approve minutes of Special Meeting Wednesday, January 27, 2021.**
  - I. *Speir made a motion to approve meeting minutes items A, B, and C as discussed. Second by Hartung. **Motion passed 4-0.***

**5. PUBLIC COMMENTS**

- The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Dan Fraser.

## 6. MANAGEMENT REPORTS

### A. Financial Report – January 2021

- I. Port Manager presented item.
- II. Commission discussed item.

### B. Safety Report – January 2021

- I. Safety Coordinator presented item.

### C. Harbormaster Report – January 2021

- I. Harbormaster presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Harbormaster discussed item.

### D. Port Manager Report – January 2021

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Harbormaster discussed item.
- VI. Port Manager discussed item.
- VII. *Speir made a motion to approve the financial report, safety report, harbormaster report and manager reports for January 2021 as discussed. Second by Range. Motion passed 4-0.*

## 7. ACTION ITEMS

### A. Appoint Budget Officer FY 2021-22

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve Kim Boom as the Budget Officer for fiscal year 2021-2022 budget. Second by Hartung Motion passed 4-0.*
- IV. Port Manager discussed item.
- V. Commission discussed item.

### B. 2021 Port Events

- I. President presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Commission discussed item.
- VI. Port Manager discussed item.
- VII. Commission discussed item.
- VIII. President allowed public comments.
- IX. President moved discussion back to the board.
- X. Harbormaster discussed item.
- XI. Commission discussed item.

- XII. *Range made a motion to approve outdoor events at the Port if event coordinators provided an acceptable plan that would meet the Governor's Sector Risk Level guidelines. They understand that the event can be canceled at any time the risk level changes, it has to be legal event, provide the port insurance, plan has to be submitted to Gary, and approved by the sheriff's department also.*
- XIII. Commission discussed item.
- XIV. Harbormaster discussed item.
- XV. Commission discussed item.
- XVI. *Motion was second by Hartung. **Motion passed 3-1. Yes: Hartung, Speir, & Range. No: Heap.***

**C. RV Park Project**

- I. President presented item.
- II. Port Manager discussed item.
- III. Commission discussed item.
- IV. *Range made a motion that due to the information provided this evening that we could be looking at permitting fees that are greater than we expected that we are going to submit a drawing to the county to get written documentation on how we can proceed. Second by Speir. **Motion passed 4-1.***
- V. President allowed public comments.
- VI. President moved discussion back to the board.

**D. Business Credit Card**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Commission discussed item.
- VI. Port Manager discussed item.
- VII. *Speir made a motion to approve obtaining one account with Capital One for the Spark business credit card at a limit of \$10,000, with 2 cards. Second by Range. **Motion passed 4-0.***

**E. Roy Davis Memorial**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Commission discussed item.
- VI. President allowed public comments.
- VII. President moved discussion back to the board.
- VIII. Commission discussed item.
- IX. Port Manager discussed item.
- X. *Speir made a motion to approve Roy Davis memorial donation fund for expenses of a memorial for Roy Davis at the Port. Design, type, and location of monument to be determine later and approved by the Board of Commissioners. Second by Hartung. **Motion passed 4-0.***

**8. INFORMATION ITEMS**

**A. Special District Election**

- I. Port Manager presented item.
- II. Commission discussed item.

**B. RV Park Reservation Program**

- I. Port Manager presented item.
- II. Commission discussed item.

**C. Blue Finn Reality Lease**

- I. Port Manager presented item.

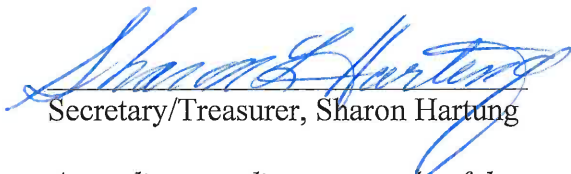
**9. COMMISSIONER COMMENTS**

- Commissioners reported on their recent activities.
- President allowed public comments.
- President moved discussion back to the board.

**10. NEXT REGULAR MEETING DATE – Tuesday, March 16, 2021 at 6:00 P.M.**

**11. ADJOURNMENT**

- President adjourned the meeting at 7:32 pm.

  
Secretary/Treasurer, Sharon Hartung

3-16-21  
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)*