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

Wednesday, February 16, 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 regular session on the above date at 2:00pm. 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 Regular Meeting of the Port of Brookings Harbor of Commissioners to order at 2:00pm.

- 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 Danielle King, Safety/Administrative.

- There was no modifications, additions, or changes to the agenda.

- There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 1:22

Motion was made by Speir and seconded by Jonas to approve the agenda as written. The motion passed 5 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 1:46

- Approve Minutes of Workshop Commissioner Meeting Tuesday January 11, 2022.
- Approve Minutes of Regular Commissioner Meeting Wednesday January 19, 2022.
- Approve Minutes of Special Commissioner Meeting Friday January 28, 2022.

Motion was made by Hartung and seconded by Speir to approve Meeting Minutes for Workshop Commissioner Meeting Tuesday, January 11, 2022, Regular Commissioner Meeting Wednesday January 19, 2022, and Special Commissioner Meeting Friday January 28, 2022. The motion passed 5 – 0.

4. PUBLIC COMMENTS – Audio time 2:47

There was no public comment.

5. MANAGEMENT REPORTS – Audio time 2:56

- Safety & Security Report – January 2022. Audio time 2:59
  King reported on staff safety training, incidents, accidents, and security issues that happened for the month of January and also discussed the tsunami advisory that Brookings experienced. There was discussion regarding the locks on electrical panels, Zola's employee parking, and what Knight Security is encountering at night.

- Financial Report – January 2022. Audio time 7:49
  Dehlinger reported the end of the month financials for January 2022. Explained that the RV Park has started to receive July reservations. Highlighted on unexpected expenses to Aquarius for our Tier II DEQ Report, Tidewater Contractors to pave Zola's area, and repairing piling hoops.

- Harbormaster Report – January 2022. Audio time 10:09
  Webster reported on the harbormaster report. RV Park received three new cameras, and a rock was found in the front row sewer line. RV Park project has been postponed due to supply shortage and working with the electrical company to get power to the sites. Three cameras were installed at the commercial basin restroom and kite field restroom. Reviewed repairs that happened to the boat yard shop, Zola's, and Oregon Life Homes buildings. Wash water system has been installed in the boat yard and testing is planned once electrical has been completed.

- Port Manager Report – January 2022. Audio time 16:31
  Dehlinger reported on the port manager report. Had a meeting with Port Counsel to get them up to speed with Port activities. Discussed where the Port was at with the fishing vessel Miss Stacey, liens have been placed on everything but the boat since the Coast Guard denied the lien due to ownership issues. There was public comment regarding the fireworks.

  A motion was made by Speir and seconded by Hartung to approve the management reports for January 2022 Safety & Security Report, Financial Report, Harbormaster Report, and Port Manager Report as discussed. The motion passed 5 – 0.

6. **ACTION ITEMS**
   A. **Non-Moorage Charter Fees** – Audio time 26:58
   Dehlinger noted this has been a discussion with the board for a few months now and reviewed what the board has agreed upon up to this point. There was discussion among the board and staff regarding sticker color and placement.

   A motion was made by Hartung and seconded by Speir to approve non-moorage charter/guide vessels an annual fee of $300 from January 1 to December 31 and approve placing a "Port decal" on all vessels that charter or guide from the Port of Brookings Harbor beginning January 1, 2022. Approve placing signs as needed at the boat launch ramp and kiosk areas to inform the charter and guide boats. The motion passed 5 – 0.

   B. **Budget Officer Appointment** – Audio time 39:49
   Dehlinger reviewed that Mrs. Boom has been the Port's Budget Officer for some time and suggested to keep her in that position. There was discussion on the budget committee member process, which the board will review applicants and appoint the positions in the next commissioner meeting.

   A motion was made by Speir and seconded by Range to approve Kim Boom as the Budget Officer for fiscal year 2022-2023 budget. The motion passed 5 – 0.

7. **INFORMATION ITEMS**

   A. **Next Workshop Meeting Date** – Audio time 42:47
   Dehlinger reviewed that there will need to be a workshop meeting to discuss a couple different items and will let the commission know when Port Counsel is available.

8. **COMMISSIONER COMMENTS** – Audio time 44:38

Commissioner Hartung discussed the virtual SDAO Conference that she attended.

9. NEXT REGULAR MEETING DATE – Wednesday, March 16, 2022, at 2:00pm.

10. ADJOURNMENT – Audio time 46:08

Having no further business, the meeting adjourned at 2:45pm.

Richard Heap, President

3-17-2022
Date Signed

Sharon Hartung, Secretary/Treasurer

3-17-2022
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.