

**DRAFT MINUTES  
WORKSHOP MEETING OF THE BOARD OF COMMISSIONERS  
PORT OF BROOKINGS HARBOR DISTRICT**

**Tuesday, June 10, 2021**

*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 for a workshop session on the above date at 3:00 pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

**1. CALL MEETING TO ORDER**

Commission President Richard Heap called the Workshop Meeting of the Port of Brookings Harbor of Commissioners to order at 3:00 pm.

- **Commissioners Present:**  
Joseph Speir, Vice President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); (Pos. #3 Vacant); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**  
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; and Martha Rice, Port Legal Counsel via phone.
- 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 2:25**

**A motion was made by Range and seconded by Speir to approve the agenda as written. The motion passed 4 – 0.**

**3. PUBLIC COMMENTS – Audio time 2:54**

There was no public comment submitted.

**4. CURRY COUNTY STORM DRAIN MASTER PLAN PROJECT – Audio time 3:05**

Richard Christensen, Curry County Roadmaster, presented to the commission the County's plan for the Storm Drain Master Plan. County is looking to put all storm drain deficiencies into the plan with the goal to chase funding for the projects. County and Port partnerships could include the Port granting easements for the projects and the County funding the matching of the grants. Heap commented the port receives a lot of material into the basins primarily from the river but there are key sites from stormwater runoff that need to be fixed.

**5. IFORMATION ITEMS – Audio time 17:29**

**A. Supplemental Budget FY 2020-21, Resolution Adopting the Budget – Audio time 17:29**

Dehlinger reported the changes are cleanup adjustments for the end of the year. Range had a question under general fund for possible sale of abandon boats, what are we looking for possible sale and percentage of selling them. Dehlinger said there are two abandon boats going on the auction site for minimum starting bid of \$10,000 each. Number of individuals have shown intertest in both boats. Heap said if we sell these boat does 80% go to Business Oregon. Dehlinger said yes.

**B. Resolution to Adopt Fiscal Year Budget 2021-22 – Audio time 19:46**

Dehlinger noted some adjustments were made to the budget from new information received after the budget committee meeting.

C. Beachfront Dry Camping Area – Audio time 20:47

Dehlinger discussed separating the day use from the paid RV Park guests, reduce damage to the grounds, allow trailer parking for RV Park guests and provide safety and security. Range had a concern if there is enough room for RVs to hookup along the road before they leave. Possibly move the concrete barriers in to provide enough room for RV adjustments. Further discussion from Webster, Range and Heap regarding the use of the area and possible limits for the public parking. Hartung wanted staff to look at a possible blind spot from the wood fence when you exit onto Boat Basin Road. Webster said he would look into it.

D. No Parking Zones – Audio time 31:50

Dehlinger discussed the parking issues with RVs at Basin 2 parking area and with the boat launch parking lot. Suggestion to improve parking signs at the commercial and kite field parking lots. Install signage at boat launch parking lot to help inform the public and paint some curbs red to identify no parking areas. Hartung said she saw parking tags on vehicle in the boat launch parking lot. Dehlinger said the port has increased its inspections. Heap said what happens when the parking lot is empty at night and the public sees an open parking lot. Webster said at the end of the day they are not supposed to park there. Heap suggested an idea to allow parking at the non-use times. Range mentioned the ordinance section regarding RV parking at the Port is contradictory and would be a challenge to enforce. Hartung suggested the ordinance section needs to be changed.

E. E Clampus Vitus Plaques – Monument Placement on Port Property – Audio time 39:33

Dehlinger reviewed the location Port staff and E Clampus proposes to place the monument. Hartung was worried people would step off the sidewalk to look at the monument. Webster said the monument would be facing the sidewalk and people would not need to step off the sidewalk to read or look at the monument.

F. Hungry Clam Outdoor Storage Alteration – Audio time 41:20

Dehlinger reviewed the Hungry Claim outdoor storage plan. The sketch includes a new wall with possible electrical. Permitting from Building and Safety may be required and the Port should be provided with the approved permit prior to construction.

G. Crow/Clay RV Park Draft Construction Drawings – Audio time 42:35

Dehlinger noted the change at Site 22 to be parallel with main restroom. Port received engineers estimate for the project. Port may need to supplement with general fund for any shortfalls.

H. Joint Permit Applicant – FEMA DR-4432 & DR-4452 Projects – Audio time 50:00

Dehlinger report the JPA was submitted to multiple agencies for approval. Range asked if a board member could attend visiting a dredge out-of-state. Dehlinger said it would require board approval.

I. FEMA DR-4432 & DR-4452 Scope of Work – Audio time 52:33

Dehlinger report the scope of work was turned to FEMA and is under review.

J. Moss in Slips – Audio time 53:15

Speir said this is nothing new for the last 45 years. Range said he thinks the Port doesn't address the needs of the customers 100%. Range said he is not criticizing the staff, tremendous amount of accomplishments have been done, but wants more attention towards customer needs. For instance, moss at the launch ramp covering the boat, rake it off and getting it out will save the owners of the boat possible damage. Pothole in the RV Park road over the weekend that only needed two bags of asphalt. If we do not have adequate number of staff, then we should hire more staff. Hartung said she got a big wad wrapped around the outdrive in the river itself. Webster said how much money are you willing to throw at this, and it will not be easy to remove and its seasonal issue. Large accumulations of moss on the launch ramps will be removed. Port always welcomes volunteers.

K. Brookings-Harbor Chamber of Commerce Membership Renewal – Audio time 1:02:49

Dehlinger reported the renewal is due.

- L. Becky Hannen Payment Relief Request – Audio time 1:04:05  
Dehlinger reported Becky was not able to call-in but provided an email to the Port of her situation. This issue is also under Item T.
- M. Transient Dock Electrical Building – Audio time 1:05:16  
Dehlinger reported the condition of the existing building should be replaced. Some equipment may need to be replaced. This project will be earmarked for next budget cycle.
- N. USACE Maintenance Dredging FY-22 Budget Request – Audio time 1:09:35  
Dehlinger reported the Federal government funding for FY 2022 dredging request for Chetco River is about the same as this year.
- O. IT Security Policy – Audio time 1:13:00  
Dehlinger reported this policy was developed about a year ago and when COVID hit this policy was postponed. With current cyberattacks and ransomware happening, this policy should be established.
- P. Aboveground Fuel Tank Capacity Change – Audio time 1:13:40  
Dehlinger reported this idea was mentioned in a previous meeting. Webster noted at this time of the year more shrimp boats are here taking thousands of gallons of diesel. Having more diesel capacity would provide better supply and demand. Heap mention having more diesel capacity would be better for disaster preparedness. Range agrees with the plan, but what are the costs involved? Webster is working to get this done for no cost from Tyree, but there will be some costs. Webster estimates the cost to be under \$5,000.
- Q. Repair, Maintenance & Capital Projects Planning – Audio time 1:17:58  
Dehlinger discussed the repair and maintenance spreadsheet is to assist our staff planning for next year. Heap asked what landscaping slopes means. Dehlinger responded removing brush and trees from basin slopes.
- R. Security Camera Proposal – Audio time 1:19:47  
Dehlinger discussed the next step for the camera system is to install more cameras monitoring Port property. The new cameras are stationary with 360-degree view, four individual cameras within the dome will count as four cameras going to the main recording system.
- S. Crown Plumbing Change Order – Audio time 1:24:48  
Webster discussed the change order with Crown Plumbing for the refurbishing of the main RV Park restroom. The changes increased the total to require Board approval. Range asked who design the original remodel. Webster said Port staff did our own self planned project. The Port received partial plumbing permit approval to reopen the restrooms, showers will be completed and inspected later.
- T. Delinquent Account Receivable Write Off – Audio time 1:27:27  
Heap noted there are two retail tenants included on this list that were COVID related. Dehlinger said the tenants were COVID impacted. Both tenants were not eligible for Business Oregon relief plan because they were no longer in business when the plan became available. Heap said we have other tenants here that didn't make payments during COVID but were then made by the State. If these two tenants would have stayed in business they could received relief for the State. Heap feels that these are unique circumstance, but also does not what to set a precedent and what is the most reasonable thing to do. Heap asked for Rice's opinion, if we reduce the amount by a certain percentage due to COVID, would that put the Port in a box going down the road. Rice said no, if you set a policy given the circumstances, that where current out during the restrictions and narrow the policy in that period, and craft it to apply only to these two situations, and not generally to other businesses not able to pay their bills. Range asked if Corey Sample's boat is gone from here. Dehlinger said the boat is still here, but the owner of the boat is paying for the moorage. This account is for gear storage while Corey Sample was responsible for the payments. Webster said we are trying to work this out before we become the bad guy and securing the gear. Hartung asked if there was a timeline before acquiring the equipment. Webster said where its

at and the low demand for gear space we are working on getting paid before making it into a bigger project of securing, moving and selling the gear. Heap asked about Ashley Krauss account with the Port. Webster said she had recreational moorage for a wooded sailboat "Reality". Vessel is moored near the travel lift ramp in Basin 2. With this account, COVID hit, monthly charges continued because she was not providing the proper documentation to complete moorage. She ended up selling the vessel and the new owner has provided the proper documents and payment for moorage.

U. May 2021 Financial Report – Audio time 1:38:56

Dehlinger noted the financial report was provided for any comments or review and the report included a short history of where we were and where we currently stand.

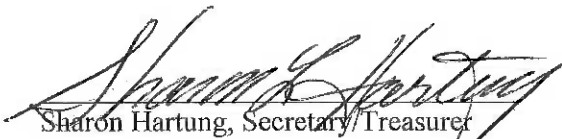
**6. COMMISSIONER COMMENTS** – Audio time 1:39:42

There were no commissioner comments.

**7. NEXT REGULAR MEETING DATE** – Tuesday, June 15, 2021 at 6:00 pm.

**8. ADJOURNMENT**

Having no further business, the meeting adjourned at 4:40 pm.

  
Sharon Hartung, Secretary/Treasurer

7-20-2021  
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).*