

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

Tuesday, March 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 also via teleconference.

1. CALL MEETING TO ORDER

- **Pledge of Allegiance**
 - All participants stated the Pledge of Allegiance.
- **Roll Call**
 - Commissioner's present: Vice President Joseph Speir, Secretary/Treasurer Sharon Hartung, President Richard Heap, and Commissioner Kenneth Range.
 - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle King.
- **Modifications, Additions, and Changes to the Agenda**
 - There was no modifications, additions, or changes to the agenda.
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

- *Range made a motion to approve the agenda as written. Second by Speir. **Motion passed 4-0.***

3. APPROVAL OF MEETING MINUTES

- A. Approve minutes of Special Meeting Thursday, February 4, 2021.**
- B. Approve minutes of Workshop Meeting Wednesday, February 10, 2021.**
- C. Approve minutes of Regular Meeting Tuesday, February 16, 2021.**
- D. Approve minutes of Special Meeting Friday, February 26, 2021.**
 - I. *Speir made a motion to approve meeting minutes for Thursday, February 4, 2021, Wednesday, February 10, 2021, Tuesday, February 16, 2021, and Friday, February 26, 2021. Second by Hartung. **Motion passed 4-0.***

4. PUBLIC COMMENTS

- No public comments.

5. MANAGEMENT REPORTS

- A. Financial Report – February 2021**
 - I. Port Manager presented item.
- B. Safety Report – February 2021**
 - I. Safety Coordinator presented item.
 - II. Commission discussed item.

C. Harbormaster Report – February 2021

- I. Harbormaster presented item.

D. Port Manager Report – February 2021

- I. Port Manager presented item.
- II. President allowed public comments.
- III. President moved discussion back to the board.
- IV. *Speir made a motion to approve management reports for February 2021 as discussed. Second by Range. Motion passed 4-0.*

6. ACTION ITEMS

A. Hallmark Lease Renewal

- I. Port Manager presented item.
- II. *Speir made a motion to approve Hallmark Fisheries Lease Agreement No. 1, lease extension for 5-years commencing April 1, 2021 to March 31, 2026. Second by Hartung. Motion passed 4-0.*

B. Audit Engagement Letter

- I. Port Manager presented item.
- II. *Hartung made a motion to accept C.J. Huntsman Audit Engagement Letter for the Fiscal Year 2020-2021 services. Second by Range. Motion passed 4-0.*

C. Appoint Budget Committee

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Range made a motion to appoint budget committee as presented for the Fiscal Year 2021-11 budget. Second by Speir. Motion passed 4-0.*

D. Pithitude and Harbor Corner Market Security Gate

- I. Port Manager presented item.
- II. *Speir made a motion to approve installing a security gate at the porch entrance behind Pithitude and Corner Market lease premises with the approval of Port Staff on type of materials and construction at no cost to the Port. Second by Hartung. Motion passed 4-0.*

E. Whale's Tail Candy & Gifts Lessor's Consent Agreement

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve Lessor's Consent Agreement with CCD Business Development Corporation for Whale's Tail Candy & Gifts. Second by Speir. Motion passed 4-0.*

F. Crow/Clay & Associates Contract Amendment No. 4

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Speir made a motion to approve Draft Crow/Clay & Associates Contract Amendment No. 4. Second by Hartung. Motion passed 4-0.*

G. Port Rates 2021-22

- I. Port Manager presented item.
- II. President allowed public comments.
- III. President moved discussion back to the board.
- IV. Port Manager discussed item.
- V. Commission discussed item.
- VI. President allowed public comments.
- VII. President moved discussion back to the board.
- VIII. Port Manager discussed item.
- IX. Commission discussed item.
- X. *Speir made a motion to approve draft Port Rates 2021-22 beginning July 1, 2021. Second by Range. **Motion passed 4-0.***

H. Harbor Sanitary District Agreement

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Port Counsel discussed item.
- IV. *Range made a motion to approve Harbor Sanitary District and Port of Brookings Harbor Waiver of Liability, Hold Harmless and Release Agreement and allow Port Manager to sign the agreement or revised agreement which may add Coast Guard easement documentation. Second by Speir. **Motion passed 4-0.***
- V. Commission discussed item.
- VI. Port Manager discussed item.

7. INFORMATION ITEMS

A. Salmon Season Review

- I. Richard Heap presented item.
- II. President allowed public comments.
- III. President moved discussion back to the board.
- IV. Mr. Heap discussed item.

8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

9. NEXT REGULAR MEETING DATE – Tuesday, April 20, 2021 at 6:00 P.M.

10. ADJOURNMENT

- President adjourned the meeting at 6:55 pm.


Secretary/Treasurer, Sharon Hartung

4-29-2021
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.