

An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: www.portofbrookingsharbor.com

PORT OF BROOKINGS HARBOR
Board of Commissioners
Regular Meeting Minutes
Harbor Fire / Harbor Water District
Conference Room, 98069 W Benham Lane, Harbor OR 97415

Tuesday, December 18, 2018 • 6:00 pm

Commissioners present: Position 1 Secretary Joe Speir, Position 2 Wesley Ferraccioli, Position 3 Chairman Roy Davis, Position 4 Vice Chairman Richard Heap, and Position 5 Treasurer Kenneth Range. Also, present were, Gary Dehlinger Port Manager, Travis Webster Harbormaster, Martha Rice Port Counsel, Jack Akin Port Engineer, participating staff members and members of the public.

1. Call to Order, Pledge of Allegiance, and Roll Call:

Davis called the meeting to order at 6:00 pm. Board and audience stated the pledge of allegiance.

2. Approval of Agenda:

There were no modifications, additions, or changes to the agenda; nor any declarations of Potential Conflicts of Interest.

Heap made a motion to approve the agenda as written. Second by *Range*. **Motion passed 5-0.**

3. Agenda Related Public Comments:

Don Griffith: Stated he is willing to put in time and money to restore the USCG 44 Motor Life Boat, in effort to keep it in the Port.

4. Minutes to be Accepted:

- A. Monday, November 5, 2018, Special Meeting
- B. Thursday, November 8, 2018, Special Meeting
- C. Tuesday, November 20, 2018, Regular Meeting
- D. Friday, November 30, 2018, Special Meeting

Range made a motion to approve all meeting minutes as presented. Second by *Heap*. **Motion passed 5-0.**

E. Financial Review

Dehlinger asked if there were any questions regarding the financial review. *Heap* commented that he liked the way the review was done, that it was easy to read and understand. *Ferraccioli* made a motion to accept the financial review. Second by *Range*. **Motion passed 5-0.**

5. Managers Report & Operational Report:

Dehlinger read his Manager Report for November 2018; stating that Port Infrastructure is still his main focus for planning, reconstruction and funding of projects. *Ferraccioli* made a motion to accept the Port Managers Report. Second by *Speir*. **Motion passed 5-0.**

Webster read his Operational Report for November 2018. *Davis* had some questions regarding boats in the boat yard. *Speir* made a motion to accept the Harbormasters Report. Second by *Ferraccioli*. **Motion passed 5-0.**

6. Action Items:

- A. Read and Adopt Ordinance No. 22 – An Ordinance of the Board of Commissioners of the Port of Brookings Harbor Regulating Sleeping and Camping on Port Property. (A copy of the ordinance may be reviewed at the Port office during business hours).

Heap made a motion to waive full reading, read by title only and adopt Ordinance No. 22, An Ordinance of the Board of Commissioners of the Port of Brookings Harbor Regulating Sleeping and Camping on Port Property. Second by *Davis*. **Motion passed 5-0.**

- B. Retail Suite Proposal – Stagelights

The Board asked Kimberly Devine, Stagelights Chair, to explain her proposal. The Board had some questions and comments regarding the proposal. *Heap* made a motion to defer this action to the next meeting, with looking to accept this action upon receiving a cost breakdown of the proposal, and also to schedule at the next meeting a discussion about the lease rates and whether we are going to make a new category. Second by *Davis*. **Motion passed 5-0.**

- C. Harbor Fire District Agreement - \$15,000

Dehlinger recommended postponing the agreement until future notice, or indefinitely, as the funds could be used elsewhere on other infrastructure needs. *Range* made a motion to deny making the \$15,000 contribution to Harbor Fire District. Second by *Ferraccioli*. **Motion passed 5-0.**

- D. Rogue Credit Union Lease

Heap made a motion to accept lease with Rogue Credit Union for a term of three years beginning August 1, 2018 and ending July 31, 2021 with 1 additional three-year term option. Second by *Ferraccioli*. **Motion passed 5-0.**

- E. 44 ft USCG Motor Life Boat

Heap made a motion to accept volunteer plan to restore the exterior of the vessel for the Life Boat. Second by *Davis*. *Range* made an amendment that if it's not done within 1 year the Port will pursue other actions. Second by *Ferraccioli*. **Motion passed 5-0.**

- F. Personnel Board

Rice recommended the Board creating and adopting a standard procedure for hiring practices as well as disciplinary actions. The Board had some questions regarding state laws and hiring/firing

processes. *Webster* gave his input that staff may not want or feel comfortable with the Board being involved in their discipline and/or firing, as the Board is constantly changing upon election, and also said that employees do not feel right putting their fate in the hands of the Board. Discussion followed. *Ferraccioli* made a motion to table this item for a future meeting. Second by *Davis*. **Motion passed 5-0.**

G. Rescind “MOU” with Harbor Sanitary

Heap made a motion to rescind the approval of the MOU in the Special Meeting on August 7, 2018 with the Harbor Sanitation District, and asks that a new MOU is drafted. Second by *Ferraccioli*. **Motion passed 5-0.**

H. Security Fencing at Fuel Tank Facility

Heap made a motion to accept the contract with Medford Fence, to install new fencing at the fuel tank facility. Second by *Davis*. **Motion passed 5-0.**

I. Budget Calendar

Range made a motion to approve the Budget Calendar, as presented, for 2019 – 2020. Second by *Davis*. **Motion passed 5-0.**

J. 2019 SDAO Annual Conference

Ferraccioli made a motion to approve the Port Manager and Commissioners to attend the 2019 SDAO Conference and Port provide the travel and overnight lodging expenses. Second by *Davis*. **Motion passed 5-0.**

K. Port Meeting Location for 2019

The Board discussed the advantages of locating Port meetings to currently unused office space available in the Port, including installing a new sound system so the public attendees can better hear the Commissioners during meetings. *Heap* made a motion to approve that meetings be held Suite 202, and that the Board directs a manifest to renovations and installation of sound. Second by *Davis*. **Motion passed 5-0.**

L. Conceptual RV Park Plan

Tom Beene made a comment about keeping the 2-way flow of public traffic at the Sporthaven Beach area of the RV Park.

Heap made a motion to approve the conceptual plan and begin research on permitting requirements and locate design engineering service to proceed with conceptual project design drawings. Conceptual project design drawings and cost estimate are to be brought back to the Board for final approval. Second by *Davis*. **Motion passed 5-0.**

M. Fuel Ramp and Fuel lines – Emergency Relocation Update

Rice advised that the Board adopt the Resolution. *Range* made a motion to approve Resolution No. 500 and authorize Port staff to fix the problem, not to exceed the expense of \$50,000. Second by *Ferraccioli*. **Motion passed 5-0.**

7. Information Items:

A. Hiring/Advertising for Record Specialist

Dehlinger explained the need to create a position and a job description for a Record Specialist, and the importance of maintaining and archiving public records. Discussion followed.

B. Security Service Contract 2019

The Board will discuss this item at an upcoming Special Meeting scheduled for December 21, 2018.

C. Green Building Advertisement

Dehlinger reviewed how the advertisement of the Green Building will be done. Public comments were heard regarding restoration or tearing down of the Green Building.

Tim: read aloud his prospectus for the use and retention of the green building as Port property, and answered questions from the Board.

Dave Hoover: spoke on the cracking and separating of the concrete in the building, and what the expenses would be to bring the building up to code.

D. BC Fisheries Dock Surface

The Board had questions for Martha Rice regarding the information item.

E. Stormwater (Storm Drains and Righetti's Flooding Issue)

There were no questions from the Board regarding this item. The Board would like to discuss this issue at a later time. *Dehlinger* asked if the Board had any issue with closing the driveway off and doing what was supposed to be done in the first place according to plans. There were no objections.

F. 2018 Audit Extension to March 31, 2019

Connie Huntsman, Municipal Auditor for the State of Oregon introduced herself, and advised the Board that the Fiscal Year ended June 30, 2018 and that the Audit is due at the Secretary of State's office December 31, 2018. The Port has received an extension to complete the Audit by March 31, 2019.

G. Pacific Ocean Harvesters Lease

The Board discussed the possible need to renegotiate the lease per request in writing from Pacific Ocean Harvesters. It was recommended by the Board that the Port Manager speak to the owner of Pacific Ocean Harvesters and find out more information regarding the request for changes to the lease.

8. Strategic Business Plan Annual Update:

Dehlinger explained the updates of the Strategic Business Plan, and asked the Board to approve the plan and changes, stating that the Business Plan should be updated annually. The Board had some questions for Engineer Jack Akin regarding the upcoming Piling Project. *Dehlinger* asked the Board to approve the proposed list in the plan.

Heap made a motion to approve the Annual Update of the Strategic Business Plan, Table-14 Capital Improvement Plan. Second by *Ferraccioli*. **Motion passed 5-0.**

9. Commission Comments:

Heap made a comment on the Salmon Spawning Sample recently collected and noted this is not a good year for Salmon. *Davis* thanked everyone for coming out to the meeting.

10. Next Regular Meeting Date – January 15, 2019, 6:00 pm

11. Adjournment

Davis adjourned the meeting at 8:28 pm.


Signature


Date Signed