1. **CALL TO ORDER AND ROLL CALL**

The Special Meeting of the Port of Brookings Harbor Board of Commissioners was held on January 2, 2017 in the port of Brookings Harbor Office, Harbor, Oregon. Chairman Roy Davis called the meeting to order at 1:00pm. Other Commissioners present were Treasure Tim Patterson, Roger Thompson, & Sharon Hartung. Vice Chairman Sue Gold was tardy. Also present was Port Manager Gary Dehlinger & Interim Manager Don Mann.

1. **APPROVAL OF AGENDA**

Comm. Thompson made the motion to approve the Agenda as written. Seconded by Comm. Hartung. Voting Yes: Unanimous.

1. **APPROVAL OF MINUTES**

A. Special Meeting – Tuesday, December 8, 2016

Comm. Thompson made the motion to approve the minutes as written.  Seconded by Comm. Hartung.  Voting Yes: Unanimous

1. **DISCUSSION ITEMS**

Chairman Davis wanted the Board to know that the way we want the meeting to run is there is items A-K. We want Mr. Dehlinger and Mr. Mann to go through these and at the end we will have questions, comments, discussion on specific items from the Commission. Than they can inform us and if necessary as a board decide if we want another Special Meeting on January 10th. Mr. Dehlinger stated off the meeting disusing:

* 1. **Employee Handbook Update:** The proposal is todiscontinue the old book from July 1,1997. The new handbook is from SDAO, with all the current laws and regulations we are supposed to be following with our employees, the only difference is the PTO system vs the vacation sick system. My recommendation to the Board is to start using the new employee book as soon as you approve it.
  2. **Port Financial Balance Sheet:** Proposal to the Board is to stop publishing the Port Finances until forensic audit of the account has been completed, reviewed, and accepted by the Board. Beginning December 31, 2016 use two separate books, continue inputting daily assets and liabilities in the old QuickBooks and start a new QuickBooks inputting the assets that we know are correct and reconciled every month and use that second book to provide to the public. My proposal is to complete the forensic audit of the account of 2008 to November 30. Once QuickBooks is correct and balanced than I suggest moving to another software called Caselle. QuickBooks isn’t providing us the fund accounting that we must follow by State laws, and Caselle is used by other agencies that provide this fund accounting.
  3. **Status of IFA Payments, Loans and Debts:** The Port is behind 7 quarters of payments, which equals $437, 500. This has statutory dates on loans that must be paid by and cannot be adjusted, also do not count on the interest to be written off by the State. Latest spread sheet received from IFA shows approximate balance of $4,265,484.43, ODOT transferred funds of $1,162,000 as part of tsunami cleanup which leaves $3,113,024. USDAO loan has a balance of $1.9 million, Port makes yearly payments of $130,120 November 5th of every year. I am proposing that we continue to make the payments and hope that the Port has the funds available or sell land to get back on track. Extensive dialog followed.
  4. **Port Revenue Forecast for Remaining Fiscal Year:** Currently the Port spends $104,000 a month to keep the doors open, payroll is $35,000, about $140,000 each month to keep the Port running. QuickBooks shows an income of $2.5 million for the first 6 months, that’s just the fiscal year. I did a projection of what I know it’s going to cost the Port to fix some items, and or the next 6 months I see a $181,000 loss. I put $8,000 increase in the boat yard every month, added 2 employees at the ice house cold storage if we want to man it properly. I recommend that we look at the monthly current asset liability and bank accounts to see how we are doing.
  5. **Update on Port Conditions:**
  6. **Ice House / Cold Storage Operation Costs:**
  7. **Sale of Port Property to get out of Debt:**
  8. **Port Hoist:**
  9. **Review Retail Lease Renewals for Approval:**
  10. **Payment Plans for Moorage Holders:**
  11. **Mountain View Custom Cycles, and Tattoo Studio:**

1. **ADJOURNMENT**

The meeting was unanimously adjourned at 3:46 p.m.