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

The Regular Meeting of the Port of Brookings Harbor Board of Commissioners was held on June 21, 2016 in the Best Western Beachfront Inn meeting room, Harbor, Oregon.   Chairman Roy Davis called the meeting to order at 7:00pm. Other Commissioners present were Sue Gold, Tim Patterson, and Roger Thompson. Also present was Operations Supervisor Gary Dehlinger.

1. **APPROVAL OF AGENDA**

Chairman Davis wanted to add some items onto the agenda. Comm. Patterson wanted to add write offs and late charges under action item. Comm. Thompson wanted to add the process of appointing the new Commissioner and Port Manager position under discussion items. It was also agreed to add in Public Comments on the Budget before Operational Review.

Vice Chairman Sue Gold made the motion to approve the agenda as amended. Seconded by Comm. Thompson. Voting Yes: Unanimous.

1. **APPROVAL OF MINUTES**

A. Regular Meeting – June 21st , 2016

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

1. **Public Comments on the Budget**

No Public Comments

1. **OPERATIONAL AND FINANCIAL REVIEW**

Revenues from operations were $290,696. Normal expenses were $244,658. The two categories together excluding loans, FEMA and grants generated a net operating profit of $48,053.

Marina/moorage revenues were 59,758.

RV Park revenue was $50,711.

Fuel sales were $81,556.

Cold storage revenues were $3,413.

Yard activity revenue was $11,102.

Rental revenue was $32,867.

The ice plant generated $41,037.

Repair and maintenance expenses were $24,407.

Office expense was $15,583.

Fuel purchased for resale was $68,286.

Dredging near the ice house proceeded as planned. New evaporators and associated machinery was ordered for the ice house, as the original machinery was apparently installed used and not adequately maintained. A scheduled shut down of the plant for the upgrade was planned.

Shrimp season was in full swing during the month of May, resulting in substantial ice sales and new cold storage business related to the BC Fisheries shrimp plant expansion. The month of May is a good model for the increased revenue the Port can expect if it is successful in integrating its services to meet the new shrimp facility’s needs. Additionally, fuel sales were also substantially increased over last year.

Work on the dock repair stalled due to other obligations of the contractor but substantial completion is expected within the next month.

The boat yard was busy thanks to the travel-lift’s availability; its replacement tire was quickly paid for.

The mini-mart is scheduled to be able to sell alcohol starting July I, so adequate signage needs to be procured.

1. **UNFINISHED BUSINESS**

No Unfinished Business

1. **NEW BUSINESS**

No New Business

1. **ACTION ITEMS**
   1. *Late Charges:* Comm. Patterson explained that at the last meeting we discussed about tools to improve the accounts receivable situation. It was suggested that we charge a 1.5% on late charges for accounts over 30 days, we decided to move it to this meeting since not everyone was here.

Comm. Patterson made a motion to enforce our current policy. Second by: Vice Chair Gold. Voting Yes: Unanimous

* 1. *Write Offs:* Comm. Patterson states: We have accounts on the books that have been there for a long time and there is a near zero percent that we will receive any money for these accounts, and we don’t have a policy in place for those write offs. I would like to approve these two policies. This is a function most businesses have and this is something we haven’t done in many years. There are at least 6 - 8 accounts that we will never see the funds for because they no longer exist. There was a policy that we presented last meeting stating: that if the customer is no longer here and there is no chance of recovery the manager can approve items over $20, and accounts payable can approve items under $20. Comm. Thompson asked if the manager is supposed to bring the bigger items to the board. Comm. Patterson stated that on larger items the manager will bring in the list of write offs. Comm. Thompson stated that we can’t have a policy unless we know what the manager’s limit is; I think that if it is anything over $5,000 should bring the board. Comm. Patterson stated we can bring in the list next meeting and we can amend the policy next meeting, as long as it is done before the end of the year we will be fine.
  2. *Approval of 2016-17 Budget:*

Comm. Thompson made a motion to approve the budget as presented. Second by: Vice Chair Gold. Voting Yes: Unanimous

1. **DISCUSSION ITEMS**

A. *Application process for Commissioners Appointment:* Vice Chair Gold states: I know there was a short application for commissioners because we have had to appoint commissioners in the past. What we should do it advertise in the paper, cut off the application process a week before the meeting, give the commissioners a chance to look those applicants over and have an executive meeting. Chair Davis asked Mr. Dehlinger to put together an application and for an ad to be put into the paper.

B. *Application process for Port Executive Director:* Vice Chair Gold states: that she has gone through several hiring’s of superintendents for schools and it has been a pretty intense process. What we did was; get 5 people from the public, look at the applications and did a matrix, things we wanted. We graded/rate them, came up with a number, and came up with the 3-4 of the highest applicants. I think we should have a workshop together, figure out what it is exactly that we want, and what we are looking for and come up with a matrix. Chair Davis asked shouldn’t we worry about getting a committee approved first. Gold stated that we don’t have to that immediately tonight but we can talk about possibilities. Comm. Thompson stated: Mr. George Dunkle said he would come down and do an interview class and help us with this process. Chair Davis said he was in no hurry to hire a permanent director at this moment. It was decided to have Comm. Thompson call Mr. Dunkle. What they need is the applications that they would use for commissioner and director position and than that person will bring in their resume to attach with that application. By that time we will have the committee in place, and the committee will review them and then recommend the top to the board.

1. **COMMISSIONERS REPORT**

• *Chairman Roy Davis:* Ted announcement is official as of tonight, as of June 30th he will no longer be this port director, manager or tied to the port in any shape or form, he will not be a consultant, he will be completely untethered to this port as of June 30th. There is no lawsuit, no severance packages, there is nothing, Ted is leaving and that’s it. For those who read in the paper, he does have a new job in Friday Harbor, I wish him well with this job, I hope as a board of commissioners and a committee that we can find someone to replace him that we all will work with and he will work with us. This is my 3rd manger to go through, 4th one to hire it is the most atrocious process in politics, and let’s hope we can get a good one.

• *Vice Chairman Sue Gold***:** I am just going to add to that, I thought Ted accomplished a lot, not everyone liked him but nobody is going to like everyone. But I agree with Roy that we need to be very careful with who we pick and very thorough with the application process.

• *Comm. Tim Patterson:* Nothing to report.

• *Comm. Roger Thompson:* Wanted to tell Ted good luck on your new job and thank him for his service here. I did hear from the grapevine that we are having an intrum manager coming in. Chair Davis stated that is correct, his name is Don Mann. He has been around a long time, he is employed by the state of Oregon, he ran this Port at one time, Bandon, Newport, and I think he was in Coos Bay as well, he has been around a very long time, and the state of Oregon is willing to give him to us for up to 3 days a week and he has done some great things.

1. **PUBLIC COMMENTS**

A. *Jan Barbas:* I have a request which I will address to staff. The website hasn’t been updated with the agenda and the minutes for the last couple of months, and I would be using that a lot if it was there. Staff stated that they will take care of that.

B. *Bernie Linley:* Concerning the commissioner’s position that has come available since Comm. Manning has resigned; I would hope that that commission would take into consideration applicants that might be from the commercial fishing industry so they can participate in the process of hiring a new Port Manager. So that way we had a voice within from our marketing association, they can go as a liaison with the fishermen in that way. If you’re looking for criteria you would take into consideration applicants that are in the fishing industry. Al Cornell asked: isn’t that a conflict of interest, Mr. Linley stated: there is no more conflict of interest in anything Al. Vice Chair Gold stated: when I was thinking about 5 people one of them would be a fishermen. Mr. Linley stated well I would just hope that you would consider at a high priority a fisherman. We have someone in mind, Debbie Riegel, Spencer now. She will fill out any application that you have, it will be more than just her, she has been our liaison, and she has done negotiation for the Dungeness crab.

C. *Jon Brazil:* Basically I wanted to say I know that there is change in personnel representing the Port of Brookings Harbor. I for one think that Ted has made some really good steps and putting some process in place to go forward that can be worked on. I am looking forward to the augmentation of the board, to look at a balance board serving all the different disciplines that the port is providing for our visitors and representing our community, and the relationships that has been improving in a lot of different areas.

1. **ADJOURNMENT**

The meeting was unanimously adjourned at 7:36 p.m.