Port of Brookings Harbor / Regular Meeting

December 15th, 2015

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1. CALL TO ORDER AND ROLL CALL

The Regular Meeting of the Port of Brookings Harbor Board of Commissioners was held on December 15th, 2015 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, Roger Thompson, and Tim Patterson. Comm. Mike Manning was not present. Also present was Executive Director Ted Fitzgerald.

1. APPROVAL OF AGENDA
	1. Comm. Thompson asked that the agenda be amended to include discussion of the public comments policy under New Business. Vice Chair Gold moved to approve the amended agenda. Comm. Patterson seconded. Voting Yes: Unanimous. Comm. Thompson moved to approve the agenda as amended. Vice Chair Gold seconded. Voting Yes: Unanimous.
2. APPROVAL OF MINUTES
	1. Regular Meeting – November 17th, 2015

Vice Chair Gold moved to approve the minutes as written. Seconded by Comm. Voting Yes: Unanimous.

4. OPERATIONAL AND FINANCIAL REVIEW

 Revenues from operations were $138,152. Normal expenses were $210,600. The two categories together after property tax revenue, grant expense and debt service resulted in a net operating loss of $35,417.

Marina/moorage revenues came in at 29,977.

RV Park revenue was $34,651.

Fuel sales were $4,569.

Cold storage revenues were $4,396.

Yard activity revenue was $24,098.

Rental revenue was $33,357.

The ice plant generated $5,296.

Repair and maintenance expenses were $26,283.

Office expense was $13,403.

Fuel purchased for resale was $9511.

November continued the fiscal year’s trend of reduced activity and revenue. The situation has been compounded by the state’s decision to delay crab season until January 1. Based on sharply reduced revenues, we are considering contingencies, including re-structuring of our employment arrangements. It is apparent that the Port cannot continue to support our current employee census with revenues reduced as they have been and are forecast to continue. We are looking at numerous ways to meaningfully cut costs and yet retain necessary services.

Weather in November contributed to lack of activity at the port, and is impacting December as well.

Dredging activities for the Port of Bandon continues to be a revenue source developed this year.

We are under the impression that we have submitted all requested information to the appraisers as of a couple of weeks ago. We, along with Old West Federal Credit Union, are awaiting final numbers.

We continue to address long-term maintenance issues at the port, such as a 2” pressure reducer that exploded the day after Thanksgiving. The City of Brookings happened to have one on hand, so several businesses that would otherwise have stayed shut down were able to open the next day. We would like to extend our thanks for the cooperation of the city, along with everybody else that was scrambling, trying to find this part on a weekend.

Vice Chair Gold asked about where we are with the refinance, and Exec. Director Fitzgerald reiterated that we are still awaiting the final numbers.

Comm. Thompson asked questions about the Profit and Loss Statement, which were answered.

Comm. Patterson also asked questions about the Profit and Loss Statement, which were answered.

Vice Chair Gold moved to approve the Financial and Manager’s Reports. Comm. Thompson seconded. Voting Yes: Unanimous.

1. AGENDA RELATED PUBLIC COMMENTS

No Agenda Related Public Comments.

6. UNFINISHED BUSINESS

 No Unfinished Business

1. NEW BUSINESS
2. Public Comment Policy
	* Commissioner Thompson spoke in favor of changing the public comment policy to allow all types of public comments, but to limit the addressable subjects to ensure that the meetings are orderly, legal, and keeping with Special Districts Association of Oregon Public Meeting Policy.
	* Vice Chair Gold suggested that the Port follow the model of the School Board and adopt a policy written into the Public Comment Card that explains the rules and procedures for making a public comment, and then enforce disciplinary action for violation of those rules.
	* Executive Director Fitzgerald again warned of the legal ramifications arising from false statements being made, personnel issues, and sensitive issues being brought up in public meetings. He suggested that the correct procedures be followed for comments, issues, and complaints.
	* Commissioner Patterson and Vice Chair Gold discussed time frames and proper policy to review and receive public comments.
	* Chairman Davis explained that he will no longer tolerate misbehavior in the public meetings, and that he agrees with what has been discussed. He also recommended that all commissioners attend an SDAO board member training in the next calendar year.
	* Vice Chair Gold was directed to come up with a new public comments form.
	* Chairman Davis recommended that the board would meet a second time every month in a workshop setting. Dates and times were discussed. The first meeting was set for 1/6/2016 at 4:00pm in the Port Office.
	* Four public comments were taken.
3. ACTION ITEMS

There were no Action Items.

9. COMMISSIONER REPORTS

 Due to recorder error, the Commissioner Reports were not available for review and transcription.

10. ADJOURNMENT

 The meeting was unanimously adjourned at 7:50 p.m.

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