

An audio recording and transcript was made of these proceedings. The recording and the full commission agenda is available on the Ports website: www.portofbrookingsharbor.com and the transcript is available only by request at the Port Office.

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

Tuesday, October 16, 2018 • 6:00 pm

Commissioners present: Position 1 Secretary Joe Speir, Position 2 Wesley Ferraccioli, Position 4 Vice Chairman Richard Heap, and Position 5 Secretary/Treasurer Kenneth Range. Also, present were, Kathy Lindley Hall Interim Manager, Travis Webster Harbormaster, Martha Rice Port Counsel, participating staff members and members of the public.

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

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

2. Approval of Agenda:

3. Executive Session ORS 192.660 (2)(h):

- h. To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.

The board adjourn into executive session at 6:01 pm and reconvene back into regular session at 6:51 pm.

4. Agenda Related Public Comments:

George: was not currently present to give his public comment.

5. Minutes to be accepted:

- a. Tuesday, August 7, 2018, Special Meeting:

Range made a motion to approve August 7, 2018 special meeting minutes as amended. Second by *Speir*. Motion passed 4-0.

b. Friday, September 14, 2018, Special Meeting:

Range made a motion to approve September 14, special meeting minutes as written. Second by *Speir*. Motion passed 4-0.

c. Tuesday, September 18, 2018, Regular Meeting:

Speir made a motion to approve September 18, regular meeting minutes as written. Second by *Ferraccioli*. Motion passed 4-0.

6. Financial Review:

Lindley Hall wanted to bring to the board's attention the profit and loss budget performance, our revenue is up at 43.9%, and applaud staff and everybody that stayed at the RV Park. The board asked had a few questions, which *Lindley Hall* and *Webster* responded.

7. Managers Report & Operational Report:

Lindley Hall read over her managers report to the board. *Webster* read over his operations report to the board.

8. Old Business:

a. RV Park:

Speir handed the board a letter with some options that he thought would work for the RV park bathroom. Since the document was not made available to the public *Speir* read it aloud. The board had a few questions for *Webster*. *Webster* mentioned that *Lindley Hall* had talked with county deploying inspector, and the grandfather clause does apply to that bathroom. *Webster* suggested looking into remodeling what already exists to keep us under the grandfather clause. *Range* reminded the board that two months ago they approved for an engineer to come out and find a solution to the problem. *Range* would like to see a permanent solution, designed by an engineer, accepted by Harbor Sanitary and by the Port, and would also like to have a board to board meeting with Harbor Sanitary. *Ferraccioli* made a motion to hire an engineer to come up with a permanent design. Motion failed due to lack of a second. *Heap* recommended taking the bathroom offline temporarily. The board agreed to continue business as usual until the board to board meeting with Harbor Sanitary. *Lindley Hall* asked the board if they would like to pursue an MOU with Harbor Sanitary. *Range* made a motion to approve the memorandum of understanding that was provided to the Port by Harbor Sanitation. Second by *Speir*. Motion passed 4-0.

b. Rogue Credit Union Lease:

Lindley Hall informed the board that she believes that Rogue Credit Union finally understands that they own that building. Still waiting for the legal department to approve the draft lease and isn't ready to sign yet.

c. Ordinance:

Range made a motion that Port council move to waive full reading and adopt ordinance number 21, and ordinance of the Board of Commissioners of the Port of Brookings Harbor amending ordinance number 1-1998 regarding transit dock boat ramp and public parking regulations. Second by *Speir*. Motion passed 4-0.

9. New Business:

a. User agreement – Al Cornell – 10 mins:

Mr. Cornell explained to the board that he is almost to the age that he is going to want to sell his vessel. Asked the board if he sells his vessel, does the new owner of that vessel have priority over the waiting list? *Webster* explained that we have steps to go through. They must have insurance, if you decide to have moorage with us, they must go through a credit check. They must sign a brand-new moorage agreement, but they do have priority to that slip.

b. Security:

Ferraccioli reminded the board that he had requested for an estimate on cameras. Believes that the security car driving around is not deterring the theft and our moorage holders don't feel safe. Recommended looking into procuring security cameras. *Webster* suggested putting lights up. *Webster* suggested to have a special meeting regarding security, which *Heap* agreed and would like Knight Security to give the board documentation of what they observe down here at the Port.

c. Employee Handbook:

Lindley Hall informed the board that right now the employees get a disability bank and PTO, when an employee leaves the Port is not bound to pay sick leave but, in the past, it's been paid because its all lumped together in the PTO department. *Lindley Hall* suggested to separate the two, PTO and sick pay. *Range* made a motion to adopt the new language and have it in effect November 1. Second by *Ferraccioli*. Motion passed 4-0.

d. Managers Search:

Nothing to discuss at this time.

10. Commissioners Report:

Heap gave the board an update on how the events meeting went last night.

Range wants to see the agenda format changed to where the executive session comes before or after the meeting, if there is an executive session scheduled. Would also like to see agenda items that have been discussed continue to be on the agenda until there is some sort of closure.

11. Non-Agenda Related Public Comments:

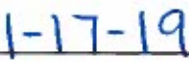
No non-agenda related public comments.

George was back, and the board allowed him to give his public comment. *George* expressed his dissatisfaction with the amount of bird feces on the dock. Believes the Port should hire someone once a week to clean the docks. Also, when he came back into his slip Saturday night, someone was in the slip next to him, so he decided to go into someone else's slip, and was upset that he couldn't reach anyone at the Port to tell them that someone had parked next to him and that he was changing slips.

12. Adjournment:

Heap adjourned the meeting at 8:21 pm.


Secretary


Date Signed

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