

**PORT OF BROOKINGS HARBOR**  
**Special Commission Meeting**  
**Wednesday, April 17, 2024 at 12:00pm**  
**Hybrid / Meeting Room**  
**16350 Lower Harbor Road Suite 202, Harbor OR, 97415**

This is a hybrid meeting, which means you can attend in-person at the above address, or you can attend by the following:

Teleconference Call-In Number:  
1 (253) 215-8782

Meeting ID:  
771 205 4017

Passcode:  
76242024

Webinar Access:

<https://us02web.zoom.us/j/83371462484?pwd=TkZmK1hMUWJkL2RNakpGVGRrUIZqQT09>

*A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Brookings Harbor Office at 541-469-2218.*

**TENTATIVE AGENDA**

- |  |             |
|--|-------------|
| <b>1. CALL MEETING TO ORDER</b>  | <b>PAGE</b> |
| <ul style="list-style-type: none"><li>• Roll Call</li><li>• Modifications, Additions, and Changes to the Agenda</li><li>• Declaration of Potential Conflicts of Interest</li></ul>   |             |
| <b>2. APPROVAL OF AGENDA</b>   |             |
| <b>3. BOARD PRACTICES ASSESSMENT WITH SDAO CONSULTANT ROY EMERY</b>  |             |
| <b>4. PUBLIC COMMENTS</b> – Limited to a maximum of three minutes per person. Comments by teleconference, please email your comments to <a href="mailto:danielle@portofbrookingsharbor.com">danielle@portofbrookingsharbor.com</a> prior to the meeting. |             |
| <b>5. NEXT REGULAR MEETING DATE</b> – Wednesday May 15, 2024, at 2:00pm  |             |
| <b>6. ADJOURNMENT</b>  |             |

# BOARD PRACTICES ASSESSMENT

---

**DATE:** April 17, 2024  
**RE:** SDAO Board Practices Assessment  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Travis Webster, Port Manager

---

## **OVERVIEW**

- This Board Practices Assessment (BPA) will help us to receive a 2% credit towards our 2025 liability contribution!
- The BPA is conducted in a 90-minute on-site facilitated meeting with the full board and management/staff personnel who normally participate in the board's meetings. It is a self-assessment process in which participants will evaluate the board's effectiveness in six key performance areas to identify strengths and weaknesses in the board's governance practices.
- Results of the BPA underscore the significant link between a board's performance and their district's risk management experience. Simply put, good board practices lead to sound risk management. Within a week following the meeting, the board will receive a written summary of their self-assessment and a document called Consultant's Impressions and Recommendations.
- Roy Emery, Senior Consultant with SDAO will be conducting our BPA.

## **DOCUMENTS**

- Board Practice assessment Tool, 3 pages

**SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT**

**Port of Brookings Harbor**

**Board: Richard Heap, President; Joseph Speir, VP; Sharon Hartung Sec/Treas; Larry Jonas, Daniel Fraser; Travis Webster, Port Manager**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
<b>Board Duties and Responsibilities</b>				
Adherence to standards of good stewardship				
Demonstration of good governance practices				
<b>Operational Compliance</b>				
Overall regulatory compliance & Timeliness of compliance reporting				
Potential compliance challenges				

Organizational Resilience				
<b>Budget and Finance</b>				
Consistency in budgeting to meet needs				
Soundness of financial practices				
<b>Customer Relations</b>				
Management of service problems				
Improvements to customer service				
<b>Personnel Administration</b>				
Staff morale and work climate				
Management of employee performance				
Alignment of positions with work assignments				

<b>Policies and Procedures</b>				
Soundness of administrative policies				
Consistency between work practices and policies				
Efficiency of staff and work systems				