

**DRAFT MINUTES
WORKSHOP MEETING OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Tuesday January 11, 2022

This is not an exact transcript. The audio of the session is available on the Port's website.

The Port of Brookings Harbor District met for a workshop session on the above date at 10:00am. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

1. CALL MEETING TO ORDER

Commission President Richard Heap called the Workshop Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

- **Commissioners Present:**
Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5); and Joseph Speir, Vice President (Pos. #1) was absent.
- **Management and Staff:**
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Danielle King, Safety/Administrative; and James Walker, Port General Counsel via phone.
- There was no modifications, additions, or changes to the written agenda.
- Commissioner Range disclosed potential conflict of interest on Information Item E Pelican Bay Arts Association Request for 5-year Agreement.

2. APPROVAL OF AGENDA – Audio time 1:50

A motion was made by Hartung and seconded by Jonas to approve the agenda as written. The motion passed 4 – 0.

3. PUBLIC COMMENTS – Audio time 2:20

There was no public comment submitted.

4. INFORMATION ITEMS

A. Non-Moorage Charter Fees – Audio time 2:40

Dehlinger noted this discussion is a continuation from previous meetings. Sample decal and sign was provided for review. Also reviewed changing the boat launch kiosk screen information. Suggestion was made for the color of decals should match OSMB color scheme and possible placement location on vessel. All charter boats should be required to place a port decal on the vessel. Check into advertising the new requirement with OSMB Charter Guide website.

B. Port Best Management Practices Amendment – Audio time 10:30

Dehlinger noted this amendment to the BMP is tied to Information Item C OSMB MAG application. The application asks for ports maintenance and repair policy. BMP would be the best location to have our written policy.

C. Oregon State Marine Board Maintenance Assistance Grant (MAG) Grant Application – Audio time 10:30
This item was discussed with Information Item B.

- D. ODEQ Tier 2 Corrective Actions and Notification to Gear Storage Users – Audio time 13:09
Dehlinger discussed the deadlines to submit ODEQ Tier 2 Corrective Actions was extended to January 31, 2022 due to FEMA project evolving and the port needed more time to complete the changes. The current gear storage location will need to be relocated for the construction to take place. Staff is proposing to use the green building site and reduce the boat storage capacity to relocate the gear storage. Letter to gear storage users should be sent out as early as possible to provide the upcoming changes.
- E. Pelican Bay Arts Association Request for 5-year Agreement – Audio time 31:20
Dehlinger noted port staff does not have any issues with a 5-year agreement. The organizer of boardwalk events told the Port he will accommodate the space requested during events except for the Pirate Festival. Pirate Festival is a multiple day event where vendors use the entire boardwalk. Board discussed have the organizer be responsible for any damage to the artwork.
- F. POBH Employee Handbook 2022 – Audio time 36:18
Dehlinger noted the handbook was updated with SDAO recommendations and State of Oregon requirements. Besides those changes, Port staff recommends changing the full-time from 40 hours to 30 hours to match state health insurance requirements and new hire probationary period was reduced from 90-days to 60-days.
- G. Business Oregon FEMA Matching for DR-4432 and DR-4452 – Audio time 39:08
Dehlinger reviewed the formal approval from Business Oregon for the matching dollar amounts on FEMA DR-4432 and DR-4452.
- H. Sale of Business – Bounder Fresh Crab Consent to Assignment and Assumption of Lease – Audio time 45:36
Dehlinger discussed the ownership change for Bounder Fresh Crab. No changes to the business are planned for now and the lease will carry over to the new owners if approved.
- I. North Jetty Access – Audio time 49:00
Dehlinger reviewed the latest issues with the north jetty and the access to the crab dock. Further discussion with the possibility of removing the entire crab dock when opportunity arises. Installing a gate to limit public vehicles on the jetty was discussed.
- J. Stormwater Test Results for December 13, 2021 – Audio time 55:25
Dehlinger reviewed the test results and the Tier 1 and 2 reporting. Board discussed other infrastructure upgrades at the boat yard to contain pollutants.
- K. Boardwalk Condition and Modifications – Audio time 1:02:05
Dehlinger reported the current gap size is continuing to move. Port staff had more discussions with our port engineer and have revised the repair in the packet to just separating the damage boardwalk section. Board and staff discussed other possible repairs and funding.
- L. Fuel Dock – Fuel Tank Control Box Repair and Protective Structure – RV Park Project – Audio time 1:09:15
Dehlinger reviewed the damaged screen and the idea of a protective structure over the control box. Board would like to see other structure types and their costs. Port has placed the order for a new screen.
- M. South Coast Credit Accounts – Audio time 1:16:21
Dehlinger noted the open accounts with the collection agency and the agencies request to take CBN Enterprises to litigation.
- N. Vessel Miss Stacey – Audio time 1:19:01
Board, staff and legal counsel discussed options dealing with the vessel, permits on the vessel, and any other options the port has for potentially paying to remove the vessel from the port if it becomes abandon.
- O. Financial Consultant Contract – Audio time 1:43:15

Dehlinger noted Port staff would like to extend the contract one-year. There are no rate increases, contract would basically remain the same depending on legal review.

- P. Curry County Sheriff Substation Office MOU – Audio time 1:43:51
Dehlinger noted the Port and County did not have any written agreements for the substation space. MOU is currently being drafted.
- Q. Zola’s on the Water Late-Night Activities – Audio time 1:45:03
Dehlinger noted Zola’s on the Water had some late-night activities and they have stop doing them until the Port and tenant updates their lease agreement to allow these activities. Zola’s wants to resume doing these late-night activities this summer.
- R. SDAO Annual Conference 2022 – Audio time 1:48:29
SDAO has changed the conference to all virtual conference this year due to the outbreak of COVID.
- S. Blue Fin Realty Lease Renewal Amendment No. 1 – Audio time 1:51:02
Current lease is ending January 31, 2022 and the tenant has expressed to renew the lease for 3 additional years and adding a partner to the lease document.
- T. Hallmark Receiving Dock Condition – Audio time 1:51:40
Port staff reviewed the condition of the dock with port engineer Jack Akin yesterday. Jack plans to get an expert structural dock engineer to inspect and provide a report on the dock.
- U. 4th of the July Fireworks – Audio time 1:55:44
Dehlinger reported there is a group that is working on returning the firework show this year. Port was invited to a meeting at City of Brookings with all the stakeholders to discuss planning the event.
- V. Basin 1 Storm Damage to Vessels – Audio time 1:58:50
Dehlinger reported last week a storm caused a cleat to break loose from the dock which caused some damage to two boats. Port wrote an incident report and submitted to SDAO insurance for possible claim.
- W. Mountain View Custom Cycles LLC and Rebel Ink Tattoo Studio LLC and Barber Shop Lease – Audio time 2:02:38
Dehlinger noted the lease expired December 31, 2021 and is currently month-to-month. The tenant wants to extend the lease one-year but has an outstanding balance with the port. He is making extra payments and when it reaches zero, a lease extension would be offered.
- X. Tidewinds Sportfishing Request for Signage Space – Audio time 2:05:19
Board discussed this request and maybe having a structure built for all charter boats to have an opportunity to advertise their business at the port.
- Y. 2022 SDIS Property / Casualty Insurance Renewal and Longevity Credit and Rate Lock Guarantee – Audio time 2:21:17
Dehlinger noted this is an annual renewal for the port insurance with SDAO and comes with a longevity credit.

5. COMMISSIONER COMMENTS – Audio time 2:22:15

Commissioner Range appreciated the information in the packet and the workshops providing commissioners time to digest the topics before making a decision.

Commissioner Jonas asked about Knight Security performance. Dehlinger said they have improved.

Commissioner Hartung thanked James Walker attending the first meeting with the Port.

6. **NEXT REGULAR MEETING DATE** – Wednesday, January 19, 2022 at 2:00pm.

7. **ADJOURNMENT**

Having no further business, the meeting adjourned at 12:23pm.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

Date Signed

An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: www.portofbrookingsharbor.com.

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