

**DRAFT MINUTES
REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Wednesday, July 20, 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 in Regular session on the above date at 2:00pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415, teleconference and webinar.

1. CALL MEETING TO ORDER

Commission President Richard Heap called the Regular Meeting of the Port of Brookings Harbor of Commissioners to order at 2:00pm.

- **Commissioners Present:**
Joseph Speir, Vice-President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4) and Kenneth Range (Pos. #5).
- **Management and Staff:**
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Danielle King, Safety/Administrative and Jack Akin, Port Engineer with EMC Engineering.
- There was no modifications or additions to the agenda.
- There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:01:58

- **A motion was made by Jonas and seconded by Speir to approve the agenda. The motion passed 5 – 0.**

3. ELECTION OF COMMISSION OFFICERS – Audio time 0:02:15

A Motion was made by Jonas and seconded by Speir to approve Richard Heap to be President. A Motion was made by Range and seconded by Jonas to approve Joseph Speir to be Vice-President. A Motion was made by Jonas and seconded by Range to approve Sharon Hartung to be Secretary/Treasurer. The motions passed 5 – 0.

4. APPROVAL OF MEETING MINUTES – Audio time 0:03:46

- A. Approve Minutes of Budget & Regular Commissioner Meeting Wednesday June 15, 2022.**
- B. Approve Minutes of Special Commissioner Meeting Tuesday, June 21, 2022.**

A Motion was made by Speir and seconded by Hartung to approve the meeting minutes for the Budget and Regular Meeting, Wednesday, June 15, 2022 and Special Meeting, Tuesday, June 21, 2022. The motion passed 5 – 0.

5. PUBLIC COMMENTS – Audio time 0:04:56

- There were four public comments. June McGraw emailed a public comment regarding the leashing dogs on Port Property and a dog attack that King read to the Board. Don Williams told the Board that his vessel was stolen from the basin and gave some suggestions regarding security and lighting. Gary Hartung mentioned a safety hazard regarding the anchors placed outside the boat yard warehouse. Al Cornell asked about the results of the water testing. The board had some questions for Mr. Williams regarding his vessel.

6. MANAGEMENT REPORTS

A. **June 2022 Safety & Security Report** - Audio time 0:19:12

King reported on staff safety training, incidents, accidents, security issues that happened for the month of June and upcoming events happening at the Port.

B. **June 2022 Harbormaster Report** - Audio time 0:21:10

Webster reported on projects that were completed in the month of June in the RV Park, marina, and equipment services. There was a discussion among the Board and staff regarding

C. **June 2022 Financial & Manager Report** - Audio time 0:24:18

Dehlinger reported on the financials for the month of June. Dehlinger reviewed the Port items that happened in the month of June. There was a discussion among the Board and Staff regarding 1200Z permit. Jack Akin gave an update to the Board regarding the wastewater treatment plant, there was a discussion and questions from the Board.

A motion was made by Speir and seconded by Hartung to approve the safety, security and environmental report, the harbormaster report, and the financial and manager report of June 2022 as discussed. The motion passed 5 – 0.

7. ACTION ITEMS

A. **Boat Yard Building Plan** – Audio time 0:45:52

Dehlinger reviewed with the Board what was discussed in the last meeting and what the Board had requested. Dehlinger stated that it is hard to get an accurate quote since the Board hasn't decided what kind of building we want. Dehlinger suggested to slow down to figure out what kind of building we want, ask an engineer to develop the drawings, then look for quotes, and ask for funding or seek out grants. Board allowed public comment. Range stated there is a third option and any building can be remodeled and would like to spend the money for an engineer to evaluate this structure as to what it would take to bring it in line aesthetically, structurally, and cosmetics of the exterior. Board discussion continued regarding the engineering report that was received by Jack Akin and his recommendations on proceeding forward with that building. Heap reviewed what the report had stated from what he remembers that the building needs to be brought back to code, basically you will be building a new building where the current one sits. Akin made it very clear to the Board that the structural engineer that created the report for the Port was not an associate of his at any time and this was the first time working with this person. His recommendations were not to demolish the building, his recommendations were if you wanted to keep the building that you have to make sure you are covering the Port for the safety infractions out there, it's a dangerous building. The building is failing at key stress points, you will spend a good deal of money trying to restore it, you will have to remove some material, and redo some construction errors made just to satisfy code.

A motion was made by Range and seconded by Jonas to hire a structural engineer to look at our existing building and give us a cost, rough cost, what it would cost to structurally make it a viable building that meets code. The motion passed 3 – 2. Yes: Jonas, Range & Heap. No: Hartung & Speir.

B. **Zola's on the Water Lease Amendment No. 2** – Audio time 1:16:53

Dehlinger reviewed the timeline and the actions from Zola's as to why the lease amendment is up for Board approval.

A motion was made by Speir and seconded by Jonas to approve Zola's on the Water Commercial Lease Amendment No. 2. The motion passed 5 – 0.

8. INFORMATION ITEMS

A. **Curry County Storm Drain Master Plan Draft April 2022 Review – Curry County Commissioners and Port Commissioners Meeting Date** – Audio time 1:19:56

Dehlinger discussed scheduling a date and time with our Board to have a Board-to-Board meeting with Curry County Commissioners.

B. Dog Leash Law Enforcement – Audio Time 1:24:48

Jonas presented item and asked what has the Port done in the past regarding dogs, asked if staff could reach out to code enforcement to do a sweep of the Port. Webster went over how many signs we have, how many signs we have purchased, and what the Port has done regarding dogs.

C. Small Debris Left Behind on the Jetty from Fireworks Show – Audio Time 1:31:47

Jonas requested this item to be on the agenda but found out afterwards that the debris was picked up.

D. Boat Ramp and Boat Parking Area – Audio Time 1:32:41

Jonas stated that during the summer its busy and is the Port happy with how things are in the boat launch area? Board stated that they aren't sure what else we can do, we have signs, parking tickets, we monitor the area. Board allowed public comment. Board continued to discuss all the actions the Port has done to try and eliminate the amount of public parking in that area.

9. COMMISSIONER COMMENTS – Audio time 1:42:37

- No Commissioner comments.

10. NEXT REGULAR MEETING DATE – Wednesday, August 17, 2022, at 2:00pm.

11. ADJOURNMENT – Audio time 1:42:45

Having no further business, the meeting adjourned at 3:42 pm.

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.