

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

**Wednesday, November 17, 2021**

*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 and also via teleconference.

**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.

- All participants stated the Pledge of Allegiance.
- **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 Martha Rice, Port General Counsel via phone.
- There was no modifications, additions, or changes to the agenda.
- There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 3:15**

**A motion was made by Jonas and seconded by Range to approve the agenda as written. The motion passed 5 – 0.**

**3. APPROVAL OF MEETING MINUTES – Audio time 3:50**

- Approve Minutes of Special Commissioner Meeting Thursday October 7, 2021.
- Approve Minutes of Regular Commissioner Meeting Wednesday October 20, 2021.
- Approve Minutes of Special Commissioner Meeting Thursday October 28, 2021.

**A motion was made by Hartung and seconded by Speir to approve Meeting Minutes for Special Commissioner Meeting Thursday October 7, 2021, Regular Commissioner Meeting Wednesday October 20, 2021 and Special Commissioner Meeting Thursday October 28, 2021. The motion passed 5 – 0.**

**4. PUBLIC COMMENTS – Audio time 4:35**

There were two public comments submitted by Roy Trottier and Dan Fraser on agenda Information Item A. Comments were reserved until later during the agenda item.

**5. MANAGEMENT REPORTS – Audio time 5:12**

- Safety & Security Report – October 2021  
Danielle reported on staff safety training, incident reports and security issues.

- **Financial Report – October 2021. Audio time 8:09**  
Dehlinger reported the end of the month financials for October 2021. Reviewed end of the month balance sheet, October profit & loss numbers and fiscal year profit & loss vs. budget performance.
- **Harbormaster Report – October 2021. Audio time 11:48**  
Webster reported on the harbormaster report. Reviewed the RV Park occupancy, boat launches, telehandler and travel lift operations for the month. Port staff completed 119 work orders during the month.
- **Port Manager Report – October 2021. Audio time 15:00**  
Dehlinger reported on the Port manager report.

**A motion was made by Speir and seconded by Range to approve the management reports for October 2021 as discussed. The motion passed 5 – 0.**

## **6. ACTION ITEMS**

- A. Resolution 2021-12 Adopting Property Tax Payment Policy – Audio time 20:21**  
Dehlinger noted the Board approved paying the lease property tax and invoicing the tenants for reimbursement during the regular meeting on October 20, 2021. This resolution will memorialize Board approval.

**A motion was made by Speir and seconded by Hartung to approve Motion to approve draft Resolution No. 2021-12 Adopting Property Tax Payment Policy. The motion passed 5 – 0.**

- B. Charter Fee Change Request – Audio time 22:43**  
This item is a continuation from the last meeting discussing possible change to the current charter fee rate by per person capacity of the boat. Commissioners and staff discussed alternative fee charges for moorage and non-moorage users. Staff will consult with OSMB and other Ports for non-moorage charter boat fees and holdover to next meeting.

**A motion was made by Hartung and seconded by Speir to approve removing the per person charter fee from the current Port Rates July 1, 2021 to June 30, 2022. Approve the new charter fee of \$200 per boat annually for moorage holders of one month or more. The motion passed 5 – 0.**

- C. Warranty Information on New Ford Vehicles – Audio time 47:33**  
Dehlinger reviewed the warranty information from Ford on the new trucks when they become available.

**A motion was made by Range and seconded by Speir to approve adding the PremiumCare package for the new Ford trucks. The motion passed 5– 0.**

- D. Chetco River Bar Camera Sponsorship Agreement – Audio time 50:41**  
Dehlinger noted the Port website site activity for webcam in October was over 8,000 views. This agreement will provide the document to begin receiving funds for sponsorship of the webcam.

**A motion was made by Range and seconded by Speir to approve Chetco River Bar Camera Sponsorship Agreement form and the \$100 sponsorship fee per month. The motion passed 5 – 0.**

- E. Public Dock Equipment Use Agreement & Release – Audio time 54:21**  
Dehlinger noted on occasions commercial vessels will bring their own equipment to the steel wall to remove or install poles and gear. If the equipment user does not have a current lease with the Port, this agreement will provide assumption of risk and hold harmless clauses and other information to allow an individual or company to use equipment on Port property.

**A motion was made by Speir and seconded by Hartung to approve Public Dock Equipment Use Agreement & Release form and the hourly rate at \$35. The motion passed 5 – 0.**

- F. **Bell & Whistle Coffee Shop Lease Renewal** – Audio time 1:01:58  
Dehlinger noted Bell & Whistle lease ends this month. The Lease has three 5-year option renewals. Tenant has requested to extend the lease for another five years.

**A motion was made by Range and seconded by Jonas to approve Bell and Whistle Coffee Shop draft Commercial Lease Agreement Amendment No. 2. The motion passed 5 – 0.**

- G. **Shanebrook Media Location Agreement** – Audio time 1:03:12  
Dehlinger noted the film company needed a room to shoot a scene. Port provided the front office for their scene and then requested the location agreement to be signed.

**A motion was made by Speir and seconded by Jonas to approve Shanebrook Media Location Agreement only if they provide notification to Port staff prior to reshooting on Port properties and authorize the Port Manager to sign the agreement on the behalf of the Port. The motion passed 5 – 0.**

- H. **Henry Johnson Draft Appreciation Letter** – Audio time 1:05:17  
Range requested to add any future displays to be coordinated with Port staff.

**A motion was made by Speir and seconded by Hartung to approve draft appreciation letter to Henry Johnson. The motion passed 5 – 0.**

- I. **Strategic Business Plan Annual Review** – Audio time 1:06:27  
Dehlinger noted this plan is a working document that will require ongoing reviews and should be updated annually. Table 14 Capital Improvement Plan was reviewed in detail. Projects on Table 14 could accelerate depending on funding opportunities.

**A motion was made by Heap and seconded by Range to approve Strategic Business Plan 2021 annual review and updated Tables 14, 15, 17 and project opportunities map. In the development of the RV Park at the Kite Field to include in that design a laundromat and the possibility of providing service for development for future food service area. The motion passed 5 – 0.**

- J. **Business Oregon General Application SPWF, FEMA DR-4432 Mitigation and Repair** – Audio time 1:31:31  
Dehlinger noted the application from Business Oregon is for the 25% matching amounts required by FEMA to repair disaster related damage done to the Port in February 2019.

**A motion was made by Hartung and seconded by Range to approve the draft Resolution 2021-13 Authorizing Submission of Business Oregon General Application for Special Public Works Fund, FEMA DR-4432 Mitigation and Repair, #648-14634. The motion passed 5 – 0.**

- K. **Business Oregon General Application SPWF, FEMA DR-4452 Mitigation and Repair**– Audio time 1:35:12  
Dehlinger noted the application from Business Oregon is for the 25% matching amounts required by FEMA to repair disaster related damage done to the Port in April 2019.

**A motion was made by Hartung and seconded by Speir to approve the draft Resolution 2021-14 Authorizing Submission of Business Oregon General Application for Special Public Works Fund, FEMA DR-4452 Mitigation and Repair, #648-14633. The motion passed 5 – 0.**

## 7. INFORMATION ITEMS

- A. **Harbor Water District – Wastewater Treatment Plant Information** – Audio time 1:37:40

Roy Trotter and Dan Fraser made their comments regarding the wastewater treatment plant and discussion followed with Board of Commissioners and Port staff.

**B. Request For Qualifications (RFQ) for General Counsel Services** – Audio time 2:20:07

Dehlinger noted the Port received the termination of service from Martha Rice. RFQ is currently out seeking proposals. Deadline to submit proposals is November 30, 2021.

**C. DEQ Stormwater Testing Results** – Audio time 2:23:10

Dehlinger reviewed the latest industrial stormwater test results.

**8. COMMISSIONER COMMENTS** – Audio time 2:27:45

Commissioner Speir – commented on the crab season opening.

Commissioner Hartung – looking forward to the FEMA Project and RV Park. Happy to see the temporary seawall has worked well and a portion of sidewalk was undermined from recent storm waves.

Commissioner Heap – commented on PFMC, chinook and received a report from halibut commission on total harvest in Brookings.

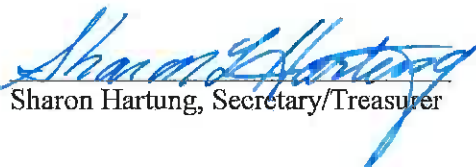
**9. NEXT REGULAR MEETING DATE** – Wednesday, December 15, 2021 at 2:00pm.

**10. ADJOURNMENT** – Audio time 2:31:58

Having no further business, the meeting adjourned at 4:30pm.

  
Richard Heap, President

12-15-2021  
Date Signed

  
Sharon Hartung, Secretary/Treasurer

12-15-2021  
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](http://www.portofbrookingsharbor.com).*