

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

**Tuesday, August 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 6:00pm. 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 6:00pm.

- 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; and Martha Rice, Port Legal 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 3:10**

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

**3. APPROVAL OF MEETING MINUTES – Audio time 3:39**

- Draft Minutes of Workshop Commissioner Meeting Thursday July 15, 2021 at 2pm
- Draft Minutes of Regular Commissioner Meeting Tuesday July 20, 2021 at 6pm

**A motion was made by Speir and seconded by Range to approve Minutes of Workshop Commissioner Meeting Thursday July 15, 2021, Minutes of Regular Commissioner Meeting Tuesday July 20, 2021 as written. The motion passed 5 – 0.**

**4. PUBLIC COMMENTS – Audio time 4:16**

There was no public comment submitted.

**5. MANAGEMENT REPORTS – Audio time 4:26**

- Financial Report – July 2021.  
Dehlinger reported the end of the month financials for July 2021. End of the month unrestricted cash and equivalents totaled \$602,396. Restricted cash and equivalents totaled \$947,413, with Total Assets (cash) at

\$1,538,564. July profit and loss total revenues from all funds were \$364,301. Total expenses were \$286,705. The net income for July was \$77,596. General Fund program revenues were \$283,886 and expenses were \$261,983.

- Harbormaster Report – July 2021. Audio time 7:30  
Webster reported on the harbormaster report. Port staff demolished two boats that were in the boat yard that were in the boat yard for over five years. Staff responded to a sinking boat in Basin 2 and it was decided to be rescued by Port staff.
- Port Manager Report – July 2021. Audio time 9:20  
Dehlinger reported on the Port manager report. Reviewed safety and security reports for the month of July. County Planning and Building & Safety are reviewing permit applications for the RV Park Project. State electrical review have not responded. Port has hired account assistant for the office and elevated part-time employee to full-time to help with maintenance.

**A motion was made by Speir and seconded by Hartung to approve the Financial Report for July 2021, Harbormaster Report for July 2021 and Port Manager Report for July 2021. The motion passed 5 – 0.**

## 6. ACTION ITEMS

- A. Rotary Beach Bingo Cleanup – Audio time 16:05  
Janece Payne from Rotary Club provided additional documents to the meeting and explained the Beach Bingo Cleanup program. Sponsorship is for one year.

**A motion was made by Range and seconded by Speir to approve Rotary Beach Bingo Clean Up pamphlet to be included in the RV Park guest packets. Port of Brookings Harbor to become a silver sponsor. Port Manager is authorized to sign the documents. The motion passed 5 – 0.**

- B. Resolution 2021-08 Best Management Practices Policy – Audio time 25:08  
Dehlinger noted this resolution is to memorialize the board approval last month.

**A motion was made by Jonas and seconded by Speir to approve Draft Resolution No. 2021-08 Adopting Best Management Practices. The motion passed 5 – 0.**

- C. Bounder Fresh Crab Lease Renewal – Audio time 25:53  
Dehlinger noted the tenant requested to lease this space for 3 more years. The request came in after the 90-day notice. The amendment waives the 90-day notice and allows the tenant the 3-year option to extend the lease.

**A motion was made by Speir and seconded by Hartung to approve Bounders Fresh Crab draft Commercial Lease Agreement Amendment No. 1. The motion passed 5 – 0.**

- D. Pithitude Lease Renewal – Audio time 28:56  
Dehlinger noted the tenant requested to extend the current lease one additional year.

**A motion was made by Speir and seconded by Range to approve Pithitude draft Commercial Lease Agreement Amendment No. 1. The motion passed 5 – 0.**

- E. Aboveground Fuel Tank Pollution Insurance Renewal – Audio time 29:40  
Dehlinger noted this is an annual renewal for the aboveground fuel tanks. Renewal was signed to prevent lapse of coverage and ratifying approval.

**A motion was made by Speir and seconded by Jonas to approve the insurance renewal for the aboveground fuel tanks. The motion passed 5 – 0.**

- F. Gear Storage / Boat Storage Relocation – Audio time 34:11

Dehlinger reported with the funding a good possibility for the wastewater treatment plant, the Port should begin making room for the plant. Webster noted the boat/trailer storage behind the Port Shop will be consolidated with the other boat/storage areas.

**A motion was made by Speir and seconded by Range to approve relocating boat/trailer storage behind the Port Shop into other boat storage locations to make room to relocate gear storage from wastewater treatment plant proposed site. The motion passed 5 – 0.**

G. Heat Illness Prevention Plan – Audio time 39:30

Dehlinger reported Oregon OSHA mandated this program for all employers to implement.

**A motion was made by Hartung and seconded by Speir to approve the draft Heat Illness Prevention Plan. The motion passed 5 – 0.**

H. Congressman DeFazio Visit to the Port – Audio time 41:02

Dehlinger noted this meeting is still tentative for August 25 at 3pm.

**A motion was made by Jonas and seconded by Speir to approve Commissioner Richard Heap and Commissioner Kenneth Range to attend Congressman DeFazio visit to the Port on August 25th. The motion passed 5 – 0.**

I. Regular Meetings of the Commission Change – Audio time 42:40

Heap noted this was discussed previously to change the time to the afternoon and to accommodate Martha's schedule the date was changed.

**A motion was made by Speir and seconded by Jonas to approve changing the regular commissioner meeting to be held monthly on the third Wednesday of each month at 2pm. First meeting of the new schedule will begin Wednesday October 20, 2021 at 2pm. The motion passed 5 – 0.**

## 7. INFORMATION ITEMS

A. Coos Curry Electric Service Repairs – Audio time 43:57

Dehlinger reported the Port has repaired all services except for the boat yard service. Boat yard repair requires new equipment. Electrical contractor was selected to make the repairs. Material was ordered and waiting on delivery and schedule shutdown with Coos-Curry Electric. Port will need to look at replacing these services in the near future (3 to 5 years).

B. Zola's on the Water Traffic and Parking Plan – Audio time 46:35

Heap noted this item been discussed for several months now. Dehlinger mentioned the traffic and parking congestion and provided multiple options for board discussion. Heap noted he witnessed several hours this pasted weekend of traffic, parking and boat launch issues. Board reviewed and discussed the options provided and were basically discussing two options, 2 and 6. Option 2 provides one way traffic and opening up the public parking area next to Slugs & Stones for access while closing the north side of the island access. Option 6 is creating the entire area for foot traffic only by eliminating traffic access between buildings. General consensus from the board to let Port staff change the area without modifying any islands.

C. Pacific Seafood Housing on Port Property Request – Audio time 1:28:09

Brett Hester from Pacific Seafood provided information on their proposal for housing of foreign workers to operate the fish processing plant. Pacific Seafood is looking to have this in place before next shrimp season.

D. Wastewater Treatment Plant Funding – Audio time 1:31:41

Dehlinger reported if this funding becomes a reality, the Port will need to come up with matching amounts and to start strategizing how the Port will come up with the matching. Port will have more meetings in the near future with our engineer to review plant details of operating and maintenance costs.

**8. COMMISSIONER COMMENTS** – Audio time 1:35:42

Commissioner Hartung – Port been very busy lately.

Commissioner Range – Pacific Seafood did an outstanding job providing ice to the fisherman and quality was a 10.

**9. NEXT REGULAR MEETING DATE** – Tuesday, September 21, 2021 at 6:00pm.

**10. ADJOURNMENT** – Audio time 1:36:50

Having no further business, the meeting adjourned at 7:37pm.

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Sharon Hartung, Secretary/Treasurer

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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).*

DRAFT