

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

Tuesday, August 9, 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 special session on the above date at 10:00am. 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 Special Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

- **Commissioners Present:**
Joseph Speir, Vice-President (Pos. #1) was tardy via teleconference; Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**
Travis Webster, Harbormaster; Kim Boom, Financial Director; Danielle King, Safety/Administrative; and James Walker, Port Counsel
- There were no changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 00:01:46

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

3. PUBLIC COMMENTS – Audio time 00:02:05

There was one public comment by Mike Murphy regarding the motion on Action Item A.

4. GENERAL MANAGER RESIGNATION – Audio time 00:02:57

Heap noted Gary Dehlinger's resignation letter to the Board, last day of employment was August 8, 2022. Heap expressed his disappointment in seeing Gary Dehlinger leaving and appreciated his long term vision for the Port but understand his frustration with working in a public sector.

Commissioner Joseph Speir was able to attend the meeting through telephone at 10:03AM.

Board continued to express their sadness regarding Dehlinger leaving and how he was a great asset to the Port.

5. ACTION ITEMS

A. Interim General Manager – Audio time 00:05:05

Heap noted the information provided from the efforts of a previous Board to hire a manager. Hartung suggested Leroy Blodgett for Interim Manager and explained why he may be a good fit to help relieve some of the workload from Webster. The Board agreed that the workload should not be placed on Webster or the staff. Port Counsel advised the Board regarding their response to the resignation letter by either hiring a permanent Port Manager or appoint a Port Manager pro tem. If the Board does go with a pro tem, the Board needs to decide the length of time. In addition to making the appointment the Board needs to direct staff to identify a registered agent, who ever is registered to pro tem would also be appointed as a registered agent. An employee can be appointed as a registered agent until a Port Manager is hired. Heap asked Counsel if it was possible to rotate the duties onto the existing Board members. Counsel stated that it is possible to appoint a Board member as a interim Port Manager but each time you rotate Board members, that would require a new Resolution each time. Counsel

advised the Board to take on the process of reviewing the permanent Port Manager’s job description and making the appropriate updates that are deemed necessary in a public meeting. Since the Port is associated with SDAO, they would be a good resource to help direct the Board through the hiring process. Range suggested that on very short terms one of our commissioners be appointed, contact SDAO to hire a temporary experienced Interim Port Manager and have SDAO finish the recruitment period and bring back some candidates. Jonas asked if anyone from Staff or the Board really wants to do this. Webster informed the Board that the day-to-day operations will still run, we have the function of the Port figured out, take the time to find an interim manager, until then we will keep to our daily operations.

A motion was made by Heap and second by Jonas to direct Port staff to reach out to SDAO to begin discussion about contracting with them to recruit a permanent manager, out next regular meeting provide a copy of the job description for the Port Manager and be prepared to finalize that at the following meeting. Further, Staff using a point of contact with the Commission until an interim is appointed it would be Kenneth Range. Board had discussion regarding the timeline. The motion passed 5-0.

6. INFORMATION ITEMS

A. Procedure for Hiring General Manager

This item was discussed in Action Item A – Interim General Manager.

7. COMMISSIONER COMMENTS – Audio time 00:45:26

Board allowed public comments.

Range suggested placing the recruitment ad into the Association of Ports, which is worldwide.

There was a discussion among the Board and Counsel regarding their list of requirements for a Port Manager and when to bring it back to the Board and SDAO.

8. NEXT SPECIAL MEETING DATE – Thursday, August 11, 2022, at 2:00PM.

9. NEXT REGULAR MEETING DATE – Thursday, August 17, 2022, at 2:00PM

10. ADJOURNMENT – Audio time 00:51:08

Having no further business, the meeting adjourned at 10:50 am.

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.