

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

**Tuesday, September 21, 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 Vice-President Joe Speirs 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) via phone; Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4) via phone; 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 4:20**

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

**3. APPROVAL OF MEETING MINUTES – Audio time 4:50**

- Draft Minutes of Special Commissioner Meeting Tuesday August 3, 2021 at 10am.
- Draft Minutes of Regular Commissioner Meeting Tuesday August 17, 2021 at 6pm.

**A motion was made by Jonas and seconded by Range to approve Minutes of Special Commissioner Meeting Tuesday August 3, 2021 and Minutes for Regular Commissioner Meeting Tuesday August 17, 2021 as written. The motion passed 5 – 0.**

**4. PUBLIC COMMENTS – Audio time 6:03**

There was one public comment submitted through email prior to the meeting from Daniel Fraser. Comment was read for the record.

**5. MANAGEMENT REPORTS – Audio time 8:38**

- Financial Report – August 2021.  
Dehlinger reported the end of the month financials for August 2021. End of the month unrestricted cash and equivalents totaled \$591,185. Restricted cash and equivalents totaled \$987,185, with Total Assets (cash) at

\$1,566,563. August profit and loss total revenues from all funds were \$345,549. Total expenses were \$319,882. The net income for August was \$25,667. General Fund program revenues were \$285,742 and expenses were \$308,285.

- Harbormaster Report – August 2021. Audio time 12:00  
Webster reported on the harbormaster report. Reviewed the RV Park occupancy, boat launches, telehandler and travel lift operations for the month. Port staff repaired the icehouse catwalk and completed 88 work orders.
- Port Manager Report – August 2021. Audio time 15:11  
Dehlinger reported on the Port manager report. Reviewed safety and security reports for the month of August. RV Park Project floodplain and electrical permits were approved. Working on plumbing and demolition permits. Bid opening for the RV Park Project was postponed for one week. FEMA scope of work is getting closer to approval. FEMA decided to combined the two disasters for accounting purposes and the Port is working with Business Oregon for matching amounts.

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

## 6. ACTION ITEMS

- A. Resolution 2021-09 Regular Meetings of the Commission – Audio time 24:33  
Dehlinger noted this resolution memorializes the Board approval to change the regular meeting date and time last month.

**A motion was made by Jonas and seconded by Range to approve resolution to change the regular meeting. The motion passed 5 – 0.**

- B. Authorizing Port Manager to Sign Renewal Documents – Audio time 25:56  
Dehlinger noted this resolution is to authorize the Port Manager to sign renewal documents.

**A motion was made by Range and seconded by Jonas to approve draft Resolution No. 2021-10 Authorizing Port Manager to Sign Renewal Documents. The motion passed 5 – 0.**

- C. Contract Approval for New Fire Hydrant – Audio time 27:24  
Dehlinger noted the Port placed an RFP for this work to install a new fire hydrant east side of Basin 2 and only received one proposal.

**A motion was made by Jonas and seconded by Range to approve draft Public Improvement Contract with McLennan Excavation, Inc. for the installation of a new fire hydrant at Basin 2. The motion passed 5 – 0.**

- D. Contract Approval for Port Security – Audio time 30:33  
Dehlinger noted the Port placed an RFP for this service and only received one proposal. Proposal came from South Coast Knight Security.

**A motion was made by Range and seconded by Heap to approve draft Port Security Services Agreement with South Coast Knight Security, LLC. The motion passed 5 – 0.**

- E. Contract Approval for Port Engineering – Audio time 32:45  
Dehlinger noted the Port engineering services under \$100,000 annually can be sole-source and recommended to continue with EMC Engineering / Scientists.

**A motion was made by Hartung and seconded by Heap to approve draft Professional Services Agreement with EMC Engineers / Scientists, LLC. The motion passed 5 – 0.**

F. Rogue Credit Union Lease Renewal – Audio time 37:11

Dehlinger noted Rogue Credit Union wishes to extend the lease for another 3 years. This renewal includes a waiver of the 90-day notice.

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

G. Boatyard Wash Water System Procurement – Audio time 38:22

Dehlinger and Webster discussed the need for a water treatment system for the boat yard pressure washing operation. Jack Akin/EMC Engineer / Scientists provided a report and recommended a system that would fit the Port's needs.

**A motion was made by Jonas and seconded by Range to approve the purchase of new wash water filtering system and to install the new system not-to-exceed \$25,000 for the boat yard. The motion passed 5 – 0.**

H. Port Security Camera Quote – Audio time 46:55

Dehlinger and Webster discussed this phase of proposed cameras was reduced from the previous meeting due to budgetary reasons. SDAO Safety & Security Grant could reimburse up to \$10,000 for the new cameras.

**A motion was made by Range and seconded by Heap to approve new security cameras and installation from Oregon Alarm. Approve the Port to purchase various materials to complete the installation not-to-exceed \$35,000. Apply for SDAO Safety & Security Grant and authorize Port Manager to sign documents for the grant. The motion passed 5 – 0.**

I. Zola's on the Water Parking & Traffic Plan – Audio time 57:27

Dehlinger stated this topic been discussed for by the Board for many months. Commissioners further discussed other options for traffic and parking control between the buildings. Commissioners prefer one-way traffic entering from the boat launch parking lot and exiting towards the south. Parking along the private property will be removed but allow for passenger unloading.

**A motion was made by Range and seconded by Heap to approve one-way traffic between the buildings from the launch ramp out through the public parking exiting the south side of the private property, repair asphalt, sealcoat and restripe parking along Zola's on the Water. Request private owner to remove concrete blocks on the south side of the property. The motion passed 5 – 0.**

J. Public Dock Hoist Waiver Form – Audio time 1:15:43

Dehlinger noted Pacific Seafood lease will be ending October 31, but they will need a month or two longer to finish relocating the unloading permits. Once the public hoist returns, the Port will need an agreement for users of the public hoist. The proposed form includes \$35 hourly rate. Commissioner Speir requested a poundage fee for product unloads.

**A motion was made by Speir and seconded by Range to approve the public dock hoist rate at \$35 per hour and approve the draft public dock hoist waiver form. Approve a \$0.05 fee for the product unloads. Rescind Board approval using any floating docks and ramps for commercial unloading once the public hoist is in operation. Speir made a motion amendment and seconded by Jonas to add the rates to the current rate sheet to be reviewed annually. The motion passed 5 – 0.**

K. Donating Digital Fish Scales – Audio time 1:28:21

Heap noted the fish scales are borrowed out to Curry Anadromous Fisherman and since the Port is not doing the fishing derby anymore, it would be in the best interest to donate them to a nonprofit group.

**A motion was made by Heap and seconded by Range to approve donating two digital fish scales and frames to Curry Anadromous Fishermen and allow the Port Manager to sign the release letter. The motion passed 5 – 0.**

**7. INFORMATION ITEMS**

- A. Request For Proposals, FEMA 4432 and Wastewater Treatment Plant Engineering – Audio time 1:30:01  
Dehlinger discussed the Request for Proposals for FEMA 4432 and Wastewater Treatment Plant will be separate contracts because of the amount of engineering that will be needed.
- B. Wastewater Treatment Plant Information – Audio time 1:31:26  
Jack Akin with EMC Engineers / Scientists provided preliminary information on wastewater treatment plant and answered questions from the commissioners and public.
- C. Roy Davis Memorial Dedication – Audio time 1:57:45  
Dehlinger noted the dedication ceremony is scheduled for Saturday October 9 at 10am.

**8. COMMISSIONER COMMENTS – Audio time 1:59:20**

Commissioner Jonas – Thanked Port staff and the new handicap parking striping and signs looks good.  
Commissioner Range – It was a busy summer and staff did an awesome job. Art at the Port had 2,000 ballets returned which means about 10,000 visitors looked at the art. Winning arts will be displayed at the Family Arts Center on October 1st.  
Commissioner Hartung – Thanked the staff for all they do.  
Commissioner Heap – Thanked Speir for chairing the meeting and being able to attend remotely from Lone Pine.

**9. NEXT REGULAR MEETING DATE – New date & time Wednesday, October 20, 2021 at 2:00pm.**

**10. ADJOURNMENT – Audio time 2:01:28**

Having no further business, the meeting adjourned at 8:01pm.

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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).*