

**PORT OF BROOKINGS HARBOR**  
**Regular Commission Meeting**  
**Tuesday, January 28, 2020 • 6:00pm**  
Port Conference Room Suite 202  
16350 Lower Harbor Road, OR 97415

**TENTATIVE AGENDA**

**1. CALL MEETING TO ORDER**

- Pledge of Allegiance
- Roll Call
- Modifications, Additions, and Changes to the Agenda
- Declaration of Potential Conflicts of Interest

**2. APPROVAL OF AGENDA - CONSENT ITEMS Page #**

- A. Approved Minutes of Special Meeting Wednesday, December 4, 2019..... 2
- B. Approved Minutes of Regular Meeting Tuesday, December 17, 2019..... 4
- C. Approved Minutes of Special Meeting Friday, December 27, 2019..... 8

**3. PUBLIC COMMENTS** (Limited to a maximum of three minutes per person. A “Public Comment Request”, located near the entrance, must be completed and turned into the Chairman prior to the beginning of the meeting.)

**4. MANAGEMENT REPORTS**

- A. Financial Report – December 2019..... 10
- B. Safety Report – December 2019..... 24
- C. Port Manager Report – December 2019..... 25
- D. Harbormaster Report – December 2019..... 46

**5. ACTION ITEMS**

- A. Policy & Procedure Review List..... 50
- B. Port Employee Handbook..... 54
- C. RV Park Rates and Operating Procedures..... 133
- D. Grounds User Agreement..... 140
- E. Financial Management Policy..... 149
- F. Port Audit Action Plan..... 165
- G. Marine Fuel Dock Station..... 173
- H. Culvert Material Removal..... 232
- I. Strategic Business Plan Request for Proposal..... 235
- J. Basin 1 F & G Dock Modification..... 237
- K. Port Fire Hydrants..... 241
- L. Restroom/Shower and Laundry Room Cost Estimate..... 243
- M. Kathy’s Corner Market..... 267
- N. Service Contracts..... 270
- O. Port Manager Performance Evaluation 2019..... 303

**6. INFORMATION ITEMS**

- A. Ice House at Port of Charleston..... 315
- B. Port Project List 2019-20..... 322
- C. Legislative Letters on Channel Dredging..... 325
- D. Green Building Site Improvement Plan..... 335
- E. Developing Future Scenarios for Climate Change in the California Current Ecosystem

**7. COMMISSIONER COMMENTS**

**8. NEXT REGULAR MEETING DATE – Thursday, February 20, 2020 at 6:00pm**

**9. ADJOURNMENT**