

**APPROVED MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Tuesday, November 19, 2019

The Port of Brookings Harbor District met in regular session on the above date at 6:00 P.M. open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415.

1. Call Meeting to Order:

I. Pledge of Allegiance

II. Roll Call:

- Commissioners present: Treasurer Joseph Speir, Secretary Sharon Hartung, Vice Chairman Richard Heap, and Kenneth Range. Chairman Roy Davis was absent.
- Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.

III. Modifications, Additions, and Changes to the Agenda:

- Heap requested that since we do not have the port audit yet that we move Action Item L to the top and Action Item J next.
- Port Manager requested to postpone Action Item A until next meeting and add Information Item G, update on 36' Culvert Cleanout situation.
- Range made a motion to approve the agenda with the modifications just discussed. Second by Hartung. **Motion passed 4-0.**
- There was no other modifications, additions or changes to the agenda.

IV. Declaration of Potential Conflicts of Interest:

- There was no declaration of potential conflicts of interest.

2. Approval of Agenda – Consent Items:

A. Approved Minutes of Regular Meeting, Tuesday, October 15, 2019:

B. Approved Minutes of Workshop Meeting, Wednesday, October 16, 2019:

C. Approved Minutes of Special Meeting, Thursday, October 24, 2019:

- I. Hartung made a motion to approve the meeting minutes for regular meeting, Tuesday, October 15, 2019, workshop meeting, Wednesday, October 16, 2019, and special meeting, Thursday October 24, 2019. Second by Speir. **Motion passed 4-0.**

3. Public Comments:

- I. There was no public comments.

4. Management Reports:

A. Financial Report – October 2019:

- I. Port Manager presented Financial Report.
- II. Range made a motion to approve the Financial Report for October 2019. Second by Speir. **Motion passed 4-0.**

B. Port Manager Report – October 2019:

- I. Port Manager presented Port Manager Report.
- II. Commission discussed item.
- III. Speir made a motion to approve the Port Manager Report for October 2019. Second by Range. **Motion passed 4-0.**

C. Harbormaster Report – October 2019:

- I. Harbormaster presented Harbormaster Report.
- II. Commission discussed item
- III. Speir made a motion to approve the Harbormaster Report for October 2019. Second by Hartung. **Motion passed 4-0.**

5. Action Items:

L. Zola's on the Water Lease Proposal:

- I. Eian Savas, owner of Zola's, presented item.
- II. Commission discussed item.
- III. Vice Chairman allowed public comments.
- IV. Vice Chairman moved the discussion back to the commission.
- V. Range made a motion that the term would be 30 years with renewable 5 year options. Second by Speir. **Motion passed 4-0.**
- VI. Hartung made a motion on the dollar amount for the building at \$1200.00, the patio at \$.08 a square foot making an extra \$200.00, a \$1400.00 total. Second by Range. **Motion passed 4-0.**
- VII. Range made a motion that there be no rent charge for 2 month of the remodel. Second by Hartung.
- VIII. Commission discussed item.
- IX. **Motion passed 4-0.**
- X. Commission discussed item.
- XI. Speir made a motion that CPI rate at 2% for every 5 years, with a 10 year review. Second by Hartung. **Motion passed 4-0.**

J. Curry County Leasing RV Park:

- I. Josh Hopkins, Curry County Parks Director, presented item.
- II. Commission discussed item.
- III. Chairman allowed public comments.
- IV. Chairman moved the discussion back to the commission.
- V. Range made a motion that we have a workshop to discuss the details on these forms as soon as possible.
- VI. Commission discussed motion.
- VII. Motion failed due to lack of a second.
- VIII. Hartung made a motion to proceed with the park ourselves.
- IX. Motion failed due to lack of a second.
- X. Range made a motion that as soon as possible we have a workshop that includes our commission and county parks and we work out a master plan that has details. Second by Hartung. **Motion passed 4-0.**

- A. **Port Audit Report – Fiscal Year 2018-19:**
 - I. Postponed until next meeting
- B. **Business Oregon Contract for New Marine Fuel Dock Station:**
 - I. Port Manager presented item.
 - II. Speir made a motion to approve contract with Business Oregon for the Construction of a new marine fuel dock station. Second by Hartung. **Motion passed 4-0.**
- C. **Supplemental Budget Approve & Adopt:**
 - I. Vice Chairman presented item.
 - II. Speir made a motion to approve and adopt Resolution No. 529, Resolution adopting the budget. Second by Hartung. **Motion passed 4-0.**
- D. **Credit Cards and Credit Increase:**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Speir made a motion to approve Rogue Credit Union credit card account from \$10,000 to \$15,000. Second by Hartung. **Motion passed 4-0.**
 - IV. Speir made a motion to approve three additional credit cards for Gary Dehlinger, Travis Webster, and Brent Ferguson.
 - V. Commission discussed item.
 - VI. Second by Hartung. **Motion passed 4-0.**
- E. **Budget Calendar 2020-21:**
 - I. Port Manager presented item.
 - II. Speir made a motion to approve Budget Calendar for Fiscal Year 2020-21. Second by Hartung. **Motion passed 4-0.**
- F. **Strategic Business Plan Review 2020:**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Speir made a motion to approve draft Strategic Business Plan, Table-14 Capital Improvement Plan for 2020. Second by Hartung. **Motion passed 4-0.**
- G. **Port Security Contract Amendment:**
 - I. Port Manager presented item.
 - II. Speir made a motion to approve South Coast Knight Security Service Agreement Amendment No. 1. Second by Hartung. **Motion passed 4-0.**
- H. **Port Security Cameras:**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Vice Chairman allowed public comments.
 - IV. Vice Chairman moved the discussion back to the commission.

- V. Range made a motion to delay action on this item until RV Park issue is resolved. Second by Hartung. **Motion passed 4-0.**

I. Port Manager Performance Evaluation 2019:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Heap made a motion, with Gary's approval, we schedule an executive session in January with full commission and Port Manager to discuss the annual performance evaluation, and follow the procedures outlined in Resolution 497 on how to proceed forward. Second by Hartung. **Motion passed 4-0.**

K. RV Park Conceptual Reconstruction:

- I. Port Manager presented item.
- II. Range made a motion to postpone Action Item K, until the RV Park is resolved. Second by Hartung. **Motion passed 4-0.**

6. Information Items:

A. Flagpoles on Boardwalk:

- I. Port Manager presented item.
- II. Commission discussed item.

B. Handrail on Boat Launch Ramp:

- I. Port Manager presented item.
- II. Commission discussed item.

C. DOJ Letter to DA September 17, 2019:

- I. Vice Chairman presented item.
- II. Commission discussed item.

D. Port Website:

- I. Port Manager presented item.
- II. Commission discussed item.

E. Fish Cleaning Station Discharge:

- I. Port Manager presented item.
- II. Commission discussed item.

F. Purchase Containment Boom:

- I. Port Manager presented item.

G. Culvert Clean Out:

- I. Port Manager presented item.


7. Commissioner Comments:

- I. Commissioners reported on their recent activities.

8. Next Regular Meeting Date – December 17, 2019, 6:00 pm

9. Adjournment:

Vice Chairman adjourned the meeting at 9:02 pm.


Secretary, Sharon Hartung

12-17-19
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