

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

Tuesday, December 17, 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 ~~via phone~~, 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:

- Commissioner Range made a motion to add a workshop regarding the Green Building and RV Park. Second by Speir. **Motion passed 4-0.**
- Vice Chairman recommended having that discussion between Action Items A & B
- 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, November 19, 2019:

B. Approved Minutes of Special Meeting Friday, November 22, 2019:

- I. Speir made a motion to approve the minutes for regular meeting Tuesday November 19, 2019 and minutes for special meeting Friday November 22, 2019 . Second by Hartung. **Motion passed 4-0.**

3. Public Comments:

- I. The following individuals addressed the Commissioners regarding subject matters on this meeting's agenda: Ted Olson

4. Management Reports:

A. Financial Report – November 2019:

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

B. Port Manager Report – November 2019:

- I. Port Manager presented Port Manager Report.

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

C. Harbormaster Report – November 2019:

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

5. Action Items:

A. Port Draft Audit Report – Fiscal Year 2018-19:

- I. Port Manager moved item to Connie Huntsman, Port's CPA.
- II. Mrs. Huntsman presented item.
- III. Commission discussed item.
- IV. Speir made a motion to approve draft Audit Report for fiscal year 2018-19 and Resolution No. 530 Acceptance of Draft Audit Report. Second by Range. **Motion passed 4-0.**

1. Workshop Discussion: Green Building & RV Park *ADDED AGENDA ITEM*

- I. Commissioner Range presented item.
- II. Commission discussed item.
- III. Range made a motion to have a workshop as soon as possible to discuss the plan for the green building site and the RV park. Second by Speir. **Motion passed 4-0.**

B. Curry County Draft RV Park Lease:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Range made a motion to stop current negotiations with Curry County for leasing the RV Park. Second by Hartung. **Motion passed 4-0.**
- IV. Commission discussed item.
- V. Commission agreed to discuss the loan and bathroom at the workshop.
- VI. Vice Chairman allowed public comments.
- VII. Vice Chairman moved the discussion back to the commission.
- VIII. Range amended his workshop motion to include a discussion about the basin walls and dredging along with having the meeting December 27 at 10 am. Second by Speir. **Motion passed 4-0.**

C. Zola's on the Water Draft Lease:

- I. Port Manager introduced co-owners Bob Manley and Tony Mavrides.
- II. Mr. Manley presented item.
- III. Port Manager discussed item.
- IV. Commission discussed item.

- V. Range made a motion to approve the assignment of the current lease with Howard and Cindy Jones owners of Sporthaven Marina Bar and Grill, to Zola's on the Water. Second by Hartung. **Motion passed 4-0.**
 - VI. Range made a motion to approve the draft Amended and Restated Lease Agreement with Zola's on the Water to be executed upon the assignment of the current lease with Howard and Cindy Jones. Second by Hartung. **Motion passed 4-0.**
- D. Pacific Fishing Lease Extension:**
- I. Port Manager presented item.
 - II. Speir made a motion to approve draft Commercial Lease Agreement Amendment No. 1 with Pacific Fishing for additional three year commencing May 1, 2020 and continuing through April 30, 2023. Second by Hartung. **Motion passed 4-0.**
- E. Satisfy Debt to Tidewinds Sportfishing:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Commissioner Speir removed himself from the discussion due to chance of conflict of interest with the owner of Tidewinds Sportfishing and sat with the audience.
 - IV. Hartung made a motion to approve and adopted to appropriate \$14,760 from General Fund contingency and materials and services to Debt Service Fund. Second by Range. **Motion passed 3-0.**
 - V. Hartung made a motion to approve payment to Tidewinds/Kyle Aubin in the amount of \$14,760.00 to satisfy obligation. Second by Range. **Motion passed 3-0.**
- F. Service Contracts for Calendar Year 2020:**
- I. Port Manager presented item.
 - II. Speir made a motion to approve the limits of service contracts and purchase of goods: (1) earthwork, not-to-exceed \$20,000 (2) Electrical not-to-exceed \$15,000. Second by Hartung. **Motion passed 4-0.**
 - III. Commission discussed item.
 - IV. Speir made a motion to approve the purchase of Marine Fuel for commercial and sport vessels not-to-exceed \$750,000 from Carson Oil or Tyree Oil during the 2020 calendar year. Second by Hartung. **Motion passed 4-0.**
- G. Harassment, Discrimination and Retaliation Policy:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Range made a motion to approve Harassment, Discrimination and Retaliation Policy. Second by Hartung. **Motion passed 4-0.**
- H. 2020 Holiday Schedule:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Hartung made a motion to approve 2020 Holiday schedule. Second by Range. **Motion passed 4-0.**

I. SDIS Longevity Credit and Rate Lock Agreement:

- I. Port Manager presented item.
- II. Speir made a motion to approve SDIS Longevity Credit and Rate Lock Agreement from January 1, 2020 to December 31, 2021 and authorize Port Manager to sign agreement. Second by Hartung. **Motion passed 4-0.**

6. Information Items:

A. Project Work Orders 2019:

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

B. Port Leases:

- I. Port Manager presented item.

C. New Marine Fuel Dock Station:

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

D. Kathy's Corner Market:

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

E. Port Manager Performance Evaluation 2019:

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

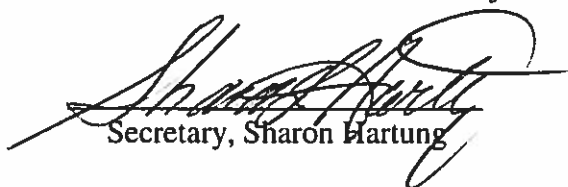
7. Commissioner Comments:

- I. Commissioners reported on their recent activities.

8. Next Regular Meeting Date – January 21, 2019, 6:00 pm

9. Adjournment:

- I. Vice Chairman adjourned the meeting at 7:22 pm.


Secretary, Sharon Hartung

1-28-20
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