

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

**Tuesday, January 28, 2020**

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, Chairman Roy Davis, Vice Chairman Richard Heap, and Kenneth Range.
- Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, Financial Officer Kim Boom and Administrative Assistant Danielle Shepard.

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

- Modifications to the agenda: added action item P, Events. Moving information item D to action item Q, Green Building Site Improvement Plan.
- Heap made a motion to approve the agenda as amended. Second by Range. **Motion Passed 5-0.**
- 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 Special Meeting Wednesday, December 4, 2019**

**B. Approved Minutes of Regular Meeting Tuesday, December 17, 2019**

**C. Approved Minutes of Special Meeting Friday, December 27, 2019:**

- I. Heap commented that on December 17 Meeting Minutes that he was present for that meeting, not via phone.
- II. Heap made a motion to approve the agenda and consent items, A, B & C, minutes of December 4, December 17, and December 27. Second by Hartung. **Motion passed 5-0.**

**3. Public Comments:**

- I. The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Larry Bocker and Mike Brouillette.

**4. Management Reports:**

**A. Financial Report – December 2019:**

- I. Port Manager presented Financial Report.
- II. Commission discussed item.
- III. Heap made a motion to approve the Financial Report for December 2019. Second by Hartung. **Motion passed 5-0.**

**B. Safety Report – December 2019:**

- I. Port Manager presented Safety Report.

- C. **Port Manager Report – December 2019:**
  - I. Port Manager presented Port Manager Report.
  - II. Commission discussed item.
  
- D. **Harbormaster Report – December 2019:**
  - I. Harbormaster presented Harbormaster Report.
  - II. Commission discussed item
  - III. Heap made a motion to approve the Managers Report B, C, & D. Second by Speir. **Motion passed 5-0.**

**5. Action Items:**

- A. **Policy & Procedure Review List:**
  - I. Port Manager presented item
  - II. Commission discussed item.
  - III. Speir made a motion to approve the proposed policy and procedure review list for calendar year 2020. Second by Heap. **Motion Passed 5-0.**
  
- B. **Port Employee Handbook:**
  - I. Port Manager presented item.
  - II. Speir made a motion to approve Resolution No. 531 Port Employee Handbook. Second by Heap. **Motion passed 5-0.**
  
- C. **RV Park Rates and Operating Procedures:**
  - I. Port Manager presented item.
  - II. Commission discussed item.
  - III. Range made a motion to approve Resolution No. 532 Beachfront RV Park Terms and Conditions. Second by Heap. **Motion passed 5-0.**
  
- D. **Ground User Agreement:**
  - I. Port Manager presented item.
  - II. Commission discussed item.
  - III. Chairman allowed public comments.
  - IV. Chairman moved the discussion back to the commission.
  - V. Heap made a motion to approve Resolution No. 533 Event Permit and Use Agreement. Second by Hartung. **Motion passed 5-0.**
  
- E. **Financial Management Policy:**
  - I. Port Manager presented item.
  - II. Speir made a motion to approve Resolution No. 534 Adopting Financial Management Policy. Second by Heap **Motion passed 5-0.**
  
- F. **Port Audit Action Plan:**
  - I. Port Manager presented item.
  - II. Commission discussed item.
  - III. Heap made a motion to approve Resolution No. 535, Audit FY 2018-19 Plan of Action and to submit to Secretary of State Oregon Audits Division. Second by Speir. **Motion passed 5-0.**

**G. Marine Fuel Dock Station:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Chairman allowed public comments.
- IV. Chairman moved the discussion back to the commission.
- V. Speir made a motion to approve repairing the existing ramp access including piping, finish restoration around the tanks, replace wood piles on transient dock, refurbish transient dock whalers and dock bolts, and replace gas/diesel pump dispenser per engineered drawings and recommendations. Second by Hartung. **Motion passed 5-0.**

**H. Culvert Material Removal:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Heap made a motion to request a Board to Board meeting with Curry County at the earliest convenience of both Boards. Second by Hartung. **Motion passed 5-0.**

**I. Strategic Business Plan Request for Proposal:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Heap made a motion to approve moving forward with BergerABAM Consulting firm to provide an estimated cost for the Strategic Business Plan update for Sections 6.1, 6.1.1, 6.1.2 and 7.0. Second by Hartung. **Motion passed 5-0.**

**J. Basin I F & G Dock Modification:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Speir made a motion to approve the proposed dock modifications to Basin 1, F & G docks to create side-ties. Second by Hartung. **Motion passed 5-0.**

**K. Port Fire Hydrants:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Speir made a motion to approve new fire hydrant locations and to relocate fuel dock fire hydrant when funds are available. Second by Heap. **Motion passed 5-0.**

**L. Restroom/Shower and Laundry Room Cost Estimate:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Hartung made a motion to install restroom/shower building and build nine new pull-thru sites with utilities and proceed with a loan amount of \$700,000. Second by Speir. **Motion failed 1-4. Yes: Hartung, No: Speir, Range, Heap, Davis.**

- IV. Heap made a motion to install a second prefab building next to the restroom/shower building and build nine new pull-thru sites with utilities and to increase the loan amount to \$700,000. Extend the loan payment to match the estimated revenue increase from the nine new pull-thru sites and coin operated laundromat. Second by Range.
- V. Heap amended motion to include contacting Crow & Clay to add this to their scope of work. Second by Range. **Motion passed 5-0.**

**M. Kathy's Corner Market:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Range made a motion to have the Port Manager work with her to come up with a termination date. Second by Heap. **Motion passed 5-0.**

**N. Service Contracts:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Heap made a motion approve the Port Manager or designee to execute service contracts on behalf of the Port of Brookings Harbor Commission in the form approved by counsel for the following: 5-R Excavation and Paving LLC for Earthwork (not-to-exceed \$20,000), Gowman Electric for Electrical (not-to-exceed \$15,000) Financial Consultant (not-to-exceed \$6,000 on retainer for advice and aid) and (estimated \$5,000 for financial audit report preparation). Second by Hartung. **Motion passed 5-0.**

**O. Port Manager Performance Evaluation 2019:**

- I. Board agreed to discuss at the end of all action items.
- II. Port Manager presented item.
- III. Commission discussed item.
- IV. Heap made a motion approve Commission and General Manager Performance Evaluation 2019. Second by Hartung. **Motion passed 5-0.**
- V. Heap made a motion approve wage increase at 7% amount to be budgeted in Fiscal Year 2020-21. Second by Hartung. **Motion passed 5-0.**

**P. Events "4<sup>th</sup> of July":**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. No action taken.


**Q. Green Building Site Improvement Plan:**

- I. Commissioner Range presented item.
- II. Commission discussed item.
- III. Heap made a motion to allow Commissioner Ken Range get some information on metal buildings and the cost of developing that into a storage site. Second by Speir. **Motion passed 5-0.**

**6. Information Items:**

**A. Ice House at Port of Charleston:**

- I. Port Manager presented item.
  - II. Commission discussed item.
- B. Port Project List 2019-20:**
- I. Port Manager presented item.
  - II. Commission discussed item.
- C. Legislative Letters on Channel Dredging:**
- I. Port Manager presented item.
- D. Green Building Site Improvement Plan:**
- I. See agenda item 1.3, information item was moved to action item Q.
- E. Developing Future Scenarios for Climate Change in the California Current Ecosystem:**
- I. Commissioner Heap presented item.
  - II. Commission discussed item.
- 7. Commissioner Comments:**
- I. Commissioners reported on their recent activities.
- 8. Next Regular Meeting Date – Thursday, February 20, 2019, 6:00 pm**
- 9. Adjournment:**  
Chairman adjourned the meeting at 9:20 pm.

  
Secretary, Sharon Hartung

2-20-20  
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](http://www.portofbrookingsharbor.com)*