

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

**Tuesday, June 16, 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 and via teleconference.

**1. CALL MEETING TO ORDER**

- **Roll Call**
  - Commissioners present: Treasurer Joseph Speir, Secretary Sharon Hartung, Chairman Roy Davis, Vice Chairman Richard Heap, and Commissioner Kenneth Range.
  - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
  - Port Manager requested to add Action Item J, Clark Sunken Boat October 19, 2019.
- **Declaration of Potential Conflicts of Interest**
  - There was no declaration of potential conflicts of interest.
  
  - *Heap made a motion to approve the agenda with the addition of Action Item J, Clark Sunken Boat issue. Second by Speir. Motion passed 5-0.*

**2. APPROVAL OF AGENDA – CONSENT ITEMS**

- A. **Approve minutes of Budget Meeting Tuesday, May 12, 2020**
- B. **Approve minutes of Special Meeting Thursday, May 14, 2020**
- C. **Approve minutes of Regular Meeting Tuesday, May 19, 2020**
- D. **Approve minutes of Workshop Meeting Thursday, May 21, 2020**
- E. **Approve minutes of Special meeting Thursday May 28, 2020**
  - I. *Heap made a motion to approve the Consent Items A, B, C, D & E. Second by Range. Motion passed 5-0.*

**3. PUBLIC COMMENTS**

- No public comments.

**4. MANAGEMENT REPORTS**

- A. **Financial Report – May 2020**
  - I. *Speir made a motion to approve the Financial Report for May 2020. Second by Hartung. Motion passed 5-0.*
  
- B. **Safety Report – May 2020**
  - I. Commission discussed item.
  
- C. **Harbormaster Report – May 2020**
  - I. Commission discussed item.

- D. Port Manager Report – May 2020**
  - I. Commission discussed item.
  - II. *Speir made a motion to approve management reports for May 2020 as discussed. Second by Heap. Motion passed 5-0.*

## **5. ACTION ITEMS**

- A. Resolution to Adopt Fiscal Year Budget 2020-2021**
  - I. *Heap made a motion to approve Resolution No. 540 Adopting Fiscal Year 2020-2021 Budget. Second by Speir. Motion passed 5-0.*
- B. Tidewind Sportfishing Lease Renewal Amendment No. 1**
  - I. Commissioner Speir removed himself from the discussion due to potential conflict of interest.
  - II. *Heap made a motion to approve Tidewind Sportfishing Commercial Lease Agreement Amendment No. 1. Second by Range. Motion passed 4-0.*
- C. Financing Agreement – Authorization Resolution**
  - I. Commission discussed item.
  - II. *Speir made a motion to approve Resolution No. 541 Financial Agreement Authorization. Second by Range. Motion passed 5-0.*
- D. Interfund Working Capital Resolution**
  - I. Port Manager presented item.
  - II. *Hartung made a motion to approve Resolution No. 542 Authorizing interfund working capital advances from the General Fund to the Capital Projects Fund for payment of qualifying and approved grant related capital project expenditures in the Capital Projects Fund, and on reimbursement of the expenditures by the granting agencies, that the working advances from the General Fund be repaid by the Capital Projects Fund. Second by Speir. Motion passed 5-0.*
- E. LGIP Account Reopening – Capital Project Fund**
  - I. *Speir made a motion to approve reopening LGIP account Capital Project Fund. Second by Heap. Motion passed 5-0.*
- F. General Manager Employment Agreement Amendment No. 1**
  - I. Commission discussed item.
  - II. *Range made a motion to approve draft Employment Agreement Amendment No. 1 as written with the exception of the set 5% annual increase being for 3 years to be reviewed by the next commission. Second by Heap. Motion passed 5-0.*
- G. Business Oregon Loan Amendments**
  - I. *Heap made a motion to approve draft loan amendments with Business Oregon for Loans 040139, 040172, 040176, 040181, L02001, L02009, L98004 and X03004. Second by Speir. Motion passed 5-0.*
  - II. *Heap made a motion to approve continuing making quarterly payments to Business Oregon for \$72,500 including current quarterly payment for June 2020. Second by Speir. Motion passed 5-0.*

**H. BC Fisheries Consent to Sublease**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Chairman allowed public comments.
- IV. Chairman moved discussion back to the board.
- V. *Speir made a motion to approve draft "Consent to Sublease" agreement with BC Fisheries for a 4-month mix zone study of the estuary. Second by Heap. Motion passed 5-0.*

**I. RV Park Seawall Plan**

- I. Commission discussed item.
- II. *Speir made a motion to approve Seawall Plan and installing self-closing sewer caps to all full hook-up camp sites. Second by Range. Motion passed 5-0.*

**J. Clark Sunken Boat October 19, 2019**

- I. *Heap made a motion to approve removing Clark's balance of \$14,958.88 from "Accounts Receivable". Second by Speir. Motion passed 5-0.*

**6. INFORMATION ITEMS**

**A. Commercial Lease List**

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

**B. Zola's Pizzeria Demolition Schedule**

- I. Port Manager presented item.

**C. Fish Cleaning Station**

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

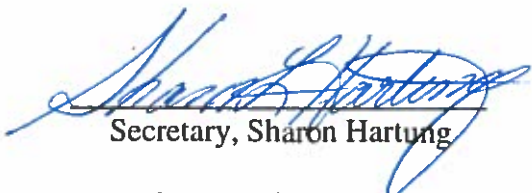
**7. COMMISSIONER COMMENTS**

- Commissioners reported on their recent activities.

**8. NEXT REGULAR MEETING DATE – Tuesday, July 21, 2020 at 6:00 P.M.**

**9. ADJOURNMENT**

- Chairman adjourned the meeting at 6:59 pm.

  
Secretary, Sharon Hartung

7-21-20  
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)*