

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

Tuesday, December 15, 2020

The Port of Brookings Harbor District met in regular session on the above date at 6:00 P.M. Open session via zoom teleconference.

1. CALL MEETING TO ORDER

- **Roll Call**
 - Commissioners present: Commissioner Joseph Speir, Secretary/Treasurer Sharon Hartung, President Roy Davis, Vice President Richard Heap, and Commissioner Kenneth Range.
 - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant/Safety Coordinator Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
 - There was no modifications, additions, or changes to the agenda.
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

- *Speir made a motion to approve the agenda as written. Second by Range. Motion passed 5-0.*

3. APPROVAL OF MEETING MINUTES

- A. Approve minutes of Regular Meeting Tuesday, November 17, 2020**
 - I. *Heap made a motion to approve meeting minutes for Tuesday November 17, 2020. Second by Speir. Motion passed 4-1. Yes: Hartung, Speir, Range, Heap. No: Davis.*

4. PUBLIC COMMENTS

- No public comments.

5. MANAGEMENT REPORTS

- A. Financial Report – November 2020**
 - I. Port Manager presented item.
- B. Safety Report – November 2020**
 - I. Safety Coordinator presented item.
 - II. Commission discussed item.
- C. Harbormaster Report – November 2020**
 - I. Harbormaster presented item.
 - II. Commission discussed item.

D. Port Manager Report – November 2020

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Speir made a motion to approve management reports for November 2020 as discussed. Second by Hartung. Motion passed 5-0.*

6. ACTION ITEMS

A. Supplemental Budget FY 2020-21

- I. Port Manager presented item.
- II. *Heap made a motion to approve Resolution No. 549, Resolution Adopting the Budget. Second by Speir. Motion passed 5-0.*

B. Resolution No. 546, Debt Service RV Park Improvement Fund

- I. *Range made a motion to approve draft Resolution No. 546, Debt Service RV Park Improvement Fund. Second by Speir. Motion passed 5-0.*

C. Resolution No. 547, Port Construction Fund

- I. *Speir made a motion to approve Resolution No. 547, Port Construction Fund. Second by Heap. Motion passed 5-0.*

D. Resolution No. 548, Signing Documents for Lot Line Adjustment

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Heap made a motion to approve Resolution No. 548, Signing Documents for Lot Line Adjustment. Second by Hartung. Motion passed 5-0.*

E. Pacific Seafood Lease Extension

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve draft Sublease Extension Agreement with BC Fisheries and Pacific Seafood Group for 3 months through January 31, 2021. Second by Speir. Motion passed 5-0.*

F. Hungry Clam Lease

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Speir made a motion to approve draft Hungry Clam Amended and Restated Lease. Second by Range. Motion passed 5-0.*

G. Crow/Clay Contract Amendment No. 3

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Speir made a motion to approve draft Crow/Clay Contract Amendment No. 3 as written. Second by Range. Motion passed 5-0.*

H. Security Camera Procurement

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

- IV. *Range made a motion to approve all necessary expenditures for the initial installation of the security camera system with Oregon Alarm not to exceed \$49,000 and allow the Port Manager or designee to sign contract documents to complete this project. Second by Heap. Motion passed 4-1. Yes: Hartung, Range, Heap, Davis. No: Speir.*

I. Pitney Bowes/NASPO Value Point Mailing/Postage Equipment Lease

- I. Port Manager presented item.
II. *Speir made a motion to approve Pitney Bowes/NAPSO Value Point Mailing and Postage Equipment lease for the Port Office. Second by Hartung. Motion passed 5-0.*

7. INFORMATION ITEMS

A. Travel Lift Erosion Protection

- I. Harbormaster presented item.
II. Commission discussed item.

B. Seal Cove Realty Lease

- I. Port Manager presented item.

C. Ronald Burger Small Claim Case

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

D. DEQ Tier 1 Report

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

E. Icehouse Pile and Catwalk Damage

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

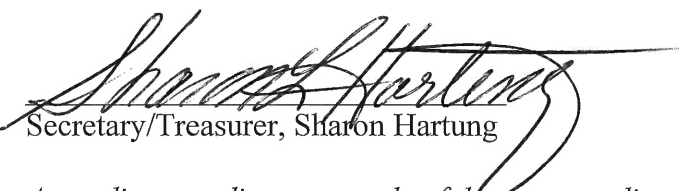
8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

9. NEXT REGULAR MEETING DATE – Tuesday, January 19, 2021 at 6:00 P.M.

10. ADJOURNMENT

- President adjourned the meeting at 7:27 pm.


Secretary/Treasurer, Sharon Hartung


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