

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

Tuesday, August 12, 2020

The Port of Brookings Harbor District met in special session on the above date at 3:00 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

1. CALL MEETING TO ORDER

- **Roll Call**
 - Commissioners present: Secretary/Treasurer Sharon Hartung, Vice President Richard Heap, and Commissioner Kenneth Range. President Roy Davis and Commissioner Joseph Speir were absent.
 - 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**
 - Commissioner Range requested to add Action Item F, Green Building RFP.
 - Port Manager requested to add Action Item G, Defazio Visit.
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

- *Range made a motion to approve the agenda as amended. Second by Hartung. Motion passed 3-0.*

3. PUBLIC COMMENTS

- No public comments.

4. ACTION ITEMS

A. Business Oregon IFA Debt

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Hartung made a motion to approve Port Staff and Board Treasurer to review financials prior to quarterly payment due date to increase Business Oregon IFA debt payments up to a maximum amount of \$100,000, in the amount of \$100,000 will require Board approval and will only take place if the Port has the finances. Second by Range. Motion passed 3-0.*

B. Kite Field – RV Park Expansion

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve developing the Kite Field area for RV Park expansion. Begin preparing RFP for Board approval that includes engineering on details of the expansion. Second by Hartung. Motion passed 3-0.*

C. Zola's on the Water Lease Amendment

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Hartung made a motion to approve draft Commercial Lease Agreement Amendment No. 1 with Zola's on the Water. Second by Range. Motion passed 3-0*

D. Crow/Clay & Associates Contract Amendment No. 2

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve draft Crow/Clay Associates Amendment No. 2. Second by Hartung. Motion passed 3-0.*

E. FEMA DR-4432 & DR-4452 Disaster repairs

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. *Hartung made a motion to approve the Port Manager to electronically sign DR-4432 and DR-4452 for the Engineering Services Cost. Furthermore, approve the Port Manager to sign contracts from OEM and Business Oregon for DR-4432 and DR-4452 for the Engineering Services Costs. Second by Range. Motion passed 3-0.*

F. Green Building RFP

- I. Commissioner Range presented item
- II. Commission discussed item.

G. DeFazio Visit

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

5. INFORMATION ITEMS

A. None


6. COMMISSIONER COMMENTS

- Commissioners commented on recent Port activities.

7. NEXT REGULAR MEETING DATE – Tuesday, August 18, 2020 at 6:00 P.M.

8. ADJOURNMENT

- Vice President adjourned the meeting at 4:23 pm.


Secretary/Treasurer, Sharon Hartung


Date Signed