

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

Tuesday, August 18, 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 also via teleconference.

1. CALL MEETING TO ORDER

- **Pledge of Allegiance**
 - All participants stated the Pledge of Allegiance
- **Roll Call**
 - Commissioners present: Commissioner Joseph Speir, Secretary/Treasurer Sharon Hartung, Vice President Richard Heap, and Commissioner Kenneth Range. President Roy Davis was 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**
 - Added Action Item F, Coronavirus Relief Fund Grant
 - Added a document to Action Item D
 - Added preliminary drawings for the RV Park
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

- I. Range made a motion to approve the agenda. Second by Speir. Motion passed 4-0.*

3. APPROVAL OF MEETING MINUTES

- A. Approve minutes of Special Meeting Thursday, July 09, 2020**
- B. Approve minutes of Budget Meeting Tuesday, July 21, 2020**
- C. Approve minutes of Regular Meeting Thursday, July 30, 2020**
 - I. Speir made a motion to approve meeting minutes items A, B, and C. Second by Hartung. Motion passed 4-0.*

4. PUBLIC COMMENTS

- No public comments.

5. MANAGEMENT REPORTS

- A. Financial Report – July 2020**
 - I. Commission discussed item.*
- B. Safety Report – July 2020**
 - I. Commission discussed item.*
- C. Harbormaster Report – July 2020**

- I. Commission discussed item.
- D. Port Manager Report – July 2020**
 - I. Commission discussed item.
 - II. *Speir made a motion to approve management reports for July 2020 as discussed. Second by Range. Motion passed 4-0.*

6. ACTION ITEMS

- A. HB 4213 and Repayment Agreements**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Port Counsel explained HB 4213
 - IV. *Speir made a motion to approve Tenant Repayment Plan and Notice Letter to commercial tenants. Second by Hartung. Motion passed 4-0.*

- B. Righetti & Port Property Easements**
 - I. Commission discussed item.
 - II. Port Counsel explained item.
 - III. Vice President allowed public comments.
 - IV. Vice President moved discussion back to the board.
 - V. *Range made a motion to approve a property line adjustment to trade boat launch ramp parking lot boat ready area and the westerly side of Righetti' property as shown on the proposed map with the conditions that each party pays for their own legal fees, survey is split, documents necessary for the lot line adjustment are split equally, and the recording fee is split equally. Second by Hartung. Motion passed 4-0.*

- C. Zola's Pizzeria Demolition Project Bid Package**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. *Speir made a motion to approve the Zola's Pizzeria Demolition bid package and begin bidding process for the project. Second by Hartung. Motion passed 4-0.*

- D. Harbor Corner Market LLC Lease Agreement**
 - I. Port Counsel presented item.
 - II. Commission discussed item.
 - III. *Speir made a motion to approve the Consent to Assignment Assumption of lease. Second by Hartung. Motion passed 4-0.*
 - IV. *Speir made a motion to approve the draft Harbor Corner Market Lease Agreement. Second by Hartung. Motion passed 4-0.*

- E. POBH By-Laws**
 - I. Commission discussed item.
 - II. *Hartung made a motion to approve the draft Port of Brookings Harbor By-Laws. Second by Range. Motion passed 4-0.*

- F. Coronavirus Relief Fund**
 - I. Port Manager presented item.
 - II. Commission discussed item.

- III. *Speir made a motion to approve the draft Amended and Restated Grant Agreement No. 1222 and allow Port Manager to sign the document. Second by Range. Motion passed 4-0.*

7. INFORMATION ITEMS

A. RV Park Project

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

B. Fuel Dock Repair and Dock Repair Project

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

8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

9. NEXT REGULAR MEETING DATE – Tuesday, September 15, 2020 at 6:00 P.M.

10. ADJOURNMENT

- Vice President adjourned the meeting at 7:02 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