

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

**Thursday February 24, 2022**

**This is not an exact transcript. The audio of the session is available on the Port's website.**

The Port of Brookings Harbor District met for a workshop session on the above date at 2:00pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and via teleconference.

**1. CALL MEETING TO ORDER**

Commission President Richard Heap called the Workshop Meeting of the Port of Brookings Harbor of Commissioners to order at 2:00pm.

• **Commissioners Present:**

Joseph Speir, Vice President (Pos. #1); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5). Sharon Hartung Secretary/Treasurer (Pos. #2) was absent.

• **Management and Staff:**

Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Danielle King, Safety/Administrative; James Walker, Port General Counsel via phone; Jess Webster Port General Counsel via phone and James Sabin, Oregon Regional Manager for Cal/Ore Insurance Agency via phone.

• There was no modifications, additions, or changes to the agenda.

• There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 6:28**

A motion was made by Jonas and seconded by Range to approve the agenda as written. The motion passed 4 – 0.

**3. PUBLIC COMMENTS – Audio time 1:40**

There was no public comment submitted.

**4. INFORMATION ITEMS**

**A. Vessel Miss Stacey – Audio time 1:54**

Dehlinger reviewed the latest update with the fishing vessel Miss Stacey. Insurance has been reinstated. They do plan to crab next season. Port did receive their plan and schedule for marine survey, once the report is done, they will be giving us their plan of restoring the vessel. The liens are still placed on the vessel.

**B. Derelict Vessels – Audio time 3:33**

Dehlinger discussed that Webster and himself reviewed vessels in the harbor and came across 20-25 that may be “at risk” per multiple facilities and State’s definition of abandoned vessel. Dehlinger and Webster informed the commission of what their criteria was and why they thought these vessels could have the potential of being derelict. How to resolve this is to have the board approve allowing Port Management to ask for a current condition survey on the vessel at any time. Commissioner Range suggested an age range on vessels that would be required to give a current condition survey, and to “put more teeth” into this and once the vessel is high risk, we can attach more financial responsibility to the vessel.

**C. Moorage License Agreement Revisions – Audio time 15:50**

Port Counsel, Jess Webster, discussed derelict vessel and suggested to first speak with your insurance broker, and see if its even possible to get endorsements for specific vessels, which you can pass onto the tenants. Port Counsel than discussed the suggested changes to the moorage agreement. It's a good idea with your tenant that you impose personal liability on the principle of a cooperate entity that owns a boat. Another change is in section 9, the Port should have the discretion to ask for current condition survey. Section 11, is having a hold over tenancy fee, would increase fees for anyone who hold over and abandon their vessel. Port Counsel suggested to update our Port Ordinance. James Sabin explained that vessels over 30ft are not covered by SDAO. Currently is looking into other insurances to see if they would be willing to insure over 30ft vessels, but at what premium. Mr. Sabin has discussed with multiple Surety Bond agencies, and they state they would never bond a boat like this and never take it on. Currently being told it will not work and not feasible to do, and a lot of people will not be able to afford it

**D. Port Rates July 1, 2022, to June 30, 2023 – Audio time 28:21**

Dehlinger noted that every year around this time we review our rates, we do ask for a CPI increase, this year of 4.5%. Dehlinger explained that staff did look at other Ports and reviewed the Ports and rates that were evaluated. Discussed our maintenance costs and what the Port should be putting back into its docks/facilities. Commissioner Heap asked why commercial vessels have a substantially lower rate than recreational vessels, even though commercial vessel cause a lot more wear and tear to the docks and facility. Webster and Dehlinger tried to explain why it has been that way, to economically advertise to the commercial fleet and receive more vessels but our Port has the lowest moorage rates. Board suggested to have commercial and recreational vessels at the same rate.

**E. Boat Yard Warehouse Condition – Audio time 56:30**

Dehlinger noted that a tenant informed staff that the back door was broken. After further investigating it turned out to be multiple rotten boards. Jack Akin, Port Engineer, was asked to give Port his recommendation on fixing the structure. For the meantime staff placed temporary posts.

**F. Budget Committee Applications – Selection Process – Audio time 1:03:08**

Dehlinger noted that there are three vacancies and have received four applications. On March 9<sup>th</sup> the applications will be provided to the board to review. The board then will rank one through five, the top ranked person will receive one position, second highest will receive the second position, and the third highest will receive the third position. If the board wants to interview the applicants, Dehlinger will schedule a meeting before the regular board meeting.

**G. Fuel Tank Control Box Protective Structure – Audio time 1:04:55**

Dehlinger reviewed what was discussed in the last meeting regarding this item. Informed the board that steel building companies will not supply anything that small, also investigated metal building from Home Depot and Lowes but believes those building will not withstand the weather. Staff is now recommending concrete blocks and place a lid on top.

**H. 2022 Events at the Port – Audio time 1:07:37**

Dehlinger noted what events will be happening down at the Port for the year 2022 so far.

**I. RV Park Project Delay – Audio time 1:08:50**

Dehlinger noted the letter received from the contractor regarding to why the delays have happened. Coos Curry Electric has checked the transformers and tried to pull the wire, which they were not able to do, it is believed that the conduit may be damaged. Mike Crow, Engineer, is set up a meeting with Coos Curry Electric to discuss further action on the electrical. The board discussed their disappointment in finding this out a week before renovations were supposed to start.

**J. Delinquent Account Write Off Request – Audio time 1:15:17**

Dehlinger noted this is regarding only one account and reviewed the history of the account. The boat was not seaworthy, the owner left the vessel in our hands, the Port disposed of the vessel at CTR. These fees came from

hauling out the vessel, placing on a trailer, yard days, and disposing the vessel. The board will be approving action regarding this item at the next regular meeting.

**K. Congressman Defazio Earmark for WWTP Update** – Audio time 1:17:17

Dehlinger noted that Congressman Defazio’s office called to update us that they have moved the appropriation bill up to March 11 and it is still earmarked for us and Defazio has not forgotten about us.

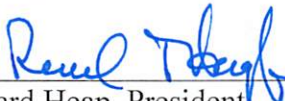
**5. COMMISSIONER COMMENTS** – Audio time 1:18:45

Commissioner Heap discussed the teleconference he attended today with Oregon OFW (Oregon Fish & Wildlife) advisors regarding the proposal of offshore energy process on the coast, locations of the turbines, and the effect it could have on the fishing fleet.

**6. NEXT REGULAR MEETING DATE** – Wednesday, March 16, 2022, at 2:00pm.

**7. ADJOURNMENT** – Audio Time 1:26:11

Having no further business, the meeting adjourned at 3:25pm.

  
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Richard Heap, President

3-17-2022  
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Date Signed

  
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Sharon Hartung, Secretary/Treasurer

3-17-22  
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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).*

2-17-55

James Earl Ray

Handwritten notes and scribbles, possibly including a signature or initials.