

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

Tuesday, January 19, 2021

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 Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant 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

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

3. APPROVAL OF MEETING MINUTES

- A. **Approve minutes of Supplemental Budget Hearing Tuesday, December 15, 2020.**
- B. **Approve minutes of Regular Commissioner Meeting Tuesday, December 15, 2020.**
 - I. *Heap made a motion to approve meeting minutes items for Tuesday December 15, 2020. Second by Hartung. Motion passed 5-0.*

4. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters on this meeting's agenda: Mike Murphy.

5. MANAGEMENT REPORTS

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

C. Harbormaster Report – December 2020

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

D. Port Manager Report – December 2020

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

6. ACTION ITEMS

A. Blue Fin Realty Lease

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. *Heap made a motion to approve Blue Fin Realty Draft Commercial Lease Agreement. Second by Speir. Motion passed 5-0.*

B. Financial Consultant Contract

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Heap made a motion to approve draft Financial Consultant contract with Gerald Burns. Second by Speir. Motion passed 5-0.*

C. Mike Smith Account

- I. Port Manager presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Commission discussed item.
- VI. Port Manager & Harbormaster discussed item.
- VII. *Heap made a motion to convert Michael Smith's accounts for both the Haida and Harbor Island to the annual commercial rate, that all required documentation, both insurance and commercial licenses, and payment be provided to the Port by January 26, 2021, should that not occur then ask the Port to begin the process of attaching liens to both vessels. Second by Range. Motion passed 5-0.*

D. Corey Sample Account

- I. Port Manager presented item.
- II. President allowed public comments.
- III. President moved discussion back to the board.
- IV. Commission discussed item.
- V. Harbormaster discussed item.
- VI. *Hartung made a motion that Corey Sample has until March 31, 2021 to bring his past due account paid in full on a yearly commercial rate and supply the Port all documents required for his moorage, if not then the*

*account will need to proceed forward with legal action. Second by Range.
Motion passed 5-0.*

E. Port Restroom Facilities

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. *Heap made a motion to approve installing keypad access on Kite Field restroom and retail restroom that will be open from 8am to 5pm for the public and available for tenant's and moorage holder's afterhours, if funds are available. Second by Speir. Motion passed 5-0.*

7. INFORMATION ITEMS

- A. None**

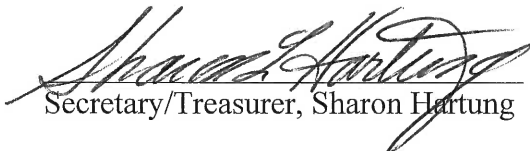
8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.
- President allowed public comments.
- President moved discussion back to the board.

9. NEXT REGULAR MEETING DATE – Tuesday, February 16, 2021 at 6:00 P.M.

10. ADJOURNMENT

- President adjourned the meeting at 8:11 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.