

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

Tuesday, July 21, 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: Treasurer Joseph Speir, Secretary Sharon Hartung, Chairman Roy Davis, Vice Chairman Richard Heap via telephone, and Commissioner Kenneth Range.
 - 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**
 - Port Manager requested to remove Action Item T, Port By-Laws.
 - *Speir made a motion to remove Action Item T. Second by Hartung. Motion Passed 5-0.*
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

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

3. ELECTION OF COMMISSION OFFICERS

A. One-year Term of Office from July 1 until June 30

- I. Commission discussed item.
- II. *Speir made a motion to elect Roy Davis as President. Second by Range. Motion passed 5-0.*
- III. *Speir made a motion to elect Richard Heap as Vice-President. Second by Range. Motion passed 5-0.*
- IV. *Range made a motion to elect Sharon Hartung as Secretary/Treasurer. Second by Speir. Motion passed 5-0.*

4. APPROVAL OF MEETING MINUTES

- A. Approve minutes of Special Meeting Thursday, June 11, 2020**
- B. Approve minutes of Budget Meeting Tuesday, June 16, 2020**
- C. Approve minutes of Regular Meeting Tuesday, June 16, 2020**
 - I. *Speir made a motion to approve meeting minutes items A, B, and C. Second by Hartung. Motion passed 5-0.*

5. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Daniel Fraser

6. MANAGEMENT REPORTS

- A. **Financial Report – June 2020**
- B. **Safety Report – June 2020**
- C. **Harbormaster Report – June 2020**
 - I. Commission discussed item.
- D. **Port Manager Report – June 2020**
 - I. Commission discussed item.
 - II. *Speir made a motion to approve management reports for June 2020 as discussed. Second by Hartung. Motion passed 5-0.*

7. ACTION ITEMS

- A. **Catalyst Seafood Lease**
 - I. Port Manager presented item.
 - II. *Range made a motion to approve draft Catalyst Seafood Amended and Restated Commercial Lease Agreement. Second by Hartung. Motion passed 5-0.*

- B. **Catalyst Seafood Outdoor Seating Plan**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. President allowed comments from Catalyst Seafood owners.
 - IV. President moved discussion back to the board.
 - V. *Speir made a motion to approve the Catalyst outdoor seating plan. Second by Hartung. Motion passed 5-0.*

- C. **Ocean Suites Motel Lease**
 - I. President presented item.
 - II. *Speir made a motion to approve Ocean Suites Motel Commercial Lease Agreement Amendment No. 1. Second by Range. Motion passed 5-0.*

- D. **J Sloane Hair Studio Lease**
 - I. President presented item.
 - II. *Hartung made a motion to approve Amended and Restated Commercial Lease Agreement with J Sloane Hair Studio for 3-years. Second by Speir. Motion passed 5-0.*

- E. **Boardwalk Mail Services Lease**
 - I. President presented item.
 - II. *Speir made a motion to approve Amended and Restated Commercial Lease Agreement with Boardwalk Mail Services for 3-years. Second by Range. Motion passed 5-0.*

- F. **Whale's Tail Consent to Assignment and Assumption to Lease**

- I. President presented item.
 - II. Commission discussed item.
 - III. *Speir made a motion to approve Consent to Assignment and Assumption of Lease with Becky Hannen and Andy and Amy Sales. Second by Range. Motion passed 5-0.*
- G. Reopening Dry Camping Sites**
- VI. President presented item.
 - VII. Commission discussed item.
 - VIII. *Heap made a motion to approve reopening dry camping sites for RV's with their own contain waste unit, and tent sites are open only to RV's with their own self contain units and not tents. Second by Range. Motion passed 5-0.*
- H. COVID-19 Relief Fund**
- I. Port Manager presented item.
 - II. *Range made a motion to approve State of Oregon Grant Agreement, Grant No. 1222. Second by Speir. Motion passed 5-0.*
- I. 2020 Strategic Business Plan 5-Year Mid-Point Update**
- I. President presented item.
 - II. *Speir made a motion to approve final draft 2020 Strategic Business Plan 5-Yea Mid-Point Update. Second by Range. Motion passed 5-0.*
- J. Boat Yard Work Plan Agreement**
- I. President presented item.
 - II. *Speir made a motion to approve draft Boat Yard Work Plan Agreement. Second by Hartung. Motion passed 5-0.*
- K. South Coast Knight Security / OrCal Security Consulting LLC Service Agreement**
- I. President presented item.
 - II. *Speir made a motion to approve draft Consent to Assignment and Assumption of Agreement for Security Services between South Coast Knight Security and OrCal Security Consulting. Second by Hartung. Motion passed 5-0.*
- L. Slugs N Stones N Ice Cream Cones Lease**
- I. President presented item.
 - II. *Speir made a motion to approve Slugs N Stones N Ice Cream Cones Commercial Lease Agreement Amendment No. 1. Second by Range. Motion passed 5-0.*
- M. Fuel Dock Repair and Dock Repair Project Change Order**
- I. President presented item.
 - II. *Speir made a motion to approve Change Order No. 1 to Legacy Contracting contract for the Fuel Dock Access Pad and Dock Pile Replacement Project. Second by Range. Motion passed 5-0.*

- N. Kathy's Corner Market Consent to Assignment and Assumption to Lease**
- I. President presented item.
 - II. *Speir made a motion to approve Consent to Assignment and Assumption of lease with Vicky Fike and Ray and Robin Madison. Second by Range. Motion passed 5-0.*
- O. Procurement Approval for Dock Materials**
- I. President presented item.
 - II. Commission discussed item.
 - III. *Heap made a motion to approve expenditure of \$16,493.00 for dock wood from Conrad Forest Products. Second by Hartung. Motion passed 5-0.*
 - IV. *Speir made a motion to approve expenditure of \$13,384.80 for dock bolts, washers and nuts from Gold Beach Lumber. Second by Hartung. Motion passed 5-0.*
- P. Procurement Approval for Sealcoating and Striping Boat Launch Parking Lot**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. *Heap made a motion to spend action on item P, striping and sealcoating of the parking lot, until further clarification for the size of the project and the material being used. Second by Speir. Motion passed 5-0.*
- Q. Procurement Approval for RV Park Seawall Blocks**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. *Range made a motion to approve expenditure for \$16,928 plus \$100 per hour for trucking to the site for the seawall, brick face type blocks. Second by Hartung. Motion passed 5-0.*
 - IV. *Heap made a motion to approve the costs of the seawall installation be part of the overall RV Park Project. Second by Range. Motion passed 5-0.*
- R. Storage Tank Pollution Liability Coverage**
- I. Port Manager presented item.
 - II. *Speir made a motion to approve the insurance renewal for Crum & Foster Storage Tank Pollution Liability Coverage and allow the Port Manager to sign the renewal application. Second by Hartung. Motion passed 5-0.*
- S. Port Office Copier Agreement**
- I. Port Manager presented item.
 - II. *Speir made a motion to approve Canon Solutions America 60-month lease for a Canon IRA C5560i3 plus the cost per copy for the Port Office. Second by Range. Motion passed 5-0.*
- T. ~~POBH~~ Bylaws**
- I. Item was removed from agenda.
- U. Opening Port Construction Fund and RV Park Improvement Debt Service Fund**

- I. Port Manager presented item.
- II. *Speir made a motion to approve adopting RV Park improvement Debt Service Fund. Second by Range. Motion passed 5-0.*
- III. *Speir made a motion to approve adopting Port Construction Fund. Second by Range. Motion passed 5-0.*

8. INFORMATION ITEMS

A. RV Park Project

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

B. Zola's Pizzeria Demolition Project

- I. Port Manager presented item.

C. Coast Guard Boat in Boat Yard

- I. Port Manager presented item.

D. COVID-19 Lease Tenant Repayment Plan

- I. Port Manager presented item.

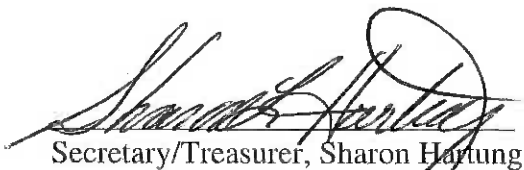
9. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

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

11. ADJOURNMENT

- President adjourned the meeting at 7:44 pm.


Secretary/Treasurer, Sharon Hartung

8, 19, 20
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