

**DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Tuesday, June 15, 2021

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 in regular session on the above date at 6:00 pm. 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

Commission President Richard Heap called the Regular Meeting of the Port of Brookings Harbor of Commissioners to order at 6:00 pm.

- All participants stated the Pledge of Allegiance.
- **Commissioners Present:**
Joseph Speir, Vice President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); (Pos. #3 Vacant); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; and Martha Rice, Port Legal Counsel 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 1:45

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

3. APPROVAL OF MEETING MINUTES – Audio time 2:10

- Draft minutes of Special Commissioner Meeting Thursday May 6, 2021
- Draft minutes of Budget Committee Meeting Tuesday May 11, 2021
- Draft minutes of Regular Commissioner Meeting Tuesday May 18, 2021

A motion was made by Hartung and seconded by Speir to approve Special Commissioner Meeting Thursday May 6, 2021, Budget Committee Meeting Tuesday May 11, 2021, Regular Commissioner Meeting Tuesday May 18, 2021 meeting minutes. The motion passed 4 – 0.

4. PUBLIC COMMENTS – Audio time 3:00

There was no public comment submitted.

5. MANAGEMENT REPORTS – Audio time 3:40

- Financial Report – May 2021. Dehlinger reported the end of the month financials for May 2021. End of the month unrestricted cash and equivalents totaled \$490,169. Restricted cash and equivalents totaled \$929,088, with Total Assets (cash) at \$1,443,510. May profit and loss Total revenues from all funds were \$502,755. Total

expenses were \$306,304. The net income was \$196,45. General Fund program revenues was \$226,888 and expenses was \$253,222. Unusual revenues this month include \$157,869 reimbursement from Business Oregon for the Fuel Dock Repair Project and \$9,000 from Business Oregon tenant relief program. No unusual expenses this month.

- Safety Report – May 2021. Dehlinger reported on the safety report for May 2021. Port staff training included proper protective equipment, lawn mowing and trimming etiquette. No injuries to report. Couple of needles were found on port grounds and disposed properly. RV guest hit the park fence and damaged their vehicle. Had some issues of individuals doing donuts with their vehicles in dry camping area. Boat leaked fuel on the ground was in the boat yard going under repairs. Spill was cleaned up. Had an issue with homeless individuals camping inside the Indian Memorial site. Sheriff removed them from the site and trespassed from the Port when they refused to take all their belongs off Port property. Individual at Beachfront public parking ran into the concrete block seawall and damaged their vehicle.
- Harbormaster Report – May 2021. Webster reported on the harbormaster report. Staff main focus of the month was reopening the main restroom at the RV Park. Port received a partial plumbing approval to reopen the restroom, but showers remain closed. Showers are expected to be open first of July after final inspection. RV Park occupancy is higher from last year. Dock inspections were completed. OSMB on site to inspect sani-sailors. Sani-Sailors are working properly. There were seven telehandler jobs and five haul outs. 49 less boat launches from year prior. Dredge Yaquina is here, and the Port had to make arrangements to pull the hoist at Bornstein dock and set the bumper. Staff completed 43 work orders and Pape made a list of repairs needed on the travel lift. Hartung had a question regarding the telehandler having some rust spots. Travis will take a look at the rust spots and make necessary repairs.
- Port Manager Report – May 2021. Dehlinger reported on the Port manager report. 79 parking violations were written. RV Park traffic counter is nearing half million vehicles for the year. Port hired a temporary employee at the RV Park for weekend office and couple days of maintenance work during the week. Port submitted a second earmark through Senator Merkley office, identical to Congressman DeFazio's earmark for a wastewater treatment plant.

A motion was made by Speir and seconded by Range to approve the management reports as discussed. The motion passed 4 – 0.

6. ACTION ITEMS – Audio time 15:05

- A. Supplemental Budget FY 2020-21, Resolution Adopting the Budget – Audio time 15:05

A motion was made by Speir and seconded by Hartung to approve draft Resolution No. 2021-05, Resolution Adopting the Supplemental Budget for FY 2020-21. The motion passed 4 – 0.

- B. Resolution to Adopt Fiscal Year Budget 2021-22 – Audio time 16:18

A motion was made by Speir and seconded by Hartung to approve Resolution No. 2021-06 Adopting Fiscal Year 2020-21 Budget with adding \$30,000 to the payroll from contingency to add two part-time landscapers and one office clerk. The motion passed 4 – 0.

- C. Beachfront Dry Camping Area – Audio time 17:58

Dehlinger discussed separating the day use from the paid RV Park guests, reduce damage to the grounds, allow trailer parking for RV Park guests and provide safety and security. Hartung added there is enough room for RVs to hookup along the road before they leave.

A motion was made by Speir and seconded by Hartung to approve separating dry camping area sites and day use area using concrete blocks and any necessary signage to accomplish the delineation. The motion passed 4 – 0.

D. No Parking Zones – Audio time 20:59

Dehlinger discussed the parking issues with the boat launch parking lot and throughout the Port. Suggested to improve our parking signs at the Port. Range made a suggestion to meet with owners of Zola's and new owner of Righetti's property to discuss parking. Webster said the Port did meet with the new owner of Righetti's yesterday and they are cooperative with the way the parking is right now. But parking will become an issue with them once their new renter opens and the parking continues as it is now. They are open to suggestion on changing the traffic and moving the concrete barriers for better access.

A motion was made by Speir and seconded by Hartung to approve updating Port parking signs at the commercial basin and kite field parking lots. Install sign at boat "ready area" for boat ready parking only and paint curbs red along the entrance roadway into the boat launch ramp and parking lot. Consult with OSMB regarding signage prior to installing the additional signs at the boat launch parking lot. Authorize Port Manager to initiate changing the boat launch parking lot agreement with OSMB to allow other than recreational boat parking during specific times of a 24-hour period. The motion passed 4 – 0.

E. E Clampus Vitus Plaques – Monument Placement on Port Property – Audio time 36:13

Dehlinger reviewed the location Port staff and E Clampus proposes to place the monument.

A motion was made by Range and seconded by Speir to approve installing the Japanese I-25 Submarine monument at Beachfront RV Park location as presented. The motion passed 4 – 0.

F. Hungry Clam Outdoor Storage Alteration – Audio time 37:21

Dehlinger reviewed the Hungry Clam outdoor storage plan.

A motion was made by Range and seconded by Speir to approve Hungry Clam storage alteration plan as presented. New building construction must be permitted through Curry County Building & Safety and all associated costs including permits are covered by Hungry Clam. All building permits must be provided to the Port prior to construction. Construction must be performed by a license contractor. The motion passed 4 – 0.

G. Crow/Clay RV Park Draft Construction Drawings – Audio time 39:01

Dehlinger noted the change for Site 22 to be parallel with main restroom.

A motion was made by Speir and seconded by Hartung to approve draft RV Park Construction Drawings and Specifications and proceed with acquiring permits and bidding the project. The motion passed 4 – 0.

H. Brookings-Harbor Chamber of Commerce Membership Renewal – Audio time 40:35

A motion was made by Range and seconded by Speir to approve Brookings-Harbor Chamber of Commerce membership renewal and allow the Port Manager to sign the renewal documentation. The motion passed 4 – 0.

I. IT Security Policy – Audio time 41:30

Heap noted this item was discussed at our last workshop meeting.

A motion was made by Speir and seconded by Hartung to approve draft IT Security Policy. The motion passed 4 – 0.

J. Aboveground Fuel Tank Capacity Change – Audio time 42:11

Heap noted this item was discussed at our last workshop meeting.

A motion was made by Speir and seconded by Hartung to approve changing the capacity of diesel to 15,000 gallons and gasoline to 5,000 gallons for the aboveground fuel tanks supplying the fuel dock. The motion passed 4 – 0.

- K. Crown Plumbing Change Order – Audio time 43:05
Heap noted this item was discussed at our last workshop meeting.

A motion was made by Speir and seconded by Range to approve the final payment to Crown Plumbing in the amount of \$8,840.64. The motion passed 4 – 0.

- L. Delinquent Account Receivable Write Off – Audio time 44:00
Heap noted there are eight Port accounts before the Board that are delinquent with two accounts requesting relief. Hartung asked a question if all these accounts had received a COVID letter. Dehlinger said not all received the COVID letter. Recreational moorage holders were not covered under COVID and did not receive a letter.

1 – Ashley Krauss account:

Range asked which boat this was and where it is located. Webster responded the boat name is “Reality” located on N-Dock close to the boat yard, pirate looking ship. Ashley sold the boat and never paid the Port the outstanding bill. Hartung asked about number three account, why would the Port sell the boat and still send to collections. Rice clarified there are two different processes for selling a boat, one is from a lien on the moorage that is unpaid, and one is from abandonment. Once a boat is deemed abandon and the Port has gone through the prescribed time period, and gets ownership of the boat, then it can be sold. The other process is putting a lien on the boat, then sell the boat to pay off the debt that is owed.

A motion was made by Range and seconded by Speir to approve write off Ashley Krauss accounts receivable as uncollectable and submit this to collection agency in the amount of \$11,710.77. The motion passed 4 – 0.

2 – Ross Angel account:

A motion was made by Speir and seconded by Hartung to approve write off Ross Angel accounts receivable as uncollectable and submit this to collection agency in the amount of \$2,598.09. The motion passed 4 – 0.

3 – Leanna Suggs and Andrew Axelse account:

A motion was made by Speir and seconded by Hartung to approve write off Leanna Suggs and Andrew Axelse accounts receivable as uncollectable and submit this to collection agency in the amount of \$2,625.00. The motion passed 4 – 0.

4 – Corey Sample account:

A motion was made by Hartung and seconded by Range to approve write off Corey Sample accounts receivable as uncollectable and submit this to collection agency in the amount of \$1,592.53. The motion passed 4 – 0.

5 – CBN Enterprises/Barbara Ciaramella account:

A motion was made by Range and seconded by Speir to approve write off CBN Enterprises/Barbara Ciaramella accounts receivable as uncollectable and submit this to collection agency in the amount of \$6,892.90. The motion passed 4 – 0.

6 – Whale’s Tail Candy/Becky Hannen account:

A motion was made by Speir and seconded by Hartung to approve write off Whale's Tail Candy/Becky Hannen accounts receivable as uncollectable and submit this to collection agency in the amount of \$4,333.08. The motion passed 4 – 0.

Heap made a comment on number 5 and 6 that we were happy they were tenants and was unfortunate that COVID happen, and they were given opportunities to work with the Port. Other tenants at the Port had the same issues and managed to make their payments. In the interest of not establishing any precedent or any issues down the road this had to be done.

7 – Mark Fowler account:

A motion was made by Hartung and seconded by Speir to approve write off Mark Fowler accounts receivable as uncollectable and submit this to collection agency in the amount of \$1,605. The motion passed 4 – 0.

8 – Dawn Hatch / John Hartt account:

A motion was made by Speir and seconded by Hartung to approve write off Dawn Hatch / John Hartt accounts receivable as uncollectable and submit this to collection agency in the amount of \$3,640.16. The motion passed 4 – 0.

7. INFORMATION ITEMS

There are no information items.

8. COMMISSIONER COMMENTS – Audio time 59:15

Heap commented on California Fish and Game has trucked 17 million smolts into the bay (San Francisco Bay) because of poor river conditions.

9. NEXT REGULAR MEETING DATE – Tuesday, July 20, 2021 at 6:00 pm.

10. ADJOURNMENT

Having no further business, the meeting adjourned at 7:00 pm.


Sharon Hartung, Secretary/Treasurer

7-20-2021
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.