

**APPROVED MINUTES
BUDGET HEARING AND REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Wednesday, June 15, 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 in Budget Hearing and Regular session on the above date at 2:00pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415, teleconference and webinar.

FISCAL YEAR 2022-23 BUDGET HEARING (ORS 294.430)

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

1. Pledge of Allegiance

- All participants stated the Pledge of Allegiance

2. Call to Order

• **Commissioners Present:**

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

• **Management and Staff:**

Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; and Danielle King, Safety/Administrative

3. Public Comment – Audio time 0:01:43

- There were no public comments.

4. Action Items – Audio time 0:02:02

A. Resolution 2022-06 Adopting the 2022-23 Fiscal Year Budget, Making Appropriations and Levying and Categorizing the Tax

Heap explained this is a formal process to approve the budget. Dehlinger stated there were no changes from the budget committee. There was a question from the Board regarding the Port debt and the estimated dollar amount for fuel sales.

A Motion was made by Hartung and seconded by Speir to approve Resolution No. 2022-06 Adopting the 2022-2023 Fiscal Year Budget, making appropriations, and imposing and categorizing the tax. Motion passed 5 - 0.

5. Adjournment from Budget Hearing – Audio time 0:06:03

- Having no further business, the meeting adjourned at 2:05 pm

REGULAR MEETING – Audio time 0:06:08

1. CALL MEETING TO ORDER

Commission President Richard Heap called the Regular Meeting of the Port of Brookings Harbor of Commissioners to order at 2:05pm.

- **Commissioners Present:**
Joseph Speir, Vice-President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4) and Kenneth Range (Pos. #5).
- **Management and Staff:**
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; and Danielle King, Safety/Administrative.
- There was no modifications or additions to the agenda.
- There was no declaration of potential conflicts of interest.

2. **APPROVAL OF AGENDA** – Audio time 0:06:56

- **A motion was made by Speir and seconded by Hartung to approve the agenda as written. The motion passed 5 – 0.**

3. **APPROVAL OF MEETING MINUTES** – Audio time 0:07:25

- A. **Approve Minutes of Budget Committee Meeting Tuesday May 10, 2022.**
- B. **Approve Minutes of Regular Commissioner Meeting Wednesday, May 18, 2022.**

A Motion was made by Speir and seconded by Jonas to approve the meeting minutes for the Budget Committee Meeting Tuesday May 10 and the Regular Commissioner Meeting Wednesday May 18 as discussed. The motion passed 5 – 0.

4. **PUBLIC COMMENTS** – Audio time 0:08:10

- There was one public comment by Tony Parrish regarding Stout Mountain Railway location in the Port.

5. **MANAGEMENT REPORTS** – Audio time 0:14:36

A. **May 2022 Safety & Security Report** - Audio time 14:39

King reported on staff safety training, incidents, accidents, security issues that happened for the month of May and upcoming events for June.

B. **May 2022 Harbormaster Report** - Audio time 0:16:58

Webster reported on projects that were completed in the month of May in the RV Park, marina, and equipment services. There was a discussion among the Board and staff regarding the commercial basin restrooms door code being handed out and the vandalism happening in that bathroom.

C. **May 2022 Financial & Manager Report** - Audio time 0:26:16

Dehlinger reported on the financials for the month of May. Dehlinger reviewed the status of the RV Park project, FEMA Projects, the condition of the Hallmark Dock, and the status of the boat yard warehouse. Since the start of cleaning up the boatyard 6 years ago we have demolished or sold 40 boats, and we finally demolished the last boat. Dehlinger also informed the board of the 4th of July activities being planned.

A motion was made by Jonas and seconded by Speir to approve the management reports. The motion passed 5 – 0.

6. **ACTION ITEMS**

A. **Vessel and/or Trailer Storage Agreement** – Audio time 0:37:43

Dehlinger reviewed with the Board what items Port Counsel has added to the agreement. There was a question from the Board regarding why these boats aren't required to have insurance.

A motion was made by Speir and seconded by Range to approve draft vessel and/or trailer storage agreement for the boat and trailer storage area to be put into effect immediately. The motion passed 5 – 0.

B. **Vessel Miss Stacey Moorage Renewal** – Audio time 0:41:11

Dehlinger reviewed the status of the vessel with the Board. The marine survey still has not been completed, and there is still a lien on the crab pots and crab permit.

A motion was made by Jonas and seconded by Speir to approve Miss Stacey Moorage agreement from January 1, 2022 to December 31, 2022. Update the Board at the November 2022 regular meeting on the status of the vessel for consideration on the next moorage agreement. The motion passed 5 – 0.

C. Charters and Guides Sign Agreement Form – Audio time 0:44:31

Dehlinger reviewed this would be for anyone who wants to be on the sign. There was a discussion among the Board and staff of the location of the signs, what sign concept the Board likes, and if they would like a “You are Here” map. The Board allowed public comment.

A motion was made by Heap and seconded by Hartung to approve proceeding with the sign concept design size without “You Are Here” map and locations as discussed and limit the number of signs to 24 individual signs. Sign locations at the RV Park, Boat Ramp and somewhere near the Port Office determined by the Port Manager. The motion passed 4 – 1. Yes: Jonas, Range, Hartung, & Heap. No: Speir.

7. INFORMATION ITEMS

A. BOEM Wind Energy Farm Off the Coast of Brookings Oregon, Presentation by Oregon Trawl Commission – Audio time 1:02:49

Yelena Nowak, Executive Director of Oregon Trawl Commission gave a presentation to the Board regarding BOEM Offshore Wind Energy Farm off the coast of Brookings Oregon, and the impacts this will have on our fishing fleet. Brad Pettinger, Vice Chair of Pacific Fishery Management Council, Leonard Krug President of Oregon Anglers Alliance and William Goergen Owner of Catalyst Seafood gave the Board their opinion on the Offshore Wind Energy Farm being presented by BOEM. Commissioner Heap informed the Board of his support for the Resolution being presented to the Board. Board agreed to have a Special Meeting the following week to approve the Resolution.

B. Pacific Seafood Request for Dock Hoist – Audio Time 2:04:52

Dehlinger informed the Board that the hoist is back in place, the yellow hoist is not used.

C. Zola’s on the Water Concrete Patio Outside Leased Premises – Audio Time 2:06:18

Dehlinger just wanted to inform the Board that Zola’s had poured concrete outside of their leased area, didn’t notify Port Management, and a letter has been sent to Zola’s regarding the violation. It was agreed upon the Board and Management that if another violation happens with Zola’s the next letter will come from Port Council terminating their lease.

D. Cable TV and Wi-Fi at Beachfront RV Park – Audio Time 2:09:26

Dehlinger asked for the opinion of the Board on Wi-Fi since the Wi-Fi service is not currently covering the whole park and the cable tv is becoming harder and harder to repair. Board agreed to invest in a Wi-Fi system.

E. USDA Civil Rights Compliance Review & Response – Audio Time 2:11:46

Dehlinger informed the Board there were some changes that needed to be made in the Port Office and RV Park Office to be compliant with USDA Civil Rights.

F. Boat Yard Building(s) and Port Office Proposal – Audio Time 2:13:21

Dehlinger asked for an open discussion regarding what is being proposed, then reviewed the proposal. There was a discussion regarding the loan, and how the money will be recovered. It was suggested to look into quotes for the warehouse building and investigate the other structures at a later date.

G. RV Park New Fence Dividers – Audio Time 2:33:49

Dehlinger informed the Board that the RV Park project does not include site dividers and are looking into new fence ideas, and asked for the Boards opinions or different suggestions.

H. Summer Food Dine-In Bus Route – Audio Time 2:38:10

Commissioner Hartung discussed the food dine-in bus program, the Board and Port Management didn't see an issue or liability with the bus being on Port property.

I. Travel Lift Ramp Sediment Impacts – Audio Time 2:41:09

Dehlinger informed the board that this issue has presented itself again and we can only haul out boats during high tide. Dehlinger has been in contact with the Curry County Roadmaster to discuss what the next steps are. The Board suggested having a meeting with the County Commissioners on how to fix this.

J. Beach Cam for Website – Audio Time 2:45:31

Dehlinger is suggesting a beach camera due to the survey's received back from the RV Park guests; it would be posted on the Beachfront RV Park website.

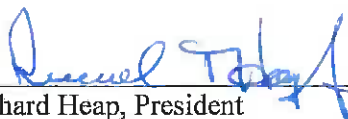
8. COMMISSIONER COMMENTS – Audio time 2:47:19

- Commissioner Heap commented that the budget looked great and was easy to read.

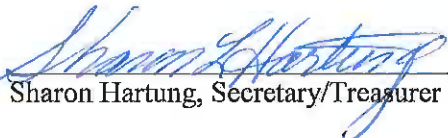
9. NEXT REGULAR MEETING DATE – Wednesday, July 20, 2022, at 2:00pm.

10. ADJOURNMENT – Audio time 2:47:56

Having no further business, the meeting adjourned at 4:47 pm.


 Richard Heap, President

7-26-2022
 Date Signed


 Sharon Hartung, Secretary/Treasurer

7-26-2022
 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.