

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

Tuesday, October 20, 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 via teleconference.

1. CALL MEETING TO ORDER

- **Pledge of Allegiance**
 - All participants stated the Pledge of Allegiance.
- **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 Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
 - Commissioner Hartung requested to move Information Item A to Action Item I
- **Declaration of Potential Conflicts of Interest**
 - President Davis has a conflict of interest with Action Item B.
 - Commissioner Speir has a conflict of interest with Action Item B.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MEETING MINUTES

- A. Approve Minutes of Special Meeting Thursday September 3, 2020**
- B. Approve Minutes of Special Meeting Wednesday September 9, 2020**
- C. Approve Minutes of Special Meeting Monday September 14, 2020**
- D. Approve Minutes of Regular Meeting Tuesday September 15, 2020**
- E. Approve Minutes of Special Meeting Thursday September 24, 2020**
- F. Approve Minutes of Special Meeting Tuesday September 29, 2020**
 - I. *Speir made a motion to approve meeting minutes items A thru F. Second by Hartung. Motion passed 5-0.***

4. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters on this meeting's agenda: Roy Trottier, John Kehoe, Daniel Fraser, & Mike Murphy.

5. MANAGEMENT REPORTS

- A. Financial Report – September 2020**

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

6. ACTION ITEMS

- A. Pacific Ocean Harvesters Lease Amendment No. 1**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. *Speir made a motion to approve Pacific Ocean Harvesters draft Commercial Lease Agreement Amendment No. 1. Second by Range. Motion passed 5-0.*
- B. Roy Davis and Joe Speir Lease Amendment No. 1**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. *Range made a motion to approve Roy Davis and Joe Speir draft Commercial Lease Agreement Amendment No. 1. Second by Hartung. Motion passed 3-0.*
- C. Port Office Copier Agreement Addendum**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. *Speir made a motion to approve draft Addendum Agreement with Pacific Office Automation, Inc for the Port Office copier and allow the Port Manager to sign the addendum. Second by Heap. Motion passed 5-0.*
- D. RV Park Project Drawings and Bid Package**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. *Heap made a motion to approve draft Crow/Clay & Associates Beachfront RV Park Improvements bid package and release the project to bid. Second by Range. Motion passed 5-0.*
- E. Best Management Practices Policy**
 - I. Port Manager and Harbormaster presented item.
 - II. Commission discussed item.
 - III. *Speir made a motion to approve draft Best Management Practices Policy. Second by Hartung. Motion passed 5-0.*
- F. Port Security Camera System**
 - 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 authorize the Port Manager to explore installing a camera system that would eventually use the Port Reserve Fund, amount not to exceed \$49,000. Second by Speir. Motion passed 5-0.*

G. Port and Righetti Easement Agreement

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Heap made a motion to approve the lot line adjustment agreement entered October 20, 2020 by the Port of Brookings Harbor and Elaine Righetti. Second by Range. Motion passed 5-0.*

H. Draft Annual Financial Report Fiscal Year 2019-2020

- I. Port Manager requested to table item due to not having the information at this time.

I. Draft Boat Yard Lease

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. President Davis and Commissioner Speir withdrawn their vote due to conflict of interest.
- VI. *Range made a motion to approve the draft Boat Yard Lease dated October 20, 2020 in the name of Kenneth Francis Boat Shop and More LLC and includes 14 pages. Second by Hartung. Motion passed 3-0.*

7. INFORMATION ITEMS

A. Draft Boat Yard Lease

- I. Item was moved to Action Item I

B. Draft Fuel Dock Lease

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

C. Commercial Restroom Grant

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

D. Business Oregon Strategic Business Plan Approval

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

E. Travel Lift Building

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.

8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

9. NEXT REGULAR MEETING DATE – Tuesday, November 17, 2020 at 6:00 P.M.

10. ADJOURNMENT

- President adjourned the meeting at 8:55 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