

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

Tuesday, September 15, 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: 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/Safety Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
 - Heap mentioned the additions to the agenda. Added Action Item F, Art at the Port and Information Item C, The Bell & Whistle Coffee Shop.
- **Declaration of Potential Conflicts of Interest**
 - Ken Range, conflict with Action Item F, Art at the Port

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MEETING MINUTES

- A. Approve minutes of Special Meeting Wednesday, August 12, 2020**
- B. Approve minutes of Regular Meeting Tuesday, August 18, 2020**
 - I. Heap made a motion to approve meeting minutes items A, and B. Second by Range. Motion passed 5-0.*

4. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Tom Beene & Mike Murphy. Mr. Murphy requested to hold comment until Item 5B, Safety Report.

5. MANAGEMENT REPORTS

- A. Financial Report – August 2020**
 - I.** Port Manager presented item.
 - II.** Commission discussed item.

- III. President allowed public comments.
 - IV. President moved discussion back to the board.
- B. Safety Report – August 2020**
- I. Safety Coordinator presented item.
 - II. Commission discussed item.
 - III. President allowed public comments.
 - IV. President moved discussion back to the board.
- C. Harbormaster Report – August 2020**
- I. Harbormaster presented item.
 - II. Commission discussed item.
- D. Port Manager Report – August 2020**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. *Range made a motion to approve management reports for August 2020 as discussed. Second by Heap. Motion passed 5-0.*

6. ACTION ITEMS

- A. South Coast Lumber Opportunities**
- I. South Coast Lumber Representatives Nolan Roy and Mike Beckley presented item.
 - II. Commission discussed item.
 - III. Port Manger and Harbormaster discussed item.
- B. Resolution No. 544 POBH By-Laws**
- I. Port Manager presented item.
 - II. *Heap made a motion to approve Resolution No. 544 POBH By-Laws. Second by Speir. Motion passed 5-0.*
- C. Public Contracting Rules – Selection Process for Architect & Engineer**
- I. Port Manager presented item.
 - II. *Heap made a motion to approve Resolution No. 545 Amending Rules and Procedures for Public Contracting. Second by Speir. Motion passed 5-0.*
- D. EMC Engineers and Scientists Contract Amendment No. 1**
- I. Port Manager presented item.
 - II. *Speir made a motion to approve EMC Engineers/Scientists Professional Agreement Amendment No. 1. Second by Range. Motion passed 5-0.*
- E. Tank Testers Service Contract – Fuel Dock Project**
- I. Harbormaster presented item.
 - II. Commission discussed item.
 - III. *Heap made a motion to approve Tank Testers Fuel Line Service Agreement. Second by Hartung. Motion passed 5-0.*
- F. Art at the Port**
- I. Ken Range presented item.

- II. Commission discussed item.
- III. *Heap made a Motion to approve Art at the Port 2021 for next year. Second by Speir. Motion passed 5-0.*

7. INFORMATION ITEMS

- A. Pacific Ocean Harvesters Lease Request**
 - I. Port Manager presented item.
 - II. Commission discussed item.

- B. Fueling During Construction in October-November**
 - I. Harbormaster presented item.
 - II. Commission discussed item.

- C. The Bell & Whistle Coffee Shop**
 - I. Chairman presented item.
 - II. Port Manager discussed item.

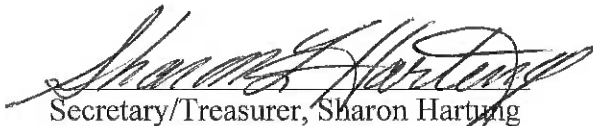
8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

9. NEXT REGULAR MEETING DATE – Tuesday, October 20, 2020 at 6:00 P.M.

10. ADJOURNMENT

- President adjourned the meeting at 7:33 pm.


Secretary/Treasurer, Sharon Hartung

10-20-20
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