

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

Tuesday, September 29, 2020

The Port of Brookings Harbor District met in special session on the above date at 2:00 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also Zoom teleconference.

1. CALL MEETING TO ORDER

- **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**
 - Port Manager requested to add Action Item C, Procurement for EDIC Complete Restroom Cleaning Device.
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

- *Range made a motion to approve the agenda as written, including action item C. Second by Speir. Motion passed 5-0.*

3. PUBLIC COMMENTS

- No public comments.

4. ACTION ITEMS

- A. Righetti Easement Proposal**
 - I. Port Counsel presented item.
 - II. Commission discussed item.
 - III. *Speir made a motion to approve to rescind the approval to remove encroached area on Righetti's property and to proceed with an agreement as proposed from Righetti for the lot line adjustment. Second by Range. Motion passed 5-0.*
- B. Procurement for Diesel & Gasoline Pump Dispenser**
 - I. Harbormaster presented item.
 - II. Commission discussed item.
 - III. *Hartung made a motion to approve the procurement of a diesel and gasoline dual pump dispenser for the fuel dock to Pump Pipe & Tank Services in the amount of \$11,261. Second by Speir Motion passed 5-0.*
- C. Procurement for EDIC Complete Restroom Cleaning Device.**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Range made a motion to approve the purchasing of five CR2 complete restroom restoration unit. Second by Speir.*
- IV. Commission discussed item.
- V. *Range amended motion to four units verses 5. Second by Speir. **Motion passed 5-0.***

5. INFORMATION ITEMS

- A. None


6. COMMISSIONER COMMENTS

- Commissioners has nothing to report currently.

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

8. ADJOURNMENT

- President adjourned the meeting at 2:33 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