

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

Friday, April 17, 2020

The Port of Brookings Harbor District met in special session on the above date at 2:30 P.M. open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 also via teleconference and webinar.

1. CALL MEETING TO ORDER

- **Roll Call**
 - Commissioners present via teleconference: Treasurer Joseph Speir, Secretary Sharon Hartung, Chairman Roy Davis, Vice Chairman 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 D, Engagement Letter for Bond Counsel
 - There was no other modifications, additions or changes to the agenda.
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENTS

- No public comments.

4. ACTION ITEMS

- A. SDIS Employee Health Care Plan**
 - I. Port Manager presented item.
 - II. *Hartung made a motion to approve SDIS Employee Health Care Plan for 2020 and allow Port Manager to sign the contract. Second by Speir. Motion passed 5-0.*
- B. COVID-19 Reevaluation of Port Operations and Finances**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. *Heap made a motion to approve the use of Reserve Funds as needed during this COVID-19 crisis to supplement any shortfalls in other funds. Second by Speir. Motion passed 5-0.*
 - IV. Harbormaster discussed item.
 - V. Commission discussed item.

C. Port Lease Deferment Plan

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Port Counsel discussed item.
- IV. Commission discussed item.
- V. *Heap made a motion to cancel Port Deferment Plan that was approved in Special Meeting April 2, 2020 and to follow Governor's Executive Order 20-13. Second by Hartung. Motion passed 5-0.*

D. Engagement Letter for Bond Counsel

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Heap made a motion to direct the Port Manager to sign the Engagement Letter for the Bond Counsel. Second by Range. Motion passed 5-0.*

5. INFORMATION ITEMS

- A. None

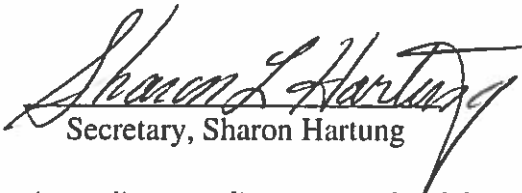
6. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

7. NEXT REGULAR MEETING DATE – Tuesday, May 19, 2020 at 6:00 P.M.

8. ADJOURNMENT

- Chairman adjourned the meeting at 3:14 pm.


Secretary, 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