

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

**Thursday, April 2, 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**
  - There was no 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 – CONSENT ITEMS**

- A. **Approved minutes of regular meeting Thursday, February 20, 2020**
- B. **Approved minutes of special meeting Friday, March 6, 2020**
  - I. *Heap made a motion to approve the agenda. Second by Hartung. Motion passed 5-0.*

**3. PUBLIC COMMENTS**

- No public comments.

**4. MANAGEMENT REPORTS**

- A. **Financial Report – February 2020**
- B. **Safety Report – February 2020**
- C. **Harbormaster Report – February 2020**
- D. **Port Manager Report – February 2020**

*Range made a motion to approve the management reports. Second by Heap. Motion passed 5-0.*

**5. ACTION ITEMS**

- A. **Moorage License Application**
  - I. Port Manager presented item.
  - II. Commission discussed item.
  - III. *Range made a motion to approve Resolution No. 538, Moorage License Agreement. Second by Speir. Motion passed 5-0.*

- B. Supplemental Budget Approval**
- I. Port Manager presented item.
  - II. *Speir made a motion to approve and adopt Resolution No. 539, Resolution Adopting the Budget. Second by Hartung. Motion passed 5-0.*
- C. EMC Engineer/Scientists Contract**
- I. Port Manager presented item.
  - II. *Heap made a motion to approve service agreement with EMC-Engineers/Scientists, LLC, to provide engineering services to the Port of Brookings Harbor in the amount not-to-exceed \$50,000. Second by Hartung. Motion passed 5-0.*
- D. Black Rice & Luna LLP Contract Extension**
- I. Port Manager presented item.
  - II. *Speir made a motion to approve Port Legal Services Amendment No. 1 with Black Rice & Luna LLP. Second by Range. Motion passed 5-0.*
- E. C.J. Huntsman Audit Engagement Letter**
- I. Port Manager presented item.
  - II. *Speir made a motion to accept C.J. Huntsman Audit Engagement Letter for the Fiscal Year 2019-2020 services. Second by Range. Motion passed 5-0.*
- F. Strategic Business Plan Update – WSP Consultant Proposal**
- I. Port Manager presented item.
  - II. *Speir made a motion to approve Port staff to begin the process updating the Strategic Business Plan per the IGA with Business Oregon. Second by Range. Motion passed 5-0.*
- G. Launch Ramp Grabrail**
- I. Harbormaster presented item.
  - II. Commission discussed item.
  - III. *Range made a motion to install six safety grab bars on the three docks at the boat launch, the Port would be responsible for three grab rails and installation. Second by Heap. Motion passed 5-0.*
- H. Fuel Dock Ramp and Dock Repair Bid Documents**
- I. Port Manager presented item.
  - II. Commission discussed item.
  - III. *Speir made a motion to approve Fuel Dock Ramp and Dock Repair bid package to be released for contractor bidding with the updated modifications. Second by Range. Motion passed 5-0.*
- I. Zola's Pizzeria Building Demolition and Restoration Plan**
- I. Port Manager presented item.
  - II. *Heap made a motion to approve the demolition of Zola's Pizzeria once the tenant has vacated the building and them restore the site per the proposed*

*plan, not-to-exceed \$50,000 without Board approval. Second by Hartung. Motion passed 5-0.*

**J. Port Tenants and Commercial Moorage Month Deferment Plan**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. *Speir made a motion to approve a two month deferment plan for all Port tenants that opts into the proposed relief plan, and be paid back within twelve months. Second by Hartung. Motion passed 5-0.*

**K. Appoint Budget Committee**

- I. Port Manager presented item.
- II. *Speir made a motion to appoint budget committee as presented for the fiscal year 2020 budget. Second by Hartung. Motion passed 5-0.*

**L. April 21 Commissioner Meeting**

- I. Port Manager presented item.
- II. *Heap made a motion to cancel April 21, 2020 regular meeting until further notice. Second by Speir. Motion passed 5-0.*

**6. INFORMATION ITEMS**

**A. Salmon Season Alternatives**

- I. Commissioner Heap presented item.

**B. Sea Grant – Dock Work Program**

- I. Commissioner Heap presented item.

**C. Green Building Area**

- I. Port Manager presented item.

**D. DEQ 1200-Z Permit**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Chairman moved discussion to public comments.
- IV. Chairman moved discussion back to the commission.

**E. RV Park Maintenance**

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

**7. COMMISSIONER COMMENTS**

- Commissioners reported on their recent activities.

**8. NEXT REGULAR MEETING DATE – ~~Tuesday, April 21, 2020 at 6:00 P.M.~~**

- See Action Item L

**9. ADJOURNMENT**

- Chairman adjourned the meeting at 3:57 pm.

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Secretary, Sharon Hartung

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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](http://www.portofbrookingsharbor.com)*