

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

Thursday, February 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.

1. Call Meeting to Order:

I. Pledge of Allegiance

II. Roll Call:

- Commissioners present: Treasurer Joseph Speir, Secretary Sharon Hartung, Chairman Roy Davis, Vice Chairman Richard Heap, and Kenneth Range.
- Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.

III. Modifications, Additions, and Changes to the Agenda:

- Chairman Davis mentioned that there was a modification to the original agenda and added action item G, Mountainview Motorcycle Shop.
- There was no other modifications, additions or changes to the agenda.

IV. 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 Tuesday, January 28, 2020:

B. Approved Minutes of Special Meeting Tuesday, February 4, 2020:

- I. Heap made a motion to approve the consent items of January 28 and February 4. Second by Speir. **Motion passed 5-0.**

3. Public Comments:

- I. The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Christa Manning

4. Management Reports:

A. Financial Report – January 2020:

- I. Port Manager presented Financial Report.

B. Safety Report – January 2020:

- I. Administrative Assistant presented Safety Report.
- II. Commission discussed item.

C. Harbormaster Report– January 2020:

- I. Harbormaster presented Harbormaster Report.

D. Port Manager Report – January 2020:

- I. Port Manager presented Port Manager Report
- II. Speir made a motion to approve the Managers Report as presented. Second by Heap. **Motion passed 5-0.**

5. Action Items:

A. Number of Signatures on Checks:

- I. Port Manager presented item
- II. Heap made a motion to continue using same procedure per Resolution No. 388 Signatories on Checks. Second by Speir. **Motion Passed 5-0.**

B. Receiving Dock Schedule of Charges and Guidelines:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Range made a motion to revisit Resolution No. 193 Receiving Dock Schedule of Charges and Guidelines when Port Infrastructure allows the use of a public hoist. Second by Speir. **Motion passed 5-0.**

C. Public Records Policy:

- I. Port Manager presented item.
- II. Speir made a motion to approve draft Resolution No. 536 Public Records Policy. Second by Range. **Motion passed 5-0.**

D. Delinquent Account Write Off Request:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Chairman allowed public comments.
- IV. Chairman moved the discussion back to the commission.
- V. Range made a motion to approve John Rinker account with the Port as a bad debt and remove from accounts receivable. Second by Hartung. **Motion passed 5-0.**

E. Appoint Budget Officer FY 2020/2021:

- I. Port Manager presented item.
- II. Heap made a motion to approve Kim Boom as the Budget Officer for fiscal year 2020-2021. Second by Speir. **Motion passed 5-0.**

F. Open New LGIP Account for Dredging Fund:

- I. Harbormaster presented item.
- II. Speir made a motion to approve creating a new account labeled "Dredging Fund" within Local Government Investment Pool. Second by Heap. **Motion passed 5-0.**

G. Mountain View Custom Cycles Lease Amendment No. 1:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Chairman allowed public comments.
- IV. Chairman moved the discussion back to the commission.
- V. Heap made a motion to approve Draft Commercial Lease Agreement Amendment No. 1 for Mountain View Custom Cycles and Tattoo Studio and to paint a sign pole to look like a barber pole. Second by Speir. **Motion passed 5-0.**

6. Information Items:

- A. **Kathy's Corner Market:**
 - I. Port Manager presented item.
 - II. Commission discussed item.

- B. **Launch Ramp Grabrail:**
 - I. Port Manager presented item.
 - II. Commission discussed item.

- C. **IT Security Policy:**
 - I. Port Manager presented item.

- D. **Fuel Dock Repairs:**
 - I. Port Manager presented item.


- E. **RV Park Restroom/Shower, Laundry Room & Pull Thru Sites:**
 - I. Port Manager presented item.
 - II. Commission discussed item.

- F. **36 Inch Culvert Cleaning:**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Chairman allowed public comments.
 - II. Chairman moved the discussion back to the commission

- 7. **Commissioner Comments:**
 - I. Commissioners reported on their recent activities.

- 8. **Next Regular Meeting Date – Tuesday, March 17, 2020, 6:00 pm**

- 9. **Adjournment:**
 - I. Chairman adjourned the meeting at 7:07 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