

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

Tuesday, May 18, 2021

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**
 - Commissioner's present: Vice President Joseph Speir, Secretary/Treasurer Sharon Hartung, President Richard Heap, and Commissioner Kenneth Range.
 - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Admin/Safety Coordinator Danielle King.
- **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

- *Speir made a motion to approve the agenda as written. Second by Range. Motion passed 4-0.*

3. APPROVAL OF MEETING MINUTES

- A. Approve minutes of Special Commissioner Meeting Tuesday, April 6, 2021.**
- B. Approve minutes of Special Commissioner Meeting Thursday, April 29, 2021.**
 - I. *Hartung made a motion to approve meeting minutes Tuesday April 6, 2021 and Thursday April 29, 2021. Second by Range. Motion passed 4-0.*

4. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters on this meeting's agenda: Gary Klein
- The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Steve McClintock with Harbor Rural Fire District

5. MANAGEMENT REPORTS

- A. Financial Report – April 2021**
 - I. Port Manager presented item.

- B. Safety Report – April 2021**
 - I. Safety Coordinator presented item.
- C. Harbormaster Report – April 2021**
 - I. Harbormaster discussed item.
 - II. Commission discussed item.
- D. Port Manager Report – April 2021**
 - I. Port Manager discussed item.
 - II. Commission discussed item.
 - III. Port Counsel discussed item.
 - IV. Harbormaster discussed item.
 - V. Commission discussed item.
 - VI. Port Counsel discussed item.
 - VII. Commission discussed item.
 - VIII. *Speir made a motion to approve financial report, safety report, harbormaster report and manager report for April 2021 as discussed. Second by Range. Motion passed 4-0.*

6. ACTION ITEMS

- A. ODFW Agreement of Confidentiality**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Port Manager discussed item.
 - IV. Commission discussed item.
 - V. *Range made a motion to approve Port Manager and/or designee authorization to sign ODFW Agreement of Confidentiality each year until otherwise stated. Second by Speir. Motion passed 4-0.*
- B. Oregon Life Homes Commercial Lease Agreement**
 - I. Port Manager presented item.
 - II. President allowed public comments.
 - III. President moved discussion back to the board.
 - IV. Commission discussed item.
 - V. Port Manager discussed item.
 - VI. Port Counsel discussed item.
 - VII. *Speir made a motion to approve Oregon Life Homes draft commercial lease agreement and outdoor sign and remove water & sewer from the lease. Second by Hartung. Motion passed 4-0.*
- C. Delinquent Account Write Off Request**
 - I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Port Manager discussed item.

- IV. *Hartung made a motion to approve delinquent account write-off of \$3,590.51 and any additional amounts from the eviction process from accounts receivable and submit to Port Collection agency. And approve delinquent account write-off of \$2,216.50 from accounts receivable and submit to Port collection agency. Second by Speir. **Motion passed 4-0.***

D. OSMB Intergovernmental Agreement

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Port Manager discussed item.
- IV. *Speir made a motion to approve OSMB Intergovernmental Agreement No. 250-192ADV-001 and authorize the Port Manager to sign the agreement. Second by Range. **Motion passed 4-0.***

E. Roy Davis Memorial

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Port Manager discussed item.
- IV. *Speir made a motion to approve Roy Davis Memorial at the south end of the boardwalk. Remove existing bench and improve the site with concrete, new bench, and plaque wording with a post as presented with donated funds. Second by Hartung. **Motion passed 4-0.***
- V. Commission discussed item.

F. The Roofers Change Order

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. *Speir made a motion to approve final payment to The Roofers LLC in the amount of \$6,327.84. Second by Range. **Motion passed 4-0.***

7. INFORMATION ITEMS

A. Pacific Seafood Receiving Docks

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

B. USACE Channel Dredging 2021

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Harbormaster discussed item.
- IV. Port Manager discussed item.

C. Travel Oregon Grant Application Status

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

D. Business Oregon Commercial Rent Relief Program

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

E. Emergency Response Team

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. President allowed public comments.
- IV. President moved discussion back to the board.
- V. Harbormaster and Port Manager discussed item.
- VI. Commission discussed item.
- VII. Harbormaster discussed item.
- VIII. President allowed public comments.
- IX. President moved discussion back to the board.
- X. Commission discussed item.
- XI. Harbormaster discussed item.
- XII. Commission discussed item.

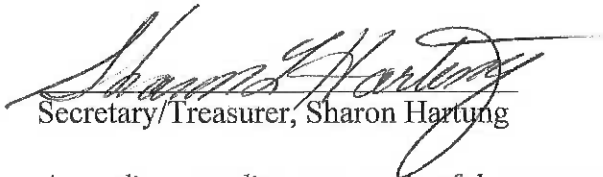
8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

9. NEXT REGULAR MEETING DATE – Tuesday, June 15, 2021 at 6:00 P.M.

10. ADJOURNMENT

- President adjourned the meeting at 7:03 pm.


Secretary/Treasurer, Sharon Hartung

6-15-21
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