

An audio recording and transcript was made of these proceedings. The recording and the full commission agenda is available on the Ports website: www.portofbrookingsharbor.com and the transcript is available only by request at the Port Office.

PORT OF BROOKINGS HARBOR
Board of Commissioners
Regular Meeting Minutes

Harbor Fire / Harbor Water District
Conference Room
98069 W Benham Lane
Harbor OR 97415

Tuesday, April 17, 2018 • 6:00 pm

Commissioners present: Position 1 Secretary Andy Martin, Position 3 Commissioner Roy Davis, Position 4 Vice President Jan Barbas, & Position 5 President Angi Christian. Also present were, Kathy Lindley Hall, Interim Manager, Travis Webster, Harbormaster, participating staff members and members of the public.

1. Call to Order, Pledge of Allegiance, and Roll Call

Christian called the meeting to order at 6:00pm. Board and audience stated the pledge of allegiance. Christian informed the board and public that she had received an email from Commissioner Thompson this afternoon, resigning from the Port of Brookings Harbor effective immediately, and thanked him for his time and service on the board.

2. Approval of Agenda

Barbas requested to add in discussion of replacing Commissioner Thompson under new business item H and moved to approve the agenda with the amendment. Second by Davis. Motion passed 5-0

3. Approval of Minutes

- a. Special Meeting, Tuesday, January 23, 2018

Barbas moved to approve the minutes as written. Second by Christian. Motion passed 5-0.

4. Executive Session ORS 192.660 (2)(h)

- h. To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.

The board came out of the regular meeting at 6:04 pm and went into executive session until 6:32 pm. The board went back into regular meeting at 6:35 pm.

5. Agenda Related Public Comments *

Dan Fraser: believed the minutes that were approved tonight by the board are inaccurate and has an issue with the port not having a proper place to house his vessel besides a larger slip.

6. Financial Review

Barbas moved to approve the financial report. Second by Davis. Motion passed 5-0.

7. Managers Report & Operational Report

Ms. Lindley Hall read her report to the commission.

The commission had a few questions and comments for staff.

Davis made a motion to direct Interim Manager Kathy Lindley Hall to proceed with a budget of not more than \$20,000 to fix the roof and gutters and whatever structural parts of the rafter's joists that also maybe rotted on the ends where the cripples are, at the boardwalk bathroom. Davis amended his motion that our manager proceed at her discretion with the amount of work that can be done on the roof of the public restroom and also provide funds to go towards Zola's sanitation device and not to exceed \$20,000. Davis amended his motion to not exceed \$30,000. Second by Barbas. Motion passed 5-0. Barbas moved to approve the operational report. Second by Christian. Motion passed 5-0.

8. Old Business

a. Budget Committee

Barbas moved to approve Mike Brouillette for the budget committee. Second by Christian. Motion passed 5-0. Barbas moved to approve Al Cornell for the budget committee. Second by Christian. Motion Passed 5-0.

b. Rates

Barbas made a motion to direct staff to research ways that we could capture revenue from guides using the daily boat launch that don't have moorage with us. Second by Christian. Barbas withdrew his motion and Commissioner Martin was directed to contact OSMB instead. Barbas moved to approve the draft fee schedule with the following changes. On page 3, charter boats, that's section 3AB, Charter boats, \$50.00, Diesel fuel on page 4A, flat rate if \$.25. RV Park, November 1 – March 31st, 15% discount. Second by Christian. Motion passed 5-0. Barbas moved to have an immediate elective flat rate on diesel of \$.25 effective April 18, 2018 at the start of business. Second by Christian. Motion passed 5-0. Barbas moved to direct staff to update the existing 2017-2018 fee schedule to reflect that change. Second by Christian. Motion passed 5-0

c. Search/Port Manager

Barbas moved to approve the contract with special districts association and to direct staff to set up a meeting at their earliest possible time to come out and start this or they could be on the phone with us or whatever we need to do to get this going so that we get the advertisement moving. Second by Christian. Motion passed 5-0

9. New Business

a. Harbor Sanitary SDC Fees

Ms. Lindley Hall explained to the board that Harbor Sanitary has given SDC credits to Zola's, Bell & Whistle and Hungry Clam. Martin made a motion for staff to present to the commission how a bank of this credits would work, or how much we need to set aside for the laundromat at the RV Park. Martin withdrew his motion. Barbas made a motion to authorize Kathy Lindley Hall to discuss with Misty, owner of bell and whistle, if we were

to cover the SDC, this for her to take one suite if she's interested. Barbas withdrew his motion.

b. Kathy's Corner Market

Ms. Lindley Hall informed the board that Kathy's Corner Market had a one year lease with one renewal and he is exercising the opportunity to renew and is requesting for more square footage. Barbas moved to authorize Ms. Lindley Hall to negotiate this and bring us back a lease next time. Second by Davis. Motion passed 5-0.

c. D & R Equipment Repair, LLC, Lease

There was some confusion regarding the dates of the lease. 2A1 should be May 1st and 2B1 should be May 1st and April 30th. Barbas moved to approve the lease subject to the date changes discussed. Second by Davis. Motion passed 5-0.

d. Boat Shop and More, LLC, Lease

Barbas moved to approve the lease as presented. Second by Davis. Motion passed 5-0

e. Regional Infrastructure Fund Applications for Fuel Dock

Barbas received this email and suggested to Ms. Lindley Hall to talk with Mr. Jack Akin to see if it is possible. Mr. Akin had indicated to Ms. Lindley Hall that because the mitigation plan has been approved by the commission he would be able to flush out what is all ready in the mitigation plan to make the application. Barbas moved to authorize Jack Akin to make a fuel dock application for this grant. Second by Martin. Motion Passed 5-0.

f. Employee Handbook

Christian made a motion to accept the new changes. Second by Barbas. Motion passed 5-0.

g. CCD Business Development Corp, Resolution 492

Barbas explained to the commission that he had attended this meeting with Tracy Loomis and suggested to ask them for a presentation or go ahead and approve it tonight. Barbas explained that what it does is it abates some future tax revenues from qualifying businesses that move into the economic, the county enterprise zone. Barbas made a motion directing staff to set up a meeting with Tracy or Sam Bob. Second by Christian. Motion passed 5-0.

h. New Commissioner

Barbas would like for staff to locate our application if we have one, or if we don't to grab one from the county or the city and to advertise for the vacancy. Ms. Lindley Hall was accepting of a consensus from the board to proceed.

10. Commissioners Report

Martin updated everyone on the Oregon Fish and Wildlife Commissioner Meeting that happened Thursday and Friday in Astoria.

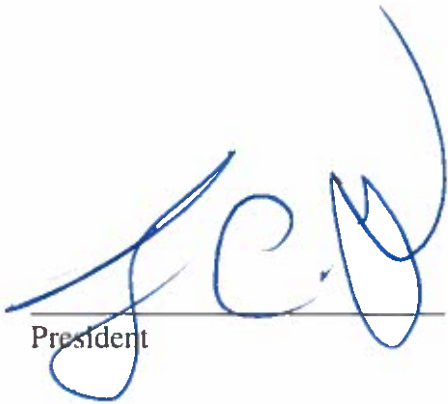
11. Non-Agenda Related Public Comments *

William Manning: withdrew his comment.

Doug Lewis: talked about the recall and asked the board members involved in the recall to resign.

12. Adjournment

Christian adjourned the meeting at 8:12pm.



President



Secretary

7/23/18

Date Signed

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