

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

Tuesday, August 20, 2019

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 added Action Item R, Resolution 368 Amendment.
- Heap made a motion to approve the agenda as amended. Second by Range.
Motion passed 5-0.

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, July 16, 2019:

- I. Range made a motion to approve the minutes for July 16 Regular Meeting.
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: Josh Whaley.
- II. The following individuals addressed the Commissioners regarding subject matters on this meeting's agenda: Heather Porter and Jan Henault.

4. Management Reports:

A. Financial Report – July 2019:

- I. Port Manager presented Financial Report.
- II. Commission discussed item.
- III. Hartung made a motion to approve the Financial Report for July 2019. Second by Speir. **Motion passed 5-0.**

B. Port Manager Report – July 2019:

- I. Port Manager presented Port Manager Report.
- II. Commission discussed item.
- III. Heap made a motion to approve the Port Manager Report for July 2019.
Second by Speir. **Motion passed 5-0.**

C. Harbormaster Report – July 2019:

- I. Harbormaster presented Harbormaster Report.

- II. Commission discussed item
- III. Speir made a motion to approve the Harbormaster Report for July 2019. Second by Hartung. **Motion passed 5-0.**

5. Action Items:

A. Cat Houses:

- 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 direct Port Staff to meet with these folks, put in writing what the expectation of this program is, and come back to the board. Further we put together a small committee to come up with a plan for moving forward and what do we do at the end of this program. Second by Speir. **Motion passed 5-0.**

B. Ordinance No. 23 Live-aboard Amendment:

- I. Port Manager presented item.
- II. Heap made a motion to approve second reading by title only of Ordinance No. 23 live-aboard, amendment to Section 4.16 of Part IV, Specific Rules and Regulations of Ordinance No. 1-1998. Second by Range. **Motion passed 5-0.**

C. Authorized Bank Signers:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Heap made a motion to approve Joe Speir was officially sworn in as a commissioner position #1 on July 1, 2019 by a State of Oregon Public Notary for a two year term ending June 30, 2021. Sharon Hartung was officially sworn in as a commissioner position #2 on July 1, 2019 by a State of Oregon Public Notary for a four year term ending June 30, 2023. Roy Davis was officially sworn in as a commissioner position #3 on July 1, 2019 by a State of Oregon Public Notary for a four year term ending June 30, 2023. Richard Heap was officially sworn in as a commissioner position #1 on July 1, 2019 by a State of Oregon Public Notary for a two year term ending June 30, 2021. Kenneth Range was officially sworn in as a commissioner position #1 on July 1, 2019 by a State of Oregon Public Notary for a two year term ending June 30, 2021. The commission approve adding Sharon Hartung as authorized signer to all Port of Brookings Harbor Bank Accounts including, Umpqua Bank Public Checking Account #973273634, Umpqua Bank Public Checking Account 4869398018, Umpqua Bank Money Market Account 0972079529, Umpqua Bank Money Market Account 0972678627, Rogue Credit Union Account 306. The Commissioners approve removing Wes Ferraccioli as authorized signer to all Port of Brookings Harbor Bank Accounts including, Umpqua Bank Public Checking Account #973273634, Umpqua Bank Public Checking Account 4869398018, Umpqua Bank Money Market Account 0972079529, Umpqua Bank Money Market Account 0972678627, Rogue Credit Union Account 306. Second by Speir. **Motion Passed 5-0.**

- D. Incinerator for Fish Carcasses:**
- I. Harbormaster presented item.
 - II. Commission discussed item.
 - III. Heap made a motion to continue with existing procedure and buying additional equipment as needed for fish carcass removal and disposal. Stop pursuing the incinerator system for fish carcass disposal, continue searching for better solutions. Second by Speir. **Motion passed 5-0.**
- E. Master Plan for Retail Area:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Range made a motion to approve the design of “welcoming sign” number 3. Second by Heap. **Motion passed 5-0.**
 - IV. Heap made a motion to approve the sign location at entrance of the launch ramp, at the entrance in front of the Port Office and by Benham Lane and Boat Basin Road. Second by Range. **Motion passed 5-0.**
 - V. Commission discussed item.
 - VI. Heap made a motion for the Board to direct Kenneth Range to contact the local art community and other people about the development, at no cost to the Port, about art on our Boardwalk. Second by Speir. **Motion passed 5-0.**
- F. RV Park Restroom / Shower Facility:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Heap made a motion to approve the location of the new restroom-shower building at the backrow or best possible location, demo the existing restroom-shower building, install five (5) new pull-thru sites and one (1) or two (2) public access paths and install necessary utilities per County and public agencies requirements for estimated project cost of \$364,976. To pursue a loan to complete the project and receive approval from Business Oregon-IFA. Board must approve type of loan. To allow the Port Manager or designee to sign all construction and purchasing contracts for the completion of the new restroom-shower facility, demolition of the existing restroom-shower building, installation of five (5) new pull-thru sites and utility connection permits needed not-to-exceed \$364,976. Any over-run costs to be approved by the Board. Set a goal for completing the project in its entirety before February 1, 2020. Second by Hartung. **Motion passed 5-0.**
- G. RV Park Seawall Designs (REMOVE ACTION ITEM):**
- I. Item was removed from agenda, and was not discussed.
- H. Kathy’s Corner Market Business Name Change (REMOVE ACTION ITEM):**
- I. Item was removed from agenda, and was not discussed.
- I. Intergovernmental Agreement with City of Brookings:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Range made a motion to approve draft IGA with City of Brookings and to allow the Port Manager to sign IGA. Second by Heap. **Motion passed 5-0.**

- J. Green Building Demolition:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - II. Speir made a motion to approve using mechanical method of demolition to the Green Building using the Capital Outlay funds for installing power on Basin 1 D Dock. Allow Port Manager or designee to sign contracts as needed for the demolition and removal of debris not to exceed \$90,000. Second by Range. **Motion passed 5-0.**
- K. Pithitude Lease Agreement:**
- I. Port Manager presented item.
 - II. Commission discussed item with owner Tamara Bissell.
 - III. Range made a motion to approve lease agreement with Pithitude for two (2) years with option of additional one (1) to three (3) years for the retail space at 16340 Lower Harbor Road Suites 102 and 103. Second by Hartung. **Motion passed 5-0.**
- L. Dinghies:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Hartung made a motion for the Port of Brookings Harbor Ordinance No. 1-1998 be revised for the draft that is presented for 4.34. Second by Speir. **Motion passed 3-2.**
Yes: Speir, Hartung, Davis
No: Range and Heap
- M. OEM Contract:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Range made a motion to approve OEM Infrastructure Contract 4432-DR-OR and allow the Port Manager to sign documents as needed to proceed with FEMA disaster relief repairs. Second by Speir. **Motion passed 5-0.**
- N. RV Park Conceptual Design Program Document:**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Heap made a motion to close item and ask Manager and Crow & Clay to schedule a special meeting to discuss further. Second by Speir. **Motion passed 5-0.**
- O. Chetco Indian Memorial Waterline and Additional SF Request (ADD ACTION ITEM):**
- I. Port Manager presented item.
 - II. Commission discussed item.
 - III. Heap made a motion to table this item and direct the Port Manager to contact the sponsors of Chetco Indian Memorial and have them come to a future meeting to discuss this item. Second by Speir. **Motion passed 5-0.**

P. Abandon Vessels (ADD ACTION ITEM):

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Heap made a motion to approve Port Manager or commissioners to pursue legislation action at the State and Federal levels creating a dedicated fund for the disposal of abandon vessels. Second by Hartung. **Motion passed 5-0.**

Q. Project Work Orders 2019-20 Rev 1 (ADD ACTION ITEM):

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Heap made a motion to approve the expenditure, using the savings from catch basin and light pole projects, to resurface the asphalt parking lot as needed not-to-exceed \$24,000. Second by Range. **Motion passed 5-0.**

R. Resolution 368 Amendment:

- I. Commissioner Range presented item.
- II. Range made a motion to amend Resolution 368 to increase the Port Managers expenditure to \$10,000 and document in Managers Report. Second by Heap. **Motion passed 5-0.**

6. Information Items:

A. Dredge Spoil Disposal Plan:

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

B. INFRA Grant Awards:

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

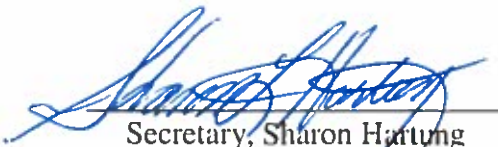
7. Commissioner Comments:

- I. Commissioners reported on their recent activities.

8. Next Regular Meeting Date –September 17, 2019, 6:00 pm

9. Adjournment:

Chairman adjourned the meeting at 9:20 pm.


Secretary, Sharon Hartung

9/24/19
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