

**PORT OF BROOKINGS HARBOR**  
**Special Commission Meeting**  
**Tuesday, August 9, 2022 • 10:00am**  
**Teleconference / Meeting Room (limited capacity)**  
**16350 Lower Harbor Road Suite 202, Harbor OR, 97415**

---

**Teleconference Call-In Number: 1 (253) 215-8782**

**Meeting ID: 771 205 4017      Passcode: 76242022      (to mute/unmute: \* 6)**

---

**TENTATIVE AGENDA**

	<b>PAGE</b>
<b>1. CALL MEETING TO ORDER</b>	
• Roll Call	
• Modifications, Additions, and Changes to the Agenda	
• Declaration of Potential Conflicts of Interest	
<b>2. APPROVAL OF AGENDA</b>	
<b>3. PUBLIC COMMENTS</b> – Limited to a maximum of three minutes per person. Please email your comments to <a href="mailto:danielle@portofbrookingsharbor.com">danielle@portofbrookingsharbor.com</a> prior to the meeting if you are calling in.	
<b>4. GENERAL MANAGER RESIGNATION</b> .....	2
<b>5. ACTION ITEMS</b>	
A. Interim Port Manager.....	3
<b>6. INFORMATION ITEMS</b>	
A. Procedure for Hiring Port Manager.....	4
<b>7. COMMISSIONER COMMENTS</b>	
<b>8. NEXT SPECIAL MEETING DATE</b> – Thursday, August 11, 2022 at 2pm	
<b>9. REGULAR MEETING DATE</b> – Wednesday, August 17, 2022 at 2:00pm	
<b>10. ADJOURNMENT</b>	

A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Brookings Harbor Office at 541-469-2218.

RECEIVED

JUL 29 2022

CERTIFIED MAIL

July 27, 2022

Port of Brookings Harbor  
P.O. Box 848  
Brookings, OR 97415

Re: Resignation

Dear Commissioners:

Pursuant to Section 2.1 of the General Manager Employment Agreement, I resign from my position as General Manager effective 5:00 p.m. on Monday, August 8, 2022.

I appreciate the time I spent here as the General Manager. The Port is in a better position than when I accepted the position five years ago. I will miss the challenges and adventures my role offered as well as the many people with whom I have worked and met along the way.

Sincerely,



Gary Dehlinger

## ACTION ITEM – A

---

**DATE:** August 9, 2022  
**RE:** Interim Port Manager  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:**

---

### OVERVIEW

- The Port will need an interim port manager to perform some of the duties of the port manager while completing the process of finding a new port manager.
- The board could choose one of the commissioners to temporarily fill this position with specific roles.
- Alternatively, the board may appoint a person other than a commissioner to serve as port manager pro tem.
- The pro tem role should include all the authorizations the port manager has now within the policies and procedures or by board approvals. Some of these authorizations include:
  - Expenditures up to \$10,000
  - Meeting agenda preparation
  - Port employee interaction
  - Tenant interaction
  - Lawyer, engineer and/or contractor interaction
  - Local, State and Federal agency interactions
  - Any other interactions as needed for the betterment of the Port

### DOCUMENTS

- None

### COMMISSIONERS ACTION – there are two recommended motions to be considered:

- **Recommended Motion 1:**  
Motion to appoint \_\_\_\_\_ as interim port manager effective immediately until the port manager position is occupied.
- **Recommended Motion 2:**  
Motion to immediately release job opportunity for interim port manager following the employee hiring process.

# INFORMATION ITEM – A

---

**DATE:** August 9, 2022  
**RE:** Procedure for Hiring Port Manager  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:**

---

## OVERVIEW

- George Dunkel with the Special Districts Association of Oregon (“SDAO”) provided the Port guidance in 2016 to find a new general manager. Attached is a copy of the meeting minutes of the public meeting of the discussion. The same or a similar process could be used to hire a Port Manager.
- The attached Draft Timeline and Draft General Manager Benefit Package Considerations were prepared for the 2016 General Manager hiring process. These could be modified to fit the current conditions.
- Also attached are the Port’s current Port Manager job description, last updated 2018.

## DOCUMENTS

- July 12, 2016 Meeting Minutes with George Dunkel on Hiring Process of a Port Manager, 2 pages
- Draft Timeline from July 13, 2016
- Draft General Manager Benefit Package Considerations (2016), 1 page
- Port Manager Job Description, 2 pages

July 12<sup>th</sup>, 2016

Commission unanimously votes for the Chairman to sign and activate the contract with Interim Port Direction, Don Mann, as of July 12<sup>th</sup>, 2016.

### **The Hiring Process of a Port Manager: Outlined by George Dunkel of Special Districts Association of Oregon**

George Dunkel: I'm here representing Special Districts Association of Oregon as one of your employees. As a member district, you are entitled to services from the cooperative. We manage your insurance program and legislative lobbying. As part of the management program, we provide 8 hours of free service to any district that request it, per year. When it comes time to hire a CEO, executive, chief, etc. what we have found is that a lot of districts struggle with handling the matter appropriately. What I'd like to pass out is an introductory letter that lays out your responsibilities as a board, for going through this process in a systematic and organized fashion. [George hands out letter.]

I'm going to start at the end product and work backward. In Oregon, you may do the final interviews in an executive session, as long as certain things are done prior, in a public session. In order to hold an executive session and do final interviews, you must do three things: 1) You must develop in a public session, and review, a job description for the position. Take testimony on it, from any staff or member of the public and adjust accordingly. 2) Discuss and approve a process that you want to use to hire the next Port Manager. You do that in a regular meeting and you take comment if people would like to comment. Remember, when you're taking public comment, it's just data. You must listen, not necessarily act on that opinion. 3) Discuss in a public forum the salary range should be, and if there are any benefits for the position that you are not currently providing staff. If you already have a benefit program in place, I'd recommend that you stick with that.

Those three things must be done, and adopted by the board, before you can move on.

Sue Gold: As I understand it, the manager can have no more benefits than what the staff already has, is that correct?

George Dunkel: If you have a benefit program already in place, that's great, you can keep it the same. However, you can do more for the manager, if you decide. For example, let's say you tag Don, and he is the Assistant General Manager of the Port of Newport, and you want him to come down here, but now you're in the final interviews of discussing his contract, and he explains that he would like two weeks of vacation on the books when he gets here. That's not uncommon when you're looking at bringing in a chief executive. You wouldn't do that for a janitor that you hire off the street. You can provide extra perks as incentive, and it is not illegal.

Now let's talk about how SDAO will help you recruit and hire, for a cost, a new Port Manager. We have a process we'd like to recommend, that we have used with other Ports in Oregon. You can modify this process if you need to. First, you set an opening and closing date; a certain time period during which you will actively be receiving applications for the position. After the opening date, you start advertising. We recommend using as many free sites as you can, and maybe a few that cost money, but get a good spattering. You can do it statewide, nationwide, even worldwide.

After you open it up, we recommend instead of having them fill out an application, simply ask for a letter of introduction and a resume. You could have them send this information to our office, where it would be kept confidential. If you decide to receive the information here [at the port office], records could be leaked. Confidentiality is important. You're looking at the integrity of your commission. After we receive sufficient interest, we will review and compile them and make sure they meet the minimum

qualifications of your job description. We will then present you with 5 binders, and walk you through a screening process, teaching you how to screen those. Then we will meet and you'll select 5-6 finalists.

We think it's important that you involve some sort of primary interview group other than yourselves. We think it's good for the commission to get some input from another group. We recommend that group be 5-7 people, that represent your staff and cooperators and collaborators, whom your new manager is going to have to work with in some capacity. In this case, perhaps commercial fisherman, members of the Chamber of Commerce, or local business owners.

One other thing that ports have utilized as an icebreaker, is to run their interview processes on a Monday. Have a meet-n-greet the afternoon before, on Sunday evening. Invite the candidates, bring some light hors d'oeuvres and some light beverages. The initial screen, will be done by the commission, Don and us [SDAO]. It would be an opportunity for the candidate to get to know and interact with community members. This provides the commission with more data needed to evaluate each candidate.

Sue Gold: Let me tell you about what we did on the School Board. We took candidates on a tour, then took them out to lunch, so that we could get a feel for what this person was like.

The other group of individuals who are chosen to evaluate the candidates, will be provided with a framework for evaluation.

So again:

We [SDAO] open the process, we start to receive resumes, we review them and select the best 5. We then create binders which we will give to the commission. We then hold a meet-n-greet and then you'd decide whom you'd like to interview as finalists. And then you'd start making a decision. That's the process that we think works well for ports.

We feel that you're volunteers that serve this district, our role is to make that as easy for you as we can.

Our cost, based on the size of your district and what we've done before, is about \$600 higher than what we would bid up the coast. We figure that the cost is not to exceed \$4,000. I think the proposed agreement is not to exceed \$5,000.

I personally, along with another associate, would handle this process.

Sue Gold: Can we make a motion now to contract with SDAO?

Tim Patterson: I just want to say that we are volunteers, so I think the time being spent should not be excessive, in terms of social obligations. However, I am in favor of contracting with SDAO.

The commission unanimously votes to proceed in a contract with SDAO to assist in the hiring process of a new Port Manager.

FINAL

**Port of Brookings Harbor  
General Manager Hiring Process  
Draft Timeline July 13, 2016**

July 19, 2016	Board Meeting, introduce job description, benefits package and selection process timeline for review and discussion.
August 16, 2016	Public Hearing and Board discussion on General Manager job description, benefit package and hiring process timeline.
September 20, 2016	Final Discussion on General Manager job description, benefit package and hiring process. Board must approve Job Description, benefit package and hiring process.
September 21, 2016	Recruitment Period Opens, Special Districts Association of Oregon (SDAO) posts job description and profile.
October 12, 2016	Recruitment Period Closes
October 15, 2016	Candidate resumes to Board Members for review and ranking.
October 18, 2016	Special Board Meeting at 5:00 PM to reach consensus on a list of semi-finalists.
October 18, 2016	Regular Board Meeting at 7:00 PM
November 13, 2016	Meet and Greet Candidates at 5:00 - 7:00 PM
November 14, 2016	Selection Process Day, Special Board of Commissioners Meeting and Selection Committee Interviews
November 14, 2016	Board of Commissioners announces tentative offer made to New General Manager.
December	Complete Background checks and Negotiate Final Agreement with Candidate
December 16, 2016	Start Date for New General Manager

# DRAFT

## GM Benefit Package Considerations

Salary Range: \$80K - \$95K Dependent on Experience

Health Insurance: Employee only: or Family Medical; Individual; & Vision

Retirement: Individual Retirement Account; SEP/IRA. Employer pays (TBD)% of employees, monthly gross salary into SEP/IRA account.

Final Benefits Package to be consistent with current district Policies and Procedures



**PORT OF BROOKINGS HARBOR**  
**POSITION: EXECUTIVE DIRECTOR**  
(Port Manager)

**1. REPORTS TO:**

Board of Commissioners

**2. PURPOSE OF POSITION:**

The Executive Director shall be the chief executive officer of the Port District, responsible for the overall administration of the Port's fiscal management and facilities maintenance and development.

**3. DUTIES AND RESPONSIBILITY:**

- A. Systematically appraises the overall operation of the Port, making recommendations or changes as required.
- B. Provides leadership and direction in the overall development of the Port facilities and operations.
- C. Develop and provide leadership in the Port's relationships with federal, state and local governmental agencies.
- D. Develop and implement a continuous plan of community relations with all facets of the community.
- E. Provide, on a regular basis, the Port Commission with short and long-range statistical and fiscal data related to financial resources and expenditure needs.
- F. Provide the Port Commission information related to trends, changes and innovations as they relate to the short and long-range needs of the District.
- G. Responsible for the ongoing planning and development of facilities needs, costs and innovations related to current and projected facilities.
- H. Responsible for informing the Commission of current trends and procedures related to salary negotiations and other related matters.
- I. Maintain awareness and inform the Commission of changes in local, state and federal laws and procedures as they affect the orderly function of the Port's operation.
- J. Completes all additional assignments as requested by the Commission.

4. WORKING RELATIONSHIPS:

- A. Report directly to and is evaluated by the Port Commission.
- B. Responsible for the supervision, evaluation, hiring and termination of all Port employees.
- C. Maintain an awareness of and comply with the legal requirements as dictated by Oregon Revised Statutes.

5. POSITION REQUIREMENTS:

- A. Combination of education, training, and experience in public port administration.
- B. Represent the Port of Brookings Harbor interest in local, regional and federal issues affecting the orderly function of the agency.
- C. Maintains the ability to work with many diverse groups and works toward building public consensus as related to public purpose projects.
- D. Serves as the economic develop lead person for the Port of Brookings Harbor district.