

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

Wednesday, December 15, 2021

This is not an exact transcript. The audio of the session is available on the Port's website.

The Port of Brookings Harbor District met in regular session on the above date at 2:00pm. 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

Commission President Richard Heap called the Regular Meeting of the Port of Brookings Harbor of Commissioners to order at 2:00pm.

- All participants stated the Pledge of Allegiance.
- **Commissioners Present:**
Joseph Speir, Vice-President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Management and Staff:**
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Danielle King, Safety/Administrative; and Martha Rice, Port General Counsel via phone.
- There was one addition to the agenda, Action Item C - Umpqua Bank Account Access Authorization Form.
- There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 1:53

A motion was made by Range and seconded by Jonas to approve the agenda as modified. The motion passed 5 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 2:15

- Approve Minutes of Regular Commissioner Meeting Wednesday November 17, 2021.

A motion was made by Speir and seconded by Hartung to approve Meeting Minutes for Regular Commissioner Meeting Wednesday November 17, 2021. The motion passed 5 – 0.

4. PUBLIC COMMENTS – Audio time 2:49

There was no public comment.

5. MANAGEMENT REPORTS – Audio time 3:00

- Safety & Security Report – November 2021
Danielle reported on staff safety training, incident reports and security issues.
- Financial Report – November 2021. Audio time 4:28
Dehlinger reported the end of the month financials for November 2021. Reviewed end of the month balance sheet, November profit & loss numbers and fiscal year profit & loss vs. budget performance.

- Harbormaster Report – November 2021. Audio time 11:44
Webster reported on the harbormaster report. Reviewed the RV Park occupancy, boat launches, telehandler and travel lift operations for the month. Port staff completed 97 work orders during the month.
- Port Manager Report – November 2021. Audio time 14:55
Dehlinger reported on the Port manager report.

A motion was made by Speir and seconded by Jonas to approve the management reports for November 2021 as discussed. The motion passed 5 – 0.

6. ACTION ITEMS

- A. **Fiscal Year 2020-21 Annual Audit Report** – Audio time 18:22
Dehlinger noted the annual report is due every year by December 31.

A motion was made by Jonas and seconded by Speir to approve Annual Financial Report for Fiscal Year 2020-2021 and submit to State of Oregon. The motion passed 5 – 0.

- B. **Martha Rice Appreciation Letter** – Audio time 21:30
Heap express our gratitude and thanks for the work provided to the Port and guidance was much appreciated.

A motion was made by Jonas and seconded by Hartung to approve draft Martha Rice Appreciation Letter. The motion passed 5 – 0.

- C. **Umpqua Bank Account Access Authorization Form** – Audio time 23:20
Dehlinger noted the recent issue with a stolen check from the Post Office and the difficulty Port staff had discussing with Umpqua Bank accounts. Authorization form will provide Port staff information access to Umpqua Bank accounts.

A motion was made by Speir and seconded by Jonas to approve Board President, Richard Heap to sign Account Access Authorization Form for authorized agents Kim Boom and Gary Dehlinger. The motion passed 5– 0.

7. INFORMATION ITEMS

- A. **Non-Moorage Charter Fees** – Audio time 26:05
Webster reviewed the information gathered from other ports in Oregon. Board discussion followed with ideas of charging a fee with a decal on an annual basis.

8. COMMISSIONER COMMENTS – Audio time 46:45

Commissioner Range appreciated the information gathered on non-moorage charter fees.

9. NEXT REGULAR MEETING DATE – Wednesday, January 19, 2022 at 2:00pm.

10. ADJOURNMENT – Audio time 47:27

Having no further business, the meeting adjourned at 2:48pm.

Richard Heap, President

Date Signed

Sharon Hartung, Secretary/Treasurer

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.