

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

Wednesday, December 8, 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 for a Special Meeting on the above date at 10:00am. 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 Heap called the Special Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

• **Commissioners Present:**

Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Heap, President (Pos. #4) and Kenneth Range (Pos. #5). Joseph Speir, Vice-President (Pos. #1) was absent.

• **Management and Staff:**

Gary Dehlinger, Port Manager; Travis Webster, Harbormaster and Danielle King, Safety / Health / Environmental Coordinator

- There was no modifications, additions, or changes to the agenda.
- There was no declaration of potential conflicts of interest.

2. PUBLIC COMMENTS – Audio time 2:28

There was no public comment.

3. ACTION ITEMS

A. General Counsel Services RFQ – Audio time 2:33

Dehlinger noted the request for qualifications was completed and the Port received one proposal before the deadline. Another law firm reached out after the deadline saying they were interested if the deadline was extended.

A motion was made by Heap and seconded by Hartung to authorize the manager to extend the deadline period for the general counsel services RFQ until Wednesday December 15, 2021 and report back to the board of the results. The motion passed 4 – 0. Audio time 25:40

B. Transient Dock Moorage – Audio time 10:30

Dehlinger discussed the Coast Guard and Core of Engineers both designated this port as a safe haven or port of refuge, but neither require dock space availability. If there is no dock space, they would go to the next available port. We have vessels at certain times of the year that want to stay on the transient dock for longer stays and have asked for monthly or prorated rates.

A motion was made by Jonas and seconded by Hartung to approve authorizing Port Manager or designee to allow moorage monthly rates to apply on longer stay transient vessels. The motion passed 4 – 0.

C. LGIP Bank Authorization Signature – Audio time 17:49

Dehlinger noted the Port needs to update the authorized signatures for this account.

Motions were made by Hartung and seconded by Range to approve:

- 1) Removal of Roy Davis as authorized signer for Port of Brookings Harbor LGIP account(s).
- 2) Addition of Joseph Speir, position #1, with authorization for the Port of Brookings Harbor LGIP account(s) with the following permission/s: View/Access pool account information and Open/Close pool account.
- 3) Retaining Sharon Hartung, position #2, with authorization for Port of Brookings Harbor LGIP account(s) with permissions to View/Access pool account information, Add/Remove ACH/wire/transfer instructions, Open/Close pool accounts, Receive paper statements.
- 4) Addition of Larry Jonas, position #3, with authorization for the Port of Brookings Harbor LGIP account(s) with the following permission/s: View/Access pool account information and Open/Close pool account.
- 5) Addition of Richard Heap, position #4, with authorization for the Port of Brookings Harbor LGIP account(s) with the following permission/s: View/Access pool account information, Add/Remove ACH/wire/transfer instruction, Open/Close pool account.
- 6) Addition of Kenneth Range, position #5, with authorization for the Port of Brookings Harbor LGIP account(s) with the following permission/s: View/Access pool account information and Open/Close pool account.
- 7) Retaining Gary Dehlinger with authorization for Port of Brookings Harbor LGIP account(s) with permissions to View/Access pool account information, initiate transactions, Add/Remove ACH/wire/transfer instructions, Manage permissions.
- 8) Retaining Kimberley Boom with authorization for Port of Brookings Harbor LGIP account(s) with permissions to View/Access pool account information, initiate transactions, Add/Remove ACH/wire/transfer instructions, Manage permissions.

The motions passed 4 – 0.

D. Rogue Bank Authorization Signature – Audio time 22:18

Dehlinger noted the Port needs to update the authorized signatures for this account.

Motions were made by Hartung and seconded by Range to approve:

- 1) Removal of Roy Davis as authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.
- 2) Retaining Joseph Speir, position #1, as an authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.
- 3) Retaining Sharon Hartung, position #2, as an authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.
- 4) Addition of Larry Jonas, position #3, as an authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.
- 5) Retaining Richard Heap, position #4, as an authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.

- 6) **Retaining Kenneth Range, position #5, as an authorized signer for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.**
- 7) **Addition of Gary Dehlinger with authorization to access account information for Port of Brookings Harbor Rogue Credit Union Business Saving Account #4000030600.**
- 8) **Retaining Kimberley Boom with authorization to access account information for Port of Brookings Harbor Rogue Credit Union Business Savings Account #4000030600.**

The motions passed 4 – 0.

4. INFORMATION ITEMS

- A. **Wastewater Treatment Plant Information / Presentation – Audio time 26:21**
Two representatives from Pacific Seafood, Brett Hester and Sarah Holland provided information on the discussions and meetings with Harbor Sanitary and City of Brookings for the disposal of the plant effluent. Jack Akin with EMC Engineers/Scientists provided and presented a slide presentation on a type of wastewater treatment plant that could be installed at this Port. Jack answered Board and public questions throughout the presentation of size of the plant, potential smells from the plant, size of buildings and equipment, certifications requirements, regulatory requirements, effluent temperatures, etc.
- B. **FEMA DR-4432 / DR-4452 Schedule and Updated Information – Audio time 1:25:22**
Dehlinger provided an update on the FEMA project engineering and permitting fund increase, update on core sampling progress, changes to dredge material disposal, relocation of the sediment basin and project schedule for construction.
- C. **Storage Buildings Concept and Funding Opportunities – Audio time 1:40:00**
Dehlinger reviewed the storage building concept, potential funding for the project and financial analysis summary. Board discussion followed and was determined the time is not right to pursue storage buildings at this time. Port will continue to look at other funding solutions.
- D. **Fiscal Year 2020-21 Annual Audit Review – Audio time 1:55:22**
Dehlinger noted the annual audit is due every year by December 31. The annual audit was completed and the Board has a draft copy for their review to be voted on next week.
- E. **Cat Houses at the Port – Audio time 1:59:25**
Dehlinger noted the Port received emails from the cat colony caretaker that all the cats were removed and the Port has removed the cat houses next to the boat yard and Basin 2. Fence repairs and relocation of the docks will be going on in the area in preparation for the FEMA project.
- F. **New Fire Hydrant at Basin 2 Eastside – Audio time 2:01:47**
Webster noted the permits are getting completed and work should begin soon.

5. COMMISSIONER COMMENTS – Audio time 2:04:28

6. NEXT REGULAR MEETING DATE – Wednesday December 8, 2021 at 2:00 pm.

7. ADJOURNMENT – Audio time 2:05:14

Having no further business, the meeting adjourned at 12:05pm.

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.

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