



**PORT OF BROOKINGS HARBOR
BOARD OF COMMISSIONERS SPECIAL MEETING
PORT OF BROOKINGS HARBOR OFFICE
16340 LOWER HARBOR RD SUITE 103
BROOKINGS, OR 97415**

Tuesday, February 14, 2017 5:00PM

Agenda:

- 1. Call to Order and Roll Call**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
 - A. Special Meeting – Tuesday January 2, 2017
 - B. Special Meeting – Tuesday January 10, 2017
 - C. Regular Meeting – Tuesday January 17, 2016
- 4. Discussion Items**
 - A. Port Financial Balance Sheet
 - B. Ice House / Cold Storage Proposals
 - C. Sale of Port Property to get out of Debt
 - D. Port Hoist
 - E. Review Retail Lease Renewals for Approval
 - F. South Coast Knight Security, LLC Contract
 - G. OSMB Boat Launch Ramps Grant
 - H. Event Update – Bacon Festival (Cancelled)
 - I. Port Day at the Capital March 2, 2017
 - J. Purchasing Policy
- 5. Public Comments** – Limited to a maximum of three minutes per person. A “Public Comment Request”, located near the entrance, must be completed and turned into the Chairman prior to the beginning of the meeting.
- 6. Adjournment**

Please Note Any Items With (*) A Copy Can Be Picked Up in The Port Office.
*Agenda Format Based On Recommendations from the Special Districts Association of Oregon
This Institution is an Equal Opportunity Provider.*

Discussion Item A

Subject: Port Financial Balance Sheet

Proposal: Attached is a spreadsheet with actual costs per revenue center that are currently in operation.

Second spreadsheet is projected costs after restructuring revenue centers.

Additional Information:

Review Port Fiscal Audit Review (if questions are answered by Signe prior to the meeting).

Staff is continuing the review of Fund Accounting software and cost estimates.
(Possible guest from City of Brookings to review their program)

Recommendation to the Board:

None at this time.

Discussion Item B

Subject: Ice House / Cold Storage Proposal(s)

Proposal: Review proposal(s) and decide on the future of Port Ice House and Cold Storage

Recommendation to the Board:

Discussion Item C

Subject: Sale of Port Property

Recommendation to the Board:

1. Place a deadline to make a decision on the Green Building to sale or use land for another purpose. (There could be a proposal for the Green Building next month to review)
2. Sale Chetco Seafood land or building.
3. Sale commercial storage areas.
4. Sale land across Lower Harbor Road.
5. Sale land behind the boat yard (Snazuk's lease land).
6. Sale land to Harbor Sanitary in boat yard.
7. Sale RV Park.

Discussion Item D

Subject: Port Hoist

Status: Commercial docks conditions have force the Port Hoist (Public Hoist) to be used by our current lease tenant Bandon Pacific.

Port does not have extra hoists available at this time.

Recommendation to the Board:

With the current situation of commercial docks, Port Hoist is not available for public use. All unloads should go through the commercial fishing companies until the commercial docks are repaired.

Discussion Item E

Subject: Retail Lease Renewals for Approval

Status: See attached spreadsheet and renewal leases

- 1) Ocean Suites – Updating lease from month-to-month to yearly lease with current terms and conditions
- 2) Pacific Ocean Harvesters – Lease renewal
- 3) Roy Davis & Joe Speir – Lease renewal and additional storage space
- 4) Merritt Resources – New lease at Boat Yard shop and outdoor storage
- 5) Seal Cove Realty – Updating lease from month-to-month to yearly lease with current terms and conditions
- 6) Sporthaven Marina Restaurant – Lease still under review
- 7) Zola's Pizzeria – Lease renewal, need to decide on outdoor storage
- 8) Boardwalk Mail Service – Lease renewal
- 9) Hungry Clam – Lease renewal
- 10) J. Sloane Hair Studio – Lease renewal
- 11) Kathy's Corner – Lease renewal
- 12) Whale's Tail Candy & Gifts – Lease renewal – 1 year lease as requested by owner
- 13) Hallmark Fisheries – Lease renewal
- 14) Marilyn & Robert Busch – Lease renewal
- 15) Righetti's Showroom Mini Mall – License renewal – 1 year license
- 16) Portside RV Park – Lease renewal

Discussion Item F

Subject: South Coast Knight Security Contract

Status: Currently providing limited security on Port properties afterhours

Recommendation to the Board:

Accept proposal for one year term and review after one year.

Discussion Item G

Subject: OSMB Boat Launch Dock Ramps Replacement Grant

Status: Boat launch dock ramps are in serious need of replacement

Recommendation to the Board:

OSMB has two options to replace the dock ramps.

Option 1 – Replace the dock ramps and use the current piling and concrete abutments ASAP (could be as early as next winter) and then later replace the concrete slope. Cost approx. \$500,000 for the ramp and another \$500,000 for the slope and Port will need to match 25 to 30%.

Option 2 – Replace the dock ramps and concrete slope at the same time (this could take couple of years to complete). Cost approx. \$1,000,000 and Port will need to match 25 to 30%.

Grant application must be completed before March 31, 2017. OSMB has asked me which option to pursue.

I recommend Option 1.

Discussion Item H

Subject: Events at the Port

Status: Bacon Festival has been cancelled by the organizer.

Recommendation to the Board:

None

Discussion Item I

Subject: Port Day at the Capital

Status: Port staff (Danielle and I) will be traveling to Salem to continue support on Senate Bill 646.

OPPA is also conducting a quarterly meeting at the Capital on the same day.

Any commissioner that wishes to attend please let Port staff know.

Discussion Item J

Subject: Port Purchasing Policy

Status: Continue using Resolution No. 368 Rules and Procedures for Public Contracting

Recommendation to the Board:

All purchases over \$5,000 will be Board approved using the attached "Procurement Request" form.