

Port of Brookings Harbor Board of Commissioners
Special Meeting Minutes
Tuesday, February 14, 2017, 5:00 p.m.
Port Office: 16340 Lower Harbor Rd, Brookings OR, 97415

1. **CALL TO ORDER AND ROLL CALL**

Chairman Davis called the meeting to order at 4:58pm.

Commissioners present: Chairman Roy Davis, Vice Chairman Sue Gold, Roger Thompson & Sharon Hartung. Treasure Tim Patterson was absent.

Staff present: Port Manager Gary Dehlinger and Administration Assistant Danielle Shepard

2. **APPROVAL OF AGENDA**

Vice Chairman Gold made the motion to approve the Agenda as written. Seconded by Comm. Thompson. Voting Yes: Unanimous.

3. **APPROVAL OF MINUTES**

A. **Special Meeting – Tuesday, January 2, 2017**

Comm. Thompson made the motion to approve the minutes as written. Seconded by Vice Chair Gold. Voting Yes: Unanimous

B. **Special Meeting – Tuesday, January 10, 2017**

Vice Chair Gold made the motion to approve the minutes as written. Seconded by Comm. Hartung. Voting Yes: Unanimous

C. **Regular Meeting – Tuesday, January 17, 2017**

Vice Chair Gold made the motion to approve the minutes as written. Seconded by Comm. Hartung. Voting Yes: Unanimous

4. **DISCUSSION ITEMS**

- A. **Port Financial Balance Sheet:** Mr. Dehlinger started off by asking Janelle from the City of Brookings to give the Board her opinion and experience with using the program Caselle. The City pays roughly 15,000 a year, receive multiple benefits, upgrades, easy to use, great technical support system, and they enjoy using the program.

Mr. Dehlinger than explained his financial balance sheet to the Board. Mr. Dehlinger went over the current revenue center with each Commissioners personally, and showed them his proposed revenue for next year. This would be a guide line for next year's budget.

Vice Chair Gold made a motion to direct Mr. Dehlinger to pursue his proposed projected budget for fiscal year 2017 – 2018. Second by Comm. Hartung. Voting Yes: Unanimous

- B. Ice House / Cold Storage Proposals:** Mr. Dehlinger informed the Board that we have received only one proposal for the Ice House & Cold Storage, and that was from Mike Manning from BC Fisheries. The Board is not expected to make a decision right now, but would like to have an decision at the February 21st Regular Meeting. Comm. Hartung did ask what would happen to the money that was given to the Port for the Ice House/Cold Storage. She was informed it would go to the principle of our loan payment.

The Board did want Mr. Dehlinger to look into what it would cost to lease a standalone ice plant. Mr. Dehlinger let the Board know the Port would have to enter a 24-month lease, at most an 84-month lease. With an 84-month lease the Port would have to sell at least 3,200 tons of ice a year to break even. With a 24-month lease we would have to produce 5,000 tons of ice. Right now, the Port produces between 1500-2000 tons.

- C. Sale of Port Property to get out of Debt:** Mr. Dehlinger let the Board know that there is no action needed, but wanted to see if the Board had any other questions or comments regarding this topic. The Board discussed selling land that the Port won't be seeing anymore, like the traded Snazuk land, Busch parking lot, or the land to Harbor Sanitation.

Vice Chair Gold made a motion to sell property traded with Snazuk, to direct Gary into getting price and pursue to sell the property traded with the Snazuk's. Second by Hartung. Voting Yes: Unanimous

Chairman Davis made a motion to pursue the sale of property in the corner of the boat yard to Harbor Sanitary. Second by Comm. Thompson, Voting Yes: Chairman Davis, Vice Chair Gold, Comm. Thompson. Comm. Hartung sustained vote due to conflict of interest. Vote: 3-1. Motion Passes.

- D. Port Hoist:** Mr. Dehlinger informed the Board that this subject has not changed. The condition of the Commercial Dock has created us to give up our public hoist to Bandon Pacific, and now we no longer have a hoist. There is nothing more the Board can do at this time.

- E. Review Retail Lease Renewals for Approval:** Mr. Dehlinger gave the Board a list of 16 leases that need to be updated, and a list of the current lease rates. Staff has found that some of these leases were out dated by many years, rates are all over the place, and some have not even been charged property tax. The Port owns \$5,000 in back dated property tax. Mr. Dehlinger asked the Board to establish rates for ground or building leasing, and to put these rates into effect at the next fiscal year. The Board agreed that when leases come due than the new rates will come into effect. The Board agreed that with the Busch land and Port Side if they do not want to pay the CPI increase than they can buy the land. Extensive dialog followed resulting in:

Vice Chair Gold made the motion to approve the proposed rates as follows: bare property - \$.9 per sq. ft., warehouse shop - \$.50 per sq. ft., warehouse storage - \$.40 per sq. ft., commercial docks \$.63 per sq. ft., surfaced concrete - \$.50 per sq. ft., surface asphalt - \$.30 per sq. ft. and commercial retail - \$1.05 per sq. ft. Second by Comm. Thompson. Voting Yes: Unanimous.

- F. South Coast Knight Security, LLC Contract:** Mr. Dehlinger let the Board know that Knight Security is doing a good job and right now we currently do not have a contract with them. They will continue doing security for \$1,000.00 a month.

Comm. Thompson made a motion to approve the contact as is for \$1,000 a month. Second by Vice Chair Gold. Voting Yes: Unanimous.

- G. OSMB Boat Launch Ramps Grant:** OSMB would like to go through and replace the docks and replace the concrete ramps at the launch ramp, we would have to pay 25% of the work.

Comm. Thompson made a motion to approve option one stating: replace the dock ramps and use the current piling and concrete abutments ASAP and then later replace the concrete slope. Second by Vice Chair Gold. Voting Yes: Unanimous.

- H. Event Update – Bacon Festival (Cancelled):** Mr. Dehlinger just wanted to let the Board know that the Bacon Festival had cancelled their event.

- I. Port Day at the Capital March 2, 2017:** Mr. Dehlinger informed the Board that there will be a Port Day, March 2, in Salem. Comm. Thompson is going up and we are trying to schedule meeting with Senators to support our Senate Bill 646. There will also be a IFA Quarterly Meeting that day, please let me know if any other Commissioners would like to go.

- J. Purchasing Policy:** Mr. Dehlinger presented a procurement form for any purchase that would cost over \$5,000.

Vice Chair Gold made a motion to approve the new purchasing form. Second by Comm. Hartung. Voting Yes: Unanimous.

5. PUBLIC COMMENTS

Dan Fraser stated that he just had some concerns regarding which pieces of land are being sold, but has a better idea from this meeting. Also, has a concern that if/when BC fisheries takes over the ice plant, BC will limit who receives ice.

Angie Christian asked if the Port want someone else to set prices for our fisherman? and will it run our fisherman out of our Port.

The Board informed bother parties that Mr. Manning does not have those intentions.

6. ADJOURNMENT

The meeting was unanimously adjourned at 6:36 p.m.