

An audio recording was made of these proceedings. The recording is available on the Ports website:
www.portofbrookingsharbor.com

PORT OF BROOKINGS HARBOR
Supplemental Budget Hearing
16350 Lower Harbor Road, Suite 202
Brookings, Oregon 97415
Tuesday February 19, 2019 • 5:30 pm

Budget Committee Members present: Michael Brouillette, Al Cornell, Thomas Beene, Commissioner Roy Davis, Commissioner Richard Heap, Commissioner Kenneth Range. Also, present were Gary Dehlinger Port Manager, Travis Webster Harbormaster, Kim Boom Financial Officer, April Sachanowski Office Assistant, and members of the public.

1. Call to Order, Pledge of Allegiance, and Roll Call:

Brouillette called the meeting to order at 5:30 pm.

2. Approval of Agenda:

Beene made a motion to approve the agenda as written. Second by *Cornell*. **Motion passed 6-0.**

3. Presentation of Supplemental Budget, Budget Officer:

Boom presented and explained the Supplemental Budget to the Committee Members. *Heap* asked what a Capital Reserve is and what its purpose is. *Dehlinger* responded with an explanation of what a Capital Reserve is, how it gains or earns funds, and what it is primarily used for. Discussion followed.

4. Commissioner's Comments:

There were no further comments from the Commissioner's.

5. Public Comments:

There were no comments from the public.

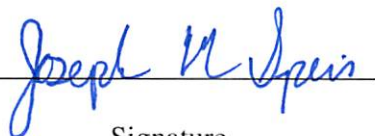
6. Action Items:

A. Approve the Supplemental Budget

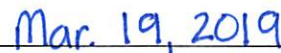
Brouillette made a motion to pass and approve the Supplemental Budget as written. Second by *Cornell*. **Motion passed 6-0.**

7. Adjournment:

Brouillette Davis adjourned the meeting at 5:41 p.m.



Signature



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

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Port Conference Room Suite 202
16350 Lower Harbor Road, OR 97415

Tuesday, February 19, 2019 • 6:00 pm

Commissioners present: Position 3 Chairman Roy Davis, Position 4 Vice Chairman Richard Heap, and Position 5 Treasurer Kenneth Range. Also, present were, Kim Boom Financial Officer, Gary Dehlinger Port Manager, Travis Webster Harbormaster, April Sachanowski Office Assistant, and members of the public.

1. Call to Order, Pledge of Allegiance, and Roll Call:

Davis called the meeting to order at 6:00 pm. Board and audience stated the pledge of allegiance.

2. Approval of Agenda:

A few changes to the agenda were requested by Gary Dehlinger, Port Manager.

There were two (2) deleted items: “INFRA Grant Application” and “Port Infrastructure Repair List”, and one (1) added item J: “Transfers to Capital Funds for Payment of Service and Supplies”.

Heap made a motion to approve the agenda as written. Second by *Range*. **Motion passed 3-0.**

There were no declarations of potential conflicts of interest.

3. Public Comments:

There were no public comments.

4. Consent Items:

A. Tuesday, January 15, 2019 Regular Meeting Minutes

Range made a motion to accept the Tuesday, January 15, 2019 Regular Meeting Minutes. Second by *Heap*. **Motion Passed 3-0.**

B. Thursday, January 31, 2019 Special Meeting Minutes

Heap made a motion to accept the Thursday, January 31, 2019 Special Meeting Minutes. Second by *Range*. **Motion passed 3-0.**

5. Management Reports:

A. Financial Report:

Dehlinger gave an overview of the January 2019 Financial Report.

Heap made a motion to accept the Financial Report. Second by *Range*. **Motion passed 3-0.**

B. Port Manager Report:

Dehlinger gave an overview of his Manager Report for January 2019.

Heap made a motion to accept the Port Manager Report. Second by *Range*. **Motion passed 3-0.**

C. Harbormaster Report:

Webster gave an overview of his Harbormaster Report for January 2019. *Range* had some questions regarding the abandoned vessels in our Boatyard. Discussion followed.

Range made a motion to accept the Harbormaster Report. Second by *Heap*. **Motion passed 3-0.**

6. Action Items:

A. Special Purpose Accounting Framework – GFOA:

Dehlinger explained to the Board that our new C.P.A. recommended that we use this ‘Framework’ program moving forward. It will help with audits, making them faster therefore hopefully be done on time. It will also be less expensive for a C.P.A. to review it.

Boom made a comment at this will make it easier on the auditor, and that the Port had a tough time finding an auditor willing to do our audit and hopefully this system will simplify and make it easier to get an auditor. She said the ‘Framework’ should be easier than our previous system because there are no journal entries, depreciation, etc. like with the accrual system.

Range made a motion that we accept the new accounting procedure. Second by *Heap*. **Motion passed 3-0.**

B. Crow/Clay & Associates Personal Services Agreement:

Dehlinger explained that this company can do a conceptual drawing of our RV Park rebuild, *Heap* and *Range* want to wait to have any drawings done until there is further discussion amongst the Board about the future of the RV Park, regarding ideas, locations, designs.

Range tabled the motion to accept and approve Personal Services Agreement with Crow / Clay & Associates Inc. to develop RV Park conceptual project drawings not to exceed \$10,000. Second by *Heap*. **Motion passed 3-0.**

C. Appoint Budget Officer:

Davis recommended that we appoint Kim Boom as our Budget Officer. Second by *Range*. *Boom* accepted the appointment. **Motion passed 3-0.**

D. Service Contracts for Calendar Year 2019:

Dehlinger discussed that last fiscal year there were some services and good that exceeded the Port Managers limit and would like to make sure that doesn't happen this year by using a service contract.

Heap made a motion to accept and approve the Port Manager or designee is authorized to execute the necessary service contracts and purchase of goods on behalf of the Port of Brookings Harbor Commission in a form approved by counsel for the following: Dock Maintenance not-to-exceed \$50,000, Earthwork not-to-exceed \$20,000, Electrical not-to-exceed \$15,000, Engineering not-to-exceed \$50,000, Fuel Tank and Pump not-to-exceed \$10,000, General Hardware Supplies not-to-exceed \$15,000, Marine Fuel for Commercial and Sport Vessels not-to-exceed \$500,000, Landscaping not-to-exceed \$10,000, Toiletries / Janitorial not-to-exceed \$15,000. Second by *Range*. **Motion passed 3-0.**

E. Whales Tail Candy & Gifts Lease Amendment No. 1:

Range made a motion to accept the lease amendment. Second by *Heap*. **Motion passed 3-0.**

F. Authorizing Signature for Harbor Sanitary Sale of Port Real Property:

Heap made a motion to approve and adopt Resolution No. 505 Authorizing the Sale of Port Real Property and authorizing the Port Manager Gary Dehlinger to sign all sale and property line adjustment documents as needed to complete the sale of Port real property to Harbor Sanitary District. Second by *Range*. **Motion passed 3-0.**

G. Adopting Supplemental Budget:

Heap made a motion to adopt Resolution No. 503. Second by *Range*. **Motion passed 3-0.**

H. Employee Handbook – Vacation Benefit Amendment Request:

Range made a motion to accept the Employee Handbook change for vacation benefits. Second by *Heap*. **Motion passed 3-0.**

I. Procurement Request – Dock Granting:

Heap made a motion to approve the Procurement Request for fiberglass grating from Grating Pacific LLC at the Dock Renovation Project L16010. Second by *Range*. **Motion passed 3-0.**

J. ~~INFRA Grant Application~~ Transfers to Capital Funds for Payment of Service and Supplies:

Range made a motion to approve Resolution authorizing Port staff to transfer \$363,225 from General Fund, \$38,000 from USDA Bond Fund and \$50,000 from Debt Service to Capital Projects Fund for the progress payment of Basin 1 Piling Project DR-4258-OR PW 319. Second by *Heap*. **Motion passed 3-0.**

K. Port Infrastructure Repair List:

7. Information Items

a. IFA – Business Oregon Meeting in Salem

Dehlinger mentioned that he has a meeting March 1 with IFA and asked if anyone from the Board would like to attend. Davis mentioned that some board members and staff attended an SDAO conference in Sun River, and thanked Travis for everything that he is doing.

8. Commissioner Comments

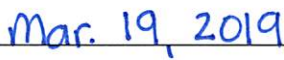
Range commented on the cleanliness of the Port. Heap talked about the salmon season.

9. Next Regular Meeting Date – March 19, 2019, 6:00 pm

10. Adjournment:

Davis adjourned the meeting at 6:58 pm.


Signature


Date Signed