

Port of Brookings Harbor Board of Commissioners
Regular Meeting Minutes
Tuesday, February 21, 2017, 7:00 p.m.
Best Western Conference Room: 16011 Boat Basin Rd, Brookings OR, 97415

1. CALL TO ORDER AND ROLL CALL

Chairman Davis called the meeting to order at 7:00pm.

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

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

2. APPROVAL OF AGENDA

Chairman Davis made the motion to add an item to the agenda as follows: New Business – A: Snazuk Lease Transfer. Seconded by Vice Chair Gold. Voting Yes: Unanimous.

Vice Chair Gold made a motion to add an item to the agenda as follows: Managers Report – A: Evaluation of Docks. Second by Comm. Thompson. Voting Yes: Unanimous.

3. APPROVAL OF MINUTES

A. Special Meeting – Tuesday, January 2, 2017 - Voted Yes; Unanimous

Minutes were approved at February 14, 2017 Special Meeting.

B. Special Meeting – Tuesday, January 10, 2017 - Voted Yes; Unanimous

Minutes were approved at February 14, 2017 Special Meeting.

C. Regular Meeting – Tuesday, January 17, 2017 - Voted Yes; Unanimous

Minutes were approved at February 14, 2017 Special Meeting.

4. MANAGERS FINANCIAL REPORT

- a. Evaluation of Docks:** Mr. Dehlinger informed the Board that Sport Docks, C – H, have been losing pilings, and the docks are breaking. Engineering designs show C dock to have 24 pilings and only 7 are left standing. Within the last year, we have removed (2) pilings, due to them coming up out of the ground. Per specs, the pilings are to be into the ground 20 ft. deep, we are finding them 4 ft. deep. Plus, the pilings are supposed to be 60 ft. long, and ours are only 35 ft. D dock is supposed to have 17 pilings, there are only 7 left. We have closed E dock and are planning on removing the dock completely so there is no damage done to other boats. Currently we have FEMA that will help us with funds, but not anytime soon. In-water work period is between Oct and Feb, unless there is an emergency. FEMA will pay half; the other half is coming from Hazard Mitigation Grant Program. We have submitted for the grant but have not received approval. The total project is roughly \$1 million, FEMA and the grant would cover \$750,000, the other \$250,000 is provided by the Port.

Mr. Dehlinger continued with his Managers report. RV park storm debris has been cleaned and placed into dry camping area, received verbal approve to burn the driftwood, need to pick up burn permit. Our insurance carrier looked at the laundry mat building, and will no longer insure the building. I suggest demoing the laundry mat. Fuel dock is back open, placed break away valves on the fuel lines, ramp down to the fuel dock remains closed. FEMA will be here Feb 28, requested by the Curry County to cover multiple storm damages.

Comm. Thompson asked what is our prognosis on doing anything for slip rental, if we can't get the money or we aren't in the in-water work period? Mr. Dehlinger stated we have no place to put them, I assume we would have to refund money. I'm not sure what else we can do.

Comm. Patterson asked if the laundry mat will be going back? If so talk to Kelly about STC. Mr. Dehlinger stated that it is his plan to put a laundry mat back, even if it's a small one.

Chairman Davis wanted to make sure that the public understood what Mr. Dehlinger is telling them regarding the docks and allowed public comments:

Jan Barbas asked if it would be possible for the public to get a tour of the Port or attend the FEMA meeting. Mr. Dehlinger stated that he is more than willing to give a tour.

Richard Contestabile asked who was responsible for the initial construction and driving the pilings? He was informed that it was Russ Crabtree and Crew at that time, all in house.

Wendy asked about the tsunami funds for the docks, why aren't the docks fixed? She was informed that the FEMA money was spent on far south end of the basin, that was effected by the tsunami.

Dan Fraser asked about what commercial docks would get fixed, if we did receive funds. Mr. Dehlinger informed him that would be the commercial receiving docks i.e. Pac Choice, and Bornstein docks.

Vice Chair Gold made a motion to approve the Mangers Report. Second by Comm. Hartung. Voting yes; unanimous.

5. OLD BUSINESS

No old business to discuss.

6. NEW BUSINESS

- a. **Snazuk Lease Transfer:** This is regarding the sale of Snazuk property including; their grounds, motel, restaurant, and the parking lot of the restaurant. They are not selling Port property, they are selling their business. Mr. Dehlinger asked the Board to approve consignment of the transfer the name to Pacific Boat Basin LLC.

Vice Chair Gold made a motion to direct Mr. Dehlinger to set up the lease transfer. Second by Comm. Thompson. Voting Yes; Unanimous

7. DISCUSSION ITEMS

- a. **Port Financial Balance Sheet - Review Proposals for New Accounting Software:** Mr. Dehlinger went over the (2) software programs that we are considering instead of using QuickBooks for fund accounting. Both programs are very similar but one is cheaper yearly but costs more upfront. Personally, I would go with the one that is cheaper yearly. Chairman Davis let the Board know that when they were in Salem at the IFA meeting, they told us that if we do the research and present them with a program, they would consider to help us get the program. Mr. Dehlinger informed the Board that this is not eliminating the audit but it will be helping our auditor. We are still waiting on our final audit draft, and she has been working on that for 5 months. With one of these programs it would cut her time.

Chairman Gold made a motion to move forward on the Accella program. Second by Comm. Thompson. Voting Yes: Davis, Gold, Hartung, Thompson, Voting No: Patterson Vote: 4-1. Motion Passes

- b. **South Coast Knight Security, LLC Contract - Voted Yes: Unanimous:** *was approved at February 14, 2017 Special Meeting*
- c. **OSMB Boat Launch Ramps Grant - Voted Yes; Unanimous - Option 1:** *was approved at February 14, 2017 Special Meeting*
- d. **Event Update - Bacon Festival (Cancelled):** was cancelled by organizer, due to not wanting to interfere with the Saturday Market.
- e. **Port Day at the Capital March 2, 2017:** Mr. Dehlinger informed the Board that we are going up to Salem to get support for Senate Bill 646, and attend Oregon Ports Quarterly Meeting.
- f. **Purchasing Policy - Voted Yes; Unanimous:** *was approved at February 14, 2017 Special Meeting.*
- g. **Standard Lease Rates - Voted Yes; Unanimous:** *was approved at February 14, 2017 Special Meeting.*

8. ACTION ITEMS

- a. **Ice House / Cold Storage Proposal:** Mr. Dehlinger reminded the Board of their last meeting, that he had spoken with (3) different individuals regarding the ice house/cold storage and only received one proposal, from BC Fisheries. Mr. Dehlinger requested that the Board vote on the proposal for the ice house / cold storage. Comm. Thompson believes that the \$1,000 for the ice house is a “slap in the face”. Believes the Board hasn’t received enough information, and had a concern toward the fisherman not being able to receive ice. Comm. Thompson would like to see the Port run and operate the ice house, or a new ice house. Chairman Davis asked where are we going to find the \$140,000 to fix the ice house cold storage system? Comm. Thompson wanted to put the lease on hold until there are more bids, “I would rather see the building sit there with no ice and no nothing until we figure out where we need to go”. Vice Chair Gold asked how much the ground lease would be? Mr. Dehlinger informed her that the ice house would be about \$2,500 a month and cold storage would be around \$4,500, combined \$7,000. Than you will save about \$8,000 on electric,

bringing it to a total of \$15,000 a month. Comm. Patterson had concern with not having ice for the commercial fleet by April 1, the opening of the season. Unsure the Port should give the concession of ice away for 30 years without strings attached. Would like to buy an ice plant, roughly \$400 - \$500,000, and we would receive the money from IFA. Mr. Dehlinger had to remind the Board that right now our docks are falling apart, so we won't have a Port but we can sell you ice, that doesn't make too much sense to me.

John Brazil, if you are going to sell it to a private business owner and you lease the property and you get a certain amount of income for that, so that's a savings, so you have more income and less expense. Would you be able to negotiate a loading fee or quantity fee, so that the Port would gain additional revenue when ice is being produce? The Board informed him that they just can't see that happening, there is more concern that the boats don't have to leave the Port to get ice.

Wendy, informed the Board of the history of the Ice House and why they had to sell it to the Port, and her concern regarding selling it to a private business.

Jan Barbas, shared with the Board what stipulations there should be on the lease and what the Board could do.

Dan Fraser, I know that you must upgrade items in the ice house but aren't some of the items grandfathered in? Mr. Dehlinger informed him that OSHA doesn't care about grandfathered items, they want everything up to code. If there is a Freon leak, we would don't have an emergency response team that is close, and we would have to evacuate the town. It's not just the Port that would be effected the public would be effected to.

Unknown, BC fisheries is in business to make a profit, correct. They would buy the ice house and sell ice to make a profit. So why would he cut his throat by cutting the rest of the fisherman off? He wouldn't.

Chairman Davis reminded the Board that we did approve Mr. Dehlinger's proposal, and that proposal didn't have an ice plant and cold storage.

Vice Chair Gold made a motion to approve the sale of the ice house/cold storage. Second by Comm. Hartung. Voting Yes: Hartung, Davis, Gold, Voting No: Thompson, Patterson Vote: 3-2. Motion passes.

- b. Sale of Port Property:** Mr. Dehlinger is looking for the Board to give direction on the sale of Port Property. Comm. Thompson asked who owns the sliver of land besides Port Side Suits. Mr. Dehlinger informed him that that is Port property. Mr. Dehlinger stated that we are supposed to be getting a proposal on the green building. Sale of Chetco seafood land a building, when lease is finished this will become building becomes the Ports issue.

Dan Fraser want to bring it to the Board attention to make sure that the land given to the Port by Mr. McVay can be sold. That way you are not breaking any laws.

Chairman Davis informed the Board and the Public that this would only to be pursuing the sell. Everything will still have to come back to the Board for the Sale of the property.

Recorder ended.

9. PUBLIC COMMENTS

No public comments.

10. COMMISSIONERS REPORT

Commissioner Sharon Hartung: No Audio, Recorder ended.

Commissioner Roger Thompson: No Audio, Recorder ended.

Chairman Roy Davis: No Audio, Recorder ended.

Vice Chair Sue Gold: No Audio, Recorder ended.

Treasurer Tim Patterson: No Audio, Recorder ended.

11. ADJOURNMENT

The meeting was unanimously adjourned at 6:45 p.m.