

An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: [www.portofbrookingsharbor.com](http://www.portofbrookingsharbor.com)

**PORT OF BROOKINGS HARBOR**  
**Regular Commission Meeting**  
Port Conference Room Suite 202  
16350 Lower Harbor Road, OR 97415  
**Tuesday, January 15, 2019 • 6:00 pm**

Commissioners present: Position 1 Secretary Joe Speir, Position 2 Wesley Ferraccioli, Position 3 Chairman Roy Davis, Position 4 Vice Chairman Richard Heap, and Position 5 Treasurer Kenneth Range. Also, present were, Gary Dehlinger Port Manager, Travis Webster Harbormaster, Martha Rice Port Counsel, Danielle Shepard Marina Administrator, April Sachanowski Office Assistant, Dave Cardwell from Blue Pacific Realty, 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:**

There were no announced Modifications, Additions, or Changes to the Agenda. Nor were there any Declaration of Potential Conflicts of Interest.

*Heap* made a motion to approve the agenda as written. Second by *Speir*. **Motion passed 5-0.**

**3. Public Comments:**

Don Griffith: Gave updates on the restoration status of the 44 ft USCG Motor Life Boat. He has replaced a seal on a leaky hatch cover and put a couple of locks on it, so that it can't be damaged. It has been winterized. *Davis* commented that he and Joe have volunteered to help in the Spring when coatings can be applied. *Ferraccioli* commented that the FFA is also ready to step in and help out.

Sharon Hartung: Had comments on Action Items from the Agenda. The first is that she agrees that the Port's financial situation would be difficult to accept lower lease rate at this time for Non-Profit Commercial Lease Rates, and that the retail tenants have just as much right to discounts as a Non-Profit tenant does. The second is regarding Paving Gear Storage Roads, and she believes there are more issues in the forefront that need attention first, such as potholes in sidewalks, faded paint on docks, uneven concrete.

**4. Consent Items:**

**A. Tuesday, December 18, 2018, Regular Meeting**

*Range* made a motion to approve the minutes for December 18, 2018. Second by *Speir*.  
**Motion passed 5-0.**

## **B. Friday, December 21, 2018, Special Meeting**

*Speir* made a motion to accept the Friday, December 21, 2018, Special Meeting minutes. Second by *Ferraccioli*. **Motion passed 5-0.**

## **5. Management Reports:**

### **A. Financial Report**

*Speir* said that it was brought to his attention that the land purchase by Kyle Aubin wasn't a land purchase. *Dehlinger* replied that it was a building purchase, that this was already corrected in our QuickBooks, and that it would be fixed in next month's report.

*Heap* made a motion to accept the Financial Report. Second by *Speir*. **Motion passed 5-0.**

### **B. Port Manager Report**

*Dehlinger* read his Manager Report for December 2018 and gave an overview of security issues for the month; which are now being tracked in a newly created Security Log. The Board had some questions about repeat-offenders on the log, in regard to overnight camping in the Port, and what can be done about them. *Rice* said that she would look further into what can be done, what actions can be taken against repeat-offenders. Discussion followed.

*Ferraccioli* made a motion to accept the Managers Report. Second by *Heap*. **Motion passed 5-0.**

### **C. Harbormaster Report**

*Webster* read his Harbormaster Report and gave an overview of December 2018 operations throughout of the Port for the RV Park, Marina, Storage Areas, Commercial Receiving Docks, Boat Yard, and Maintenance. He also explained a newly created monthly Maintenance Log for tracking work orders. The Board had some questions regarding closed docks and other maintenance issues. Discussion followed.

*Range* made a motion to accept the Harbormasters Report. Second by *Heap*. **Motion passed 5-0.**

## **6. Action Items:**

### **A. Appointment of Registered Agent**

*Heap* made a motion to approve the appointment of Gary Dehlinger as the Registered Agent. Second by *Range*. **Motion passed 5-0.**

### **B. "MOU" with Harbor Sanitary**

*Ferraccioli* made a motion to accept the MOU with Harbor Sanitary. Second by *Speir*. **Motion passed 5-0.**



### C. Safety & Security Fencing for Gear Storage and Receiving Docks

Dan Fraser made a comment asking if the fence could be moved behind, or closer to, Hallmark to keep access open to Lower Harbor Road, and to have more use of the parking lot. Discussion followed.

*Heap* made a motion to approve General Fund expenditure not to exceed \$40,000 to install fencing, gates and signs as needed to protect the public and industrial storage and working areas of the Port. Second by *Range*. **Motion passed 5-0.**

### D. Blue Pacific Realty

Dave Cardwell explained that the current Property Sale listing has expired. The Board had some questions for Dave. Discussion followed.

*Range* made a motion approve a 12-month extension with Blue Pacific Realty to sale the property across Lower Harbor Road and authorize Dehlinger, Port Manager to sign extension document. Second by *Heap*. **Motion passed 5-0.**

### E. Hiring Policy & Procedure

*Rice* explained that there are two different drafts being presented for the Board to choose from. Option 1 does not have any Board involvement but sets forth a standard hiring procedure. Option 2 does have some Board involvement but is drafted in a way that the ultimate hiring decision resides with the Port Manager. The Board had some comments and questions in regard to both options. Discussion followed.

1) *Range* made a motion to pass Resolution 502 Option 2 as written. Second by *Heap*.

**Motion failed 2-3 (Heap – yes, Davis – no, Range – yes, Ferraccioli – no, Speir – no).**

2) *Ferraccioli* made a motion to accept Resolution 502 Option 1 as written. Second by *Davis*.

**Motion passed 3-2 (Range – no, Heap – no, Davis – yes, Ferraccioli – yes, Speir – yes).**

### F. Non-Profit Commercial Lease Rate

*Heap* stated that while he has empathy for Non-Profit Organizations, and the challenge they have to raise funds for what they need to do, he does not support having a reduced rate for Non-Profits in our Commercial Center.

*Heap* moved to not create a special lease rate for Non-Profit Organizations in the Port. Second by *Davis*. **Motion passed 5-0.**

### G. Paving Gear Storage Roads

*Speir* stated that he is against paving gear storage roads, as there are other things in the Port that are a lot more important right now. *Ferraccioli* agreed. *Range* stated that he would rather see the money spent in dock repairs. Discussion followed.

*Heap* moved to not approve at this point the concept of paving the Gear Storage Area. Second by *Speir*. **Motion passed 4-1 (Range – yes, Heap – yes, Speir – yes, Ferraccioli – yes, Davis – no).**

## **H. Bornstein Lease**

The Board had questions regarding the agreements in the lease renewal. Discussion followed.

*Range* made a motion to approve the Bornstein Seafood lease. Second by *Davis*.

**Motion passed 5-0.**

## **7. Information Items:**

### **A. South Coast Knight Security**

*Dehlinger* informed the Board that South Coast Knight Security has provided insurance as requested, and also that there is a request for out for Security Proposals, and that he should be able to bring those to the Board in March. *Range* informed the Board that Thomas also has all the necessary licensing required by the state.

### **B. RV Park Dry Camping Area**

*Davis* asked *Dehlinger* to inform the public on the subject, because our restrooms are not close enough to the Dry Camping facilities, so we are in violation of State Park Rules and Regulations. *Dehlinger* reported that there is a 500-foot radius that restrooms have to be within camp areas. He is researching whether or not port-a-potties would be acceptable in those areas.

### **C. Basin 1 Piling Project – Start of Project Delayed to Jan 21**

*Heap* made comment that while the staging is taking place part, or all of, the Boat Ramp will be closed. *Webster* confirmed that from the 22<sup>nd</sup> to the 24<sup>th</sup> there could be delays at the Boat Ramp, but he does not expect all of it to be closed. However, if it is all closed it would be briefly, not for the entire time. Discussion followed.

### **D. Preliminary Schedules for Infrastructure Repairs**

*Dehlinger* reported he found out through the Hazard and Mitigation Grant Program, that we have missed the window for 2019, but there are other Grant for projects in 2020. There is \$600,000 coming from the lottery fund, but that money can only be used on Docks only. Discussion followed.

### **E. Port Office Security System**

*Dehlinger* reported that a Security System will be purchased and installed in the Port Office, which will require a key and a code to get into the office. *Thomas Sorrentino* made a comment that SDAO offers a Grant for security systems, and that he would also include the security company onto the call list. Discussion followed.

**F. Port Trash / Garbage**

*Dehlinger* gave an overview on trash containers throughout the Port; and provided a report showing costs to Curry Transfer & Recycling. *Speir* made comments regarding the public use of the garbage cans and the dumpsters on the commercial side. *Webster* commented that although trash costs have increased Port labor was reduced, which freed up time for other Port areas. Also, that the amount of trash left around the Port has significantly reduced. Discussion followed.

**8. Commission Comments:**

*Range* commented that he has heard a lot of comments by the public on how clean the Port looks. *Heap* commented on the Sea Lions and the Marine Mammal Protection Act. *Davis* thanked Port staff for all their efforts, and the audience for coming to the meeting. *Ferraccioli* apologized to Gary for any recent miscommunications or misunderstandings. *Speir* commented on the crabbing season, and the economic impact that the delay has caused.

There were further public comments, but no further actions or motions were made.

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

**10. Adjournment:**

*Davis* adjourned the meeting at 8:06 pm.

  
Signature

  
Date Signed