

**PORT OF BROOKINGS HARBOR**  
**Regular Commission Meeting Minutes**  
**Tuesday, June 18, 2019 • 6:00 pm**

**1. Call Meeting to Order:**

*Chairman Davis* called the meeting to order at 6:00 pm.

Board and audience stated the pledge of allegiance.

Commissioners present: Secretary Joseph Speir, Chairman Roy Davis, Vice Chairman Richard Heap, and Treasure Kenneth Range. Wesley Ferraccioli was absent.

Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.

Also present were members of the public and Matt with Curry Coastal Pilot.

There were no modifications, additions, or changes to the agenda. Nor were there any declaration of potential conflicts of interest.

**2. Approval of Agenda:**

*Heap made a motion to approve the agenda as written. Second by Speir.*  
*Motion passed 4-0.*

**3. Public Comments:**

*Daniel Fraser:* regarding moorage waiting list and finds it hard to believe that all 500 slips are unavailable. Also regarding trash being relocated, believes putting the dumpster behind a locked gate is impeding the MARPOL law.

*Sharon Hartung:* commented on the fireworks that are taking place on the 4<sup>th</sup> of July, asking if we can donate the picnic area for the ambulance to be stationed at. *Webster* made it known that we will not be charging emergency services for being stationed down at the Port.

*Peter Johnsson:* regarding moorage, knows the Port doesn't sublease but what's the difference, there is no liability, knows its policy but asked the board to bend policy. Also, the Memorial event was great but the vendor rates were crazy. *Davis* informed him we are land owners and vendor prices are set through the coordinator of the event not the Port, the Port charges for the ground. Johnsson then went into that there are a bunch of derelict boats and unregistered, maybe follow up on those.

**4. Consent Items:**

**A. Tuesday, May 21, 2019 Regular Meeting Minutes:**

**B. Tuesday, June 4, 2019 Special Meeting Minutes:**

*Heap made a motion to accept Consent items, Tuesday May 21 and Tuesday June 4 meeting minutes. Second by Range. Motion Passed 4-0.*

## **5. Management Reports:**

### **A. Financial Report – May 2019:**

The board had no questions for *Dehlinger* regarding the Financial Report. *Heap* commented on derelict boats and his frustration how much money the Port is paying.

*Range made a motion to approve the financial report for May 2019.*

*Second by Speir. Motion passed 4-0.*

### **B. Port Manager Report – May 2019:**

*Range* asked about the Dredge coming in, *Dehlinger* informed him that it is coming in tomorrow. *Range* also asked about the launch ramp restroom roof, *Dehlinger* directed that question to *Webster*, which *Davis* requested to be answered during the Harbormaster Report.

The board had no further questions for *Dehlinger* regarding the Manager's report.

*Heap made a motion to approve the Port Managers Report. Second by Speir. Motion passed 4-0.*

### **C. Harbormaster Report – May 2019:**

*Heap* asked about the occupancy at the RV Park, *Webster* believes it's the shower and restrooms being closed. *Heap* asked about the violation tags and how the public is reacting, *Webster* stated that they have questions but are being really receptive to it.

The board had no further questions for *Webster* regarding the Harbormaster report.

*Heap made a motion to approve the Harbormaster Report. Second by Speir. Motion passed 4-0.*

*Webster* updated the board on the launch ramp restroom, that the rot is extensive, it will be over budget for time & material.

## **6. Action Items:**

### **A. Righetti Property:**

Ron Righetti gave a presentation to the board. Started by showing the board maps of the Righetti property boundary lines. Was leery on a trade, would like his 9 parking spots back, doesn't care where. Believes that the flooding issue needs to be resolved. The building can't move but the property line moved. Due to *Righetti* not being prepared the board agreed to move forward with the agenda and come back after item H.

At 6:47 pm reconvened back to Righetti. *Righetti* showed the board more maps. Is requesting parking spots. *Rice* if we hear a proposed solution then we know how to move forward. *Righetti* believes that there are two sets of numbers on the survey regarding the property lines, and suggested getting a surveyor to resurveyed the property and repaint the lines. *Range* wants a mutual surveyor. *Heap* wanted to see lines of the property. *Rice*

doesn't believe there are two lines and that it is just two numbers and asks for clarification on the two numbers.

**B. Kathy's Corner Market Lease:**

*Dehlinger* informed the board the lease is the same it's just changing ownership.

*Heap made a motion to approve the lease with Kathy's Corner Market with the new owner of the business for three years with option of additional three years for the retail space at 16340 Lower Harbor Rd Suite 104 and portion of suite 103. Second by Range. Motion passed 4-0.*

**C. CPA Service Agreement:**

*Range made a motion to accept CPA Audit Engagement Letter for the Fiscal Year 2018-19 as presented. Second by Heap. Motion passed 4-0.*

**D. Resolution to Adopt FY Budget 2019-20:**

*Range made a motion to approve Resolution No. 525 Adopting FY 2019-20 Budget. Second by Speir. Motion passed 4-0.*

**E. Live-aboard Policy:**

*Speir made a motion to approve Port of Brookings Harbor Live-aboard Policy. Liveaboard policy to begin once Ordinance No. 23 takes effect. Second by Heap. Motion passed 4-0.*

**F. Ordinance No. 23 – Live-aboard:**

*Heap made a motion to approve the Ordinance No. 23. Second by Speir. Motion passed 4-0.*

**G. Account Write-Offs:**

*Speir made a motion to approve account write-off of Cheryl Clines, vessel Kanygo in the amount of \$1,585.36. Second by Range. Motion passed 4-0.*

**H. RV Park Conceptual Drawing Contract:**

*Dehlinger* informed the board that because they wanted a mini-mart and motel type rooms the conceptual drawing contract has doubled, it also doubled to include the electrical and mechanical data. *Heap* suggested moving forward and then we can change the plan.

*Heap made a motion to accept and approve Personal Services Agreement with Crow/Clay & Associates Inc. to develop RV Park conceptual project drawings not the exceed \$18,500 plus reimbursables. Second by Range. Motion passed 4-0.*

**7. Information Items:**

**A. Green Building Update:**

*Dehlinger* updated the board that the asbestos tests came back clean and we plan on demoing the building, suggested a burn and learn or demo guys and to salvage some parts. *Heap* agreed to try to salvage any parts that we can from that building. *Davis* allowed some public comments regarding using the building for a burn and learn.

**B. Trash Bins:**

This was previously discussed but *Dehlinger* agreed he will look into the MARPOL Law. The board had no further questions.

**C. Landscaping:**

*Dehlinger* mentioned that we will be removing blind spots along Lower Harbor Road, and in the middle dividers, and will be replaced with rock landscape. Would also like to get a sidewalk along Lower Harbor Road. In Basin 2 we will be removing brush and trees from the slopes, which our engineer has recommended to do.

**D. Retail Paint Color:**

*Range* asked about using an airless spray painter, *Dehlinger* would prefer to use paint brushes and rollers due to over spray and how many cars we have in our parking lot. The board agreed to proceed forward with the color presented.

**8. Commissioner Comments:**

*Range* would like to see a long term plan for pot holes. Mentioned that all Ports have issues with fish carcasses and suggested to fillet at sea. Suggested writing a letter to fish and game Commissioners, asking to fillet at sea. *Heap* suggested he talks with the State and Feds regarding this when he is in San Diego tomorrow. *Davis* asked if the board wants to direct management to look into coolers for the carcasses, which *Dehlinger* has already looked into and we are looking at about \$11,000 to \$20,000. *Dehlinger* also informed the board that he has requested from DEQ to grind the fish and put it back into the river, but still waiting on a response.

*Heap* is going to San Diego, regarding a rebuilding plan for the salmon in the Klamath and Sacramento Rivers, hopefully plans will be ready by September, and will most likely get an update on the killer whales.

*Davis* let the board know that the following items are topics for the board to consider and possibly put onto an agenda, these items are reoccurring from the public. Cameras located in our basin 1 parking lot along with the launch ramp parking lot, and boat yard. Believes that the moorage waiting list just is not working. Land usage, if we were to clean all property without buildings on it, what would we do with it? Only about 30% of the land is developed. Thanked staff, and Travis for trying to keep the dust down in the boat yard. Coast Guard boat and believes the boat is unsalvageable, and suggested to have a museum take it.

**9. Executive Session per ORS 192.660 (2)(e)(h):**

- A. ORS 192.660 (2)(e) - to conduct deliberations with persons designated by the governing body to negotiate real property transactions and (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.**

*Davis* adjourned into executive session at 7:51 pm, and reconvened back into regular session at 8:20 pm.

**10. Next Regular Meeting Date – July 16, 2019, 6:00 pm**

**11. Adjournment:**

*Davis* adjourned the meeting at 8:21 pm.



Secretary, Joseph Speir

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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](http://www.portofbrookingsharbor.com)*

**Port of Brookings Harbor  
Budget Hearing Meeting Minutes  
Tuesday, June 18, 2019 • 5:30 pm**

*Davis* called the meeting to order at 5:30 pm.

**1. Pledge of Allegiance:**

The board and audience stated the pledge of allegiance.

**2. Call to Order and Roll Call:**

Commissioners present: Secretary Joseph Speir, Chairman Roy Davis, Vice Chairman Richard Heap, and Treasurer Kenneth Range.

Staff present: Budget Officer Kim Boom, Port Manager Gary Dehlinger, and Administrative Assistant Danielle Shepard.

**3. Approval of Agenda:**

*Heap made a motion to approve the agenda as written. Second by Speir. Motion passed 4-0.*

**4. Presentation of Budget approved by Budget Committee – Budget Officer/Kim Boom:**

*Boom* present the budget for fiscal year 2018-19 to the board.


There were no questions from the board.

**5. Public Comments:**

No public comments regarding the budget.

**6. Adjournment:**

*Davis* adjourned the meeting at 5:35 pm.

  
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Joseph M Speir, Secretary

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Date Signed

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