

PORT OF BROOKINGS HARBOR

Board of Commissioners

Special Meeting Agenda

Previous Port Office
16340 Lower Harbor Rd Suite 103
Harbor OR 97415

Monday, July 23, 2018 • 5:00 pm

Agenda

1. **Call to Order, Pledge of Allegiance, and Roll Call**
2. **Approval of Agenda**
3. **Agenda Related Public Comments ***
4. **Old Business**
 - a. Interim Port Manager Employment Agreement
5. **New Business**
 - a. Signature approval on Bank Accounts
6. **Non-Agenda Related Public Comments ***
7. **Executive Session ORS 192.660 (2)(e) and ORS 192.660 (2)(h)**
 - e. To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
 - h. To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.Adjourn out of executive session and reconvene into regular meeting
8. **Adjournment**

* Limited to a maximum of three minutes per person. A **“Public Comment Request”**, located near the entrance, must be completed and turned into the President prior to the beginning of the meeting.

FULL MEETING PACKET AVAILABLE AT www.portofbrookingsharbor.com

This Institution is an Equal Opportunity Provider.

OLD BUSINESS AGENDA ITEM A

DATE: *July 23, 2018*
RE: *Interim Port Manager Employment Agreement*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Kathy Lindley Hall, Interim Manager*

OVERVIEW

- Temporary Interim Manager Kathy Lindley Hall's Service Agreement is expiring.
- Ms. Lindley Hall has requested for this item to be open to the public.

DOCUMENTS

- No documents.

COMMISSIONERS ACTION

- Board needs to decide on how they would like to proceed and make a motion supporting that decision.

NEW BUSINESS AGENDA ITEM A

DATE: *July 23, 2018*
RE: *Signature approval on Bank Accounts*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Kim Boom, Financial Officer*

OVERVIEW

- The Port's account with Rogue Credit Union needs to be updated:
 - 1) Remove Suzanne Gold, Jim Relaford, Ted Freeman, and Kathy Lindley Hall as authorized signers to Rogue Credit Union Account #306
 - 2) Add Joseph Speir, Wesley Ferraccioli, Roy Davis, Richard Heap and Kenneth Range as authorized signers to Rogue Credit Union Account #306
 - 3) Add Financial Officer, Kim Boom, as a primary contact for Rogue Credit Union Account #306

DOCUMENTS

- Documents that needs to be signed and turned into the bank, 5 pages

COMMISSIONERS ACTION

- Board approval or denial of signers and primary contact update on the Rogue Credit Union Account.



DRAFT

The Port of Brookings Harbor Board of Commission approves removing Suzanne Gold, Jim Relaford, Ted Freeman and Kathy Lindley Hall as authorized signers to Rogue Credit Union Account #306.

Motion made by _____.

Motion second by _____.

Approved:

Roy Davis _____ Date _____

Richard Heap _____ Date _____

Kenneth Range _____ Date _____

Wes Ferraccioli _____ Date _____

Joseph Speir _____ Date _____

DRAFT



DRAFT

The Port of Brookings Harbor Board of Commission approves adding Joseph Speir, Wes Ferraccioli, Roy Davis, Richard Heap and Kenneth Range as authorized signers to Rogue Credit Union Account #306.

Motion by _____.

Second by _____.

Approved:

Roy Davis _____ Date _____

Richard Heap _____ Date _____

Kenneth Range _____ Date _____

Wes Ferraccioli _____ Date _____

Joseph Speir _____ Date _____

DRAFT



DRAFT

The Port of Brookings Harbor Board of Commission approves adding Financial Officer, Kim Boom as primary contact for Rogue Credit Union Account #306.

Motion by _____.

Second by _____.

Approved:

Roy Davis _____ Date _____

Richard Heap _____ Date _____

Kenneth Range _____ Date _____

Wes Ferraccioli _____ Date _____

Joseph Speir _____ Date _____

DRAFT



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Inquiry Authorization Form

Rogue Credit Union

Member Name: Port of Brookings Harbor

Membership Number(s): 306

I authorize Kim Boom to receive copies of statements, copies of checks, account histories, and balance inquiries on my membership(s).

I understand the requested information will contain my personal information such as name, address, account number, account suffix, joint owners, authorized signers, and balance and payment information. I also understand that Rogue Credit Union may conclusively rely upon the continued validity of this instrument until receiving written notice of its revocation on a form provided by the Credit Union. Rogue Credit Union may also refuse to rely on this authorization for any reason whatsoever as determined by the credit union in its sole discretion. I understand that it is my responsibility to revoke this authorization if I so choose.

I hereby agree to indemnify and hold harmless Rogue Credit Union for any claims, liabilities, cause of action, damages, and expenses (including credit union's attorney fees and legal expenses) incurred or sustained by reason of credit union's acceptance of this Authorization or reliance of this Authorization. I certify that I have full authority to execute this Authorization for the above named member.

Member Signature

Date

Additional Notes: _____

REVOCAION: This Inquiry Authorization is hereby revoked.

Member Signature: _____ Effective Date: _____

Internal Use Only
Employee Initials _____
Date Memo Added _____

DRAFT

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RECEIPT AUTHORIZATION

MEMBER NAME: Port of Brookings Harbor

MEMBER NUMBER(S): 306

I AUTHORIZE AND(OPTIONAL) TO RECEIVE RECEIPTS FROM MY DEPOSITS AND/OR LOAN PAYMENTS ON THE FOLLOWING SUFFIX(S):

SUFFIX: [] SAVINGS [] CHECKING [] LOAN

SUFFIX: [] SAVINGS [] CHECKING [] LOAN

SUFFIX: [] SAVINGS [] CHECKING [] LOAN

SUFFIX: [] SAVINGS [] CHECKING [] LOAN

[x] ALL CURRENT AND FUTURE SAVINGS, CHECKING AND LOANS

I understand that receipts will contain my personal information such as name, address, account numbers, balance and payments information. I also understand that Rogue Credit Union may conclusively rely upon the continued validity of this instrument until receiving actual knowledge of its revocation. Rogue Credit Union may also refuse to rely on this authorization for any reason whatsoever as determined by the credit union in its sole discretion. I understand that it is my responsibility to revoke this authorization if I so choose.

I hereby agree to indemnify and hold harmless Rogue Credit Union for any claims, liabilities, causes of action, damages, and expenses (including credit union's attorney fees and legal expenses) incurred or sustained by reason of credit union's acceptance of this Authorization or reliance on this Authorization. I certify that I have full authority to execute this Authorization for the above named member

DATE

ADDITIONAL NOTES:

REVOCAION: THIS RECEIPT AUTHORIZATION IS HEREBY REVOKED.

EFFECTIVE DATE

Internal Use Only

Employee Initials

Date Completed

FORM NO. 201701
08/01/2017

DRAFT

Notice of Executive Session

The Port of Brookings Harbor will hold an executive session at 5:00 p.m. at the Previous Port Office 16340 Lower Harbor Rd, Harbor OR 97415, on Monday, July 23, 2018. The session will consider the following:

The executive session is being held pursuant to ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions. And, ORS 192.660(2)(h), To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.

Executive Session

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS 192.660 (2) (h) To consult with counsel concerning legal rights and duties regarding current litigation and litigation likely to be filed.

Any member of the media that is here may remain. However, the Board will require that any information derived from this meeting may not be disclosed pursuant to ORS 192.660(4).