

**PORT OF BROOKINGS HARBOR**  
**Special Commission Meeting Minutes**  
**Tuesday, June 4, 2019 • 4:00 pm**

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

*Chairman Davis* called the meeting to order at 4:00 pm.

Board and audience stated the pledge of allegiance.

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

Staff present: Port Manager Gary Dehlinger, Harbormaster Travis Webster, Financial Officer Kim Boom, and Administrative Assistant Danielle Shepard.

Also present were members of the public, and Connie Huntsman, CPA Auditor for the Port.

**2. Approval of Agenda:**

*Davis* asked to add Action Items C Surplus Equipment – Vessel Kanygo.

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

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

**3. Public Comments:**

No public comments.

**4. Action Items:**

**A. CPA Audit Report FY 2017-18:**

*Huntsman* informed the board that the introductory section is the meat and heart of the audit. *Huntsman* issued two reports, an independent auditors report with a clean opinion and an Oregon's Independent auditors report which shows the Port is in compliance. *Davis* had concern about next year's audit being late, but *Huntsman* assured him that moving forward we shouldn't have these issues, it only happened this year because we switched to cash basis.

*Range made a motion to approve action Item A, CPA Audit Report for Fiscal Year 2017-18. Second by Speir. Motion passed 4-0.*

**B. Supplemental Budget:**

*Boom* informed the board that the budget didn't show money allocated for the capital outlay for the purchase of the golf cart, this is to move funds into capital outlay.

*Speir made a motion to adopt the supplemental budget as presented, Resolution 523. Second by Range. Motion passed 4-0.*

**C. Surplus Equipment – Vessel Kanygo:**

*Dehlinger* informed the board that we do own the boat now, next step it to approve the vessel as a surplus item because we have some buyers.

*Speir made a motion to approve the vessel Kanygo as surplus equipment. Speir retracted motion. Speir made a motion to adopt Resolution 524. Second by Range. Motion passed 4-0.*

**5. Information Items:**

**A. None**

**6. EXECUTIVE SESSION per ORS 192.660(2)(e):**

**A. ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

*Davis* adjourned into executive session at 4:20 pm, and reconvened back into regular session at 4:50 pm.


*Speir* thanked *Webster* for moving the dumpsters. *Webster* informed the board and public that dumpsters have been moved into the boat yard, trash can be dumped from 8am – 5pm.

**7. Next Regular Meeting Date – May 21, 2019, 6:00 pm**

**8. Adjournment:**

*Davis* adjourned the meeting at 4:55 pm.

  
Secretary, Joseph Speir

  
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)*