

PORT OF BROOKINGS HARBOR
Regular Commission Meeting Minutes
Tuesday, March 19, 2019 • 6:00 pm

Commissioners present: Position 1 Secretary Joe Speir, Position 2 Wesley Ferraccioli, Position 4 Vice Chairman Richard Heap, and Position 5 Treasurer Kenneth Range. Also, present were, Martha Rice Port Counsel, Gary Dehlinger Port Manager, Travis Webster Harbormaster, Danielle Shepard Administrative Assistant, and members of the public.

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

Heap called the meeting to order at 6:00 pm. Board and audience stated the pledge of allegiance.

2. Approval of Agenda:

Heap requested to give a salmon report after the Harbormaster's report. *Dehlinger* requested to add Action Item Q, Audit Engagement Letter, and Action Item R, Resolution 504 Changing the Accounting Procedure Correction.

Range made a motion to approve the agenda as amended. Second by Speir. 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:

Dan Fraser: asked the board to amend the insurance requirements for commercial vessels, suggested that commercial vessels must provide landing receipts, and to include water and electricity in with the moorage rates.

4. Consent Items:

A. Tuesday, February 19, 2019 Regular Meeting Minutes:

B. Tuesday, February 26, 2019 Special Meeting Minutes:

Speir made a motion to accept the Tuesday, February 19, 2019 and Tuesday, February 26, 2019 Meeting Minutes. Second by Ferraccioli. Motion Passed 4-0.

5. Management Reports:

A. Financial Report – February 2019:

Dehlinger read over the financial report. The board had no questions.

B. Port Manager Report – February 2019:

Dehlinger read over his manager's report. *Range* had some questions regarding security cameras.

C. Harbormaster Report – February 2019:

Webster read over his harbormaster report. The board had no questions.

D. Salmon Report:

Heap read over the salmon report and asked for the public's opinion on what they would like to see for the season and spoke about killer whale's dietary regime and how it is affecting the fishing industry.

6. Action Items:

A. Intergovernmental Agreement (IGA) for 2015 Strategic Business Plan:

Dehlinger informed the board that the previous board approved this May 2014, current board updated table 14, December 2018. Dave Harlow with IFA Business Oregon was present to answer any questions the board may have. Mr. Harlow informed the board that ODOT is trying to align the programs, with Connect Oregon you must have a strategic business plan and IGA in place.

Heap made a motion to approve the IGA as stated. Second by Speir. Motion passed 4-0.

B. Service Agreement for Port Security:

Dehlinger is requesting for more coverage. *Ferraccioli* suggested the investigate the Crescent City Port practices and hire staff to do surveillance instead. There was concerns about opening the Port up to liabilities and asked to contact Crescent City Port, to investigate their security practices and what issues they face.

Ferraccioli made a motion to extend another 30 days and investigate other means of security. Second by Speir. Motion passed 4-0.

C. Procurement Approval for Roof Repairs:

Dehlinger requested to postpone until next meeting, due to receiving the proposals today.

Heap made a motion to postpone Action Item C until a future meeting. Second by Range. Motion Passed 4-0.

D. Procurement Approval for Backflow Devices:

Dehlinger requested to postpone until next meeting, due to receiving the proposals today.

Heap made a motion to postpone Action Item D until a future meeting. Second by Range. Motion Passed 4-0.

E. Green Building Proposals:

Youwanda started the presentation talking about our environment, wants to develop the green building by tying it to the boardwalk and through a closed circuit tv, show port activity. Rob Crocker continued the proposal and what future plans they see with the building. Presented the board with three options but is open to suggestions and discussed business options for inside the building. The board had a few questions and suggestions for Mr. Crocker but agreed they do not want to sell the land. The board agreed that they do need to decide on what they want to see for the building, and the consensus was to support commercial retail but cannot affect our current tenants. The board agreed to give this item another 30 day and discuss this at the next regular meeting.

Heap made a motion to postpone Action Item E until a future meeting. Second by Range. Motion Passed 4-0.

F. Budget Committee Selection:

Dehlinger informed the board that two members have resigned and have only received one application.

Range made a motion to approve Camille Soares Brown for the 6th position on the budget committee. Second by Speir. Motion passed 4-0.

G. CPA Audit Report FY 2017-18:

Dehlinger let the board know our audit report isn't completed yet, hoping to have it completed by March 26 meeting. The Port was denied an extension. Board agreed to have a special meeting the last Saturday of the month if the audit report is complete.

Heap made a motion to postpone Action Item G until a future meeting. Second by Range. Motion Passed 4-0.

H. Port Policy and Procedure List:

Dehlinger is requesting the board to look at policies and procedures on a biannual basis.

Ferraccioli made a motion to establish a board biannually review of policy and procedures. Second by Speir. Motion passed 4-0.

I. Port Safety Program 2019:

Dehlinger informed the board the current program is 21 years old, the program proposed was developed with the help of SDAO.

Range made a motion to approve the Safety program as present. Second by Ferraccioli. Motion passed 4-0.

J. Port Surplus Property Policy:

Board approved in 2007 but a resolution was never completed. Presenting a new procedure for approval.

Speir made a motion to approve the surplus property policy. Second by Range. Motion Passed by 4-0.

K. Moorage Policy & Procedures:

Speir made a motion to accept the moorage policy and procedure. Second by Range. Motion passed 4-0.

L. Gear Storage Service Agreement:

Speir made a motion to accept the gear storage service agreement. Second by Ferraccioli. Motion passed 4-0.

M. Emergency Response Plan:

Developed when we operated the ice house cold storage, would like to use the same response plan for the whole port and to allow the Port Manger to make emergency decisions.

Range made a motion to approve the emergency response plan. Second by Speir. Motion passed 4-0.

N. Resolution No. for Ordinance No. 21 Transient Dock Boat Ramp and Public Parking:

This ordinance has already been approved and read three times; this is to memorialize the ordinance.

Speir made a motion to adopt a Resolution for Ordinance 21. Second by Range. Motion passed 4-0.

O. Resolution No. for Ordinance No. 22 Sleeping and Camping on Port Property:

This ordinance has already been approved and read three times; this is to memorialize the ordinance.

Range made a motion to adopt a Resolution for Ordinance 22. Second by Speir. Motion passed 4-0.

P. RV Park Rules and Regulations:

*Speir made a motion to accept Beachfront RV Park Rules and Regulations.
Second by Range. Motion passed 4-0.*

Q. Audit Engagement Letter:

CPI requested this since we have changed our accounting procedures.

*Ferraccioli made a motion to approve audit engagement letter dated March 15, 2019 with C.J. Huntsman, CPA, P.C. for the fiscal year 2017-18 reporting.
Second by Speir. Motion Passed 4-0.*

R. Resolution No. 504 Change of Accounting Procedure Correction:

Speir made a motion to approve Resolution No. 507 Change of Accounting Procedure. Second by Range. Motion passed 4-0.

7. Information Items:

A. Port Staff Chart and Job Descriptions:

Dehlinger just wanted to inform the board of what job descriptions we currently have and what their duties are.

B. INFRA Grant 2019 Application:

Dehlinger wanted to show the board what engineer Jack Akin and Port staff have done regarding this grant.

C. Port Rates for Fiscal Year 2019-20:

Dehlinger wanted the board to start thinking about the rates and what they want changed, will need to review again before the fiscal year.

D. February 23 – 25 Storm Event, FEMA IDA:

Dehlinger has been submitted storm damage to the county, FEMA will be inspecting the site.

8. Commissioner Comments:

Range mentioned that our volunteer application should have a statement regarding taking a photograph of them.

Speir just wanted to correct how he talked about the fishing industry, but crab in being shut down April 15 in California because of the whales.

Heap asked for the counsel to look at a way to free up the commercial fleet.

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

10. Adjournment:

Heap adjourned the meeting at 8:22 pm.


Signature

4-18-19
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