

March 17, 2015

1. CALL TO ORDER AND ROLL CALL

The Regular Meeting of the Port of Brookings Harbor Board of Commissioners was held on March 17, 2015 in the Best Western Beachfront Inn meeting room, Harbor, Oregon. Chairman Roy Davis called the meeting to order at 7:00pm. Other Commissioners present were Sue Gold, Jim Relaford, Mike Manning and Tim Patterson. Also present was Director Ted Fitzgerald.

2. APPROVAL OF AGENDA

Vice Chair Gold moved to approve the agenda as written, seconded by Comm. Manning. Voting Yes: Unanimous.

3. APPROVAL OF MINUTES

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4. OPERATIONAL AND FINANCIAL REVIEW

Director Ted Fitzgerald reported that for February, revenues from operations were \$256,192. Normal expenses were \$204,124. The two categories together after property tax revenue, grant expense and debt service resulted in a net operating loss of \$8,895.

Marina/Moorage Revenues were \$90,011.

RV Park Revenue was \$26,515.

Fuel Sales were \$52,821.

Cold Storage Revenues were \$2,683.

Yard Activity Revenue was \$20,262.

Rental Revenues was \$38,998.

The Ice Plant generated \$3,342.



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Repair and Maintenance Expenses were \$47,969

Fuel Purchase for Resale \$49,790

Utility Expenses were \$38,548.

Office Expenses were \$4,488.

Dredging gravel that has migrated into the port's commercial basin from an upland source was performed by port personnel. We received our permit late in the in-water work period, giving us only a few days to actually remove sediment from the basin. However, headway was made and removing remaining sediment during the port's next in-water work window later this Fall will be straight-forward.

After examining office processes and efficiencies for the better part of a year, it was determined that certain aspects of the port office's duties could be better handled off-site. Accordingly, we have contracted with a national provider through US Bank to handle our payroll, and have an agreement with a local accounting firm to over-see monthly review and production of our financials to be delivered to our commission within the first week of every following month. In addition, that firm will be participating in a review and critique of port procedures to insure that adequate controls are in place, including the RV Park and the main office.

Substantial maintenance has been performed on the ice plant, getting it ready for shrimp season that starts April 1<sup>st</sup>. We are considering design modifications in the ice plant's interface with the adjacent Cold Storage's ammonia system, as this is problematic maintenance and safety-wise.

You will note that substantial progress has been made in the RV park renovation. Repairs of structures, re-grading of sites and the creation of a dedicated walk-way along the river are part of what has been accomplished to date. Good weather has aided us in this endeavor.

Gary Dehlinger and I met on-site with representatives of Oregon State Marine Board and Tidewater Contractors, the successful bidder for the parking lot renovation job. Demolition has officially begun as of today, with the removal of island, curbs, trees, and some signage. We are hoping to begin grinding the parking lot later this week to prepare it for paving. It is our hope to minimize interference with the boat launch to the greatest extent possible, and have the major part of the job completed prior to Memorial Day. Most of the demolition and asphalt removal is the port's responsibility, not the contractor, which is a way that we are meeting our required \$25,000.00 match for the grant funds with in-kind work.



Port Personnel just completed sediment testing for the Port of Bandon, working in concert with Bandon's staff, while utilizing our vessel and a sediment sampler belonging to the Port of Astoria.

Finally, the RFP for the purchase of the dredge to be used by the port of Oregon's South Coast is out, and bids will be considered in the near future. This will bring much closer to success a project that our port, along with the other ports of the South Coast have been working on for about two years now. It should allow the shallow draft ports in this part of the state to address a dredging backlog in a way that was not economically feasible in the past.

Vice Chair Gold moved to approve the Financial Review. Comm. Manning seconded. Voting Yes: Unanimous.

## 5. DISCUSSION ITEMS

### A. Commercial Poundage Fee.

Ted states that this topic needs to be revisited, commercial poundage fee if it was applied to the unloaders in the port and the poundage fee was reserved for the commercial fishing specifically the docks for unloading and the areas around the commercial infrastructure. For instance, the dock under Hallmark looks like it was never completed, the dock next to the ice plant needs to be reconstructed due to old age, and many other maintenance issues with the docks. It will be a risk to charge a fee but Ted will look more into this and have more information regarding cost and how to go about charging the fee for the next meeting. No motion is necessary due to needing to have a further discussion.

### B. City Study

A study to reevaluate alternatives in the extension of city services to incorporated area in the urban growth boundary. A letter from Portland State University that was approved by city council, the cost would be \$48,600. The study will provide important information regarding annexation property owned by the Port of Brookings Harbor in the city limits. The city is asking for a \$5000 contribution from the Port District to help fund this study, the city is willing to waive this processing fee if the port does decide to annex in the future. The city council is hoping that the letter from Portland State University will provide information for future policy decisions on annexation. The city does not take ownership of that property, if there was annexation for the Port of Brookings Harbor the City Council would not be able to decide how everything is run, the Port Commissioners will still have control over that. If the city wanted to annex Harbor then there is no need for a public vote, but it could not be just decided by the city council there will have to be an application process to accomplish this. Once the letter from Portland State University comes in in October many questions will be answered.



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C. Proposed Resolution for Annex and Sale of Port Property.

These are two important issues and should have a unanimous vote from the commission and a vote of the people regarding these issues. It can possibly be illegal to do this and it is requested that we have our attorney look at this and will discuss this at the next meeting.

7. ACTION ITEMS

No Action Items

6. PUBLIC COMMENTS

Annexation- Many voiced their opinion on how annexation is more of a benefit for the City of Brookings than it is for the people in Harbor and for the Port of Brookings Harbor. Also if it has gone thru is there anyway to reverse annex. Many think that the people should vote and have it be a majority vote. Many are also worried about what will happen to all the mobile home parks, the freeways, and the bridge in Harbor

Empty Shops- What is happening with the two empty facilities at the port and if everyone that has a shop has a current lease.

Cardboard Boat Regatta- Would like to make the Cardboard Boat Regatta a larger event since they have had so much fun each year, was hoping for more advertising and have it as its own event.

Construction- How construction was going down at the RV Park and what else is going to be added to the construction. Will there be bathrooms for the tent areas.

8. COMMISSIONERS REPORT

Chairman Davis would like to thank the management and staff for following the strategic business plan for the RV Park and parking lot.

Vice Chair Gold had no comment.

Comm. Relaford- wanted to update everyone on PMFC Vancouver meetings and Santa Rosa meeting there will not be a secondary meeting because there will be one somewhere May thru September.

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Comm. Manning had no comment.

Comm. Patterson had no comment.

10. ADJOURNMENT

The meeting was unanimously adjourned at 7:54 p.m.

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