

PORT OF BROOKINGS HARBOR
Special Commission Meeting Minutes
Tuesday, March 26, 2019 • 10:00 am

Commissioners present: Position 1 Secretary Joe Speir, Position 3 Chairman Roy Davis, Position 4 Vice Chairman Richard Heap, and Position 5 Treasurer Kenneth Range Also, present were, Gary Dehlinger Port Manager, Danielle Shepard Administrative Assistant, and members of the public.

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

Davis called the meeting to order at 10:00 am. Board and audience stated the pledge of allegiance.

Guests present Michael Crow with Crow Clay and Associates, Kelly Beebe with Harbor Sanitary, and Connie Huntsman Port's CPA.

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

2. Approval of Agenda:

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

3. Public Comments:

No public comments.

4. Action Items:

A. Procurement Approval for Roof Repairs:

Dehlinger informed the board that we have received two bids from Allied Roofing and The Roofers LLC, but the Port has not received a contract back from our lawyer.

Range made a motion to delay the contract until Martha Rice has created a contract. Second by Speir. Motion passed 4-0.

B. Procurement Approval for Backflow Devices:

Dehlinger informed the board that we have only received one bid back by 5 R Construction, and still waiting for a contract from our lawyer.

Heap made a motion to delay the decision for black flow devices until we have a contract from Martha Rice. Second by Range. Motion passed 4-0.

C. Procurement Approval for Stormwater Pollution Control Plan (SWPCP):

Dehlinger informed the board that the engineer is a sole source and has put together Coos Bay stormwater pollution control plan.

Range made a motion to approve the stormwater pollution plan. Second by *Speir*.
Motion passed 4-0.

Heap wanted clarification that that does include *Dehlinger* signing the contract.

D. CPA Audit Report FY 2017-18:

Mrs. Connie Huntsman gave the board a little audit history. The goal is to have the audit better reflect the budget. Requested an extension to March 31 but has a feeling it won't be completed until April. Next year's audit should be a lot easier and hoping to have the audit ready for approval at the next regular meeting in April. *Dehlinger* suggested to sign *Mrs. Huntsman* up early so we can be ahead of the game for next years audit.

5. Information Items:

A. None:

No information items to discuss.

6. Workshop Items:

A. Beachfront RV Park Rebuilding Design:

Dehlinger showed pictures of storm debris that have impacted the RV Park. Went over where most storm damage accrues. Suggested to create more pull thru and back in sites, remove dry camp to create public parking and remove the tent sites for the RV Park Office, the fishing pier would be an entrance and exit, the current exit will be removed for more sites, and create a seawall. *Mrs. Kelly Beebe* stated the district is willing to work with the Port, even if that means temporarily opening until things can be fixed. *Heap* suggested relocating the water line. *Beebe* informed the board that the sand is affecting the propellers at their pumps and suggested raising the sewer lines so RV's can drive right up to it. *Range* suggested a convenient store attached to the office, and 3-4 guest rooms above the laundry mat. *Beebe* suggests putting in sand traps, and the Port does have some SDC fees that we might be able to use. *Mr. Michael Crow* suggested to put in an elevator if there are guest rooms on a second level and recommended a financial analysis on housekeeping fees. *Davis* asked for public opinion, *Sharon Hartung* asked about public access to the laundry rooms. *Dehlinger* asked the board where they would like to go now and suggested to do this process in phases. *Range* suggested to start a conceptual drawing and the project should be done in phases. *Dehlinger* asked the board if there is a price amount not to exceed. *Crow*

asked the board a few questions to help narrow down his plans. It was suggested to talk to Jack Akin about the seawall, which would be phase one.

Range made a motion to approve Mr. Crow to do a conceptual drawing of the RV Park minus the seawall but including park layout, buildings, electrical, sewer, and water, once approved then go into phases for the construction and include Jack Akin for the seawall. Second by Heap. Motion passed 4-0.

7. Next Regular Meeting Date – April 16, 2019, 6:00 pm

8. Adjournment:

Davis adjourned the meeting at 10:50 am.


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