

**APPROVED MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Tuesday, November 17, 2020

The Port of Brookings Harbor District met in regular session on the above date at 6:00 P.M. Open session through teleconference at the Port Office, 16330 Lower Harbor Road, Harbor OR, 97415.

1. CALL MEETING TO ORDER

- **Roll Call**
 - Commissioners present: Commissioner Joseph Speir, Secretary/Treasurer Sharon Hartung, Vice President Richard Heap, and Commissioner Kenneth Range. President Roy Davis was absent.
 - Staff present: Port Counsel Martha Rice, Port Engineer Jack Akin, Port CPA Connie Huntsman, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant/Safety Coordinator Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
 - There was no modifications, additions, or changes to the agenda.
- **Declaration of Potential Conflicts of Interest**
 - There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MEETING MINUTES

- A. Approve minutes of Special Meeting Thursday, October 1, 2020**
- B. Approve minutes of Regular Meeting Tuesday, October 20, 2020**
 - I. *Speir made a motion to approve meeting minutes items A and B, October 1 and October 20, 2020. Second by Range. Motion passed 4-0.*

4. PUBLIC COMMENTS

- The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Sky Marie McDonald

5. MANAGEMENT REPORTS

- A. Financial Report – October 2020**
 - I. Port Manager presented item.
- B. Safety Report – October 2020**
 - I. Safety Coordinator presented item.
 - II. Commission discussed item.
- C. Harbormaster Report – October 2020**

- I. Harbormaster presented item.

D. Port Manager Report – October 2020

- I. Port Manager Presented item.
- II. Commission discussed item.
- III. *Speir made a motion to approve management reports for October 2020 as discussed. Second by Range. Motion passed 4-0.*

6. ACTION ITEMS

A. Draft Annual Financial Report Fiscal Year 2019-2020

- I. Port's CPA, Connie Huntsman presented item.
- II. *Hartung made a motion to approve draft Annual Financial Report for Fiscal Year 2019-2020. Second by Speir. Motion passed 4-0.*

B. Pacific Seafood Group Sublease

- I. Port Manager presented item and asked to table item until further notice.

C. RV Park Restroom Project

- I. Port Manager presented item.
- II. Commission discussed item with Mike Crow.
- III. *Speir made a motion to relocate restroom and laundry building outside the Floodplain Zone as proposed with estimated cost of \$6500. Second by Hartung. Motion passed 4-0.*

D. Harbormaster/Maintenance Office Space

- I. Port Manager and Harbormaster presented item.
- II. Commission discussed item.
- III. Port Counsel discussed item.
- IV. *Range made a motion to approve remodeling Port warehouse office to meet COVID-19 regulations and submit expenses to Coronavirus Relief Fund for reimbursement. Second by Hartung. Motion passed 4-0.*

7. INFORMATION ITEMS

A. Fuel Dock Project

- I. Port Manager presented item.
- II. Commission discussed item.

B. Commercial Restroom/Shower Door Keypad Lock

- I. Port Manager presented item.

C. Catalyst Seafood Outdoor Seating - Stage

- I. Commission discussed item with Owner William Goergen.

D. Zola's on the Water Storage Expansion

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Port Counsel discussed item.

E. FEMA 4432 & 4452 Project Planning

- I. Port Manager presented item.
- II. Commission discussed item with Jack Akin.

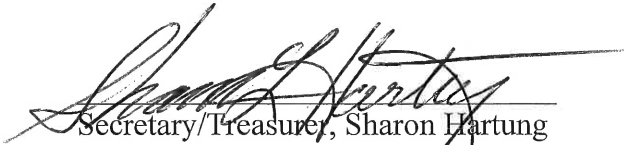
8. COMMISSIONER COMMENTS

- Commissioners reported on their recent activities.

9. NEXT REGULAR MEETING DATE – Tuesday, December 15, 2020 at 6:00 P.M.

10. ADJOURNMENT

- Vice President adjourned the meeting at 7:15 pm.


Secretary/Treasurer, Sharon Hartung

12-17-20
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