

PORT OF BROOKINGS HARBOR
Regular Commission Meeting
Tuesday, July 16, 2019 • 6:00 pm
Port Conference Room Suite 202
16350 Lower Harbor Road, OR 97415

TENTATIVE AGENDA

1. CALL MEETING TO ORDER

- Pledge of Allegiance
- Roll Call
- Introduction of Guests and Port Staff
- Modifications, Additions, and Changes to the Agenda
- Declaration of Potential Conflicts of Interest

2. OATH OF OFFICE AND COMMISSIONER POSITIONS

3. APPROVAL OF AGENDA - CONSENT ITEMS

Page #

- A. Approved Minutes of Budget Hearing Meeting Tuesday, June 18, 2019..... 01
- B. Approved Minutes of Regular Meeting Tuesday, June 18, 2019..... 02

4. PUBLIC COMMENTS (Limited to a maximum of three minutes per person. A “Public Comment Request”, located near the entrance, must be completed and turned into the President prior to the beginning of the meeting.)

5. MANAGEMENT REPORTS

- A. Financial Report – June 2019..... 07
- B. Port Manager Report – June 2019..... 20
- C. Harbormaster Report – June 2019..... 27

6. ACTION ITEMS

- A. Righetti Property..... 31
- B. Ordinance No. 23 Live-aboard Amendment..... 34
- C. Sealcoat Retail Parking Lot..... 37
- D. Vehicle Procurement Request..... 39
- E. Authorized Bank Signers..... 41
- F. Basin 2 Dock Repairs..... 42
- G. Parking Lot Catch Basin Replacement..... 43
- H. Port Office ADA Ramp and Sidewalk..... 45
- I. South Coast Tours Lease..... 50
- J. Meeting Room Rental Agreement Form..... 66
- K. Incinerator for Fish Carcasses..... 69
- L. Donating Old Commercial Washers and Dryers..... 90
- M. Kathy’s Corner Market Lease Amendment..... 92
- N. The Bell & Whistle Lease Amendment..... 96
- O. Dinghies..... 100
- P. Striping Plan for Retail Parking Lot and Port Signage
- Q. Bushes and Trees around Cat House
- R. Increasing Secured Boat & Trailer Storage
- S. 44ft USCG Boat

7. INFORMATION ITEMS

- A. Events Report..... 106
- B. Project Work Orders 2019-20

8. COMMISSIONER COMMENTS

9. NEXT REGULAR MEETING DATE – August 20, 2019 6:00pm

10. ADJOURNMENT

ACTION ITEM - P

DATE: July 16, 2019
RE: Striping Plan for the Retail Parking Lot and Port Signage
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Existing striping plan does not provide maximum parking for the retail area. Original design in 1993 was mostly for boat trailer parking. Estimated parking spaces now is 270.
- Times have changed with more events and tourist visiting the Port, parking should be designed for more vehicles. Estimated parking spaces proposed is 417.
- The entire boardwalk should have a buffer zone for public access and protection of the facility. Many times, over the past few years, vehicles have driven onto the boardwalk and have ran over the electrical light pedestals. The boardwalk is not designed to carry the weight of a vehicle.
- Installing a buffer zone would also allow events to use the entire boardwalk without shutting down or moving parking spaces. This will also tie-in the newer concrete boardwalk area.
- Future plans should be made to relocate the boat rinse station. Relocating it would create more parking spaces and less congestion. New boat rinse station would also come with the new drainage system. Planning, designs and engineered drawings would require Board approval prior to construction.
- Main entrance sign was creating a blind spot and was modified to remove it. Some existing signs were worn and not reinstalled. Some tenants are making new signs to get reinstalled. Proposing to change the other two signs to match the main entrance and install a "Welcome to Port of Brookings Harbor" on all three signs. Welcoming sign would be professional designed and approved by Board prior to fabrication.

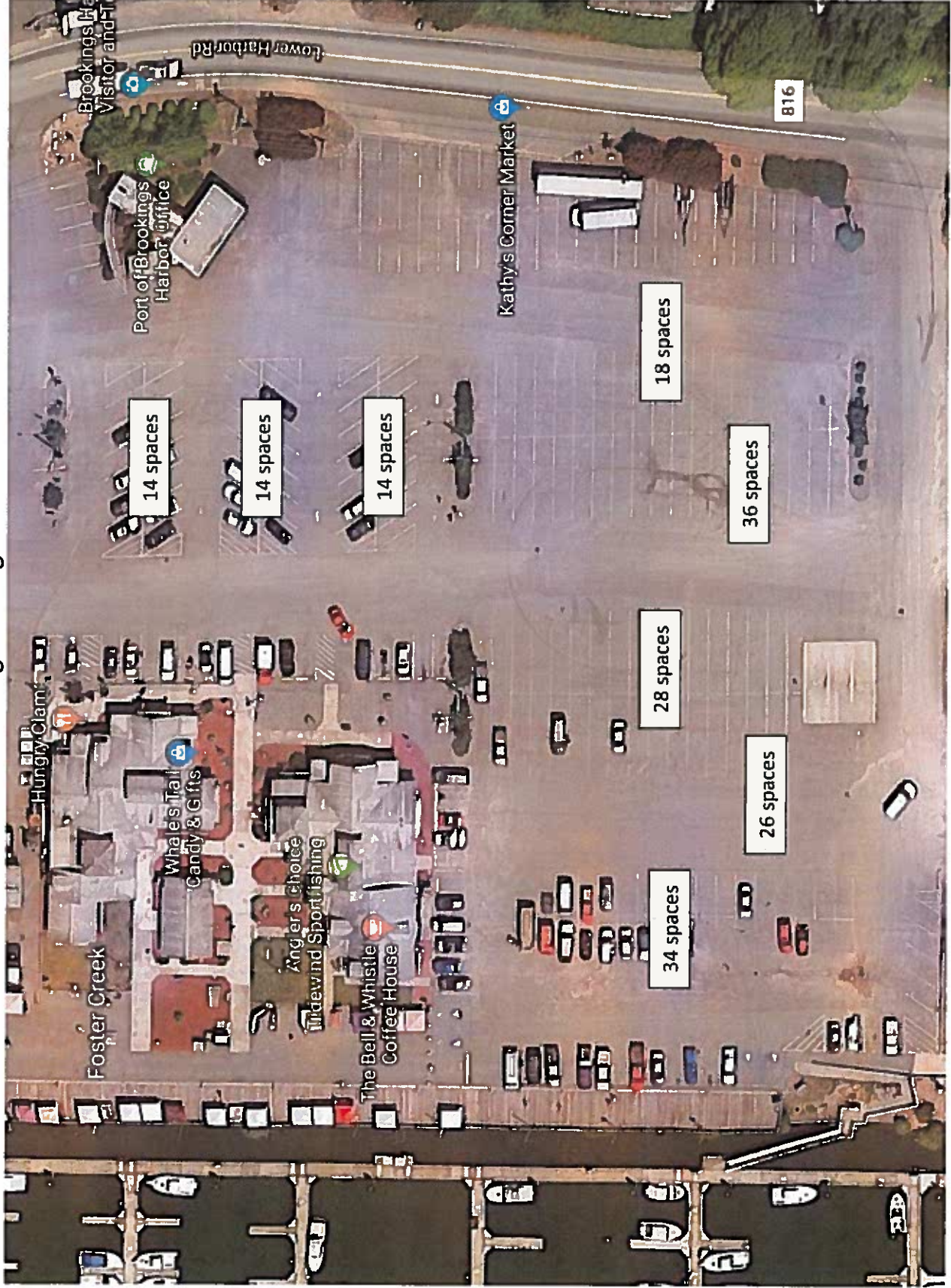
DOCUMENTS

- Existing Parking Lot Spaces, 2 pages
- Proposed Parking Lot Spaces and Relocation of Utilities, 3 pages
- Existing Port Signage, 1 page

COMMISSIONERS ACTION

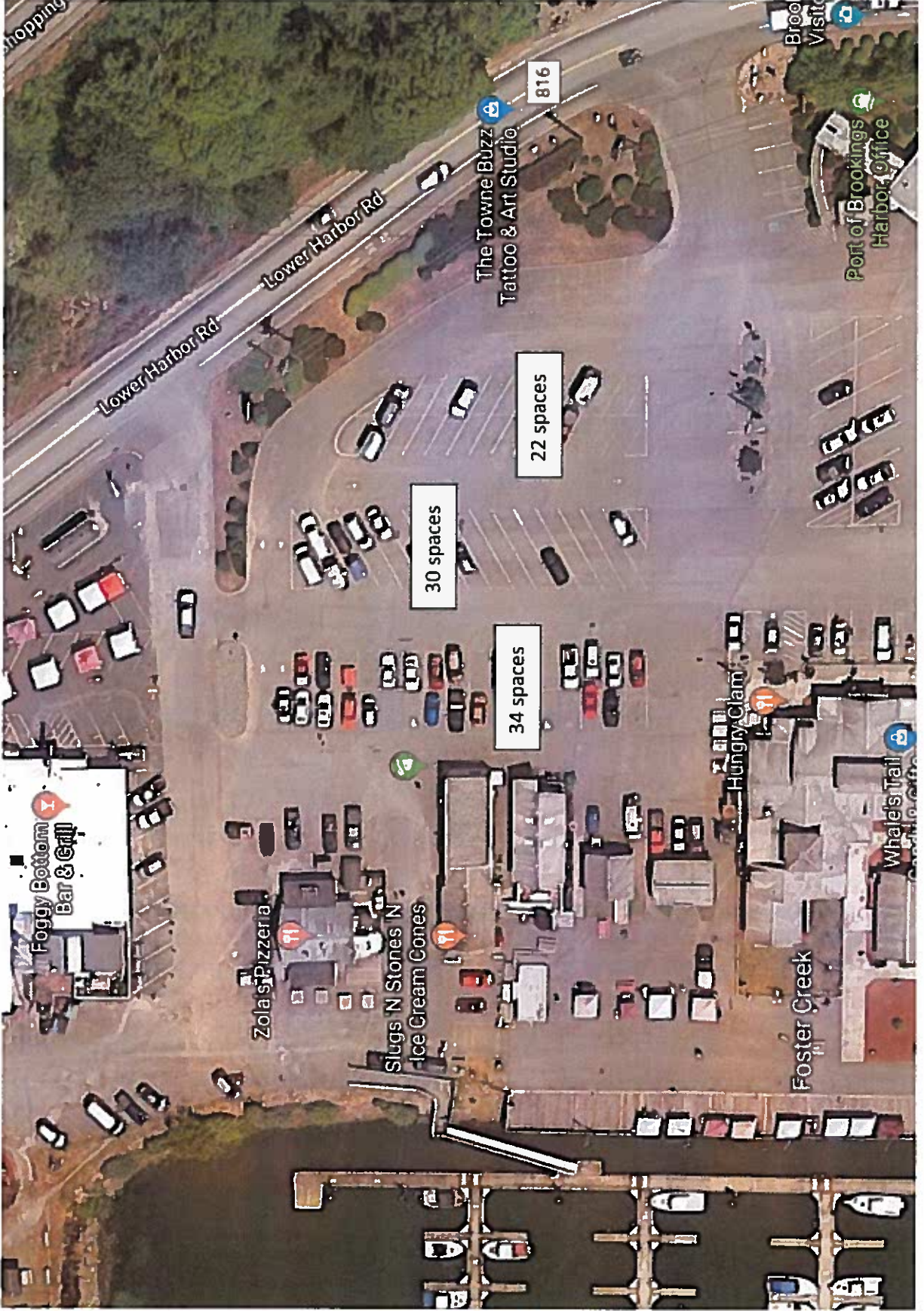
- **Recommended Motion:**
Motion to approve restriping plan and for the Port Manager or designee expenditure, not-to-exceed \$25,000, to relocate parking lot light poles, remove island, and paving of the retail parking lot; and approve Port sign changes.

Port of Brookings Harbor Existing Parking Lot



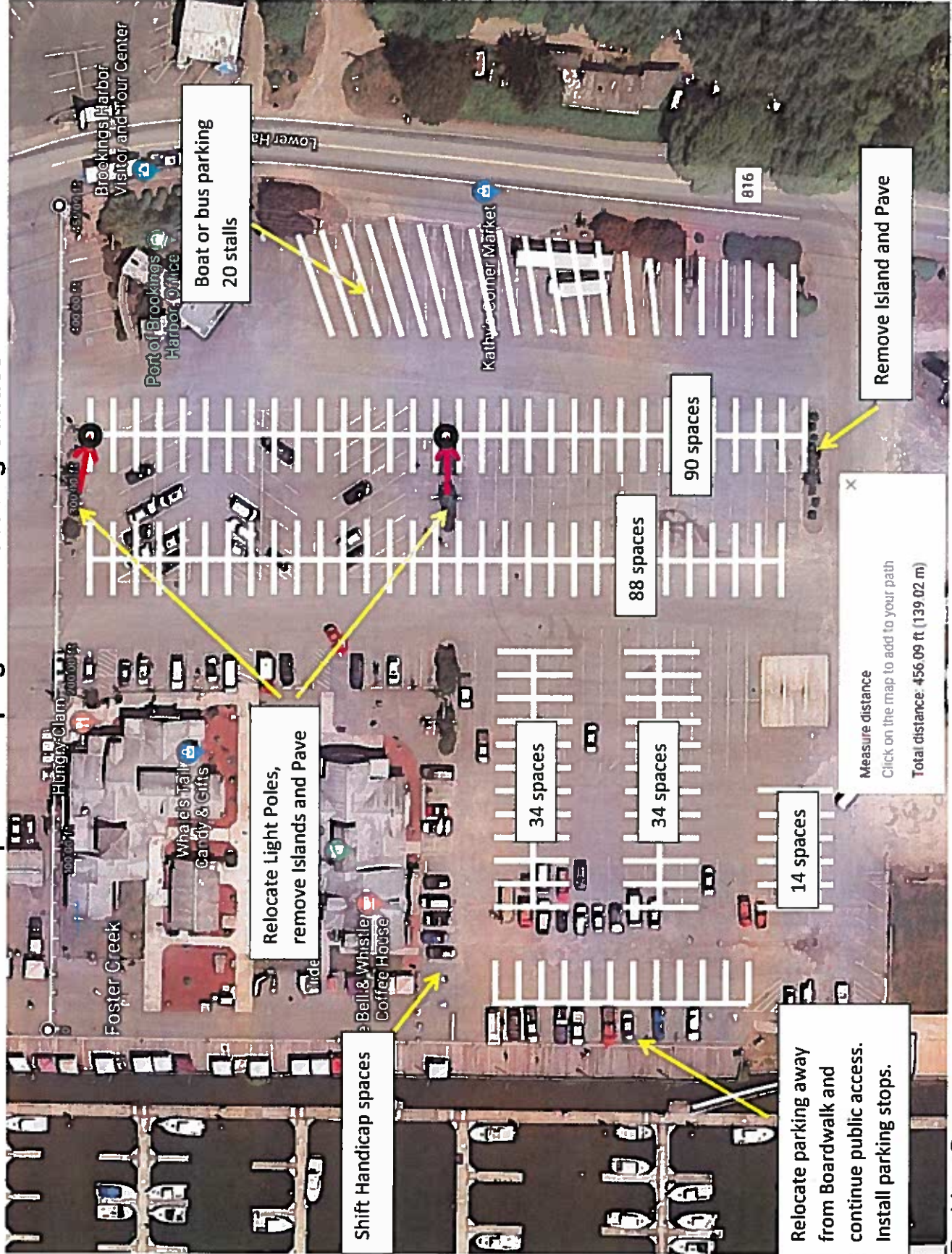
Parking Spaces = 184

Port of Brookings Harbor
Existing Retail Parking Lot



Parking Spaces = 86

Port of Brookings Harbor Proposed Striping and Relocating Utilities



Boat or bus parking
20 stalls

Relocate Light Poles,
remove Islands and Pave

Shift Handicap spaces

34 spaces

88 spaces

90 spaces

14 spaces

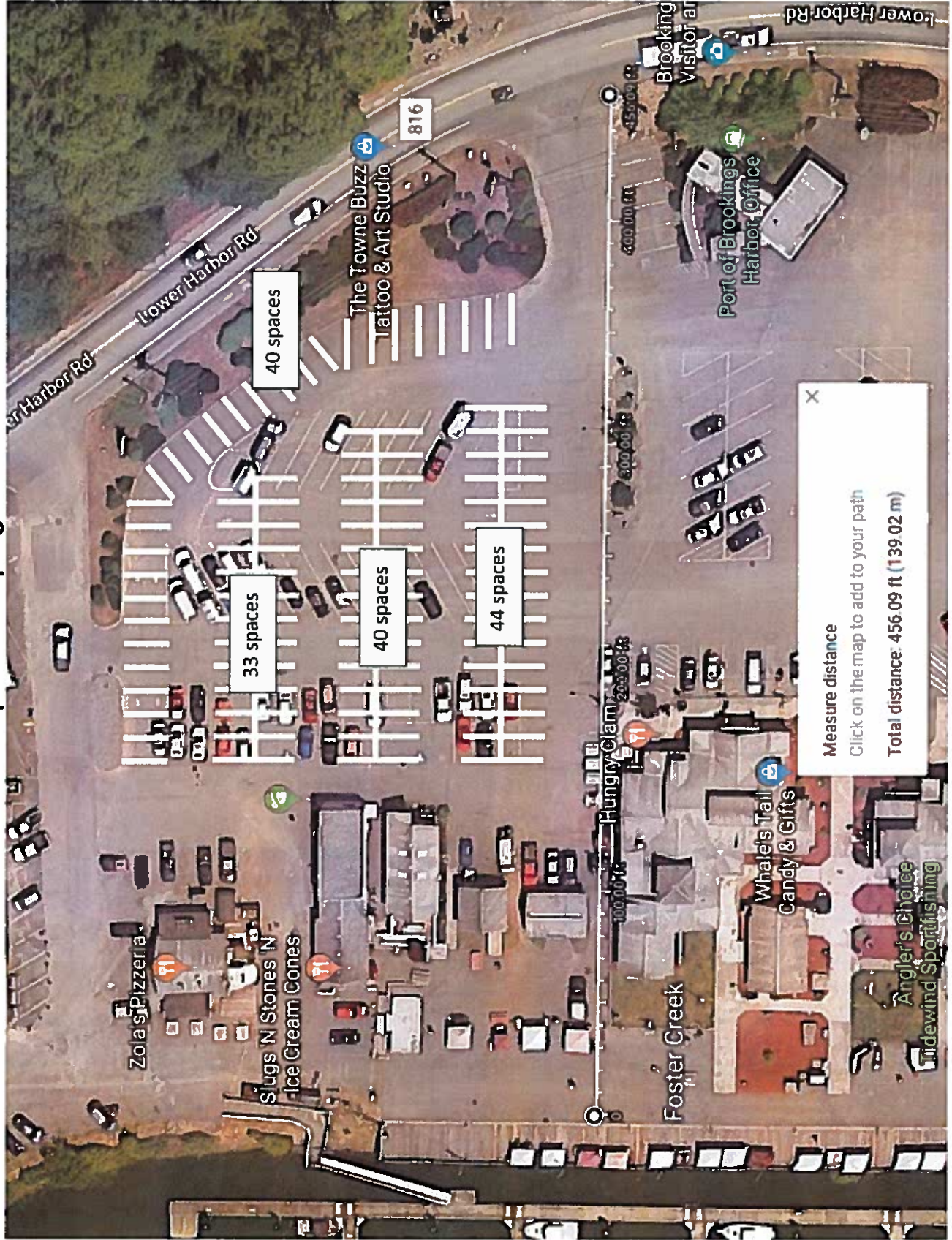
Relocate parking away
from Boardwalk and
continue public access.
Install parking stops.

Measure distance
Click on the map to add to your path
Total distance: 456.09 ft (139.02 m)

Remove Island and Pave

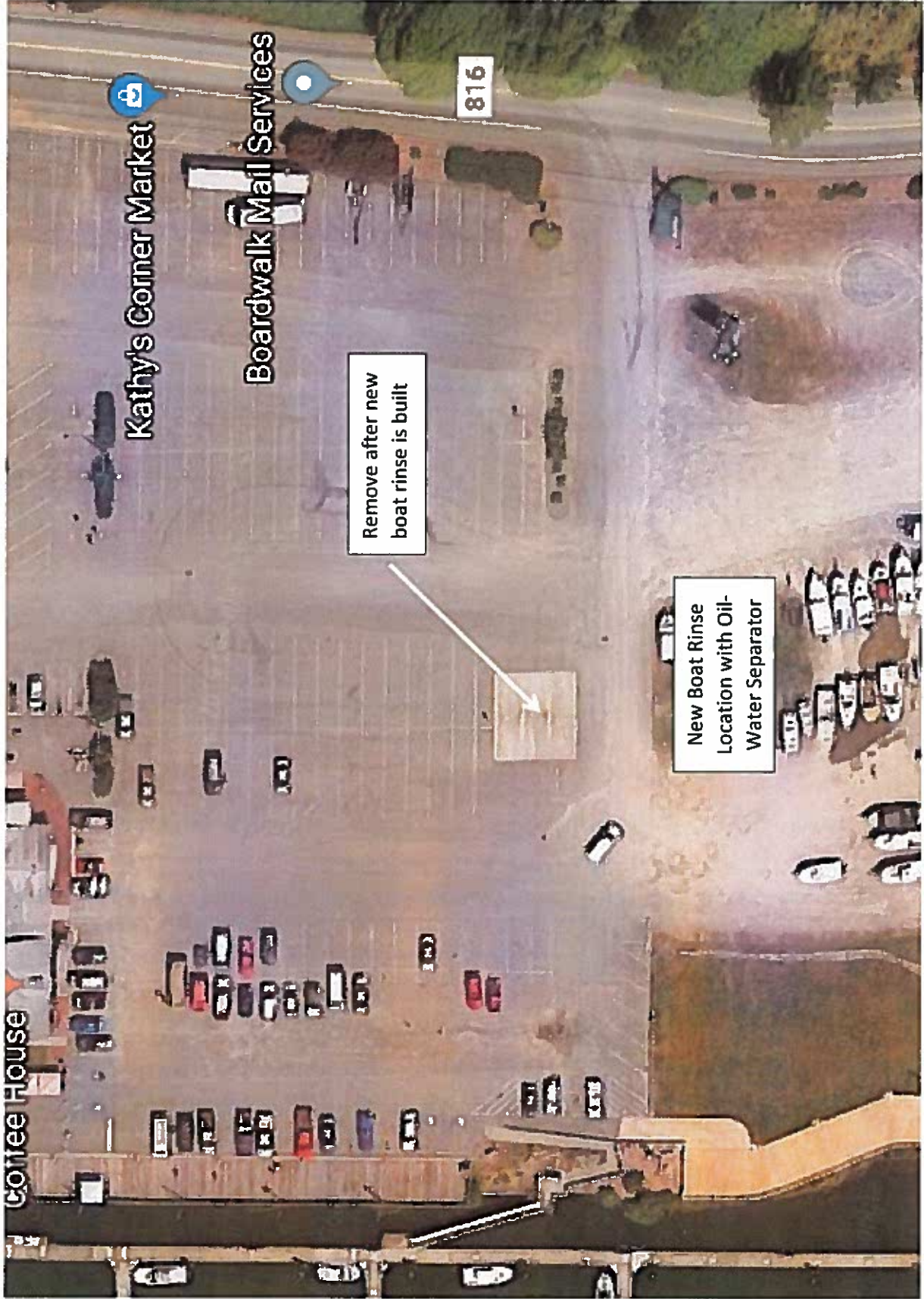
Parking Spaces = 260

Port of Brookings Harbor Proposed Striping Plan

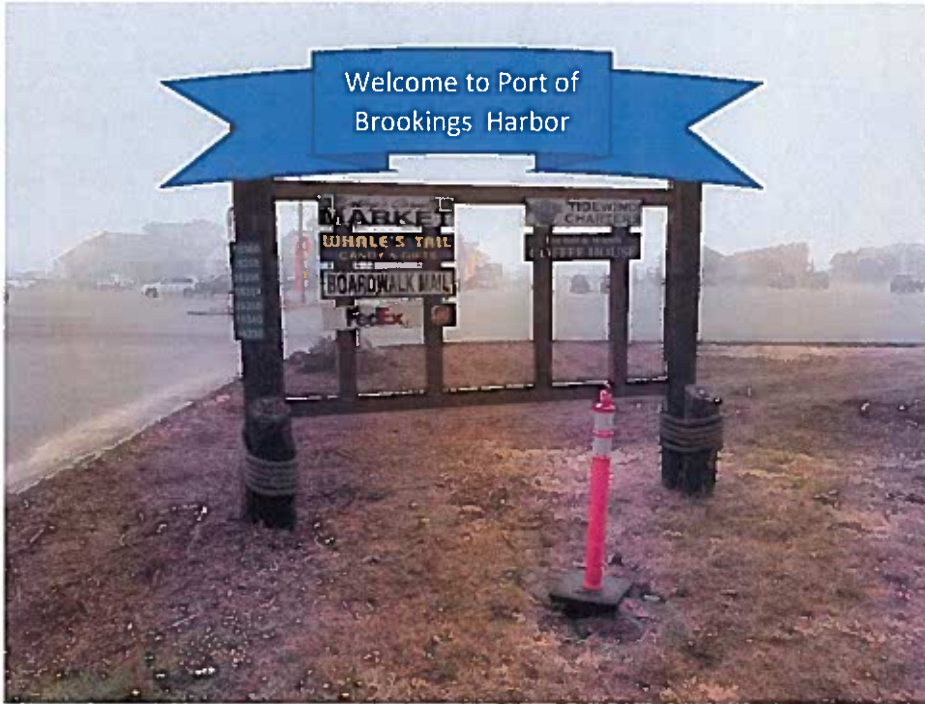


Parking Spaces = 157

Port of Brookings Harbor New Boat Rinse Location



Modified existing entrance sign with sample welcoming sign



Change other two existing signs to match sign above.



ACTION ITEM - Q

DATE: July 16, 2019
RE: Bushes and Trees around Cat House
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

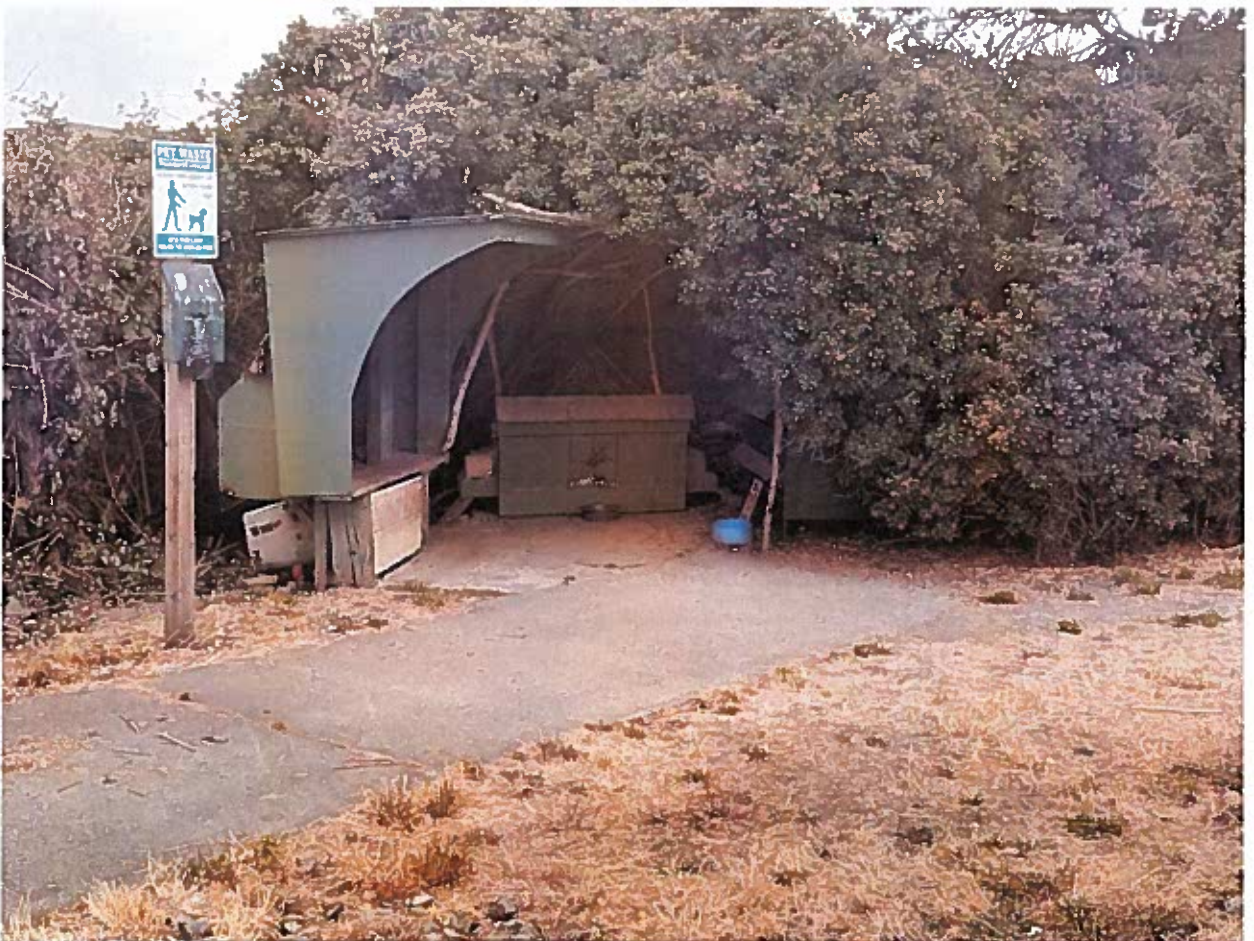
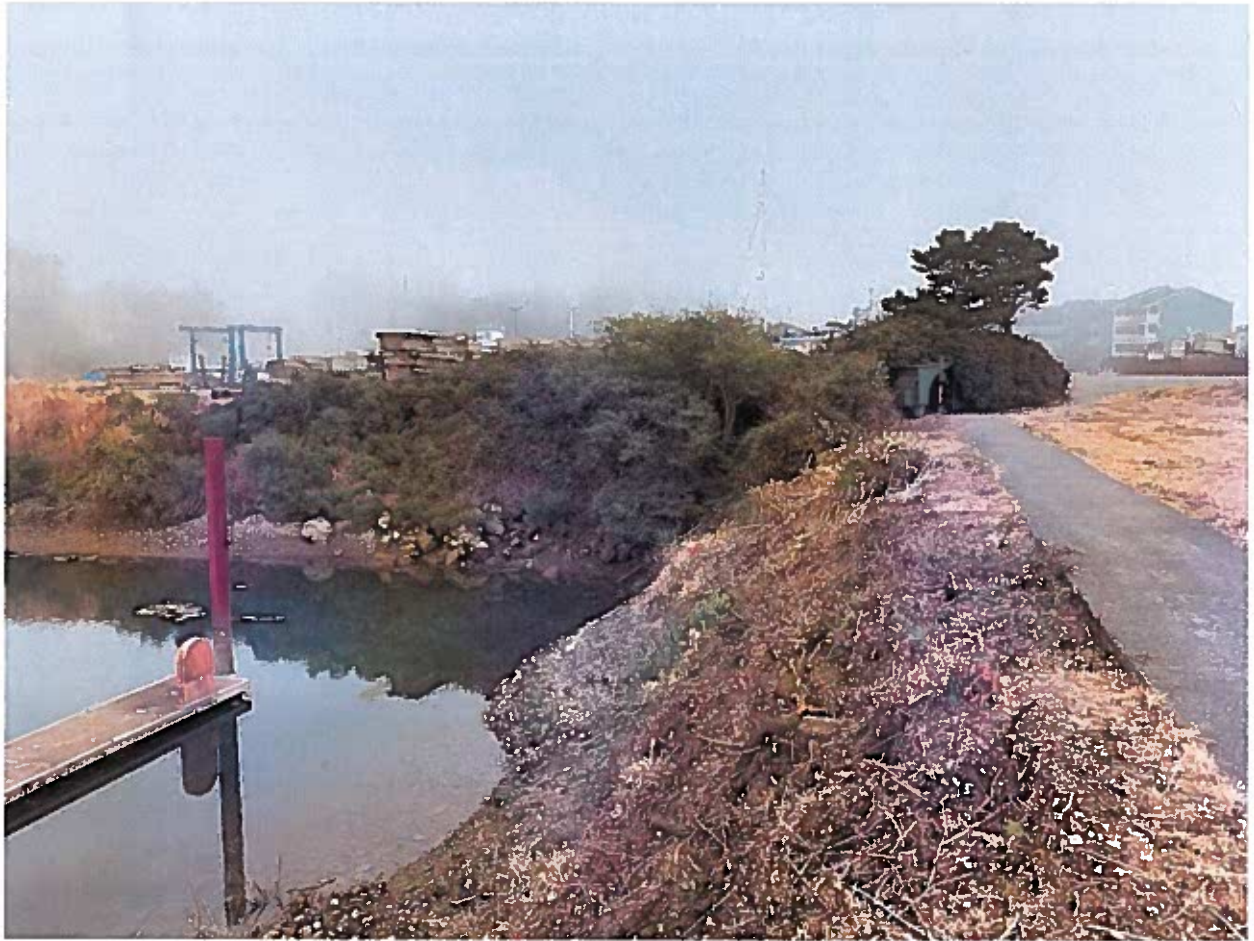
- Overgrowth of bushes and trees on the basin slopes must be removed for inspection and maintenance of Port infrastructure.
- Port Office has no record of Board approval for the existing cat house to be on Port property.
- Port Staff has stopped clearing the bushes and trees on Basin 2 slopes until painting of retail buildings are done.
- Disposal of broken docks, continued clearing of bushes and trees on Basin 2 slopes, cleanup of boat yard and repairs to fencing will resume later this year.

DOCUMENTS

- Existing Photo of Cat House and Basin 2 Slope Overgrowth, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to continue cleanup of boat yard, clearing bushes and trees on basins slopes.



ACTION ITEM - R

DATE: July 16, 2019
RE: Increasing Secured Boat & Trailer Storage
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- The Port continues to receive requests for boat and trailer storage from moorage holders and users of the Port.
- The Port has two existing areas of secured storage that could be increased by expanding the sites.
- All boat trailers would be relocated to either location. This would open more public parking at the Catalyst Seafood and Mountain View Custom Cycles area.

DOCUMENTS

- Proposed Secured Boat & Trailer Storage Areas, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve restriping plan and for the Port Manager or designee expenditure, not-to-exceed \$15,000, to increase secured storage areas and create more boat and trailer storage where possible.



Measure distance
Click on the map to add to your path
Total distance: 519.72 ft (158.41 m)



Mountain View
Custom Cycles & Rebel

200.00 ft

Measure distance
Click on the map to add to your path
Total distance: 360.02 ft (109.74 m)

ACTION ITEM - S

DATE: July 16, 2019
RE: 44ft USCG Boat
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- John Shaw, Executive Director with Westport South Beach Historical Society, Westport Maritime Museum is interested taking the 44ft USCG Boat to the museum in Washington.

DOCUMENTS

- Email from John Shaw, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
Motion to approve relinquishing any and all claims against the 44ft USCG and provide the vessel to Westport South Beach Historical Society, Westport Maritime Museum and give the Port Manager or designee the authorization to sign documentation for the release of the 44ft USCG Boat.

portmanager@portofbrookingsharbor.com

From: John Shaw
Sent: Tuesday, July 16, 2019 7:11 AM
To: portmanager@portofbrookingsharbor.com
Subject: 44385

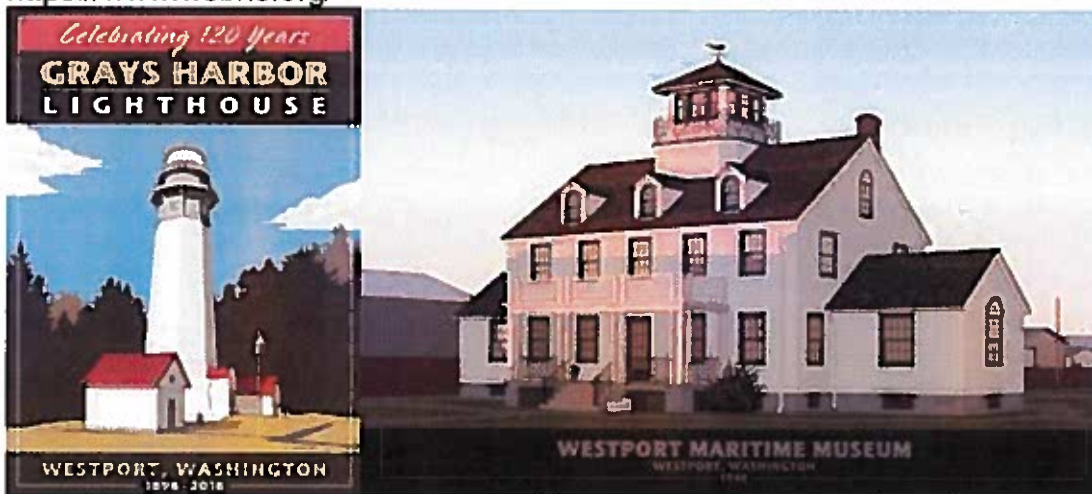
Gary,

Moving forward on the 44'. Does the Port have a launch capability? We are go on the 44. We have recently passed the guidance Committee with the USCG on the way to becoming the next Official Coast Guard City, will be the first in Washington State. This will help our program on the CG stuff a lot as well.

Regards

John Shaw
Executive Director
Westport South Beach Historical Society
Westport Maritime Museum
Grays Harbor Lighthouse
2201 Westhaven Dr.
P.O. Box 1074
Westport WA 98595
360-268-0078 Museum

<https://www.wsbhs.org/>



INFORMATION ITEM – B

DATE: July 16, 2019
RE: Project Work Orders 2019-20
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Attached spreadsheet is the current repairs, maintenance and smaller projects for fiscal year budget planning.
- Once the project is approved by the Board or Port Manager, the Harbormaster gives a project a number for scheduling the work. The work is either completed by Port Staff or contractor.
- Spreadsheet columns right of the Cost Estimate are the projects estimated to be completed this fiscal year and the goal is to be below the budgeted amount (far right bottom number).

DOCUMENTS

- Project Work Order List, 1 page

Project Work Orders 2019

PWO #	Description	Date Completed	Material / Contractor Cost Estimate	Marina-Admin	RV Park	Boat Yard	Commercial-Retail	Fuel Dock	Land Use Events	Total
			Amount in Budget							
1	Basin 2 Main Dock Repair at Q Dock	Done		93,053.00	43,047.00	25,367.00	135,421.00	25,392.00	1,500.00	323,780.00
2	Install TP Dispensers in Restrooms	Done								
3	Basin 2 Brush Removal from Slopes	3/4 Done								
4	Install P-11 / 13 Finger	Done								
5	Paint Pacific Ocean Harvesters Fascia Boards									
6	Paint Retail Buildings		10,000.00				10,000.00			
7	Retail Landscape Islands Brush Removal	Removal Done	5,000.00				5,000.00			
	ADA Ramp and Landscaping at Port Office		15,000.00				15,000.00			
	N Dock Rebuilding		50,000.00	25,000.00						
	O Dock Rebuilding		50,000.00							
	P Dock Rebuilding		50,000.00							
	Basin 2 C Dock Rebuilding		35,000.00							
	Basin 2 D Dock Rebuilding		35,000.00							
	Basin 2 E Dock Rebuilding		35,000.00							
	Basin 2 F Dock Rebuilding		35,000.00							
	Basin 2 G Dock Rebuilding		35,000.00							
	Basin 2 Main Commercial Dock Rebuilding		50,000.00							
	Basin 2 Main Sport Dock Rebuilding		50,000.00							
	Basin 1 Brush Removal (Under Boardwalk)		3,500.00	3,500.00						
	Install New Catch Basins at Retail Parking Lot		15,000.00				15,000.00			
	Clear Brush on Transient / Fuel / Ice House Slopes (FEMA)									
	Install Catch Basin at Steel Wall		10,000.00				10,000.00			
	Install Catch Basin at Gear Storage		7,500.00				7,500.00			
	Install Catch Basins at Basin 2 Comm Lot		5,000.00	5,000.00						
	Signs at Retail (Temp - maybe)		5,000.00				1,500.00			
	Install Security Fencing at Gear Storage		32,000.00				15,000.00			
	Expand Secured Storage Fencing		8,000.00				8,000.00			
	Sealcoat & Striping Retail Parking Lot		50,000.00				50,000.00			
	Roof Repairs (POH, Boat Launch & Kite Field)		30,000.00				30,000.00			
	Relocate Parking Lot Light Poles & Parking		25,000.00				16,000.00			
	Install Additional Parking Lot Light Poles		100,000.00							
	Contract Electrical - Gowman		15,000.00	15,000.00						
	Contract Earthwork - 5-R		20,000.00	5,000.00		5,000.00	10,000.00			
			Average Amount Spent on Supplies		12,000.00	14,434.00	20,434.00	10,000.00		
			Amount Remaining in Budget		27,553.00	28,613.00	(78,013.00)	15,392.00	1,500.00	1,012.00