

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

**Tuesday, September 24, 2019**

The Port of Brookings Harbor District met in regular session on the above date at 6:00 P.M. open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415.

- 1. Call Meeting to Order:**
  - I. Pledge of Allegiance**
  - II. Roll Call:**
    - Commissioners present: Treasurer Joseph Speir, Secretary Sharon Hartung, Chairman Roy Davis, Vice Chairman Richard Heap via phone, and Kenneth Range.
    - Staff present: Port Counsel Martha Rice and Port Manager Gary Dehlinger.
  - III. Modifications, Additions, and Changes to the Agenda:**
    - There was no modifications, additions or changes to the agenda.
  - IV. Declaration of Potential Conflicts of Interest:**
    - There was no declaration of potential conflicts of interest.
  
- 2. Approval of Agenda – Consent Items:**
  - A. Approved Minutes of Regular Meeting Tuesday, August 20, 2019:**
    - I. Range made a motion to approve the agenda and consent items. Second by Davis. **Motion passed 5-0.**
  
- 3. Public Comments:**
  - I. The following individuals addressed the Commissioners regarding subject matters not on this meeting's agenda: Albert Cornell
  - II. The following individuals addressed the Commissioners regarding subject matters on this meeting's agenda: Marian Boye
  
- 4. Management Reports:**
  - A. Financial Report – August 2019:**
    - I. Port Manager presented Financial Report.
    - II. Commission discussed item.
    - III. Hartung made a motion to approve the Financial Report for August 2019. Second by Speir. **Motion passed 5-0.**
  
  - B. Port Manager Report – August 2019:**
    - I. Port Manager presented Port Manager Report.
    - II. Commission discussed item.
    - III. Range made a motion to approve the Port Manager Report for August 2019. Second by Speir. **Motion passed 5-0.**
  
  - C. Harbormaster Report – August 2019:**
    - I. Port Manager presented Harbormaster Report.
    - II. Speir made a motion to approve the Harbormaster Report for August 2019. Second by Hartung. **Motion passed 5-0.**

**5. Action Items:**

**A. Chetco Indian Memorial:**

- I. Chairman moved discussion to the Chetco Indian Memorial Tribe.
- II. Milo Mann and Larry Watson presented item.
- III. Commission discussed item.
- IV. Range made a motion that you pay for your meter for bring the water into the unit and you pay for your water bill. We will work with you on the property lines, I have no objections any way with extending that green portion into the Indian Memorial, and you pay the survey costs to get it included. We've already paid quite a bit of money to include the Indian Memorial into the port for perpetuity, so I think that is more than reasonable. Davis added and the donation of the property of itself. Hartung amended motion to add the easement for the water line. Second by Hartung. **Motion passed 5-0.**

**B. Draft Resolution No. 525 Increasing Port Manager Purchasing Limit:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Range made a motion to approve Draft Resolution No. 525. Second by Heap. **Motion passed 5-0.**

**C. Draft Resolution No. 526 Cat Houses:**

- I. Port Manager presented item.
- II. Speir made a motion to approve Draft Resolution No. 526. Second by Hartung. **Motion passed 5-0.**

**D. Draft Ordinance No. 24 Dinghies Amendment:**

- I. Hartung made a motion to approve the introduction of Ordinance No. 24 Dinghies, reading by title only, amendment to Section 4.34 of Part IV, Specific Rules and Regulations of Ordinance No, 1-1998. An Ordinance of the Board of Commissioners of the Port of Brookings Harbor. Second by Speir. **Motion passed 5-0.**

**E. Beachfront RV Park Rates with New County Tax:**

- I. Port Manager presented item.
- II. Range made a motion to separate the taxes on the invoice for accounting and auditing purposes. And, Add the current State tax rate of 1.8% and new County tax rate of 7% for the total of 8.80% to the existing rates at the Beachfront RV Park for all future reservations beginning September 18, 2019 Second by Davis. Range amended motion to begin October 1, 2019. Second by Heap. **Motion passed 5-0.**

**F. Dredge Spoil Disposal Plan:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Speir made a motion to proceed disposing dredging material on Port property following all Federal, State and County regulations within the

best engineering practices allowed in the areas defined in this meeting. Provide updates to the Board on permitting, engineering, and approvals in each designated area. Second by Range. **Motion passed 5-0.**

**G. County Culverts Entering Port Property:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Chairman allowed public comments.
- IV. Chairman moved the discussion back to the commission.
- V. Heap made a motion to direct the Port Manager to contact the County Commissioners and schedule a Board to Board meeting to discuss both the culverts and run off discharge, and the economic development of the Port. Second by Davis. **Motion passed 5-0.**

**H. 2019 OPPA Annual Conference:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Heap made a motion to approve travel reimbursement for the Port Manager and Harbormaster to attend the 2019 OPPA Annual Conference in Boardman, Oregon and authorize two nights of hotel, plus meals, plus mileage. Second by Range. **Motion passed 5-0.**

**I. Pithitude Sign Request:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Chairman allowed public comments.
- IV. Chairman moved the discussion back to the commission.
- V. Speir made a motion to approve proposed signs and locations for the tenant Pithitude. Second by Range. **Motion passed 5-0.**

**J. Fuel Dock Reconstruction:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Chairman allowed public comments.
- IV. Chairman moved the discussion back to the commission.
- V. Davis made a motion to approve the proposed new high dock for the fuel dispensing and begin contract negotiations with Business Oregon to dedicate the funds toward the new high fuel dock. Second by Speir. **Motion passed 5-0.**

**K. Art on the Boardwalk:**

- I. Commissioner Range presented item.
- II. Commission discussed item.
- III. Chairman allowed public comments.
- IV. Chairman moved the discussion back to the commission.
- V. Davis made a motion to direct our Port Manager to seek out more information on the art project that Commissioner Range has come up with and get back to the Board, and get this going ASAP. Second by Speir. **Motion passed 5-0.**

**L. Bulk Fuel Costs:**

- I. Chairman presented item.
- II. Port Manager and Commission discussed item.
- III. Chairman allowed public comments.
- IV. Chairman moved the discussion back to the commission.
- V. Davis made a motion to lower the over the dock fueling fee to \$.06 per gallon as of Tuesday, September 24, 2019 at 8:00pm. Second by Speir. **Motion passed 5-0.**

**M. Flying Service Flags:**

- I. Commissioner Range presented item.
- II. Port Manager and Commission discussed item.
- III. Range made a motion to have Jack Akin look at how the flag poles are secured to the deck, and come up with a solution to lower the tie down, and if all comes back good then leave the poles. Second by Davis. **Motion passed 5-0.**

**N. Painting Port Office Exterior:**

- I. Commissioner Hartung presented item.
- II. Commission discussed item.
- III. Hartung made a motion to get some volunteers together, along with herself, to paint the Port Office. Second by Range. **Motion passed 5-0.**

**O. Crow/Clay Contract for Construction Drawings & Specs for New Restroom and Sites:**

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Range made a motion to approve the Crow/Clay contract for construction drawing and specs for the new restrooms and sites. Second by Davis. **Motion passed 5-0.**

**P. City of Brookings Police Patrol at Port:**

- I. Chairman presented item.
- II. Port Manager presented item.
- III. Commission discussed item.
- IV. Range made a motion to authorize the Port Manager and Commissioners that want to attend the meeting to proceed in negotiation with the City of Brookings Police Department regarding patrol in the Port of Brookings Harbor. Second by Davis. **Motion passed 5-0.**

**6. Information Items:**

**A. Schedule Meeting to Review RV Park Remodel Ideas and Seawall Alternatives:**

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

**B. County Leadership Meeting September 27, 2019 11am:**

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

**C. December Regular Meeting:**

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

**D. Curry County Natural Hazard Mitigation Plan Meeting:**

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

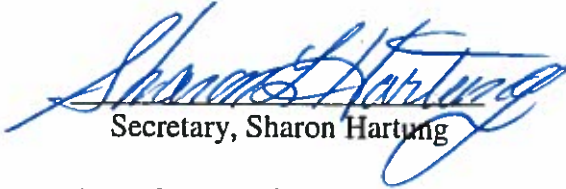
**7. Commissioner Comments:**

- I. Commissioners reported on their recent activities.

**8. Next Regular Meeting Date –October 15, 2019, 6:00 pm**

**9. Adjournment:**

Chairman adjourned the meeting at 8:56 pm.

  
Secretary, Sharon Hartung

10-15-19  
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](http://www.portofbrookingsharbor.com)*