

PORT OF BROOKINGS HARBOR
Regular Commission Meeting Minutes
Tuesday, April 16, 2019 • 6:00 pm

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

Chairman Davis called the meeting to order at 6:00 pm.

Board and audience stated the pledge of allegiance.

Commissioners present: Chairman Roy Davis, Vice Chairman Richard Heap, Secretary Joseph Speir, Treasurer Kenneth Range, and Wesley Ferraccioli.

Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.

Also present were members of the public and Matt with Curry Coastal Pilot.

2. Approval of Agenda:

Davis asked that the Supplemental Budget be added to the agenda as Action Item I.

*Heap made a motion to approve the agenda as amended. Second by
Ferraccioli. Motion passed 5-0.*

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

3. Public Comments:

Natalie Ingram: expressed interest in having liveboards and becoming a liveboard. *Davis* informed Ms. Ingram that this policy needs to be reevaluated and will become an agenda item when management can do more research.

Sean Brown: wanted to comment on the parking passes and wants to be involved in future meetings regarding this and agrees with Ms. Ingram about liveboards, and would like to be a part of those conversation as well. Mentioned the cleanliness in the bathrooms, and suggested a token system for the restrooms.

Sharon Hartung: spoke regarding Port Rates, asked how fair it is to be charged for electricity if you do not use the power or if you don't keep your boat in the slip year around. Mentioned to keep in mind the condition of our slopes and docks before charging to a higher rate. Asked why is the tent camping being closed? Asked the board to consider that there must be other options and to consider what objects everyone else is dealing with before raising the rates. *Davis* informed Mrs. Hartung that these rates are proposals and the rates were not increased last year, doesn't agree with closing tent camping but the Board will be discussed later, and Mr. Dehlinger is in the process of getting a grant to fix the infrastructure.

Dan Fraser: suggested that instead of having Knight Security lock the restrooms at night, and instead install a pin pad for the commercial fleet to have access to them. Couldn't find the new Ordinance or Resolutions on the Port website, *Dehlinger* informed him that they are not there at this time. Suggested that if Knight Security contract states 4 hours, that they are dedicated to the Port for 4 hours. Asked why the rates at the RV park are not increasing. Davis informed Mr. Fraser that Knight Security isn't going to walk around the Port for 4 hours, it just isn't like that anymore, but all time is documented and can be accessed through the Port Office. *Fraser* is just worried about the limited resources that Knight Security may have.

4. Consent Items:

A. Thursday, March 7, 2019 Special Meeting Minutes:

B. Tuesday, March 19, 2019 Regular Meeting Minutes:

C. Tuesday, March 26, 2019, Special Meeting Minutes:

*Heap made a motion to accept consent items A, B, & C. Second by Range.
Motion Passed 5-0.*

5. Management Reports:

A. Financial Report – February 2019:

Dehlinger read over the financial report, the board had no questions.

*Range made a motion to approve the financial report. Second by Heap.
Motion passed 5-0.*

B. Port Manager Report – February 2019:

Dehlinger read over the Manager's report. *Davis* asked about hiring more maintenance personnel, *Dehlinger* informed him that we are looking for two seasonal part time maintenance and one maintenance IV to run the Travelift and equipment.

Ferraccioli made a motion to approve the Port Managers Report. Second by Speir. Motion passed 5-0.

C. Harbormaster Report – February 2019:

Webster read over the Harbormaster report, the board had no questions.

Range made a motion to approve the Harbormaster Report. Second by Speir. Motion passed 5-0.

6. Action Items:

A. Contract Approval for Roof Repairs:

Dehlinger informed the board we have received two quotes back, the Port just needs to add in duration of time to be completed by. Quotes came in from Roofers LLC and Allied, and choose the lowest price.

Range made a motion to approve the contract with Roofers LLC and to be completed by June 16. Second by *Heap*. **Motion passed 5-0.**

B. Contract Approval for Backflow Devices:

Dehlinger informed the board we have only received one quote back from 5-R Excavation.

Heap made a motion to approve the contract with 5-R Excavation for double check valve replacement for the amount of \$17,212.00 and completion date of May 16. Second by *Davis*. **Motion passed 5-0.**

C. Lease Approval for Pacific Ocean Harvesters Lease:

Ferraccioli made a motion to approve Pacific Ocean Harvesters Lease. Second by *Davis*. **Motion passed 5-0.**

D. Service Agreement with South Coast Knight Security:

Dehlinger informed the board that we have done some research on other Ports and what they do for security, which Crescent City would prefer to hire out. *Range* asked *Rice* about liability with a contracted security or in house security. *Rice* informed the board of the liabilities. *James* with Cal/Ore mentioned that it is better to have a third party due to being additionally insured if something was to happen. *Ferraccioli* would like to look into using the Brookings Police Department. *Range* suggested to contact the sheriff's department and Brookings PD for a MOU, but believes they will be too expensive .

Range made a motion to have a one year contract with 4 hour coverage, option 1. Second by *Davis*. **Motion passed 5-0.**

Dehlinger mentioned that the contract needs to be updated stating the bathrooms to be reopened at 4 am.

Ferraccioli made a motion to have the bathrooms reopened a 4 am. Second by *Heap*. **Motion passed 5-0.**

E. Service Agreement with EMC-Engineers/Scientists, LLC:

Heap made a motion to approve the service agreement with EMC Engineers and Scientists LLC to provide engineering services, not to exceed \$50,000. Second by *Ferraccioli*. **Motion passed 5-0.**

F. Green Building Proposals:

Davis asked the public if there were any more proposals, which there were no other proposals. *Ferraccioli* asked what the cost would be to remove the building. *Dehlinger*

informed him that upon rough research it would roughly be \$40,000 to \$170,000, if you can get contractor to take material it could be cheaper, we will have to make sure the building is clean, then can receive a demo permit to demolish the building. *Range* gave the board an overview and history of the green building, and how we got here.

Range made a motion to go with option 2 from our November 20, 2018 meeting and remove the green building. Second by Heap. Motion Passed 5-0.

G. Resolution No. 518, MOU with Harbor Sanitary District:

Heap made a motion to approve Resolution No. 518, MOU with Harbor Sanitary. Second by Davis. Motion passed 5-0.

H. Resolution No. 519, Vacation Benefit Change:

Heap made a motion to approve Resolution No. 519 Vacation Benefit Change. Second by Ferraccioli. Motion passed 5-0.

I. Supplemental Budget:

Heap made a motion to adopt Resolution No. 520, Supplemental Budget. Second by Speir. Motion passed 5-0.

7. Information Items:

A. Port Rates for Fiscal Year 2019-20:

Dehlinger went over that per Resolution 444 rates will be increased by 5% with the possibility of 2% for dredging. *Dehlinger* asked for a 5% increase and for moorage to include power and water. *Ferraccioli* had concerns regarding excessive electric usage, but per his conversation with *Dehlinger* electricity will still be monitored to watch for excessive usage. *Davis* didn't have an issue with the 5% increase, and wouldn't mind a trash fee to be included. *Heap* would like to defer any rate changes in the RV Park until we have a plan. *Speir* mentioned wanting to tackle the trash issue.

B. USACE Maintenance Dredging:

Dehlinger informed the board that the federal government is funding the dredging of the channel for this year and next year. *Dehlinger* has emailed the Corps of Engineers of when they will be coming in since our channel is filling up, but haven't heard anything back yet, usually meet with them a month before they show up.

C. CPA Audit Report FY 2017-18:

Dehlinger informed the board that we are still waiting on this, we are hoping for the end of the month, and if so we will be having a special meeting.

D. Port Staff Chart:

Dehlinger just wanted to inform the board of what updates have been done, looking for temporary help and maintenance IV personnel.

8. Commissioner Comments:

Range mentioned that we have covered a lot of ground.

Heap went over the salmon report, we lost 7 days in May, next to tackle is the whale entanglement, and there will not be a bubble session this year.

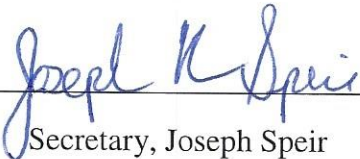
Ferraccioli thanked Danielle, Gary & Travis for all that they are doing.

No other commissioner comments.

9. Next Regular Meeting Date – May 21, 2019, 6:00 pm

10. Adjournment:

Davis adjourned the meeting at 8:00 pm.


Secretary, Joseph Speir


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