

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

**Tuesday, July 16, 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, Harbor OR, 97415.

**1. Call Meeting to Order:**

**I. Pledge of Allegiance**

**II. Roll Call:**

Commissioners present: Joseph Speir, Sharon Hartung, Roy Davis, Richard Heap, and Kenneth Range.

**III. Introduction of Guest and Port Staff:**

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

**IV. Modifications, Additions, and Changes to the Agenda:**

Range requested to discuss landscaping in information items.

**V. Declaration of Potential Conflicts of Interest:**

None.

**2. Oath of Office and Commissioners Positions:**

I. Davis informed the public that Mrs. Kim Boom, Ports Notary, has already sworn the board into office.

II. Speir made a motion for Roy Davis to be Chairman. Second by Range. **Motion passed 5-0.**

III. Davis made a motion for Richard Heap to be Vice Chairman. Second by Speir. **Motion passed 5-0.**

IV. Range made a motion for Sharon Hartung to be Secretary. Second by Heap. **Motion passed 5-0.**

V. Hartung made a motion for Joseph Speir to be Treasurer. Second by Heap. **Motion passed 5-0.**

**3. Approval of Agenda – Consent Items:**

**A. Approved Minutes of Budget Hearing Meeting Tuesday, June 18, 2019:**

**B. Approved Minutes of Regular Meeting Tuesday, June 18, 2019:**

I. Heap made a motion to approve the agenda along with consent items A and B. Second by Speir. **Motion passed 5-0.**

**4. Public Comments:**

I. No public comments.

**5. Management Reports:**

**A. Financial Report – June 2019:**

I. Port Manager presented the Financial Report.

**B. Port Manager Report – June 2019:**

- I. Port Manager presented the Port Manager Report.
  - II. The commission discussed the item.
- C. Harbormaster Report – June 2019:**
- I. Harbormaster presented the Harbormaster Report.
  - II. Speir made a motion to approve the Management Reports. Second by Heap.  
**Motion passed 5-0.**
- 6. Action Items:**
- A. Righetti Property:**
- I. No representation was present.
  - II. No formal action taken.
- B. Ordinance No. 23 Live-aboard Amendment:**
- I. Port Manager presented the item.
  - II. Chairman read Ordinance No. 23 amendment 4.16.
  - III. Hartung made a motion to approve the introduction of Ordinance No. 23 Live-aboard, amendment to Section 4.16 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 regarding live-aboards. Second by Range.  
**Motion passed 5-0.**
- C. Sealcoat Retail Parking Lot:**
- I. Port Manager presented the item.
  - II. The commission discussed the item.
  - III. The Board agreed to table this item, but will discuss it again during action item P.
- D. Vehicle Procurement Request:**
- I. Chairman presented the item.
  - II. Range made a motion to approve 25,000 for the purchase of a harbormaster truck. Second by Speir. **Motion passed 4-1.**  
**Yes: Speir, Range, Heap, and Davis.**  
**No: Hartung**
- E. Authorized Bank Signers:**
- I. Chairman presented the item.
  - II. Heap made a motion to approve Sharon Hartung to be added as authorized signer to Rogue Credit Union Account, and to remove Wesley Ferraccioli as authorized signer to Rogue Credit Union Account. Second by Speir. **Motion passed 5-0.**
- F. Basin 2 Dock Repair:**
- I. Port Manager presented the item.
  - II. The commission discussed the item.
  - III. Heap made a motion to approve Port Manager or designee expenditure to various vendors for materials to repair worn docks throughout the current budget period July 1, 2019 to June 30, 2020 not to exceed the current budget

amount without further Board approval. Second by Range. **Motion passed 5-0.**

**G. Parking Lot Catch Basin Replacement:**

- I. Port Manager presented the item.
- II. The commission discussed the item.
- III. Heap made a motion to approve Port Manager or designee for the expenditure, not-to-exceed \$15,000, to cover two existing inlets and install two new catch basins with the proper sump to capture sediment, debris and associated pollutants in the main retail parking lot. Second by Speir. **Motion passed 5-0.**

**H. Port Office ADA Ramp and Sidewalk:**

- I. Port Manager presented the item.
- II. The commission discussed the item.
- III. Range made a motion to approve Port Manager or designee for the expenditure, not-to-exceed \$15,000, to install ADA ramp and sidewalk at the Port Office. Second by Speir. **Motion passed 5-0.**

**I. South Coast Tours Lease:**

- I. Port Manager presented the item.
- II. Heap made a motion to approve the lease with South Coast Tours LLC for three years with option of additional three years for the dock space in Basin 1. Second by Hartung. **Motion passed 5-0.**

**J. Meeting Room Rental Agreement Form:**

- I. Port Manager presented the item.
- II. Heap made a motion to approve meeting room rental agreement. Second by Speir. **Motion passed 5-0.**

**K. Incinerator for Fish Carcasses:**

- I. Harbormaster presented the item.
- II. The commission discussed the item.
- III. Commission allowed public comments.
- IV. Chairman moved the discussion back to the commission.
- V. Heap made a motion to approve Port Manager or designee to continue researching the costs and purchase an incinerator, if DEQ regulations allow, and not-to-exceed \$40,000 to install incinerator system. Second by Speir. **Motion passed 5-0.**

**L. Donating Old Commercial Washer and Dryers:**

- I. Port Manager presented the item.
- II. Port Manager informed the Board that the business name has changed to Curry Community Cares.
- III. Speir made a motion to approve Port Manager to donate 9 Maytag commercial washers, 6 Speed Queen commercial washers, 5 Speed Queen front loaded commercial washers and 10 Speed Queen commercial dryers to Curry Community Cares. Second by Heap. **Motion passed 5-0.**

- M. Kathy's Corner Market Lease Amendment:**
- I. Port Manager presented the item.
  - II. Range made a motion to approve Kathy's Corner Market Lease Amendment No. 1. Second by Heap. **Motion passed 5-0.**
- N. The Bell & Whistle Lease Amendment:**
- I. Port Manager presented the item.
  - II. The commission discussed the item.
  - III. Heap made a motion to approve The Bell & Whistle Coffee House Inc lease amendment No. 1. Second by Range. **Motion passed 5-0.**
- O. Dinghies:**
- I. Port Manager & Al Cornell presented the item.
  - II. The commission discussed the item.
  - III. Commission allowed public comments.
  - IV. Chairman moved the discussion back to the board.
  - V. Hartung made a motion to continue following Port Ordinance and moorage license agreement. Second by Heap. **Motion passed 4-1.**  
**Yes: Speir, Range, Heap, and Hartung.**  
**No: Davis**
- P. Striping Plan for Retail Parking Lot and Port Signage:**
- I. Port Manager presented the item.
  - II. The commissioners discussed the item.
  - III. Chairman allowed public comment.
  - IV. Chairman moved the discussion back to the Board.
  - V. Heap made a motion to approve expenditure not to exceed \$50,000 for the sealcoating and striping of retail parking lot and allow Port Manager or designee to enter into a contract with most responsible contractor to complete the work. Second by Hartung. **Motion passed 4-1.**  
**Yes: Speir, Hartung, Heap, and Davis.**  
**No: Range**
  - VI. Heap made a 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. Second by Hartung. **Motion passed 5-0.**
- Q. Bushes and Trees around Cat House:**
- I. Chairman presented the item.
  - II. Heap made a motion to continue cleaning up the boat yard clearing bushes and trees on the slopes, and try to notify someone that we are contemplating removing all the cat houses.
  - III. Chairman allowed public comments.
  - IV. Chairman moved the discussion back to the board.
  - V. Motion was second by Range. **Motion passed 5-0.**
- R. Increasing Secured Boat & Trailer Storage:**
- I. Chairman and Port Manager presented the item.

- II. The commission discussed the item.
- III. Speir made a motion to approve 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. Second by Heap. **Motion passed 5-0.**

**S. 44 ft USCG Boat:**

- I. Port Manager presented the item.
- II. Heap made a 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. Second by Speir. **Motion passed 5-0.**

**7. Information Items:**

**A. Events Report:**

- I. Port Manager presented the item.
- II. The commission discussed the item.

**B. Project Work Orders 2019-20:**

- I. Port Manger presented the item.
- II. The commission discussed the item.

**C. Landscaping:**

- I. The commission felt that this item was discussed enough throughout the meeting.

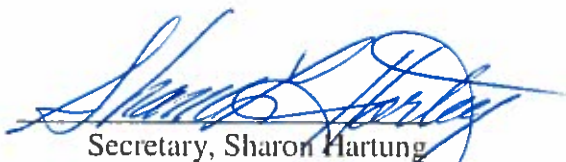
**8. Commissioner Comments:**

Commissioners reported on their recent activities.

**9. Next Regular Meeting Date – August 20, 2019, 6:00 pm**

**10. Adjournment:**

Chairman adjourned the meeting at 9:00 pm.

  
Secretary, Sharon Hartung

8/23/19  
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)*