

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

Tuesday, October 15, 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, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.

III. Modifications, Additions, and Changes to the Agenda:

- Port Manager requested to add Action Item L, Green Building Demo Contract
- Heap made a motion to approve the agenda as amended. Second by Speir. **Motion passed 5-0.**
- There was no other modification, additions, or changes to the agenda.

IV. Declaration of Potential Conflicts of Interest:

- Commissioner Speir declared a conflict of interest to Action Item E.
- There was no other declaration of potential conflicts of interest.

2. Approval of Agenda – Consent Items:

A. Approved Minutes of Regular Meeting Tuesday, September 24, 2019:

- I. Heap made a motion to approve Regular Meeting Minutes. Second by Hartung. **Motion passed 5-0.**

3. Public Comments:

- I. There was no public comments.

4. Management Reports:

A. Financial Report – September 2019:

- I. Port Manager presented Financial Report.
- II. Commission discussed item.
- III. Hartung made a motion to approve the Financial Report for September 2019. Second by Speir. **Motion passed 5-0.**

B. Port Manager Report – September 2019:

- I. Chairman presented item.
- II. Speir made a motion to approve the Port Manager Report for September 2019. Second by Heap. **Motion passed 5-0.**

- C. Harbormaster Report – September 2019:**
- I. Harbormaster presented Harbormaster Report.
 - II. Commission discussed item
 - III. Speir made a motion to approve the Harbormaster Report for September 2019. Second by Heap. **Motion passed 5-0.**

5. Action Items:

- A. Draft Ordinance No. 24 Dinghies Amendment (Second and Final Reading):**
- I. Chairman presented item.
 - II. Heap made a motion to approve 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.**
- B. Resolution No. 527 Port Rates 2019-20 Amendment:**
- I. Chairman presented item.
 - II. Range made a motion to approve draft Resolution No. 527 Port Rates 2019-20. Second by Speir. **Motion passed 5-0.**
- C. Resolution No. 528 Correcting Resolution Numbers:**
- I. Chairman presented item.
 - II. Speir made a motion to approve draft Resolution No. 528 Correcting Resolution Numbers. Second by Hartung. **Motion passed 5-0.**
- D. CBN Lease Extension Amendment No. 1:**
- I. Chairman presented item.
 - II. Hartung made a motion to approve CBN Lease Amendment No. 1. Second by Speir. **Motion passed 5-0.**
- E. Joe Speir – Vessel Miss Emilie Lease Extension Amendment No. 1:**
- I. Chairman presented item.
 - II. Range made a motion to accept Joe Speir – Vessel Miss Emilie Lease Extension Amendment No. 1. Second by Heap. **Motion passed 4-0.**
- F. FEMA DR-4452-OR Contact – April 6 Declared Disaster:**
- I. Chairman presented item.
 - II. Heap made a motion to OEM Infrastructure Contract DR-4452-OR and allow the Port Manager to sign documents as needed to proceed with FEMA disaster relief repairs. Second by Range. **Motion passed 5-0.**
- G. Hazard Mitigation Grant Program Projects:**
- I. Chairman presented item.
 - II. Speir made a motion to approve working on applications for Basin 2 slope repairs, dredging, seawall at RV Park and receiving dock repair (Pac Choice). Authorize Port Manager or designee to sign documents for the applications to Pre-Disaster Mitigation Grants.

- III. Commission discussed item.
- IV. Second by Heap. **Motion passed 5-0.**

H. City of Brookings Police Patrol at Port:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Commission allowed public comments.
- IV. Range made a motion to table item indefinitely and revisit item when needed. Second by Hartung. **Motion passed 5-0.**

I. New RV Park Restroom Building Color:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Heap made a motion to select the color that is the closest to the retail center color as possible. Second by Speir. **Motion passed 5-0.**

J. SDAO 2020 Annual Conference:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Commission allowed public comments.
- IV. Commission moved discussion back to the commission.
- V. Heap made a motion to approve all commissioners, Port Staff and Port Manager travel expenses to attend SDAO 2020 Annual Conference in Seaside, Oregon from February 6 thru 9, 2020. Second by Hartung. **Motion passed 5-0.**

K. RV Park Restroom Loan Application Request:

- I. Chairman presented item.
- II. Commission discussed item.
- III. Range made a motion to approve Port Manager or designee to sign loan application paperwork with Umpqua Bank for amount of \$400,000 to purchase a new restroom and install five new pull-thru sites and Beachfront RV Park. Final loan documents to be approved and signed by Board of Commissioners. Second by Speir. **Motion passed 5-0.**

L. Green Building Demo Contract:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Range made a motion to approve Allied Roofing and Construction contract as long as he is licensed to do the work. Second by Heap. **Motion passed 5-0.**
- IV. Commission allowed public comments.

6. Information Items:

A. Feral Cat House Committee:

- I. Administrative Assistant presented item.

B. Art on the Boardwalk:

- I. Administrative Assistant presented item.
- II. Commission discussed item.

C. Flying Service Flags:

- I. Port Manager presented item.
- II. Commission discussed item.
- III. Commission allowed public comments.

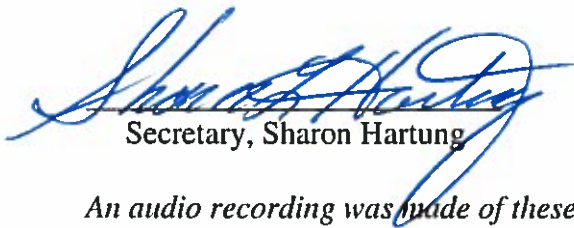
7. Commissioner Comments:

- I. Commissioners reported on their recent activities.
- II. Range requested ladders be installed at launch ramps.
- III. Commission allowed public comments.

8. Next Regular Meeting Date – November 19, 2019, 6:00 pm

9. Adjournment:

Chairman adjourned the meeting at 7:00 pm.



Secretary, Sharon Hartung

11-19-19
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