1. CALL TO ORDER AND ROLL CALL

The Regular Meeting of the Port of Brookings Harbor Board of Commissioners was held on April 19, 2016 in the Best Western Beachfront Inn meeting room, Harbor, Oregon.  Chairman Roy Davis called the meeting to order at 7:00pm.  Other Commissioners present were Mike Manning, Tim Patterson, and Roger Thompson. Sue Gold was not present. Also present was Executive Director Ted Fitzgerald.

1. APPROVAL OF AGENDA

Chairman Roy Davis moved to approve the agenda as amended. Ted wanted to add an item to the agenda under New Business letter D; to have some Representatives from Curry County speak regarding our economy. Moved by Comm. Manning.  Seconded by Comm. Patterson. Voting Yes: Unanimous.

1. APPROVAL OF MINUTES
	1. Regular Meeting – April 19th , 2016

Comm. Thompson stated that some changes needed to be made under item new business item letter D: The manager would make his own review and also get a copy of everyone’s review. He believes that is not what was said or how a review works. It was stated that the third sentence be removed from the minutes and be left as “the manager would make his own review”

Comm. Thompson made the motion to modify the second part of the third sentence after listening to the tape recording. Second by Comm. Patterson.  Voting Yes: Unanimous Comm. Thompson moved to approve the minutes as discussed.  Seconded by Comm. Manning.  Voting Yes: Unanimous

1. OPERATIONAL AND FINANCIAL REVIEW

The last several weeks have been an extremely busy and productive time at the Port of Brookings Harbor.   Revenues from operations were $247,126.  Normal expenses were $188,512.  The two categories together after property tax revenue, grant expense and debt service resulted in a net operating profit of $100,649.

Marina/moorage revenues came in at 67,572.

RV Park revenue was $26,538.

Fuel sales were $19,295.

Cold storage revenues were $2,484.

Yard activity revenue was $12,270.

Rental revenue was $33,956.

The ice plant generated $2,489.

Repair and maintenance expenses were $8,971.

Office expense was $2,730.

Fuel purchased for resale was $23,042.

Port personnel, working in concert with staff from the Port of Gold Beach have completed all dredging possible at the Port of Gold Beach in this season’s in-water work period. The Gold Beach project, which pumped silt into an upland disposal settling pond, was a success and a well-engineered operation.  Our thanks go out to Jack Akin, the engineer of record for the project in Gold Beach.

Emergency dock repair has been ongoing, with adequate repairs completed to allow access to the new fish processing facility before its opening.  Completion is forecast within 120 days.

The port has been working to secure an emergency permit to dredge the inlet adjacent to the ice plant as substantial siltation has occurred, hindering access to the facility.  After a meeting with representatives of FEMA, the port was notified to move ahead on Tuesday, April 11, and notified potentially affected parties.  Since that time the South Coast Ports dredge has been re-located to Brookings to perform the work of dredging the sediment for subsequent disposal to an upland site.  We are hopeful that the necessary dredging will be completed within a few weeks of today’s date.  At the time of this writing it is unclear whether FEMA will be able to help us fund construction of a silt trap on the waterway that carried the silt into the port.   Port-maintained silt traps seem to be the long term solution to managing siltation within the port’s basins.

The Port was provided with a copy of the finally completed appraisal which listed a value of some 15.5 million dollars.  Based on that number, talks have resumed between our potential lender and IFA regarding a potential re-finance using a thirty year amortization schedule.  Based on preliminary numbers provided by IFA provided yesterday, with the understanding that the State may in its discretion write off the accrued interest against the debt, the remaining principal balance of approximately 2.9 million dollars can be amortized over thirty years, lowering the port’s monthly payment by some $6,000.00.  This arrangement will provide cash flow that can be directed toward much needed maintenance and fiscally vetted projects for the future of the port.

With regard to maintenance issues, the ice plant has further degraded due to age, the fact that it was cobbled together with used materials, a history of poor maintenance and design strains put on it by piggybacking the cold storage into its existing design.  At this point substantial sums are required to satisfy necessary maintenance and repair requirements, but this is only another short-term fix.   The port is looking at alternatives.

In the last week two metal pilings in the sport basin, originally installed by port personnel during the 2000 dock renovation project, were observed to be moving freely within their piling hoops, creating a severe hazard.  The pilings have been removed, but their removal suggests that the affected docks may be compromised for at least certain kinds of moorage opportunities.  We are investigating causes and potential solutions.  Both pilings reveal that they were originally driven to a depth of only about four feet.   I am not aware of any piling project involving pilings of this height that would only require four feet of driving.   Funding is of course an issue, as the port borrowed some $2,000,000 fifteen years ago to affect these improvements, which will not be paid for many years.

You may have observed that the Port has instituted some changes at the RV Park:  specifically the road along the beach has been striped to allow two-way traffic and the RV park office has been consolidated into the building housing the mini-mart.  We hope these changes will result in increased efficiencies.

The commissioners had some questions regarding the financial review, which Ted answered and resolved.

Chairman Davis moved to make a motion to approve the Operational and Financial review. Second by Comm. Manning. Voting Yes: Unanimous.

1. UNFINISHED BUSINESS
	1. Bell & Whistle Lease:

This is a standard lease for the port; it just mirrors all the other leases that are issued within the retail center. This lease is different from the previous lease in the fact that the port owned the equipment but we have since sold the equipment and the lease.

There were some questions regarding the general lease agreement and Port Policy which Ted did answer.

Comm. Manning made a motion to ratify the two leases (Bell & Whistle and Whales Tails) as written.  Seconded by Comm. Thompson.  Voting Yes: Unanimous

1. NEW BUSINESS
	1. Whales Tales Lease:

Wants to renew their one year lease, which was discussed during Bell & Whistle Lease, and a motion to ratify the lease was approved.

* 1. Zola’s Lease:

Don’t have anything to discuss at this time.

* 1. Visitor Center Lease:

Don’t have anything to discuss at this time.

* 1. Curry County:

Crissy introduced Summer and Julie from the county to discuss what kind of growth the Port could potentially see. Julie states that everything she will be discussing Summer will be following up on if this is the route the Port wants to go. Julie suggests a bike repair facility, it would have everything a cyclist would need from air to a bench to rest, and the Port of Bandon’s Bike Facility would be our model. Summer would also be willing to write a grant on our behalf of that. We are willing to help you get a bike repair facility to get the cyclist down here and into your shops. Summer is working on a program to get uniform signage up and down the coast that would be known to cyclist to find these repair facilities. We also plan on talking to other Ports like the Port of Gold Beach but it would make sense to have one down here. We would need your approval before going forward with this grant. These stops would have solar power with a lock, they can walk away and come back a few hours recharged. We are looking at two things 1) the bike repair facility and 2) registering your business as bicycle friendly.

It was agreed unanimous from the commissioners that Ted would write up a letter reflecting their aflimation.

Julie also wanted to mention Enterprise Zones since the city wasn't interested. Enterprise Zones is a program through business oregon as an incentive to get people to build a business they give them tax abatements. Which means when you create jobs at a certain income level you get the property taxes deferred for 3 years, this is short term. There is also a long term program that can go from 7-15 years of a business's taxes being deferred. This is something that the Port would have to agree on, if this is what you want to do than we would bring Margaret Barbara from the CCD come back and go threw the details with you.

It was agreed unanimous from the commissioners to bring Margaret back and have her go threw the details with them regarding Enterprise Zones.

Summer has been working on the sinkhole project trying to get business to come forward with the damages that were done to get emergency assistance for them. Which I didn't receive anything from businesses around the Port regarding this, hopefully there wasn't any economic impact, which is great. Hopefully with the sinkhole filled and the business surround the harbor the money will come back to recoup that loss.

Crissy told us that there is a decline in fishing that might be coming forward. Just so you know when something like that is going to be happening that is going to be affecting the economy of the Port or its fishermen let us know so we can get a emergency declaration taken care of.

I also wanted to go over a conversation I am hearing about the county’s proposal for an ordinance on mass gathering. It is a state law that if you have more than 3,000 people in a time period between 24-120 dollars they are required by state statute to get a mass gathering permit from the county. It is looking at fire safety, disposal, also protects you against anyone trying to sue you. There is a draft for the ordinance it has not been finalized yet, but what I think what real concern is what the cost of this permit is. When this ordinance comes up that is where I would think the Port would need to chime in so that was you do not have to pay a 3,000 dollar fee. If the concern is the fee regarding the mass gathering permit your better off focusing your attention on the fee than trying to get rid of the whole idea since it is by statute.

The commissioners did have some questions for Julie and Summer regarding the Mass Gathering Ordinance which was answered.

Crissy did want to mention some information about the party at the port. There has been a huge increase in vendors for party at the port, and we really need volunteers to help. The commissioners did have some questions about the events which Crissy did answer.

1. ACTION ITEMS

No Action Items.

8. COMMISSIONER REPORTS

Chair Roy Davis: Nothing to report.

Vice Chair Sue Gold:  Was not present.

Comm. Mike Manning:  Nothing to report.

Comm. Tim Patterson: To understand the financials I added a summary into the packet. I would like for you to look at the receivable side, it is very large and 90 days over. I suggest we start doing to finance charge at 60 days plus, we want to try to bill for electric on a monthly statement. Want to look at credit card billing, email billing, and we should look into a write off policy. We will add these things to new business item on the next agenda. The budget was beautifully done.

Comm. Roger Thompson:  Nothing to report, besides the budget packet looks great.

1. PUBLIC COMMENTS

No Public Comments.

1. EXECUTIVE SESSION IN ACCORDANCE WITH ORS 192.660
2. ADJOURNMENT

The meeting was unanimously adjourned at 9:00 p.m.

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