1. **CALL TO ORDER AND ROLL CALL**

The Regular Meeting of the Port of Brookings Harbor Board of Commissioners was held on August 16, 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 Sue Gold, Roger Thompson, & Tim Patterson. Also present was Interim Director Don Mann.

1. **APPROVAL OF AGENDA**

Director Don Mann wanted to add in a few items; under Old Business, GM Hiring Process we should open a Public Hearing for any questions on the process and I will go through the draft documents in your packets. We won’t make a decision on the documents until the September meeting. On Financial Report I would like to explain the credit card new authorization that we are working on. The Operational Report will have ‘inaudible’. Chairman Davis wanted to add Crissy Cooper to Item 9 under Discussion Item.

Vice Chairman Gold made the motion to approve the Agenda with changes to Item 4, 5, 6, & 9. Seconded by Comm. Thompson. Voting Yes: Unanimous.

1. **APPROVAL OF MINUTES**

A. Regular Meeting – Tuesday July 19th, 2016

Vice Chair Gold made the motion to approve the minutes as written.  Seconded by Comm. Thompson.  Voting Yes: Unanimous

1. **FINANCIAL REPORT**

*Director Don:* If you would look in your packet and I would ask the commission if you have any questions about the financial and operational reports, please let me know we would be more than happy to answer them. Gold wanted to make a comment about the time summary for the profit and losses for the last 5 years looks good. Don states that if there are no questions from the commission, I would like to now talk about the credit card authorization that we need to do.

Monroe Credit Union purchased Chetco Federal Credit Union, so what we need to do is get new authorized users on the account and get it back to the credit union. We need to name the authorized users on the account and what we are suggesting is to have Gary Dehlinger, Kim Boom, and Danielle Shepard as the authorized users and have Gary Dehlinger and Kim Boom as the contacts on the account. I do not suggest putting me on there and wait till we have a full time manager. It is suggested to have all the commissioners be the signers, users be Gary, Kim, and Danielle.

Vice Chair Gold made the motion to approve the Authorized Credit Card Signers and Users.  Seconded by Comm. Thompson.  Voting Yes: Unanimous

1. **OPERATIONAL REPORT**

Comm. Patterson had a question on the Cost Summary, as to why everything is under marina. Operations Supervisor Gary stated; back that it just reflects the budget, this current fiscal year. Director Don states, that this is the summary and to make sure you’re satisfied with how it’s presented. I think Gary did a good job on the cost and revenue stream coming in on those. This is a good tool for the commissioners to have to see what physical condition the Port is in. Comm. Patterson asked about the ice house and the cold storage and the condition that it is in. OS Gary stated, that Appco is working on fixing the old compressor that needs to be rebuilt and the other one will be serviced in 10 days, on your summary you are looking at the highest bid cost. Director Don stated, regarding cold storage BC is using it right now and we are trying to maximize that space as best as we could, we found some shelving and that should help clean it out.

1. **OLD BUSINESS**

Roy states I am now opening this up for a public hearing for the General Manger Hiring Process

*GM Hiring Process:* Director Don states, there are three documents to make sure the commission is aware that we have. We don’t have to make a decision tonight; first one to look at is the description of the position, which says draft. This is a combination of about 2 or 3 positions descriptions. I worked with George Dunkel with Special Districts to put this together, and it basically describes what the Commissioners are looking for in a New General Manager, it follows the guide lines of the Port Strategic Business Plan. Another thing pointed out to me was the preferred experience with the person coming on board. Although a degree is good it also presents itself with education and experience. Even though a bachelor degree is considered minimal, extensive experience would be acceptable. So this gives you the best of all worlds. You can look at the background, educations, and resume, also any work experience that they may have to make a decision. You’re going to have plenty of time to interview, and discuss to candidates threw out this process and you will be able to see the timelines of what those are. We will go through this month by month as we progress through the timeline. Right now we are at step two, please look over the dates and if there is any conflict with the commissioners schedule please let me know so we can fix them. The commission doesn’t need to make any decisions tonight; just look over the dates and you can make some notes, than I will put together my final draft for the final description and timeline. You should also have a draft of a benefits package. The commission will have to make a decision on Health Insurance if you want it to be just the Director or if you want to include his spouse or family. I want to make sure that the Final Benefits Package to be consistent with current district Policies and Procedures and SDAO Guidelines. There were some questions regarding the timeline and dates, which Don did answer. One thing that Comm. Patterson suggests is lowering the salary rate for the GM Position.

There were no comments from the public; the Public Hearing was now closed.

1. **NEW BUSINESS**

*Retail Space Lease:*

*Barbara Ciaramella & Jim Relaford:* Donn Mann states; right now everything is still going through legal counsel, we won’t be ready to approve anything tonight. The space terms and conditions are in line with all other Port retail space. I am also working with Jim Relaford on a lease, he will be moving out of some space that Barbara wants to lease and that is all worked out. Both leases are a three years term, and the Port is not making any improvements. Tenants will make improvements and the Port will credit their rent and those are the general terms. It is up to the Commissioners if you would like to; wait and have a special meeting to approve the documents or I can send out the documents for consensus, if approved we can ask the Chairman to sign the documents, and then confirm at the meeting regular meeting. I would like to get the documents approved before the September Meeting. There were some questions from the board regarding the lease which Don answered. It was agreed to have a second meeting before the Regular September Meeting to approve these leases.

1. **ACTION ITEMS**
2. *Approve GM Description:* Postponed until further notice.

B. *Approve GM Timeline:* Postponed until further notice.

C. *Approve Retail Space Lease:* Postponed until further notice.

*Barbara Ciaramella:*

*Jim Relaford:*

1. **DISCUSSION ITEMS**
2. *Events Coordinator Crissy Cooper Regarding Slam’n Salmon:* Wanted to let the Commissioners know that not all sponsors are listed on this budget. I was able to secure the big winning prizes this year. Even though we are working with less money, prizes will be the same. So far we have 138 participants and anticipating the number to double the day of registration, and are expecting 550 dinner tickets to be sold.
3. Don Mann wanted to add in, another item I was brought on to fix was the debt situation, which I had a meeting with David from Special Districts. What I am giving you is a handout showing you a draft proposal he sent me offering the municipal advisory services to look at our public and nonpublic finance options for our debt. I have also been working with Old West Credit Union and corresponding with both parties to see what are our best options.
4. **PUBLIC COMMENTS**
5. *Penny Nelson:* Talked about bringing Pacific Coast Trolley to Brookings Harbor. They are bringing in a Boyertown trolley to help show tourist what is going on in the town and what is so amazing about our town.
6. *David:* Still having issues with Zola’s music being so loud.
7. *Susan Longsford:* wanted to discuss the Rotary Club’s Event coming up Raining Cats & Dogs, and give thanks to the Port and all of its supporters.
8. **COMMISSIONERS REPORT**

• *Chairman Roy Davis:* Don Mann, Sue Gold, and I were at a State Conference last Tuesday. It showcased Oregon for you, ever seafood, wine, beer; anything you can think of was there. There were Port Commissioners, City Officials, State Officials; everyone was there, everything they were teaching was about economic development. Also for all fishermen to know, in Young’s Bay Oregon (Astoria) they will be closing their ship yard doors due to DEQ. I am encouraging everyone to show their support to Betsy Johnson who is trying to stop it from happening.

• *Vice Chair Sue Gold****:*** Make people aware of the Grand Opening at BC Fisheries on August 19 at 10:45 am.

• *Comm. Tim Patterson:* talked about the financial summary located in the Commissioners packet.

• *Comm. Roger Thompson:* I would like to thank the Port for taking care of the RV park with fixing the pot holes and cleaning it up, along with the cleanup of the sediment pond for the dredge.

1. **ADJOURNMENT**

The meeting was unanimously adjourned at 8:30 p.m.