Port of Brookings Harbor Board of Commissioners

Commissioners Meeting Minutes

Tuesday, January 9, 2018 6:00 pm

Port Office: 16330 Lower Harbor Rd, Brookings OR, 97415

**1. Call to Order and Roll Call:**

President Christian called the meeting to order at 6:00 pm.

Commissioners Present: Position 1 Secretary Andy Martin, Position 2 Treasurer Roger Thompson, Position 3 Commissioner Roy Davis, Position 4 Vice President Jan Barbas, & Position 5 President Angi Christian.

Staff Present: Foreman Travis Webster and Administrative Assistant Danielle Shepard.

1. **Approval of Agenda:**

Vice Pres. Barbas stated that item 7H was to be removed from the agenda and that the board had just received a letter challenging item 7A and suggested to consult with council before proceeding with this item.

Pres. Christian read to the public the letter that was received from Mr. Ted Fitzgerald challenging item 7A. Pres. Christian was concerned because she did want to discuss with the board a current staff member continuing with temporary job duties that the board assigned.

***Sec. Martin made a motion to add in under New Business a contract for an interim manager and staff interim duties. Seconded by Treas. Thompson.***

***Sec. Martin amended his motion to add in under New Business a contract for an interim manager. Seconded by Treas. Thompson.***

***Voting yes: unanimous.***

***Sec. Martin made a motion to add in under New Business interim duties of current staff members. Seconded by Vice Pres. Barbas.***

***Voting yes: unanimous.***

***Vice Pres. Barbas made a motion to remove items 7H and 7A from the agenda. Seconded by Treas. Thompson. Voting yes: unanimous***

***Vice Pres. Barbas made a motion to approve the agenda as amended. Seconded by Treas. Thompson. Voting yes: unanimous***

1. **Agenda Related Public Comments:**

Bill Wood: Asked the board if they were replacing the port manager? Pres. Christian informed him that that is not on the agenda. Mr. Wood asked who are they hiring? Pres. Christian informed him that that is not on the agenda.

No other agenda related public comments.

1. **New Business:**
2. **Operational Review**

Mr. Webster informed the Board of projects that the board and staff need to continue to stay focus on.

Miss. Shepard informed the board that Mr. Byrtus with Portside suites wanted to know how to proceed. The board agreed to proceed as normal and;

***Vice Pres Barbas made a motion to give President Christian and Treasure Thompson signature authority for the Byrtus Sale.***

***Seconded by Sec Martin. Voting yes: unanimous.***

1. **Contract for Interim Manager**

Sec. Martin asked Comm. Davis and Treas. Thompson about the process in the past for hiring an interim manager.

Vice Pres. Barbas suggested that Pres. Christian and himself consult with Port Council regarding procedures that the board needs to follow to bring in an interim manager. Comm. Davis suggested to consult with SDAO also.

***Vice. Pres. Barbas made a motion to authorize Pres. Christian to contact Port Council and SDAO Council to make sure we’re following the practices we need to follow, with regard to getting an interim person to run the Port. Seconded by Treas. Thompson. Voting yes: unanimous.***

1. **Interim Duties for Staff**

Pres. Christian suggested assigning Mr. Webster as a temporary outside person, to oversee and to keep us on schedule for the jobs that we have ongoing.

***Vice Pres. Barbas made a motion*** ***that the board accepts staff recommendation to have Travis Webster in charge of the outside operations temporarily. Seconded by Comm. Davis. Voting yes: unanimous.***

Comm. Davis asked about other staff members and their additional duties, and if it needs to be discussed about any adjustments or compensation for them. Mr. Webster informed the board that staff has put together what their extra duties are and what they wanted into their own envelopes, and the board will ultimately decide. Vice Pres. Barbas stated that that was the plan to discuss it in the executive session, but we are going to have to talk to council before we can open them and take action, and probably take action at next Tuesday’s meeting.

***Vice Pres. Barbas made a motion*** ***that President Christian also discuss temporary duty arrangements with staff, for staff with council. Seconded by Comm. Davis. Voting yes: unanimous.***

1. **Non-Agenda Related Public Comments:**

Bill Wood asked if gates were going on the ramps on the commercial basin. He was informed yes, and they will have a keypad on them, and will be closed at night.

No other non-agenda related public comments.

1. **Commissioners Report**

Sec. Martin expressed concern regarding information going to the public that was discussed in executive session and cautioned the board.

Vice Pres. Barbas informed the board of some messages he had received from our engineer. The Natural Hazard Mitigation Plan has been accepted for review. The engineer suggested to be placed on a retainer, I asked the engineer to send us a sample contract and cover letter of explaining the advantages of entering into retainer. He will also give us some proposal for the BC Fisheries dock examination -- We probably have to look up the procurement rules and see how we need to be proceeding, may be get some other bids. The engineer did not think the fuel dock was as big deal as we’ve been concerned. He felt that it is not good. We all know it's not good, but he does not think that that concrete slab is not going to fall into water. It isn’t-- Feels such moving basically down. It's tilting as it does so, but the center of gravity is down. And he thinks that if there were a break, it would be at the-- Disconnects and the loss of any fuel would be limited just to what's in the lines. He thought we should wait till the natural hazard medication plan goes through before we consider any action to try to get that moving. That doesn't change my impression of what he said and where we're at with him. Also, wanted to thank staff, I didn't get the impression they're here to do the board any favors. They're here for the community and I will thank them for being here. We'll do our best to support you.

President Christian informed the board that they gave me quite a list, at the end of the Friday night’s meeting, and that everything that you requested me to do is done. Did work with staff yesterday and would like to thank staff for helping me. We received the call from James our agent from CAL/ORE, we had a little tour schedule for tomorrow and it was cancelled, it will be rescheduled in a month or two. He felt that this tour that's done, once a year, we're in such better shape than we have then, in years past and we were fine.

1. **Executive Session – pursuant to ORS 192.660(2)(a)(f)(h):**

*\* Please refer to page 1 for changes.*

**f. To consider information or records that are exempt by law from public inspection.**

Board of Commissioners went into executive session at 6:40 PM.

Board of Commissioners came out of executive session and back into open session at 7:24 PM.

***Vice Pres. Barbas made a motion to adopt resolution 489 and resolution of the Port of Brooking's Harbor to resend the termination of Port Manager, Gary Dehlinger. Reinstate Gary Dehlinger to his position as General Manager of the Port of Brooking's Harbor and to place Gary Dehlinger on administrative leave. Second by Sec. Martin. Voting yes: unanimous.***

1. **Adjournment:**

The meeting was adjourned at 7:30 p.m.

Signed by Angi Christian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Port Commissioner