1. CALL TO ORDER AND ROLL CALL

The Regular Meeting of the Port of Brookings Harbor Board of Commissioners was held on May 17, 2016 in the Best Western Beachfront Inn meeting room, Harbor, Oregon.   Vice Chairman Sue Gold called the meeting to order at 7:00pm.  Other Commissioners present were Tim Patterson, and Roger Thompson. Roy Davis and Mike Manning were not present. Also present was Executive Director Ted Fitzgerald.

1. APPROVAL OF AGENDA

Vice Chair. Gold wanted to postpone item 8 due to not having a full commission. Comm. Patterson wanted to move Item 7 A to item 8 C. Vice Chair. Gold made a motion to approve the changes to the agenda. Moved by Comm. Thompson.  Seconded by Comm. Patterson. Voting Yes: Unanimous.

Vice Chairman Sue Gold made the motion to approve the agenda as amended. Moved by Comm. Thompson.  Seconded by Comm. Patterson. Voting Yes: Unanimous.

1. APPROVAL OF MINUTES
	1. Regular Meeting – May 17th , 2016

Comm. Thompson made the motion approve the minutes as written.  Seconded by Comm. Patterson.  Voting Yes: Unanimous

1. OPERATIONAL AND FINANCIAL REVIEW

Revenues from operations were $230,601. Normal expenses were $129,401. The two categories together after property tax revenue, grant, FEMA expense and debt service resulted in a net operating profit of $176537.

Marina/moorage revenues were 66,162.

RV Park revenue was $40,717.

Fuel sales were $14,716.

Cold storage revenues were $1,477.

Yard activity revenue was $26,201.

Rental revenue was $44,430.

The ice plant generated $14,952.

Repair and maintenance expenses were $20,396.

Office expense was $1,607.

Fuel purchased for resale was $4,386.

Emergency dredging began to remove sediment May 1, 2016. Progress is on-going. The dock repair funded by the legislature’s appropriation is partially completed, with more work being done currently. When required sewer lines were installed to accommodate the fish processing plant and the dock repair, the port stubbed out enough additional lines to accommodate a future bathroom near the repaired dock and one potentially adjacent to the Indian Memorial.

Documents are being prepared to satisfy the requirements of our proposed re-finance lender. We have asked our accountants to prepare two year projections based on the reduced payment reflected by the re-financed debt.

The port continues to expend substantial sums to keep the ice plant in operation, as it is a necessity of the fishing fleet.

The Travel-Lift was temporarily removed from operation when a tire side-wall showed extreme wear. While the tire is now replaced, several boats were temporarily stranded in the yard. The port was able, by proceeding with caution, to eventually place all of the boats in the water prior to the replacement of the tire as they were relatively small vessels.

Comm. Patterson and Comm. Thompson had questions regarding the dredging. Director Fitzgerald states that everything is going good, and explained how the dredge works and what they are dealing with out there. Comm. Thompson also wanted to change were the lodging tax should be under the RV park since we strictly pay that for the RV park.

Vice Chairman Gold moved to make a motion to approve the Operational and Financial review. Comm. Thompson made the motion approve the Operational and Financial review as written.  Seconded by Comm. Patterson.  Voting Yes: Unanimous

1. UNFINISHED BUSINESS

No New Business

1. NEW BUSINESS

Green Building Update – Connie Hunter:

Most of the work that they have been doing is to make the Green Building grant worthy. Connie and her team have been building relationships with the South Western Oregon Work Force Investment Board, V.A., Regional Solutions Team, and many more. Connie is asking for the commissioners to become advocates for the green build for the collocation of these programs. Connie and her team have been researching potential funding threw USDA, V.A., HUD, and much more. They have been trying to do a strategic positioning and planning. Community development and economic development are going hand in hand, which means your building a plan, while you’re in the plan. Her team is participating in the process that helps develop Public Policy and Funding. They don’t want to “reinvent the wheel” they want comparable and model programs. They have to build the case for funding, which would consist of data collection and analysis, demonstrate need/demand for these services.

Vice Chair Gold asked Connie what the commissioners need to do? Connie Stated: I would like a letter to Alex Campbell himself stating that the commissioners made a vote giving permission to Connie to go forward with this. The Commissioners asked Connie for a business plan and a way to go about fees and permits with the county before going forward.

1. ACTION ITEMS
	1. Write offs: Moved to Discussion Item C
	2. Executive Director Review Form Resolution:

Vice Chair Gold stated that Chairman Davis and Comm. Manning were ok with this, if there are many changes we should postpone till next meeting.

Vice Chairman Gold moved to make a motion to approve the Executive Director Review Form Resolution. Comm. Thompson made the motion approve the Executive Director Review Form Resolution as written.  Seconded by Comm. Patterson.  Voting Yes: Unanimous

1. DISCUSSION ITEMS
	1. Late Charges: We do not have any service charges as off right now. We are not in the finance service and we should have a fee so people will actually pay, it is recommended to do a charge of 1.5%.
	2. Tent: It is suggested that we look into purchasing a big tent for events since it isn’t really cost effective. The city is willing to share in this and have us be the owners.
	3. Write offs: The underline problem is that any business over time they have items that are uncollectable, there is not a policy for write offs. This is just a draft, and what I would like is for you to look at this and make any changes that are needed.
2. COMMISSIONERS REPORT

Chair Roy Davis: Not Present.

Vice Chair Sue Gold: I just had some phone calls regarding the parking but I have talked to ted about that and I think that maybe Mr. Hartung will be discussing this.

Comm. Mike Manning:  Not Present.

Comm. Tim Patterson: Having been in the office for the past month or two months, and the employees are doing, I know they would like more money, but they are doing a great job. The accounting is doing a good job, I like using Musser accounting and having them check on us quarterly. This will make auditing easier and maybe cheaper.

Comm. Roger Thompson: It has been interesting to see the dredge going and the new dock being put in, and the budget looks good this year.

1. PUBLIC COMMENTS

Gary Hartung: Regarding parking, there is a hazardous area near the first boat launch ramp. Near Sportshaven Marina, there is a high drop off to the first ramp. In the launch ramp area there were (2) handicap spots and now there are blocked off and you have to walk across the street. Ted stated that that the launch ramp area was designed by the Oregon State Marine Board.

Shelia: with the board of Commissioners for the County with election results at 42.33% Sue Gold will be on the November ballot.

1. ADJOURNMENT

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