CALL TO ORDER AND ROLL CALL

The Regular Meeting of the Port of Brookings Harbor Board of Commissioners was held on October 18, 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 Vice Chair Sue Gold, Treasure Tim Patterson, & Commissioner Sharon Hartung. Commissioner Roger Thompson was not present. Also present was Interim Manager Don Mann & Manager Gary Dehlinger.

1. **APPROVAL OF AGENDA**

Vice Chairman Gold made the motion to approve the Agenda as written. Seconded by Comm. Hartung. Voting Yes: Unanimous.

1. **APPROVAL OF MINUTES**

a. Regular Meeting – Tuesday September 20th, 2016

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

1. **FINANCIAL REPORT**

Lee Musser from Musser Olsen PC. went over the process of how his company achieved the Financial Statement. Vice Chair Gold asked if the audit will happen to be less expensive since it is more organized now. Mr. Musser stated that he would hope so but of course no guarantees. Treasure Patterson asked if Mr. Musser and his staff plan to continue coming into the office on a quarterly basis. Mr. Musser stated that that is the plan and will continue to be the plan until told otherwise by the commission. Treasure Patterson asked about the non-profits category that is a depreciation, how do these amounts affect us and what should we do about that number? Mr. Musser stated that that money doesn’t affect you, it’s a non-cash item, it should be equated to the building or the equipment and the life of those buildings or equipment. It’s an attempt to quantify the life of these assets there is a life and there is deuteriation and we are showing that with depreciation. Bookkeeper Kim Boom asked about the cash flow report for 6/30/2016. Mr. Musser stated that that isn’t a beginning balance that is the year to date activity. It’s the difference between the revenue activities and the expense activities, and that carries over to the cash flow statement. There were no more questions for Mr. Musser.

1. **OPERATIONAL REPORT**

Manager Gary Dehlinger went over a few key items from his operational report. There were no questions from the Commission to Management regarding the Operational Report.

Commissioner Hartung made the motion to approve the Operational Report as written.  Seconded by Vice Chair Gold.  Voting Yes: Unanimous

1. **OLD BUSINESS**
2. Barbara Ciaramella Lease / MOU (Revised) – Action:

Vice Chair Gold and Treasure Patterson did have some concern with Mrs. Ciaramella’s lease regarding the hot dog stand being out during events.

Vice Chair Gold made the motion to approve the Barbara Ciaramella Lease with negotiating the Hot Dog Stand. Seconded by Treasure. Patterson. Voting Yes: Unanimous.

1. G.M. Employment Contract – Action:

 Interim Manager Don Mann said that they received a copy back of the contract from the lawyer Jim Coffee. While Gary and I were looking over the contract there looks to be something we still need to change with the approval of the board. If you look you can see there are some things we need to delete, and I believe that the general manager should have control over the personal. Under item 6 termination, the yellow is what was in there from council, and it should be for cause than define what the cause would be. Treasure Patterson did have some concern regarding approving this contract since he has not been able to read it. It was decided to have a special meeting Monday October 24th 2016 at 5:00 pm to discuss the contract and Barbara’s Lease.

1. **NEW BUSINESS**
2. Crab Festival Event – Consideration of Event Committee:

 Treasure Patterson wanted to suggest setting up an event committee in charge with events in general and they would be the overall recommender. This committee would also arrange to have events done, they would be the arm of the Port as far as events are operated. I would like a life span of a year to see if we keep going this way. It would be volunteers, a board member, and a port employee. There were some public comments regarding the events and their opinion on an event committee. It was decided that the events would be out on the table and if anyone wants Treasure Patterson made a motion to create an event committee in charge of all events. Seconded by no one. Motion dismissed. It was suggested from the board that the Crab Festival will be up for grabs for anyone who would like to oversee that event.

1. **DISCUSSION ITEMS**
2. Sportshaven Rules and Regulations:

 Interim Manager Don Mann stated that the paperwork in your packet is for your knowledge, the only intent of this is for the commission to have more information on how the regulations work.

1. **PUBLIC COMMENTS**

Bruce Ellis: We would like to be on the next agenda and propose that we take over the events. The pirate festival is a clear example of what we can do. It needs to be done the right way, and let us do it.

1. **COMMISSIONERS REPORT**

• *Chairman Roy Davis:* I’m going to add onto Sharon’s comment. In 4 months, it is incredible what has transpired in this Port. We are lucky to have Don Mann back into this Port. Gary is going to do a great job, and excited to work with Gary. If you want to know anything go, see Gary.

• *Vice Chair Sue Gold:* Just that I’ve heard from the public about how good the Port is looking, and I agree the Port is looking very good now.

• *Treasure Tim Patterson:* Nothing to report.

• *Comm. Sharon Hartung:* The staff has gone beyond what people think they are doing. Gary did take me on a tour of the Port, we have done a lot but we also have a lot to do. I have a lot to learn. If I can help with anything let me know.

• *Comm. Roger Thompson:* Not Present.

1. **ADJOURNMENT**

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