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

The Regular Meeting of the Port of Brookings Harbor Board of Commissioners was held on September 20, 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, & Tim Patterson. Commissioner Roger Thompson was not present. Also present was Interim Director Don Mann and Operations Supervisor Gary Dehlinger.

1. **APPROVAL OF AGENDA**

Vice Chairman Gold wanted to add Hiring a New Commissioner to the Agenda, Under New Business, Item D.

Vice Chair made the motion to approve the Agenda as amended. Seconded by Comm. Patterson. Voting Yes: Unanimous.

1. **APPROVAL OF MINUTES**

A. Regular Meeting – Tuesday August 16, 2016.

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

1. **FINANCIAL REPORT**

Vice Chair Gold was happy to see that Slam'n Salmon was a winner this year. Commissioner Patterson did want to add in that Lee Musser will be in next month to discuss the Quarterly & Fiscal Years Reports, there is an engagement letter to start the audit process.

1. **OPERATIONAL REPORT**

Operations Supervisor Gary Dehlinger stated that in this report is every section of the Port listed. Interim Manager Don added in that Gary does daily reports and the commissioners will be getting weekly reports and have the operational report in your monthly binder.

Commissioner Patterson asked what the short-term outlook was on the travel lift. Interim Manager Don stated that for right now there is no lifting or moving, that's for two reason. 1) gear on the machine and 2) Maintenance on the dock. Short term is doing maintenance on the travel lift dock and considering a new or used piece of equipment. It can take up to two to three months before we are back up and running if we already had a piece of equipment.

Chairman Davis made a motion to the board to prioritize the Travel Lift hunt as well as

the Ice House Operations. Seconded by Vice Chair Gold. Voting Yes: Unanimous.

1. **OLD BUSINESS**

GM Hiring Process - Interim Manager Don stated that he has some recommendations. Last month you approved a hiring process timeline, the next step is for the commission to proceed with the process but in my observation, I believe that Operation Supervisor Gary Dehlinger would be a good candidate for the GM Position. Gary has done very well and has had a lot of responsibility even when Ted was here, and I know he will be able to continue to process. Gary has the best interest of the Port in mind, he knows the Ordinance, worked very hard with the FEMA process, has a construction background, and I have had to tell him to go home multiple times. I am willing to be his mentor, I have a contract until the end of the year, and I will always be available since I don't see leaving the Port industry. I would be willing to present the board with the Manager Attributes and the General Position Description and I put together a resolution for the board if they so desire. Vice Chair Gold stated that my only concern is that he is mentored by someone who knows that ropes and Don knows the rope. Commissioner Patterson asked do you have a plan to mend the fence with IFA. Don did answer his question with that the State is ready to meet with us.

Chairman Davis made the motion to adopt Resolution 453. Seconded by Vice Chair Gold. Voting Yes: Unanimous

1. **NEW BUSINESS**
   1. Retail Space Lease - Barbara Ciaramella: Don stated that he met with Barbara yesterday and walked around the premises. We plan on fixing some of the wording and I will hopefully have the final draft to you.

Retail Space Lease - Jim Relaford: I have that document for the commissioner’s approval. the current space he is renting now he is moving out of, which some of it Barbara is moving into. He will be ready in about 10 days. Jim is happy with the contract and has signed it.

Vice Chair Gold made a motion to approve Jim Relaford Lease as written. Seconded by Commissioner Patterson. Voting Yes: Unanimous

* 1. Financial Statement Preparation Engagement Letter: This is what we talked about early about the audit process, we do need to get this back to Musser's Office. Lee Musser will also be at our meeting next month.

Chairman Davis made a motion to approve the Financial Statement Preparation Engagement Letter. Seconded by Vice Chair Gold. Voting Yes: Unanimous

* 1. Surplus Port Vehicles and Equipment: We are asking for your permission to surplus these vehicles and equipment’s. They are just sitting in the yard; we don't plan to replace these items.

Vice Chair Gold made a motion to declared the equipment on the list as surplus. Seconded by Commissioner Patterson. Voting Yes: Unanimous.

D. Appointment for Commissioner Position 1: There were a total of 7 applicants: Jan Barbas, Debbie Spencer, Carol Bayne, Daniel Fraser, Ron Hedenskog, Sharon Hartung, and Tony Albano. Our committee consisted of myself, Vice Chairman Sue Gold, John Brazil, Anthony Berget, Joe Speir, we meet on Thursday and Friday of last week. the first meeting narrowed it down to three Candidates; Debbie Spencer, Daniel Fraser, and Sharon Hartung. the committee than invited them in for a one on one person interview. The committee came together and decided on Sharon Hartung for Commissioner Position 1. I ask the board to make a motion to appoint Sharon Hartung for Commissioners Position #1.

Vice Chairman Gold made a motion to approve Sharon Hartung for the Commissioners Position #1. Seconded by Commissioner Patterson. Voting Yes: Unanimous.

Chairman Davis swore Sharon Hartung into the Commissioners Position in front of the public, board of commissioners, and public notary.

1. **DISCUSSION ITEMS**

Non-Profit Events on Port Property: Commissioner Patterson states that we have a resolution that provides for nonprofit organizations for essentially no charge. That means where there is cost, its being picked up by the Port district or tax payers. We should be at least charging for the Ports cost and time. We do have a $200 cleaning deposit, but if there is no damage than its returned. This is going to require a resolution change; I would like to bring this forward next month but we have until January.

1. **PUBLIC COMMENTS**

Tom Beena:I have been involved in a few conversations about what law enforcement entity is in control of Sportshaven Beach. Chief Harbor Fire John Brazil answered his question: would be Oregon State Police. Tim Patterson had a question about the beach, which John Brazil answered also. The board did ask Gary to consider trail guidelines for the Beach access.

Al Cornell: I thought that Ted was considering a travel lift, what happened? Vice Chair Gold stated that we didn't have the funds. Al Cornell also asked about the plan for moving the yard. Chairman Davis stated that that is in our strategic business plan.

1. **COMMISSIONERS REPORT**

• *Chairman Roy Davis:* I wanted to thank everyone who came out and came together to put on a great event. I was concerned about the dinner than it turned out to be the best dinner, and it didn't lose money. Gary Congratulations on tonight.

• *Vice Chair Sue Gold****:*** Wanted to thank everyone who helped and volunteered at the Slam'n Salmon

• *Comm. Tim Patterson:* Congratulations Gary. There has been discussion on what to do with the old Felly’s building, Gary wanted it torn down and it looked good to me. So i asked Gary to have someone look at the building, which Gary chose Dave Hoover. The building does not meet current building codes, Dave can rebuild the structure, but Dave believes that it will cost more to fix it than to rebuild it. I think we should stand behind what Dave says and don't fix the building. Chairman Davis stated that he would wait until the money was in the bank.

• *Comm. Roger Thompson:* Not Present.

1. **ADJOURNMENT**

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