

**APPROVED MINUTES
REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Wednesday, August 17, 2022

This is not an exact transcript. The audio of the session is available on the Port's website.

The Port of Brookings Harbor District met in Regular session on the above date at 2:00pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415, teleconference and webinar.

1. CALL MEETING TO ORDER

Commission President Richard Heap called the Regular Meeting of the Port of Brookings Harbor of Commissioners to order at 2:00pm.

- **Commissioners Present:**
Joseph Speir, Vice-President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4) and Kenneth Range (Pos. #5).
- **Management and Staff:**
Travis Webster, Harbormaster; Danielle King, Safety/Administrative and Jack Akin, Port Engineer with EMC Engineering.
- There was no modifications or additions to the agenda.
- There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:01:43

- **A motion was made by Speir and seconded by Range to approve the agenda as written. The motion passed 5 – 0.**

3. APPROVAL OF MEETING MINUTES – Audio time 0:02:30

A. Approve Minutes of Regular Commissioner Meeting Wednesday July 20, 2022.

A Motion was made by Speir and seconded by Range to approve the meeting minutes for the Regular Meeting, Wednesday, July 20, 2022. The motion passed 5 – 0.

4. PUBLIC COMMENTS – Audio time 0:03:18

- There were no public comments.

5. MANAGEMENT REPORTS

A. July 2022 Safety & Security Report - Audio time 0:03:25

King reported on staff safety training, incidents, accidents, security issues that happened for the month of July and upcoming events happening at the Port. The Board asked what practices occur when a oil spill is discovered.

B. July 2022 Harbormaster Report - Audio time 0:07:38

Webster reported on projects that were completed in the month of July in the RV Park, marina, and equipment services. There was a discussion among the Board and staff regarding

C. July 2022 Financial & Manager Report - Audio time 0:12:57

There was a discussion about fuel prices, the sign located near Zola's on the Water, lighting in basin I due to the vessel theft, electrical on the Boardwalk, and events.

A motion was made by Speir and seconded by Hartung to approve the Management Report of July 2022 as discussed. The motion passed 5 – 0.

6. ACTION ITEMS

A. US Coast Guard Dock Lease Renewal Agreement Approval – Audio time 0:20:48

King informed the Board the Dehlinger has been removed from the agreement.

A motion was made by Jonas and seconded by Speir to approve US Coast Guard Lease No. HSCG89-22-1-0085. The motion passed 5 – 0.

B. Southern Oregon Credit Service Request for Small Claims Approval – Audio time 0:23:16

Heap reviewed item to Board.

A motion was made by Jonas and seconded by Speir approve Southern Oregon Credit Services / Collect Northwest to proceed with litigation on John Hartt for the remaining debt owed. The motion passed 5 – 0.

C. Boat Yard Warehouse Structural Analysis and Report Approval for Expense – Audio time 0:24:18

Heap reviewed item with the Board. Board discussed the report's received from structural engineers and architects regarding the condition and intention of the building. Range stated that all buildings can be repaired and suggested to hire a structural engineer to tell the Board what the cost to repair the building would be. Heap stated this is an opportunity for the Port to building something that will pay for itself and modernize something that we know that needs to be fixed. The Board agreed to have another meeting to discuss the design of the building to be able to ask for estimated

A motion was made by Heap and seconded by Hartung to approve not have a structural analysis on the building and ask staff to bring back a package that includes the beginning of selecting a design. The motion passed 4 – 1. Yes: Jonas, Hartung, Speir, & Heap. No: Range

D. New RV Park Fence Dividers– Audio time 0:38:14

Webster reviewed the RV Park Project and told the Board the RV Park fence dividers need to have a final design so materials can be ordered in time. The Board and staff discussed the different options of materials that could be used.

A motion was made by Jonas and seconded by Speir to approve the expenditure for new RV Park fence dividers at an estimate cost of \$23,800. The motion passed 5 – 0.

E. Permission to Display Bible Education Cart– Audio time 0:47:17

Webster reviewed item with the Board. The Board agreed they had some concerns regarding solicitation in the retail center. Item was differed until Board can speak to Legal Counsel.

F. Sale of Port Property– Audio time 0:56:49

Heap reviewed item with the Board, the question to the Board is does the Port even want to sell this piece of property then legal counsel can direct us on how to proceed with the sale.

A motion was made by Heap and seconded by Speir to approve start consultation with Port Counsel on the process of selling port property on Lower Harbor Road. The motion passed 5 – 0.

G. FEMA Construction Drawings– Audio time 1:03:15

Akin reviewed item with the Board.

A motion was made by Speir and seconded by Hartung to approve FEMA construction drawings for dredging, commercial roads and stockpile, boat yard paving and embankment rock reconstruction and to be incorporated in the bid packages. The motion passed 5 – 0.

H. Preliminary Wastewater Treatment Plant Design– Audio time 1:10:30

Akin gave the Board a PowerPoint presentation on an updated preliminary wastewater treatment plant design, location, and the permitting process.

A motion was made by Heap and seconded by Speir to approve Jack Akin/EMC Engineers/Scientist (Port Engineers) to proceed with the wastewater treatment plant preliminary drawings and pursue Oregon Department of Environmental Quality permit with these conceptual drawings, the preliminary drawing should be based on membrane cleaning process and aerobic treatment or more applicable technology within available federal appropriations. The sight location should be optimized for operation and infrastructure. The motion passed 5 – 0.

- I. **RV Park Improvement Project Payment Request #2**– Audio time 1:59:53
Heap reviewed the item with the Board and gave timeline up to this point.

A motion was made by Speir and seconded by Hartung to approve McLennan Excavation progress Payment No. 2 for \$106,654.12 for the purchase of Bonds/Insurance and electrical materials for RV Park Improvement Project. The motion passed 5 – 0.

7. **INFORMATION ITEMS**

- A. **Boat Yard – Dustless Blasting**– Audio time 2:02:05
Webster described the procedures of the dustless blaster, if approved best management practices will need to be updated. The Board had further questions regarding the operations of the machine.
- B. **Boat Shop & More Lease** – Audio Time 2:11:37
Webster informed the Board that a letter was received from the owner of Boat Shop & More and would like to amend his lease.
- C. **USFWS Completes Sea otter Study, Outlines Next Steps** – Audio Time 2:15:15
Heap reviewed item with the Board.
- D. **Boat Yard Clam Shell Dredging** – Audio Time 2:18:52
Webster reviewed the meeting with the Curry County Commissioners, Akin will be looking for quotes on clam shell dredging.

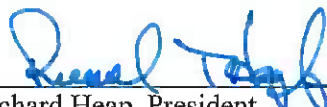
8. **COMMISSIONER COMMENTS** – Audio time 2:23:53

- Speir thanked Akin for all the options he gave the Board and what he has done so far. Akin thanked the Board and public for all their input and help with the projects.
- Hartung thanked the staff.
- Range requested a workshop for a business plan on the wastewater treatment plant.

9. **NEXT REGULAR MEETING DATE** – Wednesday, August 17, 2022, at 2:00pm.

10. **ADJOURNMENT** – Audio time 2:34:07

Having no further business, the meeting adjourned at 4:34 pm.


Richard Heap, President

9-26-2022
Date Signed


Sharon Hartung, Secretary/Treasurer

9-26-22
Date Signed

An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: www.portofbrookingsharbor.com.