

**APPROVED MINUTES  
SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
PORT OF BROOKINGS HARBOR DISTRICT**

**Tuesday, October 4, 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 special session on the above date at 10:00am. 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 Secretary/Treasurer Sharon Hartung called the Special Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

- **Port of Brookings Harbor Commissioners Present:**  
Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4) via telephone; and Kenneth Range (Pos. #5). Joseph Speir, Vice-President (Pos. #1) was absent.
- **Port of Brookings Harbor Management and Staff:**  
Travis Webster, Harbormaster; Danielle King, Safety/Administrative and James Walker, Port Counsel.
- Webster requested that action items B & C be moved to information items.
- There were no declarations of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 0:01:34**

**A motion was made by Jonas and seconded by Range to approve the agenda as revised. The motion passed 4 – 0.**

**3. PUBLIC COMMENTS – Audio time 0:01:52**

There were no public comments.

**4. EXECUTIVE SESSION per ORS 192.660 (2)(f) – Audio time 0:02:01**

**This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(f) to consider information or records that are exempt by law from public inspection. ORS 192.660 (6) No executive session may be held for the purpose of taking any final action or making any final decision.**

Adjourn out of executive session and reconvene into regular session at 10:46am.

**5. ACTION ITEMS**

**A. Permission to Display Bible Education Cart – Audio time 0:02:09**

Webster reviewed item with the Board. Heap suggested to approve it but provisionally and we will develop an ordinance, Counsel agreed.

**A motion was made by Heap and seconded by Range to approve Port commission conditionally approve the request to display a bible cart, additionally move that that bible cart location be moved on to the Boardwalk and away from that narrow pinch point there on the sidewalk and further that the Port Commission begin developing a draft ordinance to deal with public solicitation and public use of Port property.**

Board discussed motion with Port Counsel and Range explained his second on the motion.

An amendment was made by Heap and second by Range to amend the motion that they would be able to use the Boardwalk at times when its not being used for other purposes. If there are other events, they are not able to use the Boardwalk. The motion passed 4 – 0.

**6. INFORMATION ITEMS**

**A. Forming Committee – Audio Time 0:10:16**

Webster asked Port Counsel to inform the Board the processes of forming a committee and what the committee can do. Port Counsel discussed committees, scope of the committee, public meeting laws, and the composition of the committee. Port Counsel recommended if the Board would like to form a committee, which can be done by resolution, encouraged to include the makeup of the committee and scope of authority in the resolution. Hartung wondered why this is even being discussed. Webster suggested that there may be some concern from the Board due to our current situation and wanted the Board to be informed on the guidelines of a committees if the Board ever wanted to form a committee. Range asked Port Counsel about forming a resolution to form a committee. Port Counsel recommended the resolution to specify names of the committee, scope of the committees’ tasks and objective, the scope of that committee’s authority, appoint members and the duration of those participants.

**B. Boat Yard Clam Shell Dredging – Audio Time 0:18:28**

Webster informed the Board that he is still waiting on quotes back from the contractors and should be available in the next regular meeting. Jack Akin is working on the JPA application and the Corp of Engineers and Department of Lands is now offering a 5-year permit. Range had some questions regarding the upcoming FEMA project.

**C. Port Manager Update – Audio Time 0:25:54**

Webster updated the Board that as of this morning SDAO has received four completed applicants, they are reaching out to one more to complete one more item and have received four other resumes but waiting for applications to be completed. Webster informed the Board of upcoming meetings regarding the recruitment of a Port Manager.

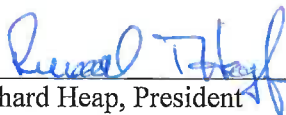
**7. COMMISSIONER COMMENTS – Audio time 0:30:31**

There were no commissioner comments.

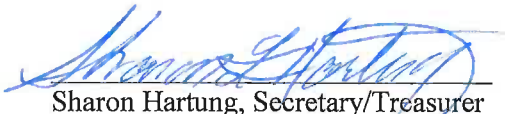
**8. NEXT REGULAR MEETING DATE – Wednesday, October 19, 2022, at 2:00PM**

**9. ADJOURNMENT – Audio time 0:30:45**

Having no further business, the meeting adjourned at 11:17 am.

  
Richard Heap, President

11-16-2022  
Date Signed

  
Sharon Hartung, Secretary/Treasurer

11-16-2022  
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](http://www.portofbrookingsharbor.com).*