

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

**Wednesday, November 16, 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.

- **Port of Brookings Harbor Commissioners Present:**  
Joseph Speir, Vice-President (Pos. #1), Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3) was tardy; Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Port of Brookings Harbor Management and Staff:**  
Travis Webster, Harbormaster; Danielle King, Safety/Administrative; and James Walker, Port Counsel.
- Heap referred to a public comment received, requesting for their comment to be made after the executive session. There were no other modification, additions, and changes to the agenda.
- There were no declarations of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 0:01:22**

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

**3. APPROVAL OF MEETING MINUTES – Audio time 0:01:44**

**A. Approve Minutes of Special Commissioner Meeting Tuesday, October 4, 2022.**

**A motion was made by Speir and seconded by Hartung to approve the minutes of Special Commissioner Meeting Tuesday, October 4, 2022. The motion passed 5 – 0.**

**4. PUBLIC COMMENTS – Audio time 0:02:11**

There were no public comments.

**5. EXECUTIVE SESSION per ORS 192.600 (2)(a) – Audio time 0:02:42**

**This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.600 (2)(a) to consider the employment for an officer, employee, staff member or agent. ORS 192.660 (6) No executive session may be held for the purpose of taking any final action or making any final decision.**

Adjourned into executive session at 2:03PM and reconvene into regular session at 2:31PM.

**6. PUBLIC COMMENTS – Audio time 0:00:27**

There was one public comment made by Mike Murphy regarding the Ports upcoming projects and the payments made to the Port Engineer, Jack Akin.

**7. MANAGEMENT REPORTS / APPROVAL**

**A. October 2022 Safety, Security, & Environmental Report – Audio time 0:04:54**

King reported on staff safety training, incidents, accidents, and security issues that happened for the month of October.

**B. October 2022 Harbormaster Report** – Audio time 0:05:57

Webster reported on projects that were completed in the RV Park, Marina, and equipment services for the month of October. Webster reminded moorage customers that winter weather is here and to check on vessels. Webster spoke with the Defazio team regarding the EPA grant for the wastewater treatment plants and were assured the funds have been appropriated and the grant does not expire. The piling project in Basin 1 has been closed. Met with Business Oregon and discussed matching funds. Board allowed public comment. Board and staff discussed haul outs, FEMA matching fund reimbursement and loan interest accrual.

**C. October 2022 Financial Report** – Audio time 0:21:44

Webster reviewed the financial report for the month of October.

**A motion was made by Speir and seconded by Jonas to approve October 2022 safety, security and environmental report, harbormaster report, and financial report as discussed. The motion passed 5 – 0.**

**8. ACTION ITEMS**

**A. Port Manager Recruitment** – Audio time 0:23:59

Webster reviewed history of the port manager recruitment process.

**A motion was made by Range and seconded by Jonas to approve closing recruitment process without interviewing any candidates. The motion passed 5 - 0.**

Heap made the public aware how the Board decided the approved motion. Board allowed public comment.

**B. Acting Port Manager Agreement** – Audio time 0:27:38

Webster reviewed since the recruitment period has now closed with SDAO, Port Counsel will draft an employment agreement between Travis Webster and the Port, to be brought back to the Board for approval. Heap reviewed the Board will be offering Webster a one-year contract as acting manager, after one year if Webster doesn't want the position of Port Manager, he will retain his Harbormaster position. Board directed to seek an operation supervisor and leave the position of Harbormaster vacant. Board discussed salary for the position and the increase of wages that were added to port office staff. Heap reviewed the contract will contain: 1 year of the signed date, quarterly reviews, retain original position if vacated for convenience for either party, retain annual wage balances, requesting a salary of \$95,000 and contract will have provisions that Webster will provide an educational plan for himself and staff. Board allowed public comment.

**A motion was made by Hartung and seconded by Speir to approve legal counsel to draft "Acting Port Manager Agreement" between the Port of Brookings Harbor and Travis Webster for a term of 1 year. The motion passed 5 – 0.**

**C. RV Park Improvement Project Payment Request #3** – Audio time 0:42:55

Webster reviewed item with the Board. Webster updated the Board on how the project is going and the contractors next steps. Board allowed public comment.

**A motion was made by Speir and seconded by Jonas to approve McLennan Excavation progress Payment No. 3 for \$108,385.77 for work performed August 1, 2022 – October 29, 2022 per contract. The motion passed 5 – 0.**

**D. Survey for Semi-Annual Moorage** – Audio time 0:45:17

Webster noticed there may be a hardship on working vessels wanting to come in for the season but cannot get a survey before the season starts and suggested allowing the Port Manager to approve these vessels a onetime semi-annual moorage with the stipulation of proving a survey is scheduled. Webster doesn't want to amend anything that has been approved, and another way around this is these vessels pay monthly. The Board and staff

discussed who this would apply to and what the liabilities would be. Board allowed public comment. Board agreed to take no action on this item.

**9. INFORMATION ITEMS**

**A. El Cazadores Update – Audio Time 1:02:07**

Webster gave the Board a new updated appraisal and suggested to postpone moving forward with updating the asphalt rates until the Board looks at all Port rates and all their options for that piece of property and suggested to continue them on their current month to month lease. The Board and staff discussed selling that piece of land.

**B. Port Sale Update – Audio time 1:06:58**

Webster reviewed the timeline of the property sale. Business Oregon did grant the Port to retain the full amount of the funds to be placed into our Reserved Funds to be used on the wastewater treatment plant.

**C. Awareness Campaign for any Port Projects – Audio time 1:09:39**

Webster wanted the Board to be aware of this opportunity that he was approached about. It is an article that is put out by Oregon Business that highlights any of our projects or what the Port is doing. Webster suggested maybe when one of our bigger projects start, maybe we can highlight one of them if the Board would like.

**D. Culvert Update – Audio time 1:12:45**

Webster is still talking with counsel about what the Port's options are, hoping to have more information at the next meeting. Board allowed public comment.

**E. Stormwater Pollution Control Plan Update – Audio time 1:18:10**

Webster informed the Board of the updates that were made by Aquarius to the Stormwater Pollution Control Plan.

**10. COMMISSIONER COMMENTS – Audio time 1:19:36**

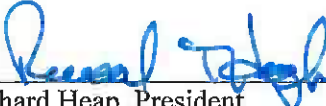
Commissioner Heap discussed a meeting that he attended for the PFMC regarding next year's salmon season.

**11. NEXT REGULAR MEETING DATE – Wednesday, December 21, 2022, at 2:00PM**


Webster made the Board aware that he is trying to schedule a Special meeting for November 30 at 10:00am.

**12. ADJOURNMENT – Audio time 1:21:38**

Having no further business, the meeting adjourned at 3:53 pm.

  
Richard Heap, President

12-22-2022  
Date Signed

  
Sharon Hartung, Secretary/Treasurer

12-21-22  
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](http://www.portofbrookingsharbor.com).*