



**PORT OF BROOKINGS HARBOR**  
**Special Commission Meeting**  
**Wednesday, May 7, 2025 at 9:30am**  
**Port Meeting Room**

**16350 Lower Harbor Road Suite 202, Harbor OR, 97415**

This is a hybrid meeting, which means you can attend in-person at the above address, or you can attend by the following:

**Webinar Call-In Number:** 1 (469) 998 – 7421

**Meeting ID:** 613 177 808#

**Microsoft Teams Meeting Webinar Access:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NmUzNzU1NWYtOGM0MS00NGM3LTl1NjUtOTI2MjUwMTVlZDZj%40thread.v2/0?context=%7b%22Tid%22%3a%2212be30c8-ed92-48e9-a578-06690c967a04%22%2c%22Oid%22%3a%228dece906-5c01-43b3-9171-2289edec82ac%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmUzNzU1NWYtOGM0MS00NGM3LTl1NjUtOTI2MjUwMTVlZDZj%40thread.v2/0?context=%7b%22Tid%22%3a%2212be30c8-ed92-48e9-a578-06690c967a04%22%2c%22Oid%22%3a%228dece906-5c01-43b3-9171-2289edec82ac%22%7d)

*A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Brookings Harbor Office at 541-469-2218.*

**TENTATIVE AGENDA**

- |  |             |
|--|-------------|
| <ol style="list-style-type: none"> <li><b>1. CALL MEETING TO ORDER</b> <ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Modifications, Additions, and Changes to the Agenda</li> <li>• Declaration of Potential Conflicts of Interest</li> </ul> </li> <li><b>2. APPROVAL OF AGENDA</b></li> <li><b>3. PUBLIC COMMENTS</b> – Limited to a maximum of three minutes per person. Comments by teleconference, please email your comments to <a href="mailto:danielle@portofbrookingsharbor.com">danielle@portofbrookingsharbor.com</a> prior to the meeting.</li> <li><b>4. ACTION ITEMS</b> <ul style="list-style-type: none"> <li>A. OSMB Small Grant Application</li> </ul> </li> <li><b>5. INFORMATION ITEMS</b> <ul style="list-style-type: none"> <li>A. None</li> </ul> </li> <li><b>6. COMMISSIONER COMMENTS</b></li> <li><b>7. NEXT REGULAR MEETING DATE</b> – Wednesday, May 21, 2025, at 2:00pm</li> <li><b>8. ADJOURNMENT</b></li> </ol> | <b>PAGE</b> |
|--|-------------|

# ACTION ITEM – A

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**DATE:** May 7, 2025  
**RE:** OSMB Small Grant Application  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Travis Webster, Port Manager

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## **OVERVIEW**

- OSMB (Oregon State Marine Board) approved a temporary rule increasing Small Grant total project cost to \$100,000. This temporary rule ends June 30, 2025.
- Total project cost up to \$100,000. Maximum OSMB grant \$75,000 and minimum match 25% of total project cost.
- All work must be completed by June 30, 2025. Reimbursements submitted by September 30, 2025.
- Funding is available for motorized recreational boating access projects. All nonmotorized boating funds have been expended for this budget.
- Potential projects include:
  - Crack & Slurry seal boat trailer parking areas
  - Life jacket loaner stations
  - Repaint restrooms
- The Port sent out RFPs for sealcoat and striping of the boat launch parking lot and we received (3) three quotes. Each quote received had different types of emulsion sealers. We are reviewing each quote to determine the best product and cost.

## **DOCUMENTS**

- Capital Outlay Budget Repair List, 1 page
- Request for Proposals Document, 9 pages

## **COMMISSIONERS ACTION**

### **Recommended Motion:**

- Motion to approve the Port Manager to submit the OSMB Small Grant Application for the sealcoating and striping of the boat launch parking lot. Approve Port Manager to negotiate with lowest responsive quote not to exceed \$24,000 to sealcoat and stripe the boat launch parking lot.

#	Port Area	Description of Repair / Upgrade	Estimated			Actual / Contract
			Quantity	Cost	Proposed	
1	Launch Ramp	Electrical Box Replacement	1	15,000		
2	Launch Ramp	Slope Repair at Guest Dock Ramp (Lane #6) & Icehouse	100LF	25,000	25,000	19,250
3	Launch Ramp	Slope Repair at Zola's (Lane #1)	50LF	12,000		
4	Launch Ramp	Parking Lot Sealcoating & Striping	90,000SF	24,000		6,000
5	Boardwalk	Sealcoat Asphalt	15,000SF	7,500		
6	Boardwalk	Repair North Boardwalk Slope	150LF	25,000		
7	Boardwalk	Repair Electrical System on North Section	1	5,000		
8	Boardwalk	Install Drains Infront of Bell & Whistle	1	1,500	1,500	915
9	Retail Area	Pave Open Areas	1,600SF	6,400		
10	Retail Area	Replace Roofing on 1 Building	6,100SF	50,000	100,000	71,635
11	Basin 1	Power Infrastructure to D-Dock & 4 Electrical Pedestals	300LF	25,000	25,000	
12	Retail Parking Lot	Replace Catch Basin	1	8,000		
13	Retail Parking Lot	Raise Asphalt for Drainage at Corner Market	2,100SF	8,400		
14	Port Shop Parking	Paving	24,500SF	98,000		
15	Port Parking	Paving	32,500SF	130,000		
16	Boat Storage Area	Paving	18,500SF	74,000		
17	Gear Storage Area	Paving	16,000SF	64,000		
18	Security Cameras	Commercial Dock Areas	7	20,000		9,294
19	OWS	Gear Storage Drainage from Green Building Area	1	40,000	32,000	44,960
20	Parking Plan	Catalyst / Wine Tasting Area along LHR (400LF)	3,500SF	10,000		
21	Basin 2 Parking	Commercial Eastside - Asphalt Overlay & Curbs (2,000LF)	62,000SF	248,000		
22	Basin 2 Fence	4' Chain-link Fence East & West Sides	1,500LF	15,000		
23	Basin 2 Slopes	Repair West Side Slopes	1,000LF	1,000,000	100,000	147,771
24	Boat Yard	Boat Yard Shop Buildings	2	150,000	75,000	7,253
25	Boat Yard	Big Top Shelter for Travel Lift	1	45,000		
26	RV Park	Storm Drains for Main Road	3	15,000		
27	RV Park	Main Road A/C 2" Overlay	38,000SF	152,000	30,000	
28	RV Park	Replace Fence along Boat Basin Road	1,750LF	50,000		
29	RV Park	Cabins	4	50,000		
30	Kite Field	Parking Lot Sealcoating / Overlay	60,000SF	30,000		
31	Kite Field	Storm Drains	4	10,000		
32	Public Fishing Pier	Asphalt Overlay Walking Area	2,100SF	8,400		
33	Public Fishing Pier	Extend Parking Lot	1,800SF	12,000		
34	Fuel Dock	Repair / Replace 4" & 6" Waterline Valves (Backflows?)	4	10,000		
35	Port Shop	3/4 Ton Truck (Used w/ lift gate)	1	30,000		7,294
36	Port Shop	3/4 Ton Truck	1	30,000		7,800
37	Port	Wi-Fi for Basins 1 & 2	1			11,754
38	Barge Area	Repair Slope at Ice House (completed under #2 above)	1	10,000		-
39	Retail Building #1	Replace Flooring at Corner Market	1	5,500		5,055
			Total	2,519,700	388,500	338,981

Amount Remaining in Budget

49,519

Yellow highlighted completed this budget cycle

Proposed paving project

Sealcoat and Stripe Boat Launch Parking Lot



## **REQUEST FOR PROPOSALS**

### **SEALCOAT AND STRIPING BOAT LAUNCH PARKING LOT**

DATE:  
**APRIL 23, 2025**

PROPOSAL DUE BY:  
**FRIDAY**  
**MAY 2, 2025 at 10AM**

Port of Brookings Harbor  
P.O. Box 848  
Brookings, Oregon 97415

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# *Port of Brookings Harbor*

*This Institution is an Equal Opportunity Provider*

## **REQUEST FOR PROPOSALS**

### **SEALCOAT AND STRIPING BOAT LAUNCH PARKING LOT**

#### **PROPOSALS DUE BY 10:00 A.M., FRIDAY MAY 2, 2025**

The Port of Brookings Harbor (Port) is issuing a Request for Proposals (RFP) from qualified contractors (Proposer) for sealcoating and striping the boat launch parking lot. To be considered, interested parties must submit their Proposals in accordance with the requirements set forth in the RFP.

The RFP will be used to select the Proposer to complete paving as shown in scope of work.

Responses to this RFP will be reviewed and ranked according to the lowest proposal. The Proposer with the lowest proposal will be the firm selected for contract negotiations.

The Request for Proposals can be downloaded from the Port website at <https://www.portofbrookingsharbor.com> or a printed copy can be obtained at the address listed below.

Proposals can be submitted in sealed envelopes and received at the Port of Brookings Harbor Port Office, no later than 10:00 a.m. May 2, 2025, addressed to the attention of Port of Brookings Harbor, P.O. Box 848, Brookings, Oregon, 97415 or hand-delivered to 16330 Lower Harbor Road, Brookings, Oregon 97415. Faxed or electronic (e-mail) responses are acceptable. Send emails to [travis@portofbrookingsharbor.com](mailto:travis@portofbrookingsharbor.com) and [gary@portofbrookingsharbor.com](mailto:gary@portofbrookingsharbor.com). Responses received after the designated closing date and time will not be accepted.

The Port may reject any response not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all responses in whole or in part when the cancellation or rejection is in the best interest of the Port, and at no cost to the Port. The Port reserves the right to waive or reject any or all proposals and reserves the right to negotiate with any terms with any selected proposer.

Publish Dates:  
Port Website on April 23, 2025



# *Port of Brookings Harbor*

*This Institution is an Equal Opportunity Provider*

## **SCOPE OF WORK**

**Sealcoat approximately 90,000 square feet and restriping the existing boat launch parking lot.**

Please recommend sealcoat material that will provide long-lasting resistance to saltwater and high vehicle traffic.

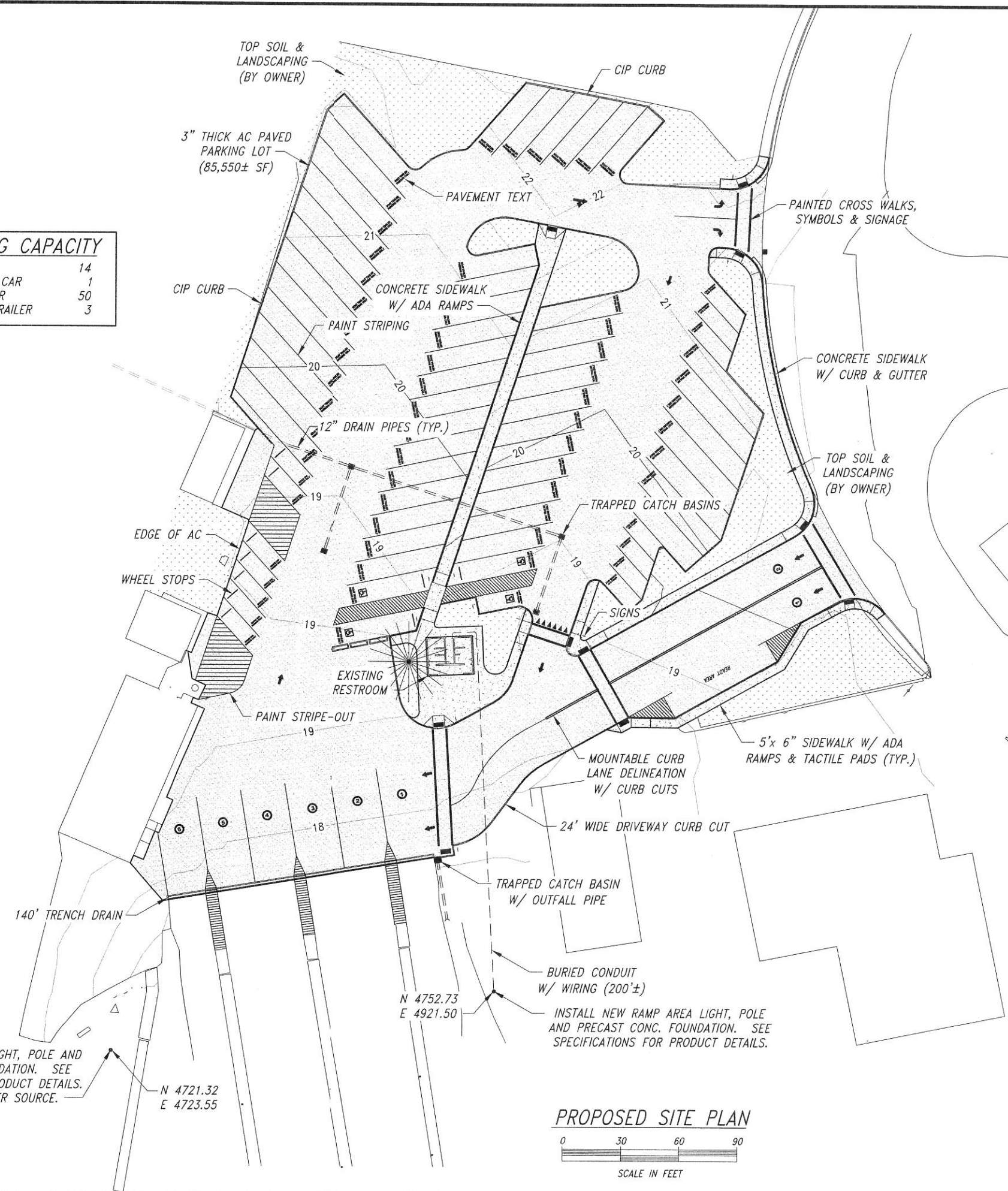
Restriping per the attached Oregon State Marine Board drawings with standard traffic paint.

Stage sealcoating and striping may be required to allow access to a launch ramp.

**Note:** Contractor to assume traffic control costs. Work must be completed prior to June 30, 2025.



PARKING CAPACITY	
SINGLE CAR	14
ADA SINGLE CAR	1
BOAT TRAILER	50
ADA BOAT TRAILER	3

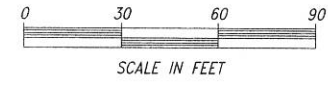


REPLACE RAMP AREA LIGHT, POLE AND PERCAST CONC. FOUNDATION. SEE SPECIFICATIONS FOR PRODUCT DETAILS. USE EXISTING POWER SOURCE.

N 4721.32  
E 4723.55

N 4752.73  
E 4921.50

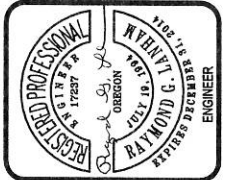
PROPOSED SITE PLAN



AS ADVERTISED

DATE	REVISIONS	BY

APPROVED FACILITIES MANAGER  
 R. LANHAM  
 DESIGNED BY  
 R. LANHAM  
 DRAWN BY  
 R. LANHAM  
 DATE  
 10/09/14



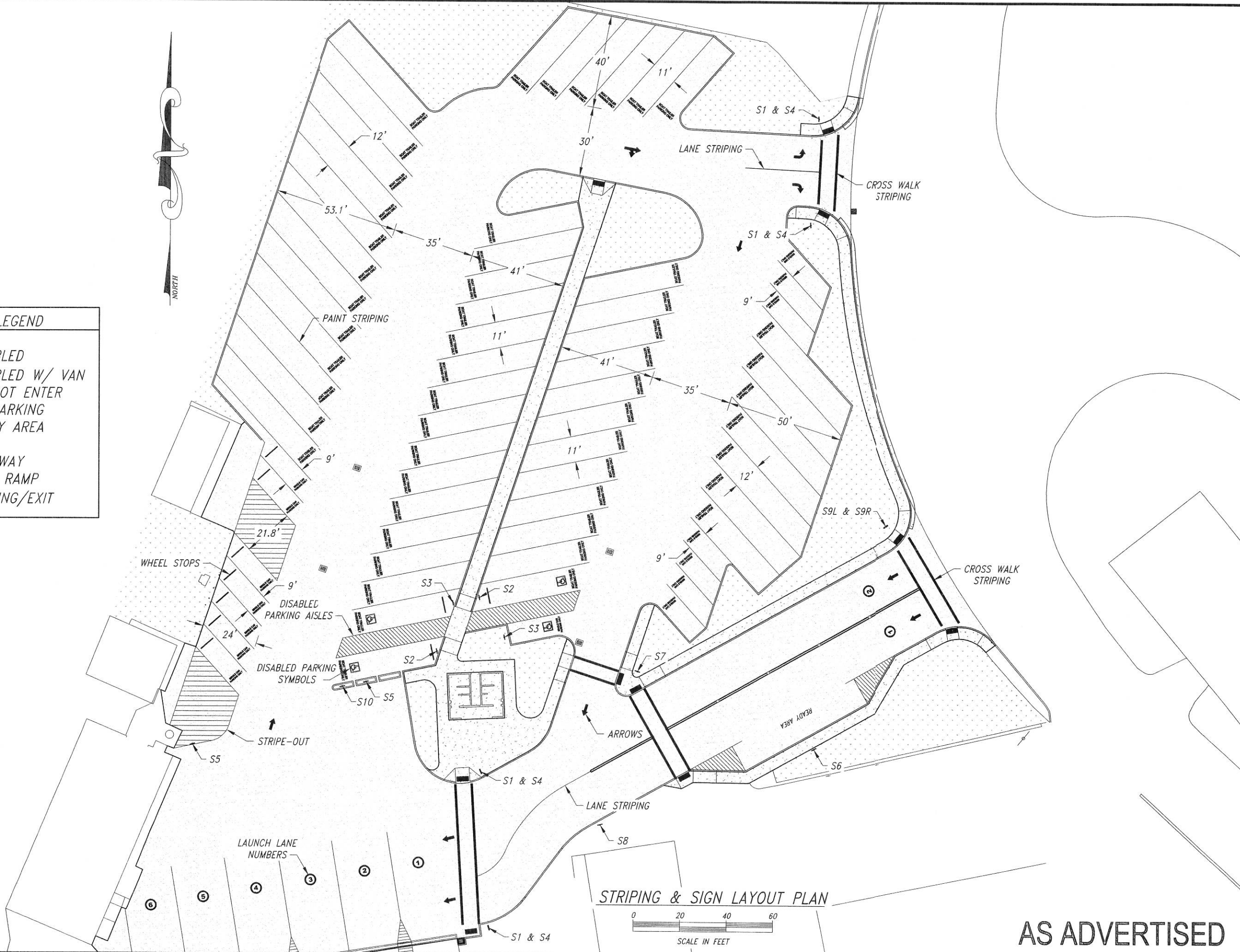
PROPOSED SITE PLAN  
 AT THE BROOKINGS MARINA, CHETCO RIVER MILE 0.4  
 FOR THE PORT OF BROOKINGS  
 OREGON STATE MARINE BOARD

3 SHEET	16 OF
0808 - 1481 - 3 DRAWING NO.	

FILE PATH: \\C:\Users\lanham\Documents\Projects\1481 - Port of Brookings Parking\DWG  
 FILE NAME: 03 - Proposed Site Plan Revised.dwg



SIGN LEGEND	
S1	STOP
S2	DISABLED
S3	DISABLED W/ VAN
S4	DO NOT ENTER
S5	NO PARKING
S6	READY AREA
S7	YIELD
S8	ONE WAY
S9	BOAT RAMP
S10	PARKING/EXIT



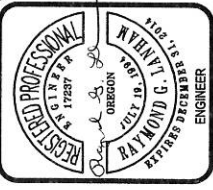
STRIPING & SIGN LAYOUT PLAN



AS ADVERTISED

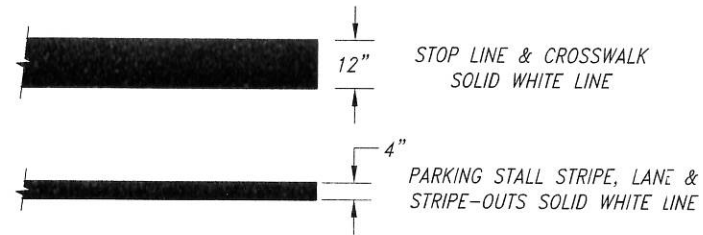
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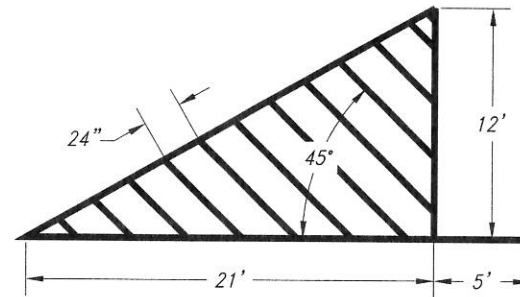


STRIPING & SIGN LAYOUT PLAN  
 AT THE BROOKINGS MARINA, CHETCO RIVER MILE 0.4  
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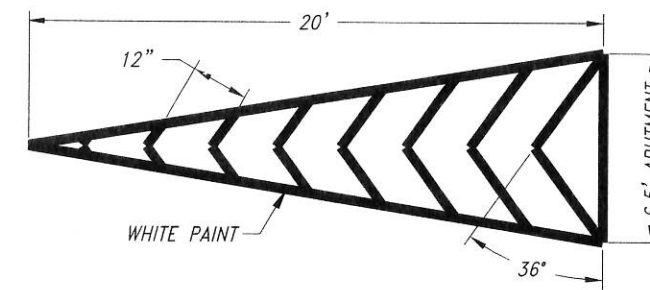
OREGON STATE MARINE BOARD



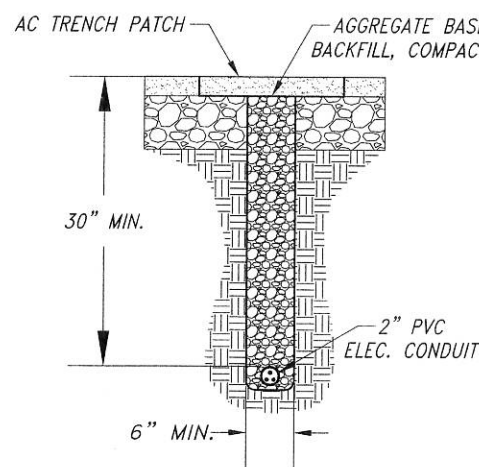
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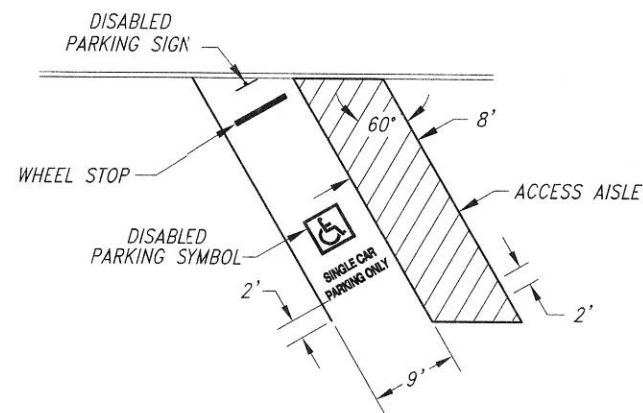
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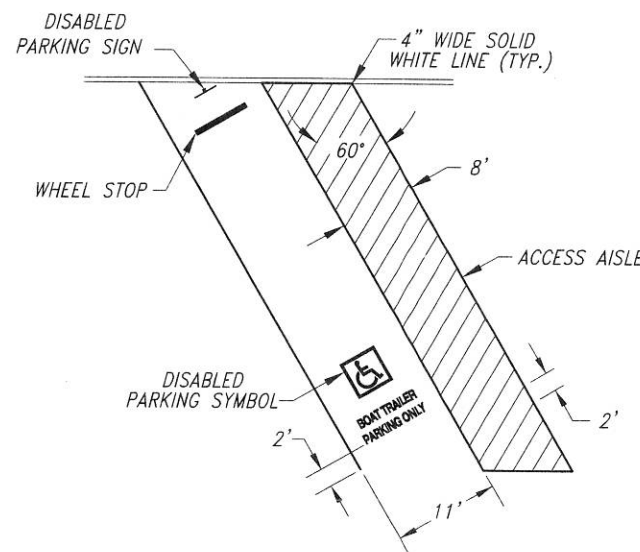
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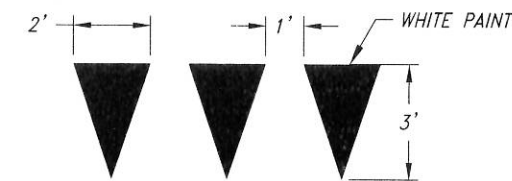
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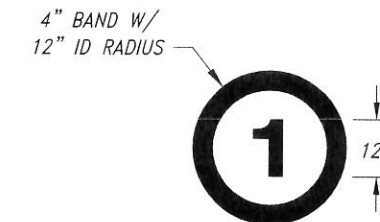
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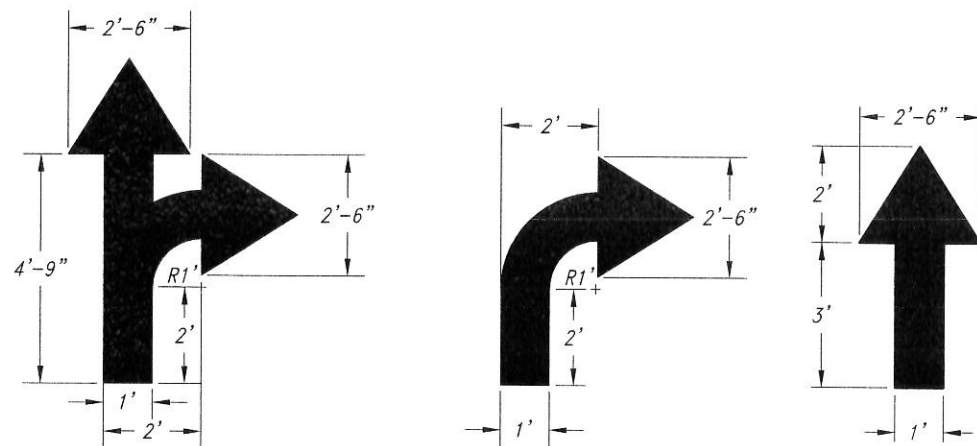
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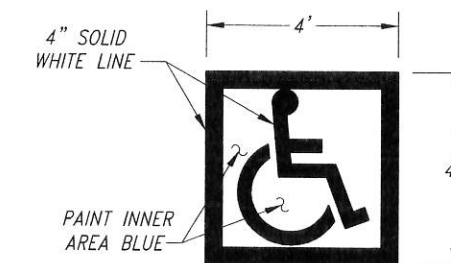
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**DIRECTIONAL ARROWS**  
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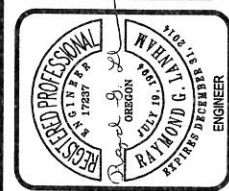
**DISABLED PARKING SYMBOL**  
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- NOTES:**
1. PAINT ARROWS SOLID WHITE.
  2. CENTER ARROWS WITHIN TRAFFIC LANE.
  3. LOCATION OF ARROWS SHOWN ON PLANS.

**AS ADVERTISED**

DATE	REVISIONS	BY

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FINAL CHECK BY	DRAWN BY	
	R. LANHAM	

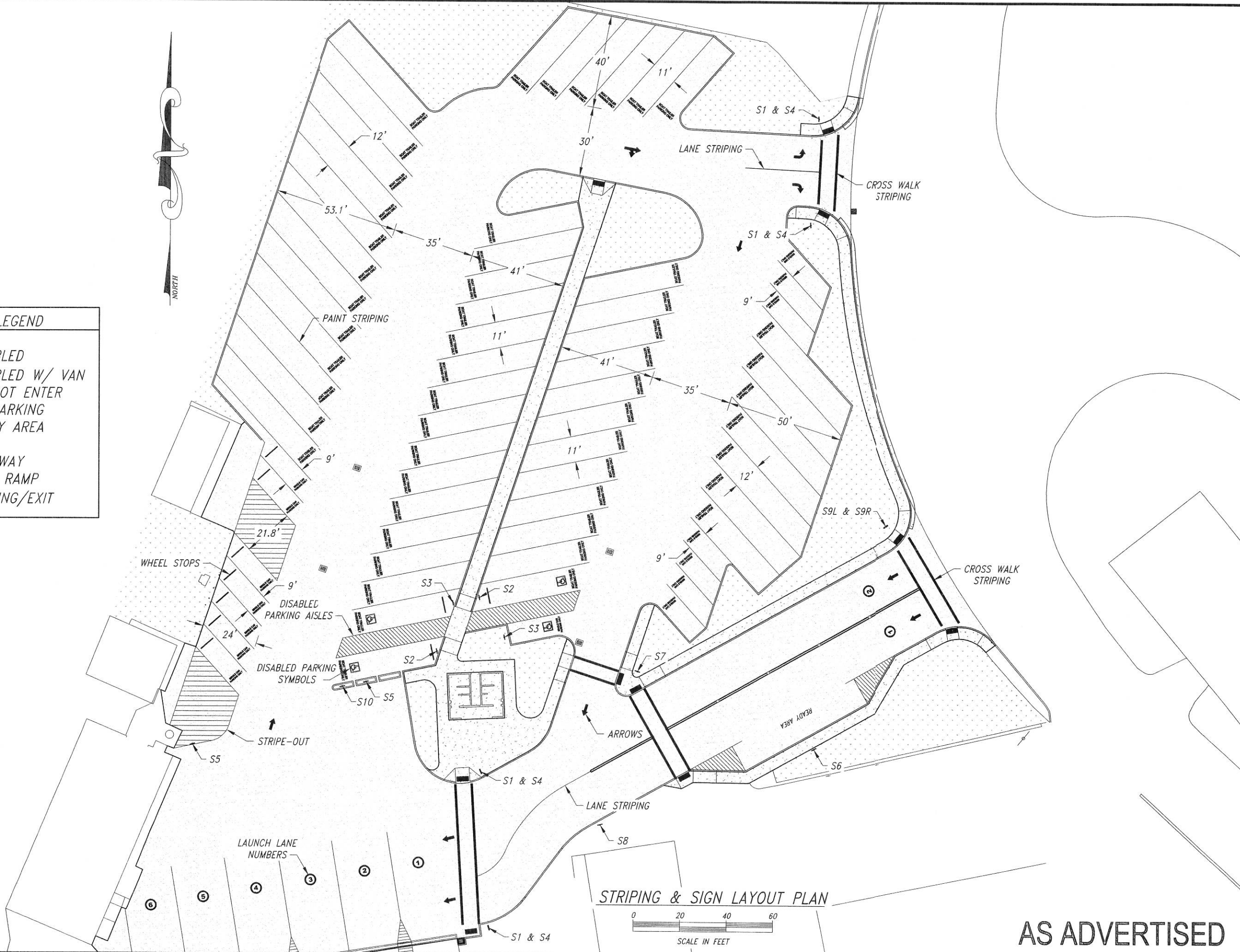


**PAVEMENT MARKINGS & STRIPING DETAILS**  
AT THE BROOKINGS MARINA, CHETCO RIVER MILE 0.4  
FOR THE PORT OF BROOKINGS

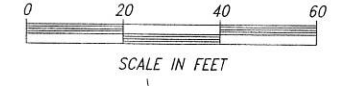
**OREGON STATE MARINE BOARD**



SIGN LEGEND	
S1	STOP
S2	DISABLED
S3	DISABLED W/ VAN
S4	DO NOT ENTER
S5	NO PARKING
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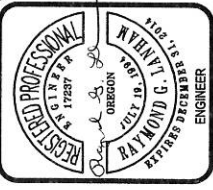
STRIPING & SIGN LAYOUT PLAN



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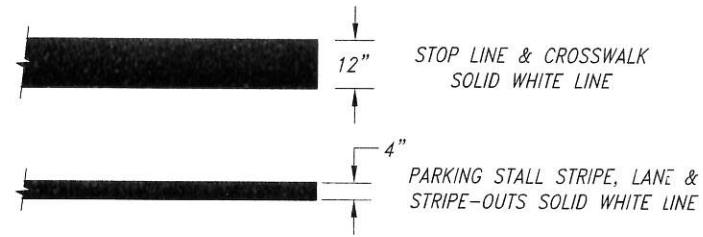
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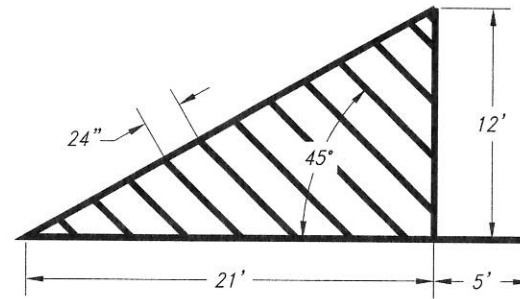
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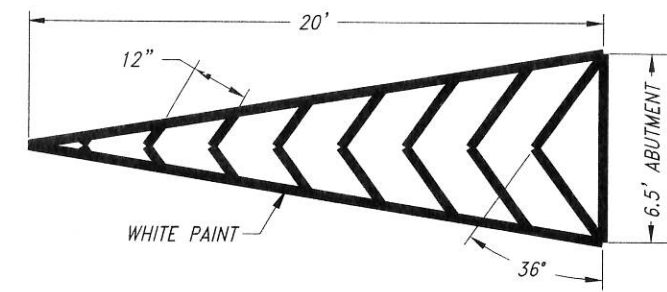
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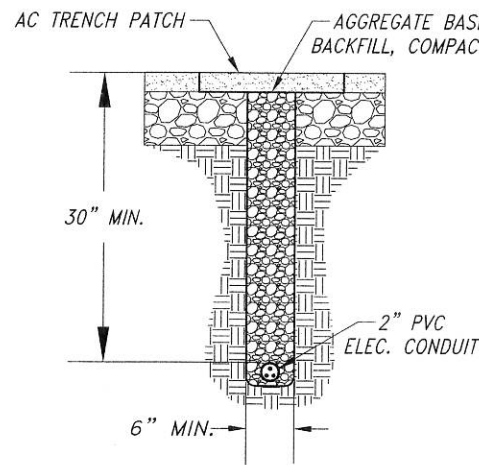
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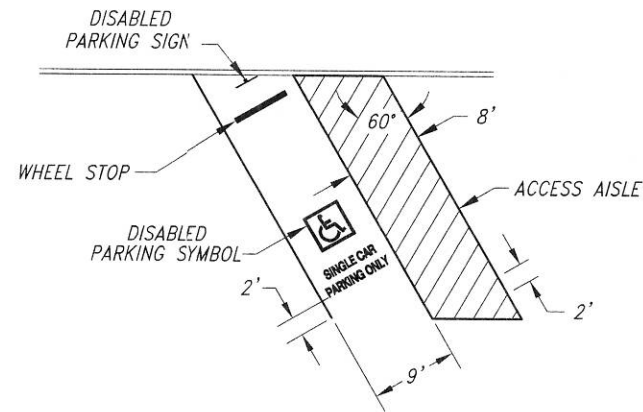
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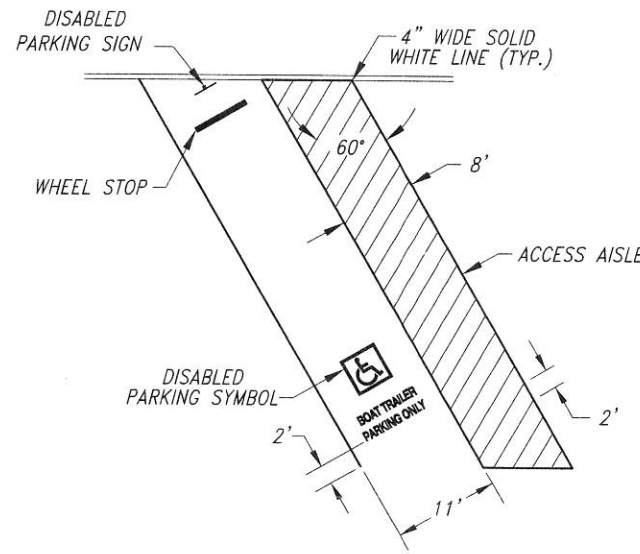
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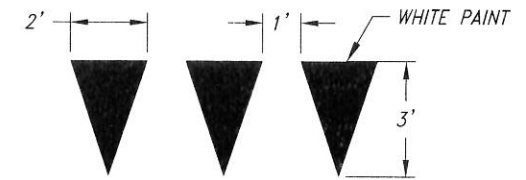
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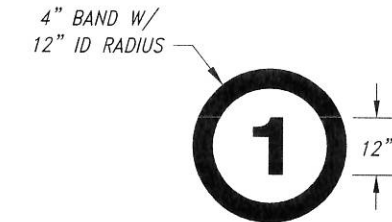
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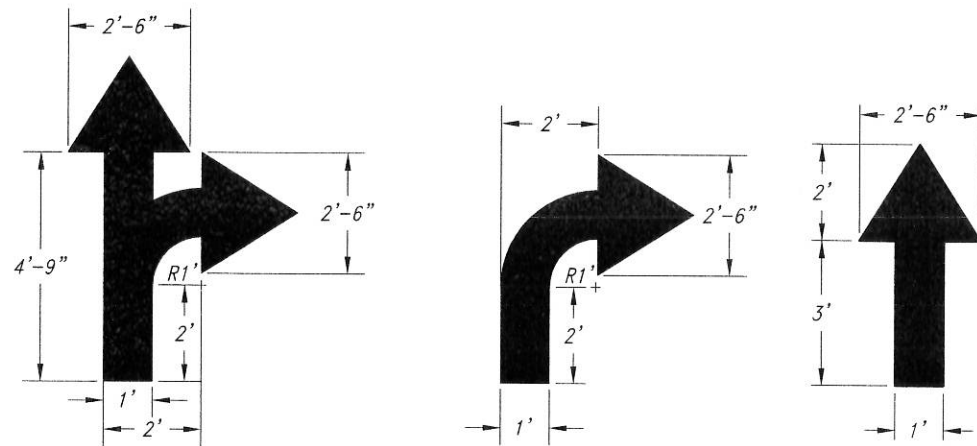
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**YIELD LINE**  
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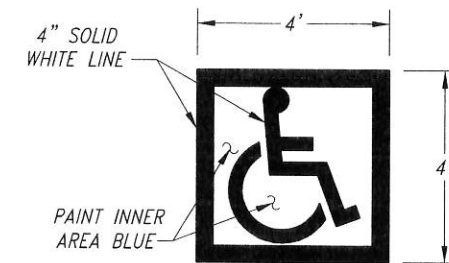
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**DIRECTIONAL ARROWS**  
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**PAVEMENT TEXT**  
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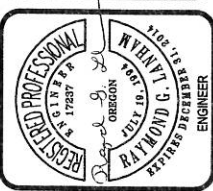
**DISABLED PARKING SYMBOL**  
NOT TO SCALE

- NOTES:**
1. PAINT ARROWS SOLID WHITE.
  2. CENTER ARROWS WITHIN TRAFFIC LANE.
  3. LOCATION OF ARROWS SHOWN ON PLANS.

**AS ADVERTISED**

DATE	REVISIONS	BY

APPROVED: FACILITIES MANAGER	DESIGNED BY	DATE
	R. LANHAM	10/09/14
FINAL CHECK BY	DRAWN BY	
	R. LANHAM	



**PAVEMENT MARKINGS & STRIPING DETAILS**  
AT THE BROOKINGS MARINA, CHETCO RIVER MILE 0.4  
FOR THE PORT OF BROOKINGS

**OREGON STATE MARINE BOARD**