

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

Wednesday, September 20, 2023

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:**
Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); Daniel Fraser (Pos. #5) via telephone. Joseph Speir, Vice-President (Pos. #1) was absent.
- **Port of Brookings Harbor Management and Staff:**
Travis Webster, Port Manager; April Walker, Office Manager; and Danielle King, Safety/Administrative.
- There were no modifications, additions, or changes to the agenda. Webster noted that there was more information given to the Board for an additional option on Action Item J.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:02:11

A motion was made by Jonas and seconded by Hartung to approve the agenda. The motion passed 4 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:02:31

- A. Approve Minutes of Regular Commissioner Meeting Wednesday, August 16, 2023.**
- B. Approve Minutes of Special Commissioner Meeting Thursday, August 31, 2023**

A motion was made by Hartung and seconded by Jonas to approve the meeting minutes for the Regular Commissioner Meeting Wednesday August 16, 2023 and Special Commissioner Meeting Thursday August 31, 2023. The motion passed 4 – 0.

4. PUBLIC COMMENTS – Audio time 0:03:07

There was one public comment. Athena spoke to the Board about the windmills that have been proposed to be installed in the ocean, and asked if the Board has collaborated with other Ports to write a letter. Heap explained what is being proposed by BOEM.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:10:14

Webster reported on maintenance items Port staff completed in the RV Park along with how the occupancy has decreased due to the Smith River Complex Fire. Webster continued to report some maintenance repairs made throughout the Marina. Explained that the Firefighters will be using the dry camping and kite field area for the Smith River Complex fire, and they are being charged accordingly. Webster reported on FEMA purchases and what stages have been completed so far. Reviewed what stage the Port was at with

the Wastewater Treatment Plant. Hartung asked about the Yaquina dredge coming back, Webster was informed the Corp of Engineers stated after further review it is good. King reviewed the Safety, Security & Environmental Report for the month of August. Board asked about the stolen trailer and the turbidity screen. Walker reviewed the Financial Report for the month of August.

A motion was made by Jonas and seconded by Hartung to approve the Management & Financial Reports as presented. The motion passed 4 – 0.

6. HMGP REVIEW AND PUBLIC COMMENT PERIOD – Audio time 0:23:30

Webster reviewed that this is an updated Hazard Mitigation Plan. We have updated the tables, costs of projects, updated maps, and the mitigation action list. Webster informed the Board why this plan is important and how this plan allows us to be eligible for any FEMA declared disasters and Federal grants. There was no public comment.

7. ACTION ITEMS

A. Approve Signature for Bank Accounts – Audio time 0:28:58
Webster reviewed items with the Board.

A motion was made by Hartung and seconded by Jonas to remove Ken Range as a signer on all Umpqua Bank Accounts for the Port of Brookings Harbor. The motion passed 4 – 0.

A motion was made by Hartung and seconded by Jonas to add Daniel Fraser as a signer on all Umpqua Bank Accounts for the Port of Brookings Harbor. The motion passed 4 – 0.

B. Pacific Fishing LLC, Lease Agreement – Audio time 0:30:04
Webster reviewed item with the Board.

A motion was made by Jonas and seconded by Hartung to approve Pacific Fishing LLC, Lease Agreement for the warehouse storage beginning October 1, 2023 through September 30, 2026. The motion passed 4 – 0.

C. South Coast Tours LLC, Lease Amendment No. 1 – Audio time 0:31:14
Webster reviewed item with the Board.

A motion was made by Hartung and seconded by Jonas to approve South Coast Tours LLC, Lease Amendment No. 1. The motion passed 4 – 0.

D. Boat Shop & More LLC, Lease Amendment No. 2 – Audio time 0:32:24
Webster reviewed item with the Board.

A motion was made by Jonas and seconded by Hartung to approve Boat Shop & More LLC, Lease Amendment No. 2. The motion passed 4 – 0.

E. Slugs N Stones Ice Cream, Lease Agreement – Audio time 0:33:46
Webster reviewed item with the Board.

A motion was made by Hartung and second by Jonas to approve Slugs N Stones Ice Cream Cones Lease Agreement beginning November 1, 2023 through October 31, 2026. The motion passed 4 – 0.

- F. J Sloane Hair Studio LLC, Lease Agreement** – Audio time 0:34:40
Webster reviewed item with the Board.

A motion was made by Jonas and second by Hartung to approve J Sloane Hair Studio LLC, Lease Amendment No. 1. The motion passed 4 – 0.

- G. Boardwalk Mail Services LLC, Amendment No. 1** – Audio time 0:35:21
Webster reviewed item with the Board.

A motion was made by Jonas and second by Hartung to approve Boardwalk Mail Service LLC, Lease Amendment No. 1. The motion passed 4 – 0.

- H. The Hungry Clam, Lease Amendment No. 1** – Audio time 0:36:01
Webster reviewed item with the Board.

A motion was made by Heap and second by Jonas to approve The Hungry Clam, Lease Amendment No. 1. The motion passed 4 – 0.

- I. Atlas Coffee Stand, Lease Agreement** – Audio time 0:36:43
Webster reviewed item with the Board.

A motion was made by Jonas and second by Hartung to approve Atlas Coffee Stand Lease Agreement beginning on September 21, 2023. The motion passed 4 – 0.

- J. Options for SLFRF** – Audio time 0:39:04
Webster reviewed item with the Board, and listed what options the Port may use the funds on. Informed the Board that the added information includes a tsunami siren as an option. This came from talking with the firefighters and if a tsunami was to happen how would they let their employees know. There was discussion about who is responsible for having a tsunami siren installed, maintained/running and if there are any rules and regulations for having a siren. The Board agreed it's great for public safety but to look more into a siren and if the City and/or County are willing to help with an evacuation plan and the sirens.

- K. Amended and Restated Agreement for Professional Services** – Audio time 1:03:46
Webster reviewed item with the Board. Jonas asked about Akin's different contracts. Heap explained what an asset it was to have Akin continue to be our engineer.

A motion was made by Jonas and second by Hartung to approve draft Amended and Restated Agreement for Professional Services to EMC-Engineers/Scientists, LLC from September 21, 2023 to September 21, 2024. The motion passed 3 – 1. Yes: Jonas, Hartung & Heap. No: Fraser.

- L. Agreement for Security Services** – Audio time 1:06:50
Webster reviewed item with the Board. There was some discussion about the contract.

A motion was made by Jonas and second by Hartung to approve draft Agreement for Security Services with Four Aces Security Solutions from September 21, 2023 to September 21, 2024. The motion passed 4 – 0.

M. Heap made a comment that there is a BOEM meeting coming up, he is willing to attend as the Board President and see what their expectations are for the Port, doesn't want to write a letter of support when we don't know what the real impacts are going to be. Board allowed public comment.

A motion was made by Jonas and seconded by Hartung that President Richard Heap represent the Port of Brookings Harbor at an upcoming BOEM meeting for functionality of Port access but not as a pro or con for the Port. The motion passed 4 – 0.

8. INFORMATION ITEMS

A. FEMA Schedule – Audio Time 1:34:54

Webster reviewed the payment schedule, when the contractor is scheduled to start work, and what items have been purchased.

B. Wastewater Treatment Plant, Budget – Audio time 1:44:46

Webster reviewed item with the Board. Heap noted that this would be a separate contract for Akin. Webster informed the Board that we are working on phase 2, hoping to have something to turn into them soon and the budget will be more precise and then we can have the conversation with Pacific Seafood on how to proceed forward. Hartung asked for something in writing from Pacific Seafood about their commitment to the wastewater treatment plant.

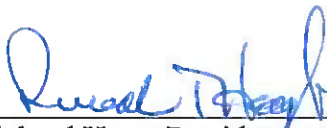
9. COMMISSIONER COMMENTS – Audio time 1:58:17

Hartung commented that her and Jonas went to a SDAO meeting with staff, that was good, and thanked staff for is doing a really good job out there. Jonas thanked staff.

10. NEXT REGULAR MEETING DATE – Wednesday, October 18, 2023, at 2:00 PM

11. ADJOURNMENT – Audio time 1:59:35

Having no further business, the meeting adjourned at 3:59 pm.



Richard Heap, President

10-18-23

Date Signed



Sharon Hartung, Secretary/Treasurer

10-18-23

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.