

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

Wednesday, February 15, 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 Secretary/Treasurer Sharon Hartung 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); Richard Heap, President (Pos. #4) via phone; and Kenneth Range (Pos. #5). Joseph Speir, Vice-President (Pos. #1) and Larry Jonas (Pos. #3) was absent

• **Port of Brookings Harbor Management and Staff:**

Travis Webster, Port Manager; Danielle King, Safety/Administrative; and James Walker, Port Counsel

- Webster apologized for not included the financials, but they have just been given to the Board, and the Board has received a handout regarding the events. Crissy Cooper will be coming instead of Bruce Ellis and that Mrs. Cooper will be late attending the meeting.

- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:02:56

A motion was made by Heap and seconded by Range to approve the agenda. The motion passed 3 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:04:43

A. Approve Minutes of Regular Commissioner Meeting Wednesday, January 18, 2023.

A motion was made by Range and seconded by Heap to approve the minutes of Regular Commissioner Meeting Wednesday, January 18, 2023. The motion passed 3 – 0.

4. PUBLIC COMMENTS – Audio time 0:05:36

There was one public comment.

Mike Murphy discussed safety on Lower Harbor Road and asked for the Boards help with contacting the County and how to get more signs posted. Webster advised for the public to talk with the County and will make the efforts of reaching out to the County on how to get signs, walkways, or lighting on Lower Harbor Road.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:11:21

Webster reported on the storm damage that happened throughout the Port, completed an IDA for the County to be submitted to OEM and FEMA. Webster reported on projects that were completed in the RV Park, Marina, and equipment services for the month of February. Board allowed public comment. Webster reviewed the safety and security issues that happened for the month of February. Webster reviewed the financial reports for the month of February.

A motion was made by Heap and seconded by Range to approve the management and financial reports as discussed. The motion passed 3 – 0.

6. INFORMATION ITEMS

- A. **Piling Replacement** – Audio Time 0:27:22
Webster updated Board on the completion of the piling replacement project that happened in Basin 2, O Dock.
- B. **Clean Out for Boat Launch Ramp Sewer** – Audio time 0:28:23
Webster reviewed his request to the County to add a clean out section to the sewer line so any future plugs that happen can be clean out. Board allowed public comment.
- C. **Event Discussion with Bruce Ellis** – Audio time 0:33:13 & 0:48:36
Board postponed topic until Mrs. Cooper arrives.

Webster reviewed what the Board would like to see for the future events. Board allowed public comment. Cooper agreed with the Board and already plans to go about certain events in a different manner, Pirates Festival though is Bruce’s event but will inform him of what the Board is requesting. Commissioner Heap expressed concern regarding Pirate Festival and parking on Lower Harbor Road. Board allowed public comment. Heap discussed his commissioner comment; gave a forecast of the salmon season.

- D. **Port Rates** – Audio time 0:33:30
Webster reviewed suggested changes to the Port rates. Board allowed public comment.

7. ACTION ITEMS

- A. **Motorcycle Shop Future** – Audio time 1:11:41
Webster reviewed item with the Board and reviewed recommended motions. Range thinks to retrofit the building it would be more than the estimated \$50,000, does not think the Port should spend a dime on the building at this point but also doesn’t think it should be demolished at this time and suggested for security purposes to place a fence around the building if needed. Heap agreed.

A motion was made by Range and seconded by Heap to approve advertising the building as vacant and see what proposals may come through to fix the building and if Travis feels necessary for security reasons put a fence around it. The motion passed 3 - 0.

- B. **McLennan Payment Request #6** – Audio time 1:18:21
Webster reviewed item with the Board.

A motion was made by Heap and seconded by Range to approve McLennan Excavation progress Payment No. 6 for \$107,739.05 for work performed January 6, 2023 – February 8, 2023 per contract. The motion passed 3 – 0.

Board allowed public comment.

- C. **Gear Storage Area** – Audio time 1:23:01
Webster reviewed that per our HMGP & FEMA Projects we are getting closer to having to reorganizing the gear storage area. Board allowed public comment.

A motion was made by Range and seconded by Heap to approve grading new pot storage area and not to exceed \$13,000.00. The motion passed 3 – 0.

- 8. **EXECUTIVE SESSION per ORS 192.660 (2)(a)** – Audio Time 1:31:00
This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions. Any information derived from this meeting may not be disclosed pursuant to ORS 192.660(4). 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.

9. COMMISSIONER COMMENTS – Audio time 0:00:20

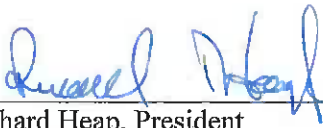
Commissioner Heap gave his commissioner comment in Information Item C, Events Discussion.

Commissioner Range commented staff is doing a really good job and suggested pictures of the Port staff around the Port Office or in the Meeting Room.

10. NEXT REGULAR MEETING DATE – Wednesday, March 15, 2023, at 2:00 PM

11. ADJOURNMENT – Audio time 0:02:43

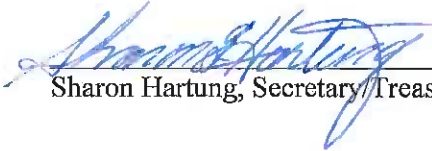
Having no further business, the meeting adjourned at 4:05 pm.



Richard Heap, President

3-15-2023

Date Signed



Sharon Hartung, Secretary/Treasurer

3-15-2023

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.