

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

**Wednesday, January 18, 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:** Joseph Speir, Vice-President (Pos. #1), Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5).
- **Port of Brookings Harbor Management and Staff:** Travis Webster, Port Manager; Danielle King, Safety/Administrative; and James Walker, Port Counsel.
- Webster requested to add Action Item D, McLennan Excavation Payment Request #5. Heap requested to add Information Item F regarding the Chetco Indian Memorial. 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 0:02:05**

**A motion was made by Speir and seconded by Hartung to approve the agenda with additional Action Item D and Information Item F. The motion passed 5 – 0.**

**3. APPROVAL OF MEETING MINUTES – Audio time 0:02:55**

**A. Approve Minutes of Regular Commissioner Meeting Wednesday, December 21, 2022.**

**A motion was made by Speir and seconded by Hartung to approve the meeting minutes. The motion passed 5 – 0.**

**4. PUBLIC COMMENTS – Audio time 0:03:25**

There were no public comments.

**5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:03:31**

Webster reported on projects that were completed in the RV Park, Marina, and equipment services for the month of December. Webster reviewed incidents that happened throughout the Port and reviewed the financials. Board allowed public comment.

**A motion was made by Range and seconded by Jonas to approve the management reports. The motion passed 5 – 0.**

**6. ACTION ITEMS**

**A. Resolution 2023-01, Registered Agent – Audio time 0:13:58**

Webster reviewed item with the Board.

**A motion was made by Jonas and seconded by Speir to approve Resolution 2023-01, Approval of Registered Agent. The motion passed 5 - 0.**

**B. Art on the Coast – Audio time 0:14:49**

Webster explained that the event organizer, Laura Brown, has requested a reduced rate for this year's event. Webster recommended to keep the rates the same and maybe at a later date look at the agreement to add something for non-profit, Heap agreed.

**A motion was made by Hartung and seconded by Speir to retain the fees as scheduled. The motion passed 5 – 0.**

**C. Mountain View Motorcycle Shop Lease – Audio time 0:20:03**

Webster reviewed item with the Board and explained the condition the building was left in. The Board discussed what to do with the building next. Heap suggested to recover our costs and determine at a later date if it's worth fixing or not. Range suggested to add January rent to the bill.

**A motion was made by Heap and seconded by Range to approve billing for the \$3250 that is owed to us plus January rent, no return of the security deposit and terminate lease on January 31, 2023. The motion passed 5 – 0.**

**D. McLennan Excavation Payment Request #5 – Audio time 0:33:37**

Webster reviewed item with the Board.

**A motion was made by Range and seconded by Speir to approve McLennan Excavation progress Payment No. 5 for \$132,159.52 for work performed December 1, 2022 – January 6, 2023, per contract. The motion passed 5 – 0.**

**7. INFORMATION ITEMS**

**A. 2023 Events – Audio Time 0:36:19**

Webster wanted the board to be aware of upcoming events. The Board requested to talk to event coordinators about upcoming events. Webster stated that he will contact the coordinators.

**B. RV Park Project Update – Audio time 0:42:16**

Webster reviewed item with the board. It has been expressed to the contractor to start to get things moving on our good weather days, and hoping sites will be opening in the middle of March.

**C. 2022 Commissioner Meeting Summary – Audio time 0:45:53**

Webster just wanted the Board to see what items were discussed in the month of 2022.

**D. Storm Damage – Audio time 0:47:22**

Webster informed the Board that December has had a lot of weather, and the County has declared a local emergency for December 9-10 and December 25-26. The Port is currently putting information together for the County of any costs associated with the storms.

**E. Miss Stacey Update – Audio time 0:53:08**

Webster informed the Board that there is a new owner who plans to remove the vessel from the harbor.

**F. Chetco Indian Memorial – Audio time 0:55:13**

Heap was given a letter regarding the maintenance of the piece of property, asking if the Port had an issue with the tribe taking over the maintenance again.

Range discussed with Webster about the vessels giving off electrolysis in the water.

**8. EXECUTIVE SESSION per ORS 192.660 (2)(a)**

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions. Any member of the media that is here may remain. 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 3:36 PM.

**9. COMMISSIONER COMMENTS – Audio time 0:00:51**

Speir stated that Webster is doing a great job.

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

**11. ADJOURNMENT – Audio time 0:01:11**

Having no further business, the meeting adjourned at 3:37 pm.

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Richard Heap, President

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Date Signed

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Sharon Hartung, Secretary/Treasurer

\_\_\_\_\_  
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).*