

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

**Wednesday, April 10, 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 special 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 Special 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; April Walker, Office Manager; Danielle King, Safety/Administrative; James Walker, Port Counsel; and Jack Akin, Port Engineer.
- There were no modifications, additions, or changes to the agenda.
- There were no declarations of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 0:01:12**

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

**3. PUBLIC COMMENTS – Audio time 0:01:31**

There were no public comments.

**4. INFORMATION ITEMS**

**A. Pacific Seafood, Wastewater Treatment Plant – Audio Time 0:01:40**

Webster opened the discussion up by thanking Pacific Seafood for coming to the meeting, wanted to have this meeting to discuss the commitment, the needs, operation and vision of the plant. Webster suggested talking about Information Item B during this discussion. Webster suggested Pacific Seafood to give the Board their opinion on what they think the best option is and asked the Board if they had any questions for Pacific Seafood. Heap reviewed what the Port's perspective is on the item. Board allowed Public Comment. Dan Occhipinti, Chief Legal and Administrative Officer with Pacific Seafood, reviewed the obstacles Pacific Seafood was facing at the time of purchasing the plant and expressed Pacific Seafood's commitment to being in Brookings. Occhipinti reviewed in detail what the JPA permit looks like and what Pacific Seafood, and all other processing plants, are currently facing with this permit. Occhipinti explained how the unique opportunity given to the Port of Brookings Harbor to build a wastewater treatment plant is a blessing and what good it will do for fish processing in the future. Board allowed public comment. Webster explained that he brought the city options back to the Board for review so we can explore all of our options and asked Pacific Seafood to explain what option they like best since they have plants operating in both ways. Harbor Water explained what their engineers have suggested to be able to handle the extra water needed. Webster reviewed the city options and what processing to the city would look like, but since this is not an established item the city is unsure what the fees associated would be. Harbor Sanitary stated they will be discussing this inflow with their engineers. Board allowed public comment. Pacific Seafood wants to process shrimp and supports what option makes the most sense. Board allowed public comment. Akin explained what was included in the funding. Webster expressed that the Port of Brookings Harbor does not have the staff or know how to operate this facility and the Port does

not want to be involved in it and that's why it's so important to have Pacific Seafood on board with this. Occhipinti explained that Pacific Seafood currently has three facilities down at the Port, this would be the same economic model, the Port owns the ground but Pacific Seafood is responsible for the maintenance, repairs, and operations of those facilities and that model seems to be working well for both parties. Board allowed public comment.

**B. Wastewater Treatment Plant, City Options**

This item was discussed in Information Item A.

**5. ACTION ITEMS**

**A. Budget Committee Members – Audio time 0:51:33**

Webster reviewed item with the Board and made note of the differences he saw between the two applications. Heap suggested choosing someone who has been involved with the Port and the Ports activities.

**A motion was made by Range and seconded by Jonas to approve Gary Hartung for position #9 on the Port of Brookings Harbor Budget Committee, term will be good for 3 years ending on June 30, 2026. The motion passed 4 - 0. Spier was absent for vote.**

Webster made the Board aware that the next budget meeting will be May 10.

**B. Proposals for 16118 Lower Harbor Road – Audio time 0:54:56**

Webster reviewed the one proposal received by highlighting key items in the Letter of Intent received by Reggie Boltz with Augustino Estate Wine. Business wants to assume ownership of the building and that the Port will supply water hook ups. The Board discussed what options are available for that building. The Board allowed public comment. Boltz stated that he would pay for the waterline to be put in and went over some of the improvements that will need to be made to the buildings. There was discussion between the Board and Boltz regarding the length of the lease. Heap commented on the benefit this would be to the Port. The Board was concerned regarding if they decide to sell the building, the Port be allowed to have First Right of Refusal and what if he leaves without completing the renovations.

**A motion was made by Heap and seconded by Hartung to approve the Reggie Boltz, Augustino Estate Wine Proposal, and allow the Port Manager to negotiate the lease terms and create a draft lease for Board approval that includes the reimbursement for water services, First Right of Refusal, tenant responsible for permits to bring the building to standard, 25-year land lease with standard CPI increase. The motion passed 5 – 0.**

**C. RV Park Update and Cable TV – Audio time 1:25:33**

Webster reviewed the item with the Board and discussed what would be needed if we wanted to bring cable tv back to the RV Park.

**A motion was made by Jonas and seconded by Speir to approve eliminating cable TV at the RV Park. The motion passed 5 – 0.**

**6. COMMISSIONER COMMENTS – Audio time 1:39:34**

Commissioner Heap discussed the upcoming salmon season.

**7. NEXT REGULAR MEETING DATE – Wednesday, April 19, 2023, at 2:00 PM**

**8. ADJOURNMENT – Audio time 1:40:21**

Having no further business, the meeting adjourned at 3:39 pm.

Richard Heap, President

Date Signed

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).*

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