

PORT OF BROOKINGS HARBOR
Special Commission Meeting
Monday, April 10, 2023 • 2:00pm
Teleconference / Meeting Room *(limited capacity)*
16350 Lower Harbor Road Suite 202, Harbor OR, 97415

Teleconference Call-In Number: 1 (253) 215-8782
Meeting ID: 771 205 4017 Passcode: 76242023 (to mute/unmute: * 6)

TENTATIVE AGENDA

	PAGE
1. CALL MEETING TO ORDER	
• Roll Call	
• Modifications, Additions, and Changes to the Agenda	
• Declaration of Potential Conflicts of Interest	
2. APPROVAL OF AGENDA	
3. PUBLIC COMMENTS – Limited to a maximum of three minutes per person. Please email your comments to danielle@portofbrookingsharbor.com prior to the meeting if you are calling in.	
4. INFORMATION ITEMS	
A. Pacific Seafood, Wastewater Treatment Plant.....	2
B. Wastewater Treatment Plant, City Options.....	4
5. ACTION ITEMS	
A. Budget Committee Members.....	5
B. Proposals for 16118 Lower Harbor Road.....	9
C. RV Park Update and Cable TV.....	14
6. COMMISSIONER COMMENTS	
7. REGULAR MEETING DATE – Wednesday, April 19, 2023 at 2:00pm	
8. ADJOURNMENT	

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.

INFORMATION ITEM – A

DATE: April 10, 2023
RE: Pacific Seafood, Wastewater Treatment Plant
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Port asked Pacific Seafood to come to our Board meeting, to discuss commitment, needs, and operation vision for the wastewater system.

DOCUMENTS

- Letter from Pacific Seafood, dated March 14, 2023, 1 page



March 14, 2023

Port of Brookings Harbor Commission
16330 Lower Harbor Rd
P.O. Box 848
Brookings OR 97415

Re: Brookings Wastewater Treatment Facility

Commissioners,

I'm writing on behalf of Pacific Seafood to reaffirm our commitment to the long-term success of our Brookings processing plant, and to working with the Port to build a wastewater treatment facility for which federal dollars have already been secured.

Since there have been changes in personnel on both of our ends, I propose we set a date to meet in-person in Brookings in the next few weeks so we can develop a plan for how we will work together, share responsibility, and ensure the success of this project.

Pacific Seafood is committed to Brookings and this wastewater treatment facility. Our team has much experience in building and operating wastewater treatment systems, and we are excited to partner with the Port to make this project a success for all.

Please don't hesitate to reach out with any questions in the meantime and we look forward to joining you for an in-person meeting to discuss at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Occhipinti".

Dan Occhipinti
Chief Legal and Administrative Officer
Pacific Seafood
docchipinti@pacseafood.com
503-905-4446



INFORMATION ITEM – B

DATE: April 10, 2023
RE: Wastewater Treatment Plant, City Options
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- Wastewater Treatment Plant Funding opportunity (\$3.5 million)
- Location and design approved by the Board to begin engineering and permitting for WWTP.
- Permit applications are near complete to submit for DEQ review.
- Before application is submitted funding will need to be released from EPA and matching funds either waived or funding is secured. (\$875,000)
- Review options to discharge to the county and municipal systems to ensure the long term/short term operation/financial concerns are assessed and adequately compared.

DOCUMENTS

- None



Port of Brookings Harbor

16330 Lower Harbor Road / PO Box 848
Brookings, Oregon 97415
Phone (541) 469-2218
Fax (541) 359-3999
www.portofbrookingsharbor.com

Board of Commissioners

Richard Heap, President
Joseph Speir, Vice-President
Sharon Hartung, Secretary/Treasurer
Kenneth Range
Larry Jonas

Travis,

As you may recall, in early Spring of 2020, the City of Brookings, Jacobs, The Port of Brookings and Pacific Seafoods met to discuss the next steps in developing the option of discharging seafood processing wastewater to the City of Brookings through Harbor Sanitary District (HSD). At that time, it was determined that the Pacific Seafoods would pay Jacobs to collect the data and complete a study that would determine the feasibility. I recall the study was estimated at around \$35,000-\$45,000. There was an option on the table that a good portion of the study might receive funding from Business Oregon through a grant. The next step at that time was that an agreement between Jacobs, Port of Brookings and/or Pacific Seafood would be established for the execution of the study and that Jacobs would be invited into the seafood processing plant to begin collecting data. The agreement was never executed.

The City of Brookings, HSD, Jacobs Engineering and DEQ met this week to discuss the renewed interest from the Port of Brookings to discharge seafood processing wastewater through HSD to the City of Brookings. A number of concerns were discussed and will need to be addressed through a detailed analysis (study) that will be prepared by Jacobs Engineering. Jacobs will develop a scope of work (SOW) and will have it ready to deliver to the Port of Brookings by the end of next week.

This SOW will address:

- protecting the city treatment plant from issues related to industrial discharge including the evaluation of the need for a pretreatment system
- additional responsibilities for Jacobs or the city regarding sample testing and the impacts on the City's current NPDES Permit
- evaluation of the implementation of a formal pretreatment program as required with the estimated volume of discharge per day (required for over 25,000 gallons per day)
- methodology for establishing a System Development Charge (SDC) rate for an industrial user, seafood processing.

Once we have the SOW from Jacobs, The Port of Brookings and/or Pacific Seafood will be required to execute an agreement with Jacobs to perform the study. In the meantime, feel free to call me if you have any questions.

Anthony Baron
Public Works & Development Services Director

City of Brookings
898 Elk Drive | Brookings, OR 97415
(541) 469-1159

ACTION ITEM – A

DATE: April 10, 2023
RE: Budget Committee Members
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

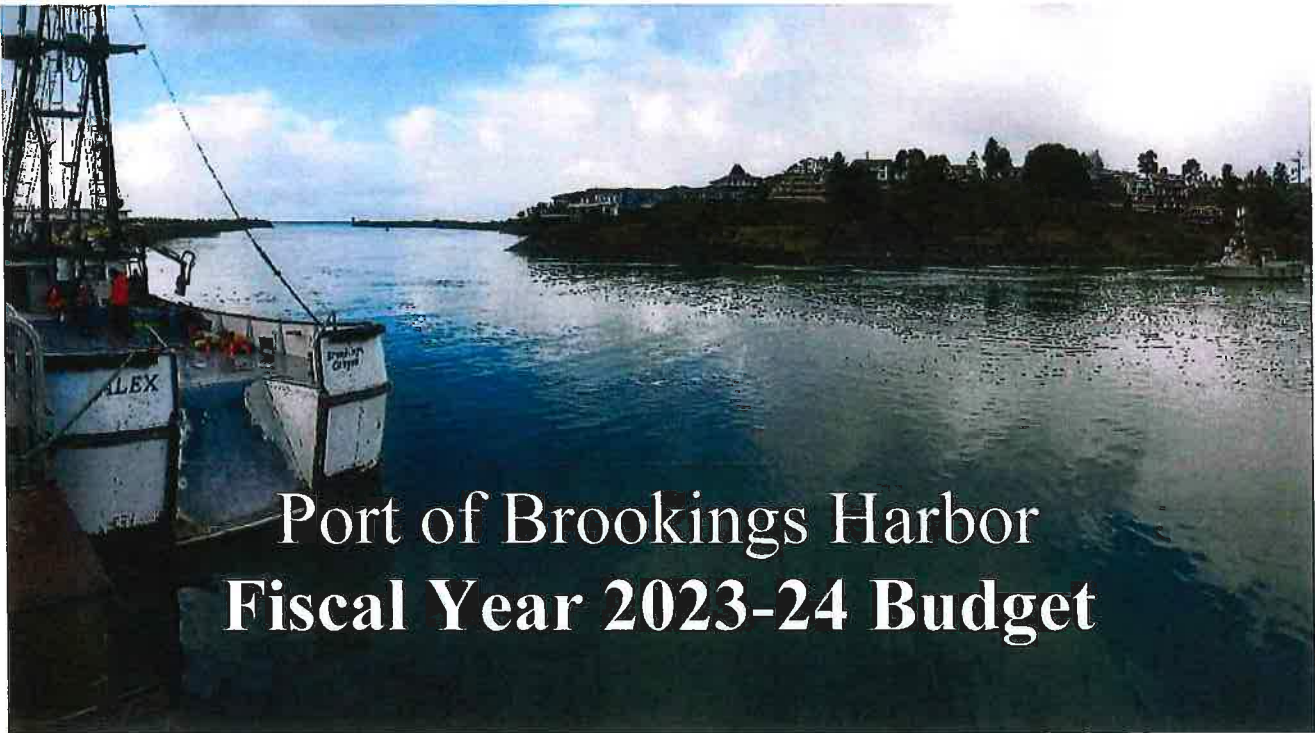
- The Port has one vacancy.
- The Port has advertised vacancies on the Port website and in the Curry Pilot/Triplicate.
- Port received has received two applications.
- Commissioners received the applications for their review and ranking of each application between 1 and 5. 5 being the highest ranking. Highest total fills the first vacancy, second highest total fills the second vacancy, and the third highest total fills the third vacancy.
- Any tiebreakers will be handled by a coin flip called by the Board President.

DOCUMENTS

- Budget Committee, 1 page
- Applicant, 1 page
- Budget Calendar, 1 page
- *added* Larry Minckler Application, 1 page

COMMISSIONERS ACTION

- **Recommended Motion:**
- **Option 1:**
 - Motion to leave position 9 vacant.
- **Option 2:**
 - Motion to approve _____ for position #9 on the Port of Brookings Harbor Budget Committee, term will be good for 3 years ending on June 30, 2026.



Port of Brookings Harbor Fiscal Year 2023-24 Budget

BUDGET COMMITTEE

Board of Commission

- Position 1 – Joseph Speir
- Position 2 – Sharon Hartung
- Position 3 – Larry Jonas
- Position 4 – Richard Heap
- Position 5 – Kenneth Range

Terms Expires

- 2025
- 2023
- 2023
- 2025
- 2025

Committee Members at Large

- Position 6 – Al Cornell
- Position 7 – Wayne King
- Position 8 – Richard Contestabile
- Position 9 – Vacant
- Position 10 – Brett Hester

Term Expires

- 2024
- 2024
- 2023
- 2023
- 2024

Port Manager
Travis Webster

Office Manager, Budget Officer
April Walker



COPY

Application for Appointment Port of Brookings Harbor Budget Committee

Applicant's Name: Eary Hartung

Street & Mailing Address: _____

Email: _____

Best Contact Phone Number: 501-1101 Cell Home

Preferred Method of Contact: Email _____ Phone Both _____

Are you a Registered Voter in the Port District? Yes No _____

Please state your area of expertise and why you wish to serve on the Budget

Committee: Supervisor - to help out Port District

Please note, this position is for a term of three (3) years and may require the attendance of day-time as well as evening meetings. Will cause any inconveniences or conflicts to your schedule? Yes _____ No

Additional Comments: Wished of Port Commissioner

Signature: [Signature] Date: 3/28/2023

Date Received: 3/28/23 Received by: D. King

PORT OF BROOKINGS HARBOR

BUDGET CALENDAR 2023-24

1. Appoint Budget Officer March 15
(Regular Wednesday Meeting at 2 p.m.)
2. Appoint Budget Committee (BC) April 10
(Special Meeting Monday Meeting at 2 p.m.)
3. Prepare Proposed Budget April 10 (Monday)
4. Publish 1st Notice of BC Meeting April 19 (Wednesday)
*(Newspaper & Website – submit to
Newspaper on Monday, April 18)*
5. Publish 2nd Notice of BC Meeting April 26 (Wednesday)
*(Newspaper & Website -submit to
Newspaper on Monday, April 25)*
6. **Budget Committee Meeting** **May 10 (Tuesday 10:00 a.m.)**
7. Publish Notice of Budget Hearing May 31 (Wednesday)
*(Newspaper & Website – submit to
Newspaper on Friday, May 27)*
8. Hold Budget Hearing June 21 (Regular Wednesday Meeting at 2 p.m.)
9. Enact Resolutions to Adopt, etc. June 21 (Regular Wednesday Meeting at 2 p.m.)
10. Submit Tax Certification Documents by July 14
11. Send Copy of all Budget Documents by September 29
to County Clerk



**Application for Appointment
Port of Brookings Harbor Budget Committee**

Applicant's Name: Larry Minckler

Street & Mailing Address: Brookings OR 97415

Email: _____

Best Contact Phone Number: _____ Cell Home

Preferred Method of Contact: Email _____ Phone Both _____

Are you a Registered Voter in the Port District? Yes No _____

Please state your area of expertise and why you wish to serve on the Budget

Committee: I have over 30 years of accounting experience,
mostly as a controller. I am interested in Port
activities and community service.

Please note, this position is for a term of three (3) years and may require the attendance of day-time as well as evening meetings. Will cause any inconveniences or conflicts to your schedule? Yes No _____

Additional Comments: _____

Signature: [Signature] Date: 4/6/23

Date Received: 4/7/23 Received by: Danielle King

ACTION ITEM – B

DATE: April 10, 2023
RE: Proposals for 16118 Lower Harbor Road
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

- The building became vacant February 1, 2023.
- Building has significant repairs that need to be completed before it can become leasable.
- A building advertisement has been published on the Port website, Curry/Triplicate website and published in newspaper, requesting proposals from interested parties to present to the Board. Proposals are to be accepted until April 7 at 4pm.
- As of the meeting packet date we have only received (1) proposal.

DOCUMENTS

- Letter of intent from Reginald (Reggie) J Boltz of Augustino Estate Winery, 4 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
- Motion to approve Reggie Boltz of Augustino Estate Winery proposal and allow the Port Manager to negotiate the lease terms and create a draft lease for Board approval.



Letter of Intent

March 21, 2023


This letter is to serve as a Letter of Intent for the building and property located at 16118 Lower Harbor Rd., Brookings Oregon 97415 as follows:

1. Reginald J Boltz of Augustino Estate Winery will assume ownership of the building structure only.
2. Building structure to be completely repaired and brought to current county building code standards.
3. Repair exterior siding, building foundation skirting, and paint complete exterior.
4. Install new landscaping and outside deck areas.
5. Land lease for an area of 4,200 square feet at ten cents per square foot, for a total of \$420.00 per month as per Port of Brookings land lease protocol. All lease documents provided by the Port of Brookings legal department.
6. The Port of Brookings will provide power, water and sewer hook ups for the existing building structure.
7. All property taxes, insurance and legal fees needed to be paid by Reginald J Boltz.

Please note that this land lease agreement will save the Port of Brookings from the cost of demolishing the building, approximately \$20,000 to \$30,000, and the cost of building improvements of approximately \$50,000 to \$70,000, and will create an improved structure and income of \$420.00 per month with no money out of pocket for the Port of Brookings.

I am looking for a speedy approval if possible on this agreement so that I can stop my search for a building site location.

Signature of this Letter of Intent will secure, hold and approve this transaction while the necessary documents are prepared and finalized as needed.

 3/21/23
 Reginald J Boltz Date

Port of Brookings Date

Port of Brookings Date

P.O. Box 420
O'Brien, OR 97534
Augustinoestate.com

Augustino Estate & Vineyard



Applegate Tasting Room



Winemaker Dinner



www.augustinoestate.com

Augustino

Estate & Vineyard



Treehouse Tasting Room



www.augustinoestate.com

Augustino

Estate & Vineyard

Augustino
Estate & Vineyard

Join us for wine tasting at the
Treehouse & the Big Red Barn



400 Brown Rd.
O'Brien, 541.596.2888



6995 N. Applegate Rd.
Grants Pass, 541.846.8884

Come as friends,
leave as *family*

augustinoestate.com



www.augustinoestate.com

ACTION ITEM – C

DATE: April 10, 2023
RE: RV Park Upgrade & Cable TV
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Travis Webster, Port Manager

OVERVIEW

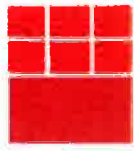
- Attached is the RV Park punch list of work to be finished.
- All front row sites are open and available for reservations.
- A new Wi-Fi system has been installed and is operational.
- Age of our cable tv infrastructure is old, parts are hard to find, and no contractors are available to perform the needed repairs.
- The survey taken last year showed about 25% of guests use the TV provided.

DOCUMENTS

- Crow/Clay & Associates RV Park Punch List, 2 pages

COMMISSIONERS ACTION

- **Recommended Motion:**
- Motion to approve eliminating cable TV at the RV Park.



CROW/CLAY & ASSOCIATES INC.

ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS

SITE OBSERVATION REPORT #2 – PUNCH LIST

DATE: 03-22-2023

PROJECT: Port of Brookings-Harbor RV Park

PROJECT No.: 19005

TIME: 1:00PM

CONDITIONS: Overcast, Intermittent Rain

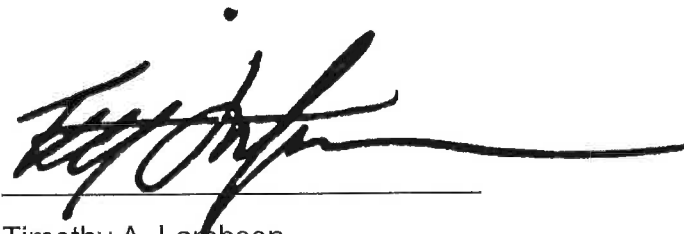
GENERAL PARK NOTES:

1. Loose cable ends need to be wired/connected.
2. Entire road (both sides of the park) to be swept and cleaned.
3. Contractor to provide owner with emergency pedestal covers.
4. Additional gravel/grading is required throughout the park.
5. Turn power on.

INDIVIDUAL SITE NOTES:

- Lot 1: Loose pedestal to be tightened. Provide power to adjacent pole for lighting.
- Lots 7-9: Fix leaking pedestals.
- Lot 9: Main cable junction box is not installed.
- Main Panel bracing (2x4s and stakes) between Lots 12 and 13 to be removed.
- Lot 13: Main cable junction box is not installed.
- Lot 15: Provide power to adjacent pole for wi-fi and light.
- Lot 19: Rectangular cable box cover lid needs to be correctly/securely installed.
- RV Storage Building: Regrade at door and main water line shutoff valves (x3). Ensure that there are no tripping hazards.
- Lot 22: Main cable junction box is not installed.
- Lot 23: Low voltage junction box cover is missing. Fill hole @ cable junction box with gravel, compact and grade.
- Lot 24: Pedestal is loose and leaking.
- Lots 25-26: Pedestals are leaking.
- Lot 27: Pedestal is leaking. Why was old cable box left? Remove.
- Lot 28: Pedestal is leaking. Main cable junction box is not installed.
- Lot 59 (across from Lot 28): Site needs to be regraded.
- Lot 30: Pedestal is leaking.
- Lot 33: Pedestal is leaking. There is a confusing note on the pedestal. Please provide a clear explanation and **mark all main electric panels correctly.**

- Pole @ Lot 34: Electrician to leave 2'-0" of extra wiring in the NEMA 4 enclosure. Provide a **secure** power disconnect.
- Lots 33-38: Where are the Cable TV Lines? These appear to be missing or buried.
- Lot 53: Cap 4" conduit, cover, and locate on as-builts.

A handwritten signature in black ink, appearing to read 'Timothy A. Lambson', written over a horizontal line.

Timothy A. Lambson
Principal Architect