

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

**Wednesday, April 16, 2025**

**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 Sharon Hartung called the Regular Meeting of the Port of Brookings Harbor Commissioners to order at 2:00pm.

- **Port of Brookings Harbor Commissioners Present:**  
Joseph Speir, Vice-President (Pos. #1); Sharon Hartung, President (Pos. #2); Larry Jonas (Pos. #3); Wesley Ferraccioli (Pos. #4); Daniel Fraser, Secretary/Treasurer (Pos. #5).
- **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.
- There were no declarations of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 0:03:38**

*A motion was made by Speir and seconded by Jonas to approve the agenda as written. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None.*

**3. APPROVAL OF MEETING MINUTES – Audio time 0:04:03**

**A. Approve Minutes of Regular Commissioner Meeting Wednesday, March 19, 2025.**

*A motion was made by Jonas and seconded by Speir to approve the meeting minutes for Regular Commissioner Meeting Wednesday, March 19, 2025. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None*

**4. PUBLIC COMMENTS – Audio time 0:04:32**

There was one public comment, by Lonnie Marrington who asked to hold comment until Action Item E.

**5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:04:53**

Webster reported on March maintenance items Port staff completed in RV Park and Marina. Reported on staff getting ready for the summer season by creating work orders and getting ready for site visits by USDA. Jonas asked about the site visit. Fraser asked about the funding request to the State of Oregon, Webster explained it was a request for funds for the Wastewater Treatment Plant.

King reviewed the Safety, Security & Environmental Report.

Walker reviewed the Financial Report. Fraser asked about the fuel dock being at a loss, Walker & Webster explained it is due to our quarterly IFA Loan.

***A motion was made by Speir and seconded by Fraser to approve the Management & Financial Reports as discussed. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None***

## **6. ACTION ITEMS**

### **A. Capital Outlay Projects FY 2025-26 – Audio time 0:13:53**

Webster reviewed the item with the Board. Jonas asked if the list is by priority, Webster stated its listed by area. Fraser had some questions about #19 on the list, the pole barn, and paving of the parking lots.

***A motion was made by Jonas and seconded by Speir to approve the proposed capital outlay projects list for fiscal year 2025-2026. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None***

### **B. South Coast Kayak Launch Trail – Audio time 0:22:31**

Webster reviewed the item with the Board. Hartung asked about who is installing, Webster explained they will purchase, the Port would build, install and maintain. Fraser expressed concern about the public carrying a kayak down the ramp, suggested using the launch ramp closest to the Pacific Ocean Harvesters, and believes since they do use the launch ramp it's not necessary. Webster is concerned that the ramp won't last during the winter in that area. Board continued to express concerns regarding having an ADA kayak ramp. No motion was made.

### **C. Icehouse & Launch Ramp Slope Repairs – Audio time 0:33:17**

Webster reviewed the item with the Board. Board asked about the condition of the slopes.

***A motion was made by Jonas and seconded by Speir to approve 5-R Excavation and Paving LLC for \$19,250.00 to repair the slopes at the icehouse and launch ramp. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None***

### **D. Tidewind Sportfishing Lease Amendment No. 2 – Audio time 0:36:26**

Webster reviewed the item with the Board. Board asked about CPI increases and if this lease applies to the building.

***A motion was made by Speir and seconded by Fraser to approve Tidewind Sportfishing Lease Amendment No. 2 commencing June 1, 2025 through May 31, 2030. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None***

**E. Resolution 2025-04, Port Rates FY 2025-26 – Audio time 0:37:42**

President Hartung opened public comments, but Marrington did not want to speak until Webster had reviewed the item with the Board. Webster reviewed the item with the Board. Fraser had some questions about rates for the grassy boardwalk area and commercial retail. Jonas asked about late fee charges, and how our rates compare to other Ports, that we are still one of the cheapest Ports. Jonas asked about our fuel rates and what it costs for a fuel truck, Board allowed public comment. Fraser asked about the comparisons of other Ports, and why we are not comparable to Garibaldi. Board allowed Marrington to give his public comment. Board and public discussed the commercial rate increase, and the wastewater treatment plant

*A motion was made by Jonas to approve Resolution No. 2025-04, Port Rates for Fiscal Year 2025-26. No second, motion failed.*

Board asked the public what they wanted, would they like 9 or 10 percent increase instead? Fraser thinks 18 percent is too much and suggested 9 percent this year and the following year another 9 percent increase.

*A motion was made by Fraser approve Resolution 2025-04, excluding the commercial moorage rate, and leave that rate open for discussion. Board agreed to table motion, have a discussion and add in an extra motion.*

Jonas suggested cutting it in half, Hartung agreed.

*A motion was made by Hartung and seconded by Jonas to approve Resolution 2025-04, Port Rates for Fiscal Year 2025-26, with the exception of commercial annual rates at 9%. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None.*

**7. INFORMATION ITEMS**

**A. FEMA PW-189 Dredging Update – Audio time 1:23:28**

Webster reviewed the item with the Board. Jonas asked about the dredge pump, Board discussed the culvert and debris.

**B. EPA - WWTP Update – Audio time 1:27:35**

Webster reviewed the item with the Board. Hartung asked if they still plan on giving us a permit. Board allowed public comment.

**C. Senate Bill 357 & Senate Bill 361 – Audio time 1:31:34**

Webster reviewed the item with the Board.

**D. Support for Salmon Fisheries – Audio time 1:35:24**

Hartung wanted to make sure we already sent this letter off. Webster reviewed the item with the Board. Fraser and Hartung reviewed seasons.

**E. 2025 events at the Port – Audio time 1:38:07**

Webster reviewed the item with the Board. Board did not have any questions or concerns.

Webster did inform the Board and the public that there are items up for auction, packets are available in the office.

**8. COMMISSIONER COMMENTS** – *Audio time 1:39:38*

No commissioner comments.

**9. NEXT REGULAR MEETING DATE** – Wednesday, May 21, 2025, at 2:00 PM

**10. ADJOURNMENT** – *Audio time 1:40:01*

Having no further business, the meeting adjourned at 3:40 pm.

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Sharon Hartung, President

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Date Signed

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Daniel Fraser, 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).*