

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

Wednesday, March 19, 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 was tardy; April Walker, Office Manager; and Danielle King, Safety/Administrative.
- Hartung suggested moving Action Item D, Chetco Pelican Players to Action Item A, and moving everything else down.
A motion was made by Jonas and seconded by Speir to approve the agenda with that one change. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None.
 - There were no other modifications, additions, or changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:03:00

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

3. APPROVAL OF MEETING MINUTES – Audio time 0:03:22

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

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

4. PUBLIC COMMENTS – Audio time 0:03:46

There were no public comments.

- 5. MANAGEMENT & FINANCIAL REPORTS / APPROVAL** – *Audio time 0:03:54*
Hartung asked if the Board reviewed Websters report and had any questions. Board did not have any comment.

King reviewed the Safety, Security & Environmental Report. Fraser asked about solicitation.

Walker reviewed the Financial Report. Fraser asked who a few vendors were for the month, Walker and King answered.

Webster arrived and reported on February maintenance items Port staff completed in RV Park and Marina. Highlighted training two RV Park attendants, reconnected power to N Dock and moved Bounders back into place, replaced C dock and connected power, added seven new cameras, and Commercial Retail roof seems to be fixed.

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

6. ACTION ITEMS

- A. Chetco Pelican Players Community Theater Sponsorship** – *Audio time 0:11:15*
Item was Action Item D, Board approved moving to Action Item A.

Webster introduced Aiden and BJ who are with Pelican Plays Club and reviewed the item with the Board. BJ summarized what the play is about.

A motion was made by Speir and seconded by Jonas to approve \$250.00 donation to The Chetco Pelican Players Community Theater for their production of Thar She Blows. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None.

Webster and Aiden discussed how to receive the check and logo. Webster updated Board on our Sponsorships.

- B. 2025 Strategic Business Plan Final Review** – *Audio time 0:14:13*

Webster reviewed the item with the Board. Jonas asked if we have received any public comments, Webster informed him no.

A motion was made by Fraser and seconded by Speir to approve the final draft of 2025 Strategic Business Plan. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None.

- C. Information Technology (IT) Upgrade** – *Audio time 0:15:55*

Webster reviewed the item with the Board. Jonas asked about the services provided, Hartung informed the Board she looked into this and other companies didn't have as well of reviews and the rest were in Portland. There was discussion about the

importance of these services. Board allowed public comment. Fraser asked about the users, services they provide, and what if something happens.

A motion was made by Speir and seconded by Fraser to approve to Port Manager to sign all documents with Kelley Create to purchase 8 new computers with set up, migrate QuickBooks to an online version, and onboarding fees for a total of \$22,094.00. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None.

A motion was made by Speir and seconded by Fraser to approve monthly charges of \$1,349.67 for IT/Tech Support, Licensing, Microsoft and QuickBooks online. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None.

D. Charter Vessels – Audio time 0:33:15

Webster reviewed the item with the Board. There was a discussion regarding the fingers being removed. Board allowed public comment. Jonas suggested more enforcement, and the Board allowed public comment.

A motion was made by Speir and seconded by Fraser to approve modifying the existing G Dock for charter vessels to load and offload their guests. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None.

Webster informed the Board he will leave the fingers for now and if we need to remove them we will.

E. 2025-27 Capital Funding Request – Audio time 0:49:26

Webster reviewed the item with the Board. Jonas asked how often this happens, Webster explained. There was a discussion about Pacific Seafood contributing to the Wastewater Treatment Plant. Board allowed public comment.

A motion was made by Jonas and seconded by Ferraccioli to approve submitting the 2025-27 Capital Funding Request for the Fish Processing Wastewater Treatment, and associated Port Infrastructure project. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None.

F. Resolution 2025-03, Public Wi-Fi Network End User Terms and Conditions of Use – Audio time 1:04:47

Webster reviewed the item with the Board. Fraser asked about government furnished equipment.

A motion was made by Fraser and seconded by Speir to approve Resolution 2025-03, Public Wi-Fi Network End User Terms and Conditions of Use. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None.

G. Appointing Budget Committee – Audio time 1:07:27

Webster reviewed the item with the Board.

A motion was made by Fraser and seconded by Speir to approve Tom Beene for Position #10 on the Port of Brookings Harbor Budget Committee, for a term of 3 years, ending on December 31, 2028. The motion passed 5 – 0. Yes: Jonas, Ferraccioli, Fraser, Speir, Hartung. No: None.

7. INFORMATION ITEMS

A. FEMA PW-189 Dredging Update – Audio time 1:08:25

Webster reviewed the item with the Board. Jonas asked about employees and employee training, Webster informed the Board of his plans with the employee schedule and training for next year’s dredging season. There was a discussion regarding the generator

B. WWTP Update – Audio time 1:17:32

Webster reviewed the item with the Board. NMFS is asking for a biological assessment and post stormwater plan, Webster discussed where we are in the timeline of purchasing a plant and some of the logistics of the plant.

C. Resolution 2025-XX, Port Rates FY 2025-26 – Audio time 1:30:28

Webster reviewed the item with the Board, discussion about bringing moorage rates to an equal number.

Audio stopped unexpectedly at 1:49:54.

8. COMMISSIONER COMMENTS – Audio time 0:00:00

Commissioner Fraser discussed the upcoming options for salmon season and suggested the Board write a letter regarding their position.

Commissioner Ferraccioli thanked Webster for the Port tour.

9. NEXT REGULAR MEETING DATE – Wednesday, April 16, 2025, at 2:00 PM

10. ADJOURNMENT – Audio time 0:00:00

Having no further business, the meeting adjourned at 4:40 pm.

Sharon Hartung, President

Date Signed

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.