

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

**Wednesday, March 15, 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:**  
Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); and Kenneth Range (Pos. #5). Joseph Speir, Vice-President (Pos. #1) was absent.
- **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.
- Heap added Information Item G, Salmon Season
- There were no declarations of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 0:01:48**

**A motion was made by Range and seconded by Jonas to approve the agenda with the modifications. The motion passed 4 – 0.**

**3. APPROVAL OF MEETING MINUTES – Audio time 0:02:06**

- A. Approve Minutes of Regular Commissioner Meeting Wednesday, February 15, 2023.**
- B. Approve Minutes of Special Commissioner Meeting Monday, February 20, 2023.**

**A motion was made by Jonas and seconded by Hartung to approve both the minutes for both commissioner meetings. The motion passed 4 – 0.**

**4. PUBLIC COMMENTS – Audio time 0:02:42**

There were no public comments.

**5. MANAGEMENT & FINANCIAL REPORTS / APPROVAL – Audio time 0:02:48**

Webster reported on projects that were completed in the RV Park, Marina, updated Board on receiving docks, and equipment services for the month of February. The board allowed public comment. Webster reviewed the Safety, Security & Environmental Report. The board allowed public comment. Webster reviewed the Financial Summary for the month of February. The board allowed public comment.

**A motion was made by Range and seconded by Hartung to approve the management & financial report. The motion passed 4 – 0.**

**6. ACTION ITEMS**

**A. Bell & Whistle Mobile Coffee Stand Lease Amendment – Audio time 0:23:11**

Webster reviewed the item and discussed issues site 22 may face for RVers going in and out of that site. Prosing to move coffee stand to a front row site for a higher rate. Webster also could see the possibility of another food truck next to the coffee stand in the future.

**A motion was made by Range and seconded by Jonas to approve Bell & Whistle Mobile Coffee Stand Lease Amendment No. 1. The motion passed 4 - 0.**

- B. McLennan Payment Request #7** – Audio time 0:26:28  
Webster reviewed item with the Board.

**A motion was made by Hartung and seconded by Jonas to approve McLennan Excavation progress Payment No. 7 for \$84,033.22 for work performed February 9, 2023 – March 6, 2023, per contract. The motion passed 4 – 0.**

- C. El Cazadores Draft Lease Agreement** – Audio time 0:27:47  
Webster reviewed the timeline of the draft lease agreement and informed the Board that the owner has proposed to purchase the land out right. Webster asked the board what they would like to do, a lease option or a purchase option. Range expressed concern in selling Port property. Heap explained why he would like to sell the land. The Board allowed public comment. Webster suggested a lot line adjustment.

**A motion was made by Range and seconded by Jonas to approve El Cazadores Draft Lease Agreement. The motion was tabled 2 - 2. Yes: Range & Jonas. No: Hartung & Heap.**

**A motion was made by Heap and seconded by Hartung to approve the Port Manager to work with legal counsel to create a Purchase Sales Agreement for full asking price and have the Port Manager contact Business Oregon for Release for Lien documentation. The motion was tabled 2 - 2. Yes: Hartung & Heap. No: Range & Jonas.**

The Board agreed to bring this item to the next meeting.

- D. Appoint Budget Officer** – Audio time 0:41:08  
Range has concern regarding Webster having another hat to wear. The Board asked if Walker would be willing to take on the position, Walker agreed.

**A motion was made by Hartung and seconded by Jonas to approve April Walker as the Budget Officer for fiscal year 2023-2024 budget. The motion passed 4 – 0.**

Webster reviewed the proposed budget calendar with the board and discussed meeting dates.

## **7. INFORMATION ITEMS**

- A. Port Rates** – Audio Time 0:49:34  
Webster reviewed with the board the intention of the landing fees. Board allowed public comment. Board, Staff & public discussed maintenance of the receiving docks. Board agreed with a resolution stating the appropriation of the funds.
- B. IDA Completion – December 25, 2022 Storm Damage** – Audio time 1:08:22  
Webster informed the board that this Initial Damage Assessment (IDA) was completed after OEM and FEMA walked the docks after negotiations our total was brought to \$378,144.00.
- C. Building Advertisement** – Audio time 1:11:15  
Webster reviewed the item, has already received two interested parties and suggested running the advertisement for two weeks. Webster reviewed the selection process. The board allowed public comment. Webster reviewed what utilities will need to be completed to bring that building up to code.
- D. July 4<sup>th</sup> RV Park Parking & Traffic Discussion** – Audio time 1:17:42

Board allowed a 5-minute recess.

Webster wanted to discuss traffic control during the upcoming holidays, and suggested keeping the RV Park gate closed all day long, staff would only allow RV's or event staff to drive into the area. Heap likes closing the gates at noon. Range suggested charging cars to park on the kite field grass and using that money to pay for a shuttle to shuttle people from parking lot to parking lot. The board allowed public comment.

**E. Lottery Bond – Economic Development** – Audio time 1:33:10

Webster reviewed the item with the board.

**F. Projects Update** – Audio time 1:34:26

Akin reviewed projects the Port is currently involved in. Akin reviewed how the dredging process is going. HMGP can help fund the dredging and the project should be ready by August or September to have plans ready for procurement. The board allowed public comment.

**G. Salmon Season** – Audio time 2:03:02

Heap gave the forecast for the salmon season. Numbers are under forecast. No direct fishing from Cape Falcon to the Mexican border.

**8. COMMISSIONER COMMENTS** – Audio time 2:11:15

Webster informed the Board about cleaning out the catch basin in the Boat yard. The board allowed public comment.

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

**10. ADJOURNMENT** – Audio time 2:15:21

Having no further business, the meeting adjourned at 4:15 pm.

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