

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

Wednesday, April 19, 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:**
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; and James Walker, Port Counsel.
- 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 0:01:40

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

3. APPROVAL OF MEETING MINUTES – Audio time 0:01:56

A. Approve Minutes of Regular Commissioner Meeting Wednesday, March 15, 2023.

A motion was made by Jonas and seconded by Speir to approve the meeting minutes Wednesday, March 15, 2023. The motion passed 5 – 0.

4. PUBLIC COMMENTS – Audio time 0:02:20

There were no public comments.

5. MANAGEMENT & FINANCIAL REPORTS / APPROVAL – Audio time 0:02:29

Webster reported on projects that were completed in the RV Park, Marina, and equipment services for the month of March. Webster reviewed the safety, security, and environmental report for the month of March. Walker reviewed the financial report for the month of March.

A motion was made by Speir and seconded by Hartung to approve the Management & Financial reports as discussed. The motion passed 5 – 0.

6. ACTION ITEMS

A. El Cazadores Lease or Buy Options – Audio time 0:12:40

Webster stated this item was at an impasse at the last meeting and is being brought back to the Board. Range reiterated his position on selling Port land.

A motion was made by Hartung and seconded by Speir 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 passed 3 - 2. Yes: Speir, Hartung, and Heap. No: Jonas & Range.

B. Rates for FY 2023-24 – Audio time 0:18:38

Webster reviewed the item with the Board. Heap asked about the public hoist. Board allowed public comment.

A motion was made by Speir and seconded by Range to approve proposed port rates for FY 2023-24, effective July 1, 2023. The motion passed 5 - 0.

C. Resolution 2023-02, Landing Fees – Audio time 0:30:56

Webster reviewed item with the Board.

A motion was made by Hartung and seconded by Speir to approve Draft Resolution No. 2023-02, Adopting Landing Fee Rates. The motion passed 5 – 0.

D. Resolution 2023-03, Port Rates – Audio Times 0:33:22

Webster reviewed item with the Board.

A motion was made by Hartung and seconded by Jonas to approve Draft Resolution No. 2023-03, Port Rates Fiscal Year 2023-24. The motion passed 5 – 0.

E. McLennan Payment Request #8 – Audio time 0:34:09

Webster reviewed item with the Board.

A motion was made by Range and seconded by Jonas to approve McLennan Excavation progress Payment No. 8 for \$26,522.74 for work performed March 7, 2023 – April 11, 2023 per contract. The motion passed 5 – 0.

7. INFORMATION ITEMS

A. EV Charging Station – Audio Time 0:37:39

Webster explained that he was approached by FreeWire. Webster likes the idea but believes this would be better it was through a partnership like Coos Curry Electric, who would own and maintain the facility. Webster asked if the Board would like to go in this direction in the future. Heap agreed with Webster. Range and Jonas asked about some details regarding the unit.

B. Letter from Henry Johnson Camera with Advertisements for 4th of July at RV Park – Audio time 0:46:59

Webster explained that we didn't get a letter in time but explained that Johnson would like to place a live feed camera on the RV Park Restroom that faces the ocean and would live stream the fireworks. It would remain all year round and would need power and WiFi. The Board asked about some details regarding the camera.

C. Charter and Guide Signs – Audio time 0:52:26

Webster made the Board aware that our charter and guide signs have been installed, explained how a business could get their business name on the sign, and thanked The Oregon Coast Visitors Association for paying for the signs.

8. EXECUTIVE SESSION per ORS 192.660 (2)(a) – Audio time 0:54:24

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. ORS 192.660 (2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Any member of the media that is here may remain. However, the Board will require that any information derived from this meeting may not be disclosed pursuant to ORS 192.660(4).

ORS 192.660 (6) No executive session may be held for the purpose of taking any final action or making any final decision.

Adjourn out of executive session and reconvene into regular session at 3:47 pm.

9. COMMISSIONER COMMENTS – Audio time 0:00:12

Commissioner Speir asked about the upcoming elections.

10. NEXT REGULAR MEETING DATE – Wednesday, May 17, 2023, at 2:00 PM

Webster made the Board aware that there will be a budget committee meeting May 10th.

11. ADJOURNMENT – Audio time 0:01:24

Having no further business, the meeting adjourned at 3:49 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.