

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

Thursday, July 15, 2021

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 for a workshop session on the above date at 2:00 pm. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and also via teleconference.

1. CALL MEETING TO ORDER

Commission President Richard Heap called the Workshop Meeting of the Port of Brookings Harbor of Commissioners to order at 2:00 pm.

- **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).
- **Management and Staff:**
Gary Dehlinger, Port Manager; Travis Webster, Harbormaster; Kim Boom, Financial Officer via phone.
- There was no modifications, additions, or changes to the agenda.
- There was no declaration of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 3:51

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

3. PUBLIC COMMENTS – Audio time 4:14

There was no public comment submitted.

4. INFORMATION ITEMS

- A. Best Management Practices Policy Update – Audio time 4:50
Dehlinger reported in IGA with OSMB to demolish two recreational abandon boats the Port will need to update the BMP. The Port is currently following the information as stated in IGA Exhibit C. BMP Section 1.1 will also be updated regarding pressure washing on port property.
- B. Beachfront RV Park Rules & Information Update – Audio time 8:40
Dehlinger discussed updating the rules to remove prohibiting slid-on campers of setting on the ground and updating the dry camping area.
- C. Catalyst Seafood Building Addition – Audio time 11:15
Dehlinger noted these plans were brought to the board for review in a previous meeting. Catalyst requested in writing for Port permission to move forward with the project at no cost to the Port.
- D. Port Security Contract – Audio time 12:15
Dehlinger noted the current contract with OrCal has expired, but we are running month-to-month. Board discussed possible changes to the contract and enforcement of parking violations.

- E. Boat Launch Parking Lot Signage – Audio time 31:38
Heap noted this topic was discuss during the previous topic. Dehlinger added the signage plan was reviewed by OSMB staff.
- F. Traffic & Parking at Zola’s on the Water – Audio time 34:39
Dehlinger reviewed a plan for traffic and parking in the area. Board discussed other options for traffic flow and parking including adding Zola’s parking sign for direction. Range asked if the Port could talk to the County regarding the left turn into the boat launch parking lot by creating a left turn lane.
- G. Fire Hydrant at Basin 2 Commercial Parking Lot – Audio time 43:40
Dehlinger discussed installing the second fire hydrant and the proposed location.
- H. Joint Permit Application Update – Audio time 46:15
Dehlinger reported the agencies involved getting the permit are requiring more core sampling than anticipated and the costs will increase. The JPA is postponed until next year and will continue working with FEMA to finish the scope of work. FEMA project should begin next year.
- I. Catalyst Seafood Event – Audio time 52:28
Dehlinger reported Catalyst Seafood is planning a concert on July 23 and plan to detour traffic entering the transient dock area.
- J. Roy Davis Memorial Bench Location – Audio time 53:12
Dehlinger reported the area that was proposed earlier is becoming more difficult to install than expected. Staff has proposed a new location on the concrete boardwalk.
- K. Delinquent Account Write Off Request – Audio time 56:14
Dehlinger reported the Port has exhausted all its contact methods and requesting write off and send to collections.
- L. Curry County Land Use Application – RV Park Project – Audio time 1:02:51
Dehlinger noted this is the first step to acquire County permit which needs Board’s authorization to sign the permit.
- M. J Sloane Request for Air Conditioning – Audio time 1:06:05
Dehlinger reported the Port received a request from J Sloane for air conditioning in their leased space. Board discussed some options for the tenant and comes down to three things; 1) tenant won’t do it, 2) tenant pays for it and becomes property of the Port or 3) Port puts it in and charge the tenant.
- N. Accessible Parking Spaces – Audio time 1:10:30
Dehlinger reported accessible parking spaces will be install for Basin 2 and Transient Dock. Webster noted a contractor will paint the striping and the Port will install posts and signage per designed regulations.
- O. Blue Fin Lease Building Roof and Rot Repair – Audio time 1:16:04
Webster noted this building was recently leased out and staff been looking at repairing the roof and replacing siding rot. Roofing will be done by a contractor and siding will be done by Port staff.
- P. SDAO Board of Directors and Management Staff Training – Audio time 1:19:09
Dehlinger reported every year at this time SDAO provides training for Board of Directors and management staff. All commissioners and some staff are registered for this training.
- Q. Wastewater Treatment Plant Funding Update – Audio time 1:20:13

Dehlinger reported a news release from DeFazio's Office regarding the funding has passed the House of Representatives. Heap noted this funding is embed in the depart of interior budget and not in the infrastructure bill. Matching will be required for this funding.

5. COMMISSIONER COMMENTS – Audio time 1:23:52

There were no commissioner comments.

6. NEXT REGULAR MEETING DATE – Tuesday, July 20, 2021 at 6:00 pm.

7. ADJOURNMENT

Having no further business, the meeting adjourned at 3:24 pm.

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.