

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

Wednesday, July 17, 2024

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 Vice-President Joseph Speir 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); Daniel Fraser (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.
- Jonas declared that he will be sustaining his vote on Action Item D due to being on the Board of Directors but may have input or questions. There were no other declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:02:08

A motion was made by Jonas and seconded by Hartung to approve the agenda. The motion passed 4 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:02:38

A. Approve Minutes of Regular Commissioner Meeting Tuesday, June 18, 2024.

A motion was made by Fraser and seconded by Jonas to approve the meeting minutes for Regular Commissioner Meeting Tuesday, June 18, 2024. The motion passed 4 – 0.

4. PUBLIC COMMENTS – Audio time 0:03:09

There was one public comment, by Leonard Krug, who requested to hold his comment until Action Item D.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:03:26

Webster reported on maintenance items Port staff completed in the RV Park along with the RV Park seeking a camp host and fourth of July arrangements have been made. Had to replace the Chetco bar camera due to faulty camera. Webster continued with June events,

stated that Augustino Winery is open, along with other items completed by Port staff. Board had some questions about who paid for the water line at Augustino's and where is the fourth of July fire line. Fraser asked about parking for moorage holders in the future during the fourth of July. Hartung asked about the camera and the extra space that Augustino Winery is using. King reviewed the Safety, Security & Environmental Report. Fraser asked about citations in the boat launch parking lot and how they are handled. Walker reviewed the Financial Report and gave an update about the 2022-2023 audit.

A motion was made by Hartung and seconded by Jonas to approve the Management & Financial Reports as presented. The motion passed 4 – 0.

6. ACTION ITEMS

A. Commissioner Position #4 – Audio time 0:17:16 & 0:23:26

Webster reviewed item with the Board. Webster collected tally sheets from Board and suggested going to Action Item B while King tallies up the score.

Webster gave Speir the results. Speir congratulated Wesley Ferraccioli.

A motion was made by Jonas and seconded by Hartung to nominate Wesley Ferraccioli for commissioner position number 4, term ending on June 30, 2025. The motion passed 4 – 0.

B. Re-Roofing Retail Building No. 1 – Audio time 0:19:23

Webster reviewed item with the Board, they are looking to get started in August and should take about a week. Fraser asked about maintenance of the roof, Webster informed him that we have done basic maintenance, but we haven't had to do anything significant.

A motion was made by Jonas and seconded by Fraser to approve Port Manager or his designee to sign the re-roof of Retail Building No. 1 contract to Stephen Westfall Roofing, LLC for \$66,190.00. The motion passed 4 – 0.

C. Harbor Corner Market Renovations – Audio time 0:24:34

Webster reviewed item with the Board.

A motion was made by Fraser and seconded by Jonas to approve Harbor Corner Market to make proposed renovations. The motion passed 4 – 0.

D. Oregon South Coast Fishermen Conex Container Proposal – Audio time 0:26:50

Webster reviewed item with the Board. Leonard Krug explained that the Oregon South Coast Fisherman Association is a 501C(3) non-profit and has put a lot of fish back into the environment, along with volunteering a lot of time to business throughout the Port. Not sure if he thinks OSCF should get a full exemption but maybe a discount. Jonas asked about other 501C's and if the Port could ask them to remove the container. Fraser asked how OSCF put crab and ground fish back into the ocean. Webster just added the

Conex box is in an area that is perfect for it, and OSCF does volunteer a lot of their time, and that Conex is holding educational items for children.

A motion was made by Fraser and seconded by Hartung to approve request for 5-years exemption for storage container rent and be revisited in 5 years. The motion passed 3 – 0.

- E. Crab Pot Storage Oil Water Separator** – Audio time 0:39:42
Webster reviewed item with the Board. Board allowed public comment. Fraser asked about Oldcastle in Eureka.

A motion was made by Hartung and seconded by Jonas to approve the purchase of (1) one oil water separator for the gear storage area from Oldcastle Infrastructure. The motion passed 4 – 0.

- F. Brookings Harbor Little League Donation** – Audio time 0:45:33
Webster reviewed item with the Board. Board asked about donations in the past and discussed creating a donation policy in the future.

A motion was made by Hartung and seconded by Jonas to approve donating \$500.00 to Brookings Harbor Little League All Stars for one time only until we further work on guidelines for donations. The motion passed 4 – 0.

Speir noted that he would like to add an additional \$200.00 to that check.

7. INFORMATION ITEMS

- A. FEMA PW-189 Dredging Update** – Audio Time 0:54:50
Webster reviewed item with the Board. The Board discussed the permit for the sediment and who can come to collect the material. Board allowed public comment.
- B. EPA WWTP Update** – Audio Time 1:02:40
Webster reviewed item with the Board. Board asked about any findings, the archaeologist, and how much longer for EPA review.
- C. HMGP Update** – Audio time 1:06:47
Webster reviewed item with the Board. The Board did not have any questions.
- D. Invitation To Bid – Dredging/Slope Work** – Audio Time 1:09:04
Webster reviewed item with the Board. Fraser asked about the bank repair.

- 8. EXECUTIVE SESSION per ORS 192.660 (2)(i)** – Audio time 1:14:43
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.

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.

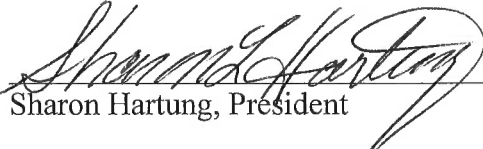
Adjourn out of executive session at 3:14 and reconvene into regular session at 3:34 pm

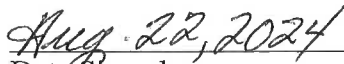
9. COMMISSIONER COMMENTS – Audio time 0:00:15
Commissioner Hartung thanked the staff who gave up their holiday for the community.


Commissioner Jonas would like to discuss 4th of July down the road.

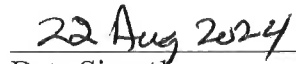
10. NEXT REGULAR MEETING DATE – Wednesday, August 21, 2024 at 2:00 PM

11. ADJOURNMENT – Audio time 0:01:45
Having no further business, the meeting adjourned at 3:36 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.