

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

Wednesday, July 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 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); Richard Heap, President (Pos. #4) was tardy via telephone. (Pos. #5) is vacant.
- **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 updates to Jack Akin's Letter in Action Item C, and updates to the Resolution in Action Item D. There were no other modification, additions, or changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:02:10

A motion was made by Jonas and seconded by Hartung to approve the agenda as submitted. The motion passed 3 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:02:40

- A. Approve Minutes of Budget Hearing Meeting Wednesday, June 21, 2023**
- B. Approve Minutes of Regular Commissioner Meeting Wednesday, June 21, 2023.**

A motion was made by Jonas and seconded by Hartung to approve the meeting minutes of Wednesdays June 21, and the Budget Hearing minutes of June 21. The motion passed 3 – 0.

4. PUBLIC COMMENTS – Audio time 0:03:15

There were no public comments.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:03:23

Webster reported on projects that were completed in the RV Park, Marina, and equipment services for the month of June. King made everyone aware the Commissioner Heap had arrived at the meeting. King reviewed the Safety, Security & Environmental Report. Walker reviewed the Financial Report.

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

6. ACTION ITEMS

- A. Brookings Real Estate Lease Agreement – Audio time 0:12:13**
Webster asked the Board if they had any questions and reviewed some significant items from the lease. Noted improvements under \$25,000 don't need to come to the Board for approval and that number will increase 3% every year, along with subleasing being allowed with Board approval. Heap stated this is a 25-year lease and

makes everyone aware we are setting a precedent here. Webster explained the lessee becomes the owner of that building once improvements are complete, but at the end of the lease the improvements will stay with the building. There is an option for a renewal of another 25 years. The new owner is making a lot of improvements and putting a significant amount of money into the building, that's why the lease is as long as it is. Webster informed the Board we are waiting on the lessee to provide the legal description and insurance and expected to have that information before August 1.

A motion was made by Jonas and seconded by Hartung to approve the Ground Lease Agreement between Port of Brookings Harbor and Brookings Real Estate, LLC dated August 1, 2023, pending the Port Manager's receipt of a Legal Description of the premises and satisfactory proof of insurance from Brookings Real Estate, LLC. The motion passed 4 - 0.

B. WWTP DEQ Permit Fee – Audio time 0:17:11

Webster reviewed item with the Board and discussed how long this process is going to take. Board allowed public comment.

A motion was made by Jonas and seconded by Hartung to approve submitting NPDES (National Pollutant Discharge Elimination System) permit to DEQ with application fee in amount of \$17,611.00, with annual permit fee in the amount of \$8,974.00, for Port of Brookings Harbor Wastewater Treatment Plant. The motion passed 4 – 0.

C. FEMA Project, PW 189, Purchase of Dredge – Audio time 0:34:28

Webster reviewed item with the Board. Board allowed public comment.

A motion was made by Hartung and seconded by Jonas to approve the Port Manager to purchase DRP120 with listed options for FEMA Project PW 189 dredging. The motion passed 4 – 0.

D. Resolution No 2023-07, Reserve Fund Loan to Capital Projects – Audio time 0:48:54

Webster reviewed item with the Board. Informed the Board that Port Counsel and Financial Consultant have been convened about this and have agreed that there is no need for a repayment loan process and a supplemental budget will not be needed. Board allowed public comment.

A motion was made by Hartung and seconded by Jonas to approve Resolution 2023-07, loaning \$300,000 from Reserve Fund to Capital Projects for FEMA equipment purchases. After equipment is purchased and reimbursements are received from FEMA, Capital Projects will be reimbursed \$300,000 to Port Reserve Fund. The motion passed 4 – 0.

7. INFORMATION ITEMS

A. FEMA Project, PW 189, Purchase of Tractor – Audio Time 0:53:51

Webster reviewed item with the Board. Board allowed public comment.

B. FEMA Project, PW 189, Purchase of Concrete Blocks– Audio time 0:56:01

Webster reviewed item with the Board.

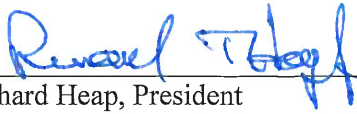
8. COMMISSIONER COMMENTS – Audio time 0:57:38

Commissioner Jonas thanked staff for their dedication.

9. NEXT REGULAR MEETING DATE – Wednesday, August 16, 2023, at 2:00 PM

10. ADJOURNMENT – Audio time 0:58:36

Having no further business, the meeting adjourned at 2:58 pm.



Richard Heap, President

8-16-23

Date Signed



Sharon Hartung, Secretary/Treasurer

8-16-23

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.