

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

Wednesday, June 21, 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 budget hearing and 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.

BUDGET HEARING – FISCAL YEAR 2023-24 (ORS 294.430)

1. CALL MEETING TO ORDER

Commission President Richard Heap called the Budget Hearing 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). Kenneth Range (Pos. #5) was absent.
- **Port of Brookings Harbor Management and Staff:**
Travis Webster, Port Manager via phone; April Walker, Office Manager; Danielle King, Safety/Administrative; James Walker, Port Counsel; and Jack Akin, Port Engineer.
- There were no modification, additions, or changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. PUBLIC COMMENT (3-minute limit per person) – Audio Time 0:01:21

There were no public comments.

3. ACTION ITEM

A. Resolution 2023-05, Adopting the 2023-2024 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax – Audio Time 0:01:27

Webster explained that the budget has not changed since the last meeting. Heap noted that the budget this year is \$12,753,609.

A motion was made by Hartung and seconded by Jonas to approve Resolution 2023-05, Adopting the 2023-2024 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax.

Heap asked what the tax was, Webster informed the Board the tax is \$.1316 per \$1000.

The motion passed 4 – 0.

4. ADJOURNMENT FROM BUDGET HEARING – Audio Time 0:04:30

Having no further business, the meeting adjourned at 2:03 pm.

REGULAR COMMISSION MEETING

1. CALL MEETING TO ORDER – Audio Time 0:04:38

Commission President Richard Heap called the Regular Meeting of the Port of Brookings Harbor of Commissioners to order at 2:03pm.

- Webster informed the Board that there has been an update to the Chetco Dustless Blasting Lease, Port Counsel just changed some verbiage, the updated draft lease is in front of the Board. 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 0:05:55

A motion was made by Jonas and seconded by Speir to approve the agenda as presented with the one modification. The motion passed 4 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:06:26

- A. Approve Minutes of Budget Committee Meeting Wednesday, May 10, 2023**
- B. Approve Minutes of Regular Commissioner Meeting Wednesday, May 17, 2023.**

A motion was made by Speir and seconded by Jonas to approve the meeting minutes of Budget Committee Meeting Wednesday, May 10, 2023 and Regular Commissioner Meeting Wednesday, May 17, 2023 as discussed. The motion passed 4 – 0.

4. PUBLIC COMMENTS – Audio time 0:07:09

There was one public comment from Dan Fraser regarding the public hoist.

5. MANAGEMENT & FINANCIAL REPORTS / APPROVAL – Audio time 0:07:54

Webster reviewed his Port Manager Report. Speir asked about the pedestrian walkway that was added in the RV Park. Walker reviewed the Financial Report. King reviewed the Safety, Security and Environmental Report. Jonas asked about tagged vehicles and panhandlers. Heap asked about the RV Show and asked how to be safe durring tourists.

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

6. ACTION ITEMS

A. Chetco Dustless Blasting Lease Agreement – Audio time 0:19:04

Webster explained the lease to the Board. Chetco Dustless Blasting would like a space in the boat yard to provide a service to our customers in the boat yard. Board allowed public comment.

A motion was made by Jonas and seconded by Speir to approve Chetco Dustless Blasting Lease Agreement. The motion passed 4 - 0.

B. El Cazadores Purchase Sale Agreement – Audio time 0:22:48

Webster reviewed item with the Board and explained what the next steps will be to complete the purchase sale agreement.

A motion was made by Speir and seconded by Jonas to approve the Purchase Sale Agreement with Cendi and Javier Olmedo. The motion passed 4 – 0.

C. Brookings Real Estate (Augustino Estate & Vineyard) Letter of Intent – Audio time 0:24:44

Webster reviewed item with the Board. Webster pointed out section 10, regarding improvements, and explained to the Board how our leases are normally set up with improvements and this lease states anything under \$25,000 doesn't need to come to the Board for approval. The Board asked about what kind of improvements Mr. Boltz is planning on making. Heap asked about the name, Mr. Boltz explained what improvements are anticipated and the name of the business.

A motion was made by Jonas and seconded by Speir to approve Brookings Real Estate LLC Letter of Intent and for the Port Manager to bring back a lease agreement for Board approval. The motion passed 4 – 0.

- D. Resolution 2023-06 – Amending Public Contracting Rules – Audio time 0:31:35**
Webster reviewed item with the Board.

A motion was made by Speir and seconded by Hartung to approve Resolution No. 2023-06, Amending Public Contracting Rules and Prescribing Rules and Procedures for Public Contracting. The motion passed 4 – 0.

- E. Billeter Marine Contract for Boat Yard Dredging (Part of FEMA) – Audio time 0:33:17**
Webster reviewed item with the Board. Webster informed the Board that this did go out for procurement and received quotes from Billeter, Legacy, and West Coast Contractors.

A motion was made by Jonas and seconded by Speir to approve contract for Billeter Marine to perform clam shell dredging and remove approximately 3,000 cubic yards. The motion passed 4 – 0.

- F. Workers Compensation Insurance SAIF – Audio time 0:35:57**
Webster reviewed item with the Board. Board allowed public comment.

A motion was made by Jonas and seconded by Speir to approve Workers Compensation Insurance Policy with SAIF. The motion passed 4 – 0.

- G. Lloyd Whaley Memorial Bench – Audio time 0:39:05**
Webster reviewed item with the Board. The Board would like to discuss creating a resolution on what constitutes a memorial bench.

A motion was made by Speir and seconded by Jonas to approve the Port Manager to purchase and place a bench and plaque along the concrete boardwalk in honor of Lloyd Whaley and his contributions to the Port of Brookings Harbor. The motion passed 4 – 0.

- H. FEMA Schedule and Equipment to Procurement – Audio time 0:45:30**
Webster explained the cash flow with FEMA is 90 days out with getting reimbursed. The Ports cash flow is going to greatly depend on when we can purchase these items and when we can get reimbursed. Webster is asking the Board to approve the Port Manager to complete intermediate procurements, purchase items, excluding the dredge and generator, and in commissioner meetings review what was purchased. The Heap would prefer to just approve the Port Manager to purchase these items and not bring them back to the Board. There was discussion among Board and staff about the specifics of the equipment. Board allowed public comment. Webster stated that anything over \$150,000 will be brought back to the Board for approval.

A motion was made by Hartung and seconded by Speir to approve the Port Manager to procure the items listed and begin purchasing items that exceed Port Manager limit of \$10,000. The motion passed 4 – 0.

- I. Delinquent Account Write Off Request – Audio time 1:18:32**
Walker reviewed item with the Board.

A motion was made by Speir and seconded by Jonas to approve delinquent account write offs of \$4,560.02 from accounts receivable and submit the amount to Port collection agency. The motion passed 4 – 0.

7. INFORMATION ITEMS

A. RV Park Project – Audio Time 1:20:50

Webster informed the Board that the RV Park Project is complete.

8. EXECUTIVE SESSION per ORS 192.660 (2)(a) – Audio Time 1:22:08

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to 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 3:35pm.

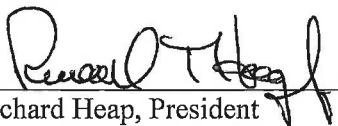
9. COMMISSIONER COMMENTS – Audio time 0:00:14

Heap commented on the development of the budget, the fiscal year items, and what a very productive day the Board had. This place just keeps growing and it's a good thing. I'm pretty proud of what I see here. Hartung and Jonas commented on how well the Port Staff is doing.

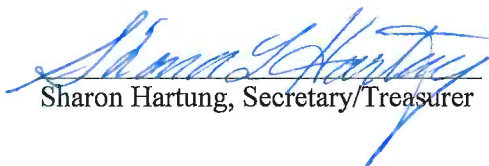
10. NEXT REGULAR MEETING DATE – Wednesday, July 19, 2023, at 2:00 PM

11. ADJOURNMENT – Audio time 0:02:20

Having no further business, the meeting adjourned at 3:38 pm.


Richard Heap, President

7-26-23
Date Signed


Sharon Hartung, Secretary/Treasurer

7-19-23
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.