

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

**Wednesday, May 17, 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 via phone; April Walker, Office Manager; Danielle King, Safety/Administrative; 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. APPROVAL OF AGENDA – Audio time 0:02:04**

**A motion was made by Jonas and seconded by Speir to approve the agenda as presented. The motion passed 5 – 0.**

**3. APPROVAL OF MEETING MINUTES – Audio time 0:02:22**

- A. Approve Minutes of Special Commissioner Meeting Monday, April 10, 2023**
- B. Approve Minutes of Regular Commissioner Meeting Wednesday, April 19, 2023.**

**A motion was made by Speir and seconded by Jonas to approve the meeting minutes. The motion passed 5 – 0.**

**4. PUBLIC COMMENTS – Audio time 0:02:53**

There were no public comments.

**5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:03:00**

The Board didn't have any questions regarding the Management report. Heap commented on the safety report regarding the continuous disposal of needles found around Port property and asked about the disposal of the burnt vessel. Walker reviewed the financial summary, Heap asked about the expected revenue.

**A motion was made by Speir and seconded by Range to approve the management and financial reports as discussed. The motion passed 5 – 0.**

**6. ACTION ITEMS**

- A. Wastewater Treatment Plant, City of Brookings Scope of Service – Audio time 0:08:43**  
Heap supports having the plant owned by the Port and explained why. Jonas and Hartung agreed. Board allowed public comment.

**A motion was made by Hartung and seconded by Speir to approve continuing with current plan to build Port owned Wastewater Treatment Plant. The motion passed 5 - 0.**

- B. Letter from Henry Johnson** – Audio time 0:16:57  
Webster reviewed item with the Board. Board allowed public comment.

**A motion was made by Speir and seconded by Range to approve live stream camera being installed at the Beachfront RV Park Restroom and have Port Manager come back to the Board with a Memorandum of Understanding (MOU) for approval. The motion passed 5 – 0.**

- C. McLennan Excavation Payment Request #9 – Final Payment** – Audio time 0:19:40  
Webster reviewed item with the Board.

**A motion was made by Jonas and seconded by Hartung to approve McLennan Excavation progress Payment No. Nine Final for \$37,727.50 for work performed April 11, 2023 – April 20, 2023, per contract. The motion passed 5 – 0.**

- D. RV Show Event** – Audio time 0:21:26  
King reviewed item with the Board. This event would happen June 16 through June 25. Since there is no fee for the RV Show this goes to the Board for approval. Affordable Truck and RV is proposing \$2000.00 for the space. Webster informed the Board that the “green building” area will be open for boat trailer during this time and for the 4<sup>th</sup> of July.

**A motion was made by Speir and seconded by Jonas to approve Affordable Truck and RV to have a RV Show Event June 16<sup>th</sup> through June 25<sup>th</sup> at the rate of \$2,000.00. The motion passed 5 – 0.**

- E. Delinquent Account Write Off Request** – Audio time 0:26:32  
Walker reviewed item with the Board.

**A motion was made by Jonas and seconded by Speir to approve delinquent account write offs of \$5,326.08 from accounts receivable and submit the amount to Port collection agency. The motion passed 5 – 0.**

## **7. INFORMATION ITEMS**


- A. DEQ 1200Z Tier II Time Extension** – Audio Time 0:29:45  
Webster informed the Board that our implementation for our Tier II corrective action plan of paving and installing storm drains is due this year, but due to the delays with contractors and funding we have requested a one-year extension that DEQ has granted.

- B. December 26, 2022, Storm Damage** – Audio time 0:31:44  
Webster reviewed item with the Board.

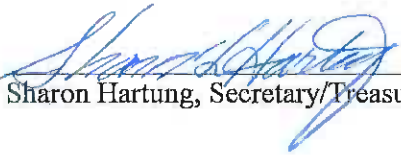
- 8. COMMISSIONER COMMENTS** – Audio time 0:33:01  
Commissioner Speir congratulated Jonas and Hartung on being reelected. Commissioner Range asked Webster about the art that will be hung for the Art at the Port. Heap thanked Walker for a great budget meeting.

- 9. NEXT REGULAR MEETING DATE** – Wednesday, June 21, 2023, at 2:00 PM

- 10. ADJOURNMENT** – Audio time 0:34:18  
Having no further business, the meeting adjourned at 2:33 pm.

  
Richard Heap, President

06-21-2023  
Date Signed

  
Sharon Hartung, Secretary/Treasurer

6-21-2023  
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](http://www.portofbrookingsharbor.com).*