

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

**Wednesday, August 16, 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). (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 no modification, additions, or changes to the agenda.
- There were no declarations of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 0:02:15**

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

**3. APPROVAL OF MEETING MINUTES – Audio time 0:02:31**

- A. Approve Minutes of Special Commissioner Meeting Thursday, July 6, 2023**
- B. Approve Minutes of Regular Commissioner Meeting Wednesday, July 19, 2023.**

**A motion was made by Jonas and seconded by Speir to approve the meeting minutes. The motion passed 4 – 0.**

**4. PUBLIC COMMENTS – Audio time 0:03:06**

There were two public comments. Mike Murphy commented on Action Item I, Supports the Port purchasing the dredge and asked where storage for the sediment will be located. Was concerned sediment becoming dry and being to hazardous. Daniel Fraser was representing the Harbor Water President Board and wanted to thank the Port of Brookings Harbor for their efforts in conversing water.

**5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:06:43**

Webster reported on the events that happened in the month of July, along with projects that were completed in the RV Park, Marina, and equipment services. King reviewed the Safety, Security & Environmental Report. Heap noted that closing the RV Park gate for the 4<sup>th</sup> of July was very successful. Walker reviewed the Financial Report.

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

**6. ACTION ITEMS**

**A. Commissioner Vacancy – Audio time 0:20:56**

Webster reviewed items with the Board, reviewed the voting process, then the Board will have a recess for staff to tally the votes. Jonas asked about the late application received, Board agreed to have your tally reflect

accordingly. Hartung asked about nepotism with an applicant, Webster and Heap explained there is no nepotism.

Board went into recess at 2:28pm and reconvened meeting at 2:45pm.

Heap announced the tally results went to Daniel Fraser.

**A motion was made by Hartung and seconded by Speir to approve Daniel Fraser for Port of Brookings Harbor Board of Commissioners Position Number 5, term ending on June 30, 2025. The motion passed 4 - 0.**

Heap thanked everyone who applied for the position.

**B. Approve Signature for Bank Accounts – Audio time 0:04:40**

Webster asked to table until the next meeting to allow Fraser to get sworn in.

**C. Park Host Agreement – Audio time 0:05:00**

Webster reviewed item with the Board. Heap asked if there has been any interest since some parks are closed due to not being able to find a camp host. There was some discussion between the Board and staff regarding the interested parties and advertising.

**A motion was made by Speir and seconded by Jonas to approve Draft Beachfront RV Park Host Agreement. The motion passed 4 – 0.**

**D. Audit Engagement Letter – Audio time 0:08:17**

Webster reviewed item with the Board.

**A motion was made by Speir and seconded by Hartung to accept C.J. Huntsman Audit Engagement Letter for the Fiscal Year 2022-2023 services. The motion passed 4 – 0.**

**E. Delinquent Account Write-Offs – Audio time 0:09:52**

Webster reviewed item with the Board. The Board had some questions regarding who the vessels are and if we disclose this information to other Ports.

**A motion was made by Hartung and second by Jonas to approve delinquent account write offs of \$4,719.80 from accounts receivable and submit the amount to Port collection agency. The motion passed 4 – 0.**

**F. Ice Cream Truck – Audio time 0:13:27**

Webster reviewed item with the Board and is leaving this up to the Board since we have never allowed anyone to sell items in the RV Park, some of our tenants sell ice cream, and this might set a precedence that we don't want to go down. The Board agreed this would open too many doors. Board allowed public comment.

**A motion was made by Heap and second by Jonas to deny request.**

Board allowed public comment.

**The motion passed 4 – 0.**

Heap requested staff to look into developing a lease agreement for food vending with no deadline on when to bring that back to the Board.

**G. Strategic Business Plan Update – Audio time 0:21:49**

Webster explained that this is not a huge change to the plan. This is just updating our capital facility plan, project opportunities, our actions plan, and reworking the map with the project locations. Heap explained the Strategic Business Plan, why these changes are being presented and agreed with the changes. Webster reviewed some of the presented projects.

**A motion was made by Jonas and second by Hartung to approve the Strategic Business Plan 2023 annual review and updated Tables 14, 15, 17 and project opportunities map. The motion passed 4 – 0.**

**H. McLennan Contract for FEMA Sediment Storage – Audio time 0:31:37**

Webster explained the total amount was revised.

**A motion was made by Speir and second by Jonas to approve contract for McLennan Excavation Inc. to perform sediment storage construction for dewatering in the amount of \$99725.00. The motion passed 4 – 0.**

**I. FEMA Project, Dredge Purchase – Audio time 0:33:29**

Webster reviewed item with the Board. The dredge will take 14 to 16 weeks before it can be delivered, and we can start dredging in January to March.

**A motion was made by Speir and second by Hartung to approve the Port Manager to purchase DRP120 with listed options for FEMA Project PW 189 Dredging in the amount of \$415,810.00. The motion passed 4 – 0.**

**J. Billeter Marine Contract – Audio time 0:39:20**

Webster reviewed item with the Board.

**A motion was made by Jonas and second by Hartung to approve contract for Billeter Marine to perform clam shell dredging at boat yard area, and contract in the amount of \$99982.53. The motion passed 4 – 0.**

**7. INFORMATION ITEMS**

**A. FEMA Expenditure Schedule/Project Map/Purchases – Audio Time 0:41:29**

Webster reviewed all the items that have been purchased for the FEMA project so far and reviewed the dredge pipe map. Jonas asked about training and staff load. Board allowed public comment.

**B. Wastewater Treatment Plant, Matching Funds– Audio time 0:52:34**

Webster informed the Board that we did not get the cost share waiver, due to the way community grants work, if the public is not going to be shouldering the cost of high rates due to the entity providing the matching funds then it does qualify for a community grant. Webster has started a conversation with Pacific Seafood about the matching costs and suggests to the Board to work with Pacific Seafood as much as possible to make sure they are ready for this.

**8. COMMISSIONER COMMENTS – Audio time 0:58:26**

Heap asked to move commissioner comments before executive session. Heap explained that ODFW does not support the bubble and asked the Board not to support the bubble season. Board allowed public comment.

**9. EXECUTIVE SESSION per ORS 192.660 (2)(a) – Audio time 1:03:00**

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to 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

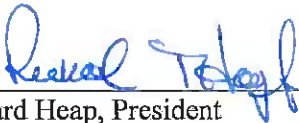
disclosed pursuant to ORS 192.660(4). ORS 192.660 (6) No executive session may be held for the purpose of taking any final action or making any final decision.

Adjourn out of executive session and reconvene into regular session at 4:25pm.

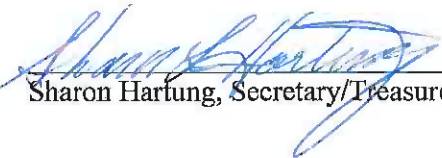
**10. NEXT REGULAR MEETING DATE** – Wednesday, September 20, 2023, at 2:00 PM

**11. ADJOURNMENT** – Audio time 0:00:25

Having no further business, the meeting adjourned at 4:28 pm.

  
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Richard Heap, President

9-20-2023  
\_\_\_\_\_  
Date Signed

  
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Sharon Hartung, Secretary/Treasurer

9-20-23  
\_\_\_\_\_  
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](http://www.portofbrookingsharbor.com).*