

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

**Wednesday, May 15, 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). Richard Heap, President (Pos. #4) was absent.
- **Port of Brookings Harbor Management and Staff:**  
Travis Webster, Port Manager; and Danielle King, Safety/Administrative.
- Webster added Action Item E, Harbor Water Support Letter. There were no other modifications, additions, or changes to the agenda.
- A motion was made by Fraser and second by Jonas to approve the agenda with the amendments. Motion passed 4-0.
- There were no declarations of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 0:02:16**

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

**3. APPROVAL OF MEETING MINUTES – Audio time 0:02:34**

- A. Approve Minutes of Special Commissioner Meeting Wednesday April 17, 2024**
- B. Approve Minutes of Regular Commissioner Meeting Wednesday, April 17, 2024.**

*A motion was made by Fraser and seconded by Jonas to approve the Special Commissioner meeting on Wednesday April 17 and Regular Commissioner Meeting Wednesday, April 17, 2024. The motion passed 4 – 0.*

**4. PUBLIC COMMENTS – Audio time 0:03:07**

There were no public comments.

**5. GLENN DOLPHIN WITH OREGON STATE MARINE BOARD CLEAN MARINA PROGRAM – Audio time 0:03:16**

Glenn Dolphin with Oregon State Marine Board's Clean Marina Program gave a brief overview about his time with Oregon State Marine Board. Dolphin explained that the Clean Marina Program is an environmental certifications program offered to marinas statewide and is a volunteer program. The agency has been implementing this program since 2005 and we have 65 certified marinas statewide. So, during the summer of 2023, I was out here along with 20 other sites around the State and looking back at those facilities and who might be worthy of the Golden Anchor Reward, and this is what we have for you folks today. The Port of Brookings Harbor was the best facility last summer that I saw. I wanted to be here today to recognize Travis and all of his staff for all their great work at the Port of Brookings Harbor. My agency is involved with a lot of different aspects down here, but the Clean Marina Program is its own little thing and I wanted to make sure that all of you recognize that good things are happening down here. Dolphin gave Webster a certificate signed by Agency Director Larry Warren, this award recognizes the Port of Brookings Harbor as the outstanding participant of the Clean Marina Program during the 2023 recertification field season. This facility showed a high level of implemented management practices that went above and beyond just the standard requirements to protect the environment.

Val Early spoke stating that she still serves on the Board for Oregon State Marine Board and at the last meeting she did a presentation for a challenge coin for all the effects you have made down here, this is for you and your whole board. This is really such an incredible facility and so proud to be a part of it.

**6. MANAGEMENT REPORTS / APPROVAL – Audio time 0:09:23**

Webster reported on maintenance items Port staff completed in the RV Park, maintenance repairs made throughout the Marina. Hartung asked what a gustet was, which Webster explained. King reviewed the Safety, Security & Environmental Report. Fraser asked about the individual that was trespassing on vessels, Webster explained what happened. Webster reviewed the Financial Report. Fraser asked about the funds to the County, which Webster explained.

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

**7. ACTION ITEMS**

**A. Commissioner Heap Resignation Letter and Commissioner Vacancy – Audio time 0:20:36**

Webster reviewed item with the Board. Jonas reiterated that we don't have to fill the position we can always reject who puts in an application, Board agreed. Webster informed the Board this will have in the next meeting about how the selection process will go.

*A motion was made by Fraser and seconded by Hartung to approve Richard Heap's resignation with the Port of Brookings Harbor Board of Commissioners, and to have the Port Manager place an advertisement into the Curry Pilot seeking a candidate for the vacant commissioner position number four. The motion passed 4 – 0.*

**B. Bounders Crab Shack Lease Agreement** – Audio time 0:25:28

Webster reviewed item with the Board. Webster warned the Board this lease will have a future amendment due to the dock deteriorating. Board allowed public comment. Fraser asked about dredging where the dock is at.

*A motion was made by Hartung and seconded by Fraser to approve Bounders Crab Shack Lease Agreement commencing on June 1, 2024 through May 31, 2027. The motion passed 4 – 0.*

**C. Oregon Life Homes Lease Amendment No. 1** – Audio time 0:29:48

Webster reviewed item with the Board.

*A motion was made by Fraser and seconded by Jonas to approve Oregon Life Homes Lease Amendment No. 1. The motion passed 4 – 0.*

**D. Marine Renewable Energy Task Force** – Audio time 0:30:51

Webster reviewed item with the Board. Webster believes that us just listening right now is good for the Port. Board agreed, it's a waste of resources and time to keep monitoring. When something happens and needs our opinion then we will step in but until then, just listen. The windmills won't impact us, but will help the Port, no big boats can come into the Port, only maintenance vessels.

**E. Harbor Water Letter of Support** – Audio time 0:40:25

Webster reviewed item with the Board. Fraser (who is on the Board for Harbor Water), explained the need for this letter of support.

*A motion was made by Jonas and seconded by Hartung to approve letter of support for Harbor Water (PUD). The motion passed 4 – 0.*

**8. INFORMATION ITEMS**

**A. FEMA PW-189 Dredging Update** – Audio Time 0:43:58

Webster reviewed item with the Board. Fraser asked about the sediment pond and its access point. Webster explained why the access point was in that location.

**B. EPA WWTP Update** – Audio Time 0:48:17

Webster reviewed item with the Board. Jonas asked about the Pacific Seafood permit, Webster explained where we are in that process, waiting for the Nationwide Permit then we can purchase the plant.

**C. HMGP Update (RFI)** – Audio time 0:53:42

Webster reviewed item with the Board. Fraser asked if DEQ will shut us down at any time, and asked about the Port's Tier II report and how this will affect us moving forward. Webster explained we have implemented as much as we can at this time and DEQ in the past has been pretty receptive as long as we are continuing to try and make those changes.

**D. Review Board Practices Assessment** – Audio Time 1:00:45

Webster reviewed item with the Board.

**E. Resolution 2024-XX, Sea Lion Policy** – Audio time 1:02:24

Webster reviewed item with the Board. Fraser suggested adding NOAA’s approved methods for deterring.

**F. Retail Parking Lot Island Modification** – Audio Time 1:06:15

Webster reviewed item with the Board. Board allowed public comment. There was discussion about paving and potholes.

**9. COMMISSIONER COMMENTS** – Audio time 1:12:26

Commissioner Fraser complimented Webster and Staff for the award that was received and for all their hard work.

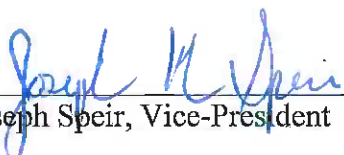
Commissioner Speir commented that the yard looks really good.

Commissioner Hartung thanked Webster and staff for all that they do.

**10. NEXT REGULAR MEETING DATE** – Wednesday, June 18, 2024, at 2:00 PM

**11. ADJOURNMENT** – Audio time 1:13:45

Having no further business, the meeting adjourned at 3:13 pm.

  
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Joseph Speir, Vice-President

6-18-24  
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Date Signed

  
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Sharon Hartung, Secretary/Treasurer

6-18-24  
\_\_\_\_\_  
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).*