

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

Wednesday, August 21, 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). Wesley Ferraccioli, (Pos. #4) was tardy.
- **Port of Brookings Harbor Management and Staff:**
Travis Webster, Port Manager; April Walker, Office Manager; and Danielle King, Safety/Administrative.
- Webster requested to add Action Item J, Youth Football on the Kite Field. There were no other modifications, additions, or changes to the agenda.
- There were no declarations of potential conflicts of interest.

2. APPROVAL OF AGENDA – Audio time 0:01:58

A motion was made by Hartung and seconded by Jonas to approve the agenda with addition of Action Item J. The motion passed 4 – 0.

3. ELECTION OF OFFICERS – Audio time 0:02:38

Webster discussed nominations and positions.

A motion was made by Fraser to approve Joseph Speir as Board President. No Second.

A motion was made by Jonas and seconded by Fraser to approve Sharon Hartung as Board President. The motion passed 4 – 0.

A motion was made by Jonas to approve Larry Jonas as Board Vice-President. No Second. The motion failed.

A motion was made by Hartung and seconded by Fraser to approve Joseph Speir as Board Vice-President. The motion passed 4 – 0.

A motion was made by Hartung and seconded by Speir to approve Daniel Fraser as Board Secretary/Treasurer. The motion passed 4 – 0.

- 4. APPROVAL OF MEETING MINUTES – Audio time 0:11:08**
 - A. Approve Minutes of Special Commissioner Meeting Wednesday, July 3, 2024**
 - B. Approve Minutes of Regular Commissioner Meeting Wednesday, July 17, 2024.**

A motion was made by Fraser and seconded by Jonas to approve the meeting minutes for Special Commissioner Meeting Wednesday, July 3, 2024 and Regular Commissioner Meeting Wednesday, July 17, 2024. The motion passed 4 – 0.

- 5. PUBLIC COMMENTS – Audio time 0:11:50**

There were no public comments.

- 6. MANAGEMENT REPORTS / APPROVAL – Audio time 0:11:58**

Webster reported on the new camp hosts, fence repair, and major maintenance issues in the RV Park. Webster continued to report on maintenance items made throughout the Marina. Board asked about the electrical in the RV Park. Board allowed public comment. King reviewed the Safety, Security & Environmental Report. Walker reviewed the Financial Report, and did finish our 2022-2023 audit.

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

- 7. ACTION ITEMS**
 - A. Approve Signatures for Umpqua Bank Accounts – Audio time 0:22:35**

Webster reviewed item with the Board.

A motion was made by Hartung and seconded by Jonas to approve adding Wesley Ferraccioli as a signer on all Umpqua Bank Accounts for the Port of Brookings Harbor, and a motion to approve Commission Secretary/Treasurer Daniel Fraser to be an authorized person for opening, closing, maintaining accounts and designating other account signers. The motion passed 4 – 0.

- B. Local Government Investment Pool (LGIP) Bank Authorization Agents and Signers – Audio time 0:24:27**

Webster reviewed item with the Board.

A motion was made by Hartung and seconded by Jonas to approve adding Wesley Ferraccioli, position #4, with authorization for the Port of Brookings Harbor LGIP account(s) with the following permission/s: View/Access pool account information and Open/Close accounts for all LGIP account, and adding Daniel Fraser position #5, with authorization for the Port of Brookings Harbor LGIP account(s) with the

following permission/s: View/Access pool account information, Add/Remove ACH/wire/transfer instruction, Open/Close pool account. The motion passed 4 – 0.

- C. Resolution No. 2024-07, Adopting Donation Policy** – Audio time 0:27:04
Webster reviewed item with the Board. Jonas asked where the funds come from, will it be carried over. Fraser asked if we could afford to make these donations and how do we want to be recognized. Webster informed the Board that the funds will come from General Funds and start over every fiscal year. For our community we can donate these funds, if they can at least do a thank you letter or add our logo to a banner.

A motion was made by Jonas and seconded by Hartung to approve Resolution 2024-07, adopting donation policy. The motion passed 4 – 0.

- D. Resolution No. 2024-08, Updating Bylaws** – Audio time 0:33:42
Webster reviewed item with the Board. Fraser asked about interpreters. Board allowed public comment. Commissioner Ferraccioli arrived by telephone.

A motion was made by Jonas and seconded by Hartung to approve Resolution 2024-08, updating the Port Bylaws. The motion passed 5 – 0.

- E. Resolution No. 2024-09, Updating Beachfront RV Park Terms & Conditions** – Audio time 0:38:20
Webster reviewed item with the Board. Fraser asked about recycling in the RV Park. Board allowed public comment.

A motion was made by Hartung and seconded by Jonas to approve Resolution 2024-09, Adopting Beachfront RV Park Terms & Conditions. The motion passed 5 – 0.

- F. Resolution No. 2024-10, Adopting Debit/Credit Card Merchant Fee** – Audio time 0:43:24
Webster reviewed item with the Board. Fraser asked about the fee being applied to the boat launch kiosk. Webster and Walker informed them that the fee will not apply to the kiosk. Hartung mentioned that you can see a lot of businesses doing this.

A motion was made by Jonas and seconded by Hartung to approve Resolution No. 2024-10, adopting a debit and credit card merchant fee beginning October 1, 2024. The motion passed 5 – 0.

- G. Resolution No. 2024-11, Adopting Parking Permit Fees** – Audio time 0:51:48
Board allowed public comment. Webster reviewed item with the Board. Board allowed public comment. Board discussed item and agreed to tabled item.

- H. The Hungry Clam Consent to Assignment and Assumption of Lease** – Audio time 1:15:22

Webster reviewed item with the Board. Board had some questions regarding the lease and if it is staying the same, Webster informed them yes. Board allowed public comment.

A motion was made by Hartung and seconded by Jonas to approve The Hungry Clam Consent to Assignment and Assumption of lease between Kristi Daniels and Nicole Stewart. The motion passed 5 – 0.

- I. FEMA Engineering Contract Amendment No. 1** – Audio time 1:17:15
Webster reviewed item with the Board. Board had some questions regarding funds.

A motion was made by Hartung and seconded by Jonas to approve Amendment No. 1 to EMC Engineer/Scientists, LLC Agreement for Professional Services. The motion passed 5 – 0.

- J. Youth Football on Kite Field** – Audio time 1:21:50
Webster explained the youngest football grades need a field for practice due to Brookings having run out of fields. Board likes the idea just as long as everyone is safe.

A motion was made by Fraser and seconded by Jonas to approve youth football on the Kite field. The motion passed 5 – 0.

8. INFORMATION ITEMS

- A. FEMA PW-189 Dredging Update** – Audio Time 1:27:14
Webster reviewed item with the Board. Fraser asked where dredging will begin at and how deep can we dredge.
- B. EPA Time Extension** – Audio Time 1:30:08
Webster reviewed item with the Board.
- C. HMGP Update** – Audio time 1:31:55
Webster reviewed item with the Board.
- D. Audit Report FY 2022-23** – Audio time 1:33:30
Webster reviewed item with the Board. Board and Webster congratulated Walker. Walker explained how she is working with the new auditors and how the process is going so far.

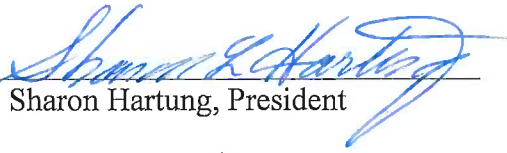
9. COMMISSIONER COMMENTS – Audio time 1:37:24 Commissioner Jonas thanked staff.

Commissioner Hartung commented on the fence and building are looking good.


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

11. ADJOURNMENT – Audio time 1:39:16

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


Sharon Hartung, President

9-18-2024
Date Signed


Daniel Fraser, Secretary/Treasurer

9/18/2024
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.