

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

Wednesday, February 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 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) was tardy; Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); Daniel Fraser (Pos. #5).
- **Port of Brookings Harbor Management and Staff:**
Travis Webster, Port Manager; April Walker, Office Manager; and Danielle King, Safety/Administrative.
- Heap asked for Action Item G, Annual Jog Your Memory Fun Run, to be moved to Action Item A. Webster requested to table Action Item E, Dredge Spoils Disposal Agreement. 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 0:01:57

A motion was made by Jonas and seconded by Fraser to approve the agenda as amended. The motion passed 4 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:02:38

A. Approve Minutes of Regular Commissioner Meeting Wednesday, January 17, 2023.

B. Approve Minutes of Special Commissioner Meeting Wednesday, January 24, 2024

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

4. PUBLIC COMMENTS – Audio time 0:03:27

There were no public comments.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:03:34

Webster reported to the Board that 4th of July reservations has started for the RV Park and maintenance items Port staff completed in the RV Park. We have put out an RFP for asphalt

repair and are waiting for quotes to come back. Webster reviewed what maintenance repairs were made throughout the Marina, and that Jack Akin looked at the slopes at the launch ramp to give us an engineer fix and gave an update on the Wastewater Treatment Plant. King reviewed the Safety, Security & Environmental Report. Walker reviewed the Financial Report and updated the Board that we are still looking for an auditor. Speir arrived at 2:06

A motion was made by Hartung and seconded by Speir to approve the Management & Financial Reports as presented. The motion passed 5 – 0.

6. ACTION ITEMS

A. Harbor Corner Market Lease Agreement – Audio time 0:25:30

Webster reviewed item with the Board.

A motion was made by Speir and seconded by Jonas to approve Harbor Corner Market Lease with Steven Layne commencing February 1, 2024 to January 31, 2027. The motion passed 5 – 0.

B. Resolution 2024-02, Remove Port Construction Fund – Audio time 0:27:02

Webster explained this fund was to track costs for the RV Park Project, since the project is complete we can dissolve the fund.

A motion was made by Jonas and seconded by Speir to approve Resolution 2024-02, Eliminating Port Construction Fund. The motion passed 5 – 0.

C. June’s Regular Commissioner Meeting – Audio time 0:28:33

Webster explained this Commissioner meeting date falls on a federal holiday and recommends moving to the day before.

A motion was made by Hartung and seconded by Speir to approve changing the June 2024 regular commissioner meeting date from Wednesday June 19th to Tuesday June 18th. The motion passed 5 – 0.

D. Appoint Budget Committee – Audio time 0:29:54

Webster explained we have received one application.

A motion was made by Speir and seconded by Fraser to approve Richard Contestabile for position #8 on the Port of Brookings Harbor Budget Committee, for a term of 3 years, ending on June 30, 2027. The motion passed 5 – 0.

E. Dredge Spoils Disposal Agreement – Audio time 0:31:02

Board approved to table item.

F. Delinquent Account Write-Off – Audio time 0:32:49

Walker reviewed item with the Board.

A motion was made by Fraser and seconded by Speir to approve delinquent account write off amount of \$4,692.19 from accounts receivable, submit the amount to Port collection agency, and proceed with litigation in necessary. The motion passed 5 – 0.

- G. Annual Jog Your Memory Fun Run, Sponsorship Opportunity** – Audio time 0:17:00
Moved to Action Item A. Webster reviewed item. Sarah Dodson, Sales and Marketing Director with Shore Pines, Monarch Garden and Azalea Garden Memory Care presented to the Board that they have started planning early and are cohosting with the Curry County Chamber of Commerce, Insider and with our community. Dodson thinks having the event at the Port would be a big highlight to the event. Webster asked about vendor fees. Dodson explained that there are vendor fees, vendor fees go straight to donations, sponsorships fees get us the supplies for the event, excess fees go straight into donations. Dodson is asking the Board to donate the event fee for the boardwalk in exchange for sponsorship. Heap asked what a color run is, Dodson explained it's a nontoxic colored powder chalk being sprayed with color water or as powdered chalk and by the end of the run you are all different colors.

A motion was made by Jonas and seconded by Speir to approve donating this one day on the Boardwalk to the color run event. The motion passed 5 – 0.

7. INFORMATION ITEMS

- A. FEMA PW-189 Dredging Update** – Audio Time 0:34:37
Webster explained Billeter came out and removed another 270 yards from basin II. Port will receive the dredge around February 16. The Board had some questions about the generator.
- B. Public Meeting Law Training Requirements** – Audio time 0:38:03
Webster reviewed item with the Board.
- C. DEQ 1200Z Stormwater Test Results** – Audio Time 0:39:52
Webster reviewed item with the Board.
- D. SDIS Property/Casualty Insurance Services Renewal** – Audio Time 0:41:30
Webster reviewed item with the Board.
- E. Draft Resolution, Reserve Fund Policy** – Audio Time 0:42:44
Webster explained this fund needs to be reviewed every 10 years. Webster reviewed each fund.
- F. Capital Outlay Plan for FY 2024-25** – Audio Time 0:54:37
Webster explained for the upcoming budget, this is more geared towards smaller items that need to be fixed. Board asked about asphalt in the RV Park.

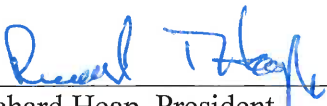
8. COMMISSIONER COMMENTS – Audio time 1:01:54

Commissioner Heap discussed the upcoming salmon season and windmills. Board allowed public comment. Heap gave his opinion on offshore windmills.

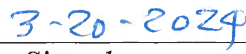
9. NEXT REGULAR MEETING DATE – Wednesday, March 20, 2024, at 2:00 PM

10. ADJOURNMENT – Audio time 1:18:52

Having no further business, the meeting adjourned at 3:18 pm.



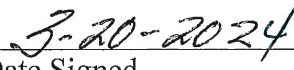
Richard Heap, President



Date Signed



Sharon Hartung, Secretary/Treasurer



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.