

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

**Wednesday, November 15, 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:**

Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); Daniel Fraser (Pos. #5). Joseph Speir, Vice-President (Pos. #1) was absent.

**• Port of Brookings Harbor Management and Staff:**

Travis Webster, Port Manager; April Walker, Office Manager; and Danielle King, Safety/Administrative.

- There were no modifications, additions, or changes to the agenda.
- There were no declarations of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 0:01:44**

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

**3. APPROVAL OF MEETING MINUTES – Audio time 0:02:01**

**A. Approve Minutes of Regular Commissioner Meeting Wednesday, October 18, 2023.**

**B. Approve Minutes of Special Commissioner Meeting Thursday October 26, 2023.**

**A motion was made by Hartung and seconded by Jonas to approve the meeting minutes for Regular Commissioner Meeting Wednesday, October 18, 2023 and Special Commissioner Meeting Thursday October 26, 2023. The motion passed 4 – 0.**

**4. PUBLIC COMMENTS – Audio time 0:02:42**

There were no public comments.

**5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:02:50**

Webster reported on maintenance items Port staff completed in the RV Park, maintenance repairs made throughout the Marina, the completed Fire Marshall work orders, changes throughout gear storage, FEMA purchases and what stages have been completed so far, and an update on the Wastewater Treatment Plant. Board asked about the RV Park drive box, what the Fire Marshall has reviewed, and the dredge pipe flow. Board allowed public comment. Board asked for an update on where Pacific Seafood stands. King reviewed the Safety, Security & Environmental Report. Walker reviewed the Financial Report.

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

**6. PRESENTATION BY CURRY COUNTY AQUATIC SAFETY, LUKE MARTINEZ – Audio time 0:23:02**

Luke Martinez Aquatic Safety Officer for Curry County gave a presentation to the Board regarding what the Aquatic Safety program offers in Curry County. The Aquatic Safety program offers outreach education and response when needed to our water lines and shorelines throughout Curry County. The program is currently funded through the Travel Curry Coast who is the destination management organization through the County, funded through T.L.T, and also funded through Travel Southern Oregon Coast, and a contract with Oregon State Marine Board, and funded through the City of Gold Beach. The Board asked about what is being advised to visitors about crossing the bar and watching boat traffic. Martinez continued presentation regarding the life jacket outreach, collaboration with the Nation Weather Service, and the programs being developed. Board gave advice on what to inform visitors about with our bar. Board allowed public comment. Board discussed life jacket safety.

**7. ACTION ITEMS**

- A. Resolution No. 2023-11, Removal of Crab Dock, and Ramp on North Jetty – Audio time 0:54:54**  
Webster reviewed with the Board the concerns with having a crab dock on a USACE jetty. Board asked how the dock will be removed and wanted clarification on some concerns. Jonas recognizes the safety hazards and costs presented with the dock but does value the dock being there. Board allowed public comment.

**A motion was made by Fraser and seconded by Hartung to approve Resolution 2023-11, to remove the crab dock and ramp from the North Jetty and authorize the Port Manager to sign the necessary form applications. The motion passed 4 – 0.**

- B. Delinquent Account Write Off Request – Audio time 1:10:27**  
Board allowed public comment regarding the crab dock.

Walker and Webster reviewed item with the Board. Board asked some questions regarding the boat and account.

**A motion was made by Jonas and seconded by Hartung to approve delinquent account write off amount of \$6,015.99 from accounts receivable, submit the amount to Port collection agency, and proceed with litigation if necessary. The motion passed 4 – 0.**

- C. EPA Wastewater Treatment Plant Phase 2 Funding – Audio time 1:18:27**  
Webster informed the Board that DEQ has asked for more information. Phase 2 funding was completed and submitted to EPA for preapproval. Webster had a discussion with Pacific Seafood to discuss operations which ended with discussing financial needs regarding matching funds. Fraser had some concerns regarding the placement of the facility. Jonas had design and funding questions. Board allowed public comment.

**A motion was made by Hartung and seconded by Jonas to approve Port Manager to sign and submit Phase 2 construction funding for wastewater treatment plant. The motion passed 4 – 0.**

**8. INFORMATION ITEMS**

**A. FEMA Update** – Audio Time 1:48:00

Webster informed the Board that Billeter Marine has been postponed until the beginning of December. The dredge pipe has been placed around the basin, completed the walls of the sediment basin, and what equipment has been purchased.

**B. Boardwalk Condition** – Audio time 1:52:50

Webster informed the Board that EMC engineers had come out to look at the boardwalk. Something needs to happen to fix the boardwalk separating from the shore, Port staff will be using the telehandler to bring the boardwalk back. If that doesn't fix the boardwalk we will have to cut that section of the boardwalk off.

**9. COMMISSIONER COMMENTS** – Audio time 1:56:12

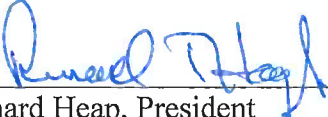
Commissioner Hartung mentioned that the Ports been busy with the Wastewater Treatment Plant, FEMA, pipe welding. The Port looks really good.

Commissioner Heap discussed what is being predicted for next year's salmon season.

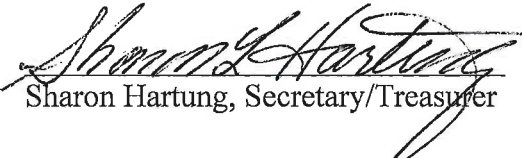
**10. NEXT REGULAR MEETING DATE** – Wednesday, December 20, 2023, at 2:00 PM

**11. ADJOURNMENT** – Audio time 1:58:57

Having no further business, the meeting adjourned at 3:58 pm.

  
Richard Heap, President

12-20-2023  
Date Signed

  
Sharon Hartung, Secretary/Treasurer

12-20-2023  
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).*