

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

Wednesday, December 20, 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.
- Webster noted that Action Item F, the HMGP Standard Form 424D, was added to the agenda. 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 0:01:52

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

3. APPROVAL OF MEETING MINUTES – Audio time 0:02:08

- A. Approve Minutes of Regular Commissioner Meeting Wednesday, November 15, 2023.**
- B. Approve Minutes of Special Commissioner Meeting Thursday November 30, 2023.**

A motion was made by Jonas and seconded by Hartung to approve the meeting minutes for Regular Commissioner Meeting Wednesday, November 15, 2023 and Special Commissioner Meeting Thursday November 30, 2023. The motion passed 4 – 0.

4. PUBLIC COMMENTS – Audio time 0:02:48

There were no public comments.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:03:05

Webster reported on maintenance items Port staff completed in the RV Park and warned due to winter weather storms the blocks of the seawall will be in place until the storms are done. Reported on our third of four water test results for DEQ 1200-Z Stormwater permit, only place we have failed in is in the Boat Yard which should improve once paving is complete, and an oil water separator is installed. Webster continued to report on maintenance repairs made throughout the Marina, construction on the boardwalk was completed by staff and EMC will be out to give an updated opinion on moving forward. Webster reviewed what FEMA stages have been completed so far. Board allowed public comment. Webster continued with

how the conversation with Pacific Seafood went regarding matching funds for the Wastewater Treatment Plant, and Jack is putting together an RFP for the Board to review. King reviewed the Safety, Security & Environmental Report. Walker reviewed the Financial Report and warned the Board that we are in the process of looking for a new CPA.

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

6. ACTION ITEMS

A. **Port Manager Contract** – Audio time 0:15:47

Webster noted that this was given to the Board the day before the meeting for review. This agreement is for a 5-year term. Heap asked about item 4.1, if this is a cost-of-living raise. Fraser had some concern regarding a pay raise each year. Fraser noted he had made some calls to other Ports, and those who have responded, you are underpaid, and suggested a flat cost of living of 5% and call it good instead of the renewal of 3.5% each year. Hartung didn't see an issue with the contract. Heap noted this is incentive for the Port Managers progress. Webster mentioned that he took this route since most of what the Port does is by CPI increase and shot in the middle of what we have done in the past of 3.5%.

A motion was made by Hartung and seconded by Jonas to approve the contract for the Port Manager with Travis Webster. The motion passed 4 – 0.

B. **IGA with Curry County** – Audio time 0:30:32

Webster informed the Board that after discussion with Port Counsel and Curry County Director of Operations we felt the IGA would carry more weight if the Commission signed the IGA instead.

A motion was made by Jonas and seconded by Fraser to approve Intergovernmental Agreement with Curry County. The motion passed 4 – 0.

C. **Boat Yard Shop Buildings Layout and Size** – Audio time 0:32:38

Webster reminded the Board that the Boat Yard shop building needs to be replaced, and after discussion with the Board this is a design concept for pole barn style buildings. The travelift shelter we are looking at is a canvas top. These buildings might get bumped back due to Coos Curry Electric line. Webster explained he is looking into having two pole barn styles that are 40' x 60', three additional 25' x 40' building with 14' roll up doors and 16' tall ceilings. This will be in our 2024-2025 budget, and does not want to take out a loan, over the next 2 to 3 years we will slowly budget for these buildings. Fraser had some questions and suggestions on where to place the buildings instead.

A motion was made by Jonas and seconded by Hartung to approve design concept of a pole barn style buildings. The motion passed 4 – 0.

D. **FEMA Equipment Building** – Audio time 0:41:59

Webster explained our dredge needs a place to be stored. This is a kit building; our Port staff will construct it. FEMA will not pay for utilities to the building. The Board had some questions regarding the specifics of the building.

A motion was made by Hartung and seconded by Jonas to approve purchase of 25' by 40' shop building for FEMA equipment. The motion passed 4 – 0.

- E. Atlas Coffee Stand Lease Agreement** – Audio time 0:51:08
Webster reviewed letter with the Board regarding Mr. Hazen's request for consideration on his lease. Jonas noted that the space isn't desirable to rent out, can't go down on the rent, can adjust the lease for 6 months or monthly, but if they aren't paying that their equipment is removed. Hartung mentioned that we have other tenants in the same situation, food trucks are only in the Port for x number of months, maybe it will work better for the community. Heap agreed with a seasonal mobile agreement. There was discussion about a seasonal mobile agreement.

A motion was made by Heap and seconded by Hartung to approve terminating Mr. Hazen's lease December 31st and have the Port Manager develop a use agreement for mobile concessions on Port property, with the understanding Mr. Hazen will have first choose in that spot if he so chooses.

Fraser asked if this will be month to month. Heap explained this will have the Port Manager to create a new use agreement. Hartung asked about a Resolution.

The motion passed 4 – 0.

- F. HMGP – Standard Form 424D** – Audio Time 1:10:35
Webster informed the Board that this form must be signed to access funds. Fraser asked about flood insurance.

A motion was made by Jonas and seconded by Fraser to approve Port Manager to sign Standard Form 424D required for HMGP funding. The motion passed 4 – 0.

7. INFORMATION ITEMS

- A. Community Listening Session in Bandon** – Audio Time 1:13:29
Webster informed the Board that he received an email from David Brock Smith regarding holding a community listening session in Bandon and asked for an update on our wastewater treatment project and an update on our infrastructure needs. Spoke with them about our travelift ramp for the Ports infrastructure needs.
- B. DEQ 1200-Z Stormwater Test Results** – Audio time 1:15:53
Webster updated the Board that we are continuing to improve but our boat yard cooper levels exceeded the required benchmark. We are in our tier II plan, which we asked for an extension. Once we install an oil water separator should clean the boat yard the rest of the way. This is our third of fourth test for the year. Fraser asked about when the oil water separators will be installed, Webster hopes for the end of our fiscal year but no later than September. Board allowed public comment.
- C. Travelift Shelter** – Audio Time 1:19:12
Webster wanted to bring this to the Board, but this is a proposed design concept for the travelift shelter. It will give us the height we need. We have almost spent \$92,000 in travelift maintenance through its

life, which has been 7 years and would credit 30% of those cost to deterioration. This will come back to the Board for approval. Jonas asked about the canvas top.

D. Boardwalk Repairs – Audio Time 1:21:46

Webster reviewed what was discussed in the last meeting. The deck was detached and slid back to the retaining wall. This is only a temporary fix to stop the destruction of what is already going on, new deck planks and handrail will be installed to be opened back up for summer. Jack with EMC Engineering was out to look at the Boardwalk, he wants continued monitoring, and discussed a future fix if it continues to fail with no funds. Which is driving steel I beams behind the shoring and creates a steel support system behind the shoring that will stop the failure of the boardwalk and allow the shoring to continue to fail on its own. Fraser asked about the shoring.

E. Curry County Transient Lodging Tax Public Comment – Audio Time 1:24:42

Webster informed the Board that he went to a Curry County public meeting and gave a comment about the Travel Lodging Tax. This was brought to my attention a month ago regarding how current tax dollars are being spent and how the County is allocating it, and it was significantly different then what the voters had originally approved. Webster believes that the amount contributed from the Port and South Curry County hasn't seen much invested in the tourism industry. Fraser asked how much South County has contributed, Webster informed him 60 - 65% comes from South County and the Port itself has paid from May 2019 \$172,000 to the T.L.T funds and to my knowledge we haven't seen any of that come back regarding infrastructure repairs or tourism. 35% goes to Curry County Economic Development, 35% goes to Curry County Fair Board and 30% goes to the Curry County Sheriff's Department. Jonas thanked him for doing this.

8. COMMISSIONER COMMENTS – Audio time 1:28:15

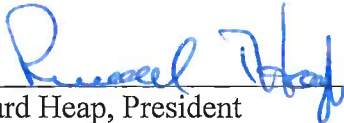
Commissioner Fraser wished everyone a Merry Christmas and a Happy New Year.

Commissioner Heap gave an update on offshore wind development.

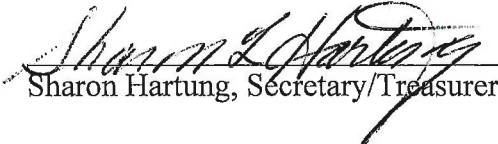
9. NEXT REGULAR MEETING DATE – Wednesday, January 17, 2024, at 2:00 PM

10. ADJOURNMENT – Audio time 1:30:30

Having no further business, the meeting adjourned at 3:29 pm.


Richard Heap, President

1-17-2024
Date Signed


Sharon Hartung, Secretary/Treasurer

1-17-2024
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.