

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

**Wednesday, October 18, 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:**  
Joseph Speir, Vice-President (Pos. #1); 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; Danielle King, Safety/Administrative; and James Walker, Port Counsel.
- There were no modifications, additions, or changes to the agenda. Webster noted that the recommended motion for Action Item F will be changing due to price increase.
- There were no declarations of potential conflicts of interest.

**2. APPROVAL OF AGENDA – Audio time 0:02:06**

**A motion was made by Jonas and seconded by Speir to approve the agenda. The motion passed 5 – 0.**

**3. APPROVAL OF MEETING MINUTES – Audio time 0:02:22**

**A. Approve Minutes of Regular Commissioner Meeting Wednesday, September 20, 2023.**

**A motion was made by Speir and seconded by Fraser to approve the meeting minutes for September 20, 2023. The motion passed 5 – 0.**

**4. PUBLIC COMMENTS – Audio time 0:02:40**

There were no public comments.

**5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:02:46**

Webster reported on maintenance items Port staff completed in the RV Park along with an update on the fire fighters for the Smith River Complex Fire, who were located in dry camp and the kite field. Webster continued to report some maintenance repairs made throughout the Marina and that Port staff is letting charter guides know about the charter fee. Webster reported on FEMA purchases and what stages have been completed so far. Reviewed what stage the Port is at with the Wastewater Treatment Plant. King reviewed the Safety, Security & Environmental Report for the month of September. Walker reviewed the Financial Report for the month of September. There was discussion about how the reimbursements from FEMA were going.

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

**6. HMGP REVIEW AND PUBLIC COMMENT PERIOD – Audio time 0:17:33**

Webster noted this was another review period of our draft Natural Hazard Mitigation Plan. The Board did not have any questions. There was no public comment.

**7. ACTION ITEMS**

**A. Amending Public Contracting Rules, Resolution No. 2023-08 – Audio time 0:19:33**

Webster reviewed that this will be updating our rules to reflect the new public contracting rules. Fraser had some clarification questions which Webster answered.

**A motion was made by Jonas and seconded by Speir to approve Resolution 2023-08, Amending Public Contracting Rules and Prescribing Rules and Procedures for Public Contracting. The motion passed 5 – 0.**

**B. State and Local Fiscal Recovery Funds – Audio time 0:22:47**

Webster informed the Board that after the last meeting he has talked with the County, and there is a potential chance there is a grant opportunity for all the Ports to be involved with that could install a tsunami siren. After looking at other projects the Port has Webster suggested to install two oil water separators to help complete part of our DEQ 1200Z permit, Tier II corrective actions plan. One oil water separator would be located in the Boat Yard and one at our new crab pot gear storage area.

**A motion was made by Speir and seconded by Jonas to approve purchasing one oil water separator for the Boat Yard and a second oil water separator at the new Crab Pot Storage Area using the State and Local Recovery Funds to meet the requirements of the Tier 2 Report. The motion passed 5 – 0.**

**C. Bornstein Seafood, Lease Amendment No. 1 – Audio time 0:30:03**

Webster informed the Board that Action Item C, D, and E are all the same, this is approving adding our landing fee rates to their lease. Bornstein's lease is adding the landing fees and extending their lease another five years. Hallmark and Pacific Seafood is just adding the landing fees.

**A motion was made by Hartung and seconded by Speir to approve Bornstein Seafood Inc., Lease Amendment No. 1. The motion passed 5 – 0.**

**D. Hallmark Fisheries, Lease Amendment No. 2 – Audio time 0:33:47**

**A motion was made by Hartung and seconded by Speir to approve Hallmark Fisheries, Lease Amendment No. 2. The motion passed 5 – 0.**

**E. Pacific Seafood, Amendment No. 1 – Audio time 0:33:51**

**A motion was made by Hartung and second by Speir to approve Pacific Seafood, Lease Amendment No. 1. The motion passed 5 – 0.**

**F. Travelift Maintenance – Audio time 0:34:27**

Webster reviewed with the Board the price difference in materials and what needs to be replaced on the travelift.

**A motion was made by Jonas and second by Speir to approve Kendrick Equipment to complete repairs to travelift as listed on annual inspection in the amount of \$19,827.69. The motion passed 5 – 0.**

**G. Boat Yard Shop Building** – Audio time 0:38:25

Webster reviewed that this item is coming back to the Board for review, has not sought out engineers yet for the structure and asked how the Board would like to proceed forward. There was discussion regarding some suggested specifications of the new shop.

**A motion was made by Jonas and second by Speir to approve Port Manager to seek designs and cost estimates for new boat yard shop building. The motion passed 5 – 0.**

**H. Chetco Indian Memorial Amendment No. 1** – Audio time 0:52:18

Webster reviewed item and that the Siletz Indian Tribal Council would like to take over the maintenance of the Chetco Indian Memorial.

**A motion was made by Jonas and second by Speir to approve Resolution 2023-09 Management and Maintenance of Chetco Indian Memorial site. The motion passed 5 – 0.**

**I. Collection Attempt, Requesting to File Suit** – Audio time 0:54:24

Walker reviewed in June's regular meeting the Board approved sending account to collections. The collections agency has requested to file suit.

**A motion was made by Hartung and second by Fraser to approve continuing the collection process and proceeding with litigation for the account of Hugh Allen Mills. The motion passed 5 – 0.**

**8. INFORMATION ITEMS**

**A. BOEM Meeting** – Audio Time 0:57:27 & 1:01:15

Heap requested to continue with Information Item B and Information Item C, before Information Item A.

Heap reviewed his experience at the BOEM meeting.

**B. Fire Marshall Inspections** – Audio time 0:57:46

Webster informed the Board that there is a new Fire Marshal for Curry County and Coos County. She has reviewed Port property, and had some minor changes that Port staff has already fixed. These inspections are intended to become an annual inspection.

**C. Cyber Security** – Audio Time 0:58:40

Webster let the Board know if you get an email that looks suspicious or you don't know the email address, don't click on it.

Board allowed public comment. Comment was asking about the upcoming dredging project, what are the odors and how will it affect the residents, which Board and Webster answered.

**9. EXECUTIVE SESSION per ORS 192.660 (2)(a)** – Audio Time 1:20:14

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2) (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. ORS 192.660 (2) (f) to consider information or records that are exempt by law from public inspection.

Any member of the media that is here may remain. However, the Board will require that any information derived from this meeting may not be disclosed pursuant to ORS 192.660(4).

ORS 192.660 (6) No executive session may be held for the purpose of taking any final action or making any final decision.

Adjourn out of executive session at 4:12pm and reconvene into regular session.

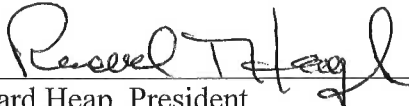
**10. COMMISSIONER COMMENTS** – Audio time 0:00:16

Speir mentioned that he approached Webster about the pallets in the gear storage area. Fraser asked about the guide fee stickers and what actions can we take. Webster informed the Board what the stickers look like and what our rules are. The Board discussed enforcing the charter fishing guide fee.

**11. NEXT REGULAR MEETING DATE** – Wednesday, November 15, 2023, at 2:00 PM

**12. ADJOURNMENT** – Audio time 0:07:59

Having no further business, the meeting adjourned at 4:21 pm.

  
Richard Heap, President

11-15-23  
Date Signed

  
Sharon Hartung, Secretary/Treasurer

11-15-23  
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).*