

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

Wednesday, April 17, 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); 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.
- Webster requested to add Action Item E, Boat Yard Oil Water Separator. 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 0:01:19

A motion was made by Jonas and seconded by Hartung to approve the agenda as amended. The motion passed 5 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:01:42

A. Approve Minutes of Regular Commissioner Meeting Wednesday, March 20, 2024.

A motion was made by Speir and seconded by Jonas to approve the meeting minutes for Regular Commissioner Meeting Wednesday, March 20, 2024. The motion passed 5 – 0.

4. PUBLIC COMMENTS – Audio time 0:02:08

There were no public comments.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:02:15

Webster reported on maintenance items Port staff completed in the RV Park and marina. King reviewed the Safety, Security & Environmental Report. Speir spoke about the vandalism that's been happening around the Port that hasn't been reported. Walker reviewed the Financial Report.

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

6. ACTION ITEMS

A. Resolution No. 2024-04, Port Rates for FY 2024-25 – Audio time 0:13:18

Webster explained retail tenants increase is only the CPI increase of 3.4%, everything else is raised by 5%. Fraser asked about the 5% increase. Webster explained how staff came up with a 5%. Fraser noticed the resolution had an additional date that needed to be removed.

A motion was made by Hartung and seconded by Speir to approve Resolution No. 2024-04, Port Rates for Fiscal Year 2024 – 25. The motion passed 4 – 1. Yes: Jonas, Hartung, Speir, & Heap. No: Fraser.

B. Umpqua Valley Financial Contract – Audio time 0:17:12

Webster mentioned that this was reviewed in our last meeting. We believed that the audit was included in the rates, but it is a separate rate. Walker did note that there was a typo in the contract, stating Port of Port Orford, and that has been fixed in the packet. Board allowed public comment.

A motion was made by Fraser and seconded by Speir to approve Port Manager to sign contract with Umpqua Valley Financial. The motion passed 5 – 0.

C. Letter of Support to Beacon Broadband – Audio time 0:21:09

Webster reviewed item with the Board. Val Early with Beacon Broadband explained the letter of support. Board allowed public comment. Fraser asked about the next location Beacon will be installing infrastructure. Early explained in Gold Beach and up to Langlois.

A motion was made by Speir and seconded by Hartung to approve Port Manager to sign the letter of support for Beacon Broadband. The motion passed 5 - 0.

D. Letter of Support to SDAO – Audio time 0:27:53

Webster explained the HB being proposed to the State to recognize Special Districts being a local government to receive federal financial assistance, this will help all Special Districts.

A motion was made by Jonas and seconded by Speir to approve Port Manager to sign the letter of support for SDAO. The motion passed 5 – 0.

E. Boat Yard Oil Water Separator – Audio Time 0:32:16

Webster explained an RFP was placed for a contractor to install the oil water separator in the boat yard. Tidewater gave us a lower quote. Webster suggested to budget next year to purchase another oil water separator for the new gear storage area.

A motion was made by Hartung and seconded by Jonas to approve Port Manager or his designee to approve and sign the contract from Tidewater Contractors to install the oil water separator at the boat yard. The motion passed 5 – 0.

7. INFORMATION ITEMS

A. FEMA PW-189 Dredging Update – Audio Time 0:35:30

Webster reviewed item with the Board. Board asked about the building location. Board allowed public comment.

B. EPA Time Extension – Audio Time 0:42:40

Webster reviewed item with the Board.

C. HMGP Update – Audio time 0:45:45

Webster reviewed item with the Board. Board allowed public comment.

D. Infrastructure Needs – Grant Opportunities – Audio Time 0:51:01

Webster reviewed item with the Board, and explained the Boardwalk and receiving docks will need the Ports attention here soon. Webster also explained now that we are dredging we are noticing our banks are failing more as well. Heap made a suggestion to talk with the commercial fishing about fixing some of these items. Board allowed public comment.

E. Basin II Dock Adjustments – Audio Time 1:03:24

Webster informed the Board that E dock in Basin II is now a side tie so C dock can be used again and to accommodate larger vessels coming into the harbor. Fraser asked about the fingers that were just donated to the Port of Gold Beach, Webster explained they weren't the same size docks.

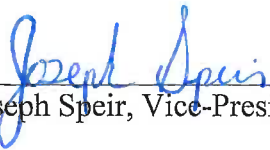
8. COMMISSIONER COMMENTS – Audio time 1:06:54

Commissioner Heap gave an update to the salmon season. Heap then gave Speir a resignation letter from the Board of Commissioners beginning May 1, and thanked the Board for everything they have done. Jonas thanked Heap for everything he has done for the Board.

9. NEXT REGULAR MEETING DATE – Wednesday, May 15, 2024, at 2:00 PM

10. ADJOURNMENT – Audio time 1:13:21


Having no further business, the meeting adjourned at 3:14 pm.



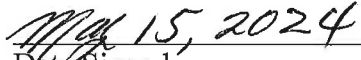
Joseph Speir, Vice-President



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.