

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

Wednesday, January 15, 2025

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 Sharon Hartung 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, President (Pos. #2); Larry Jonas (Pos. #3); Wesley Ferraccioli (Pos. #4); Daniel Fraser, Secretary/Treasurer (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 0:01:41

A motion was made by Jonas and seconded by Ferraccioli to approve the agenda as presented. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No: None.

3. APPROVAL OF MEETING MINUTES – Audio time 0:02:14

A. Approve Minutes of Regular Commissioner Meeting Wednesday, December 18, 2024.

A motion was made by Jonas and seconded by Fraser to approve the meeting minutes for Regular Commissioner Meeting as presented. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No: None.

4. PUBLIC COMMENTS – Audio time 0:02:47

There were no public comments.

5. MANAGEMENT & FINANCIAL REPORTS / APPROVAL – Audio time 0:02:54

Webster reported on December maintenance items Port staff completed in RV Park and Marina. Reported on vessels that had to be demolished in the boat yard. During the December storm, there was slope damage to the launch ramp and icehouse. Boardwalk mail

had a leak in the roof, roofers came out to repair. During a wind storm the double doors at Boat Shop and More fell and broke the track and some braces in the roof, but building has been secured with a chain-link fence. Webster then reviewed 2024-year totals. Fraser asked about declaring an emergency and what that does with permitting, how does it benefit the Port? Webster explained the best approach is to receive a permit and explained the process if we do declare an emergency and what the repercussions could be if we don't follow the proper steps. Hartung asked about the in-water work period. Webster stated yes we would be working outside the in-water work period, if they approve the permit.

King reviewed the Safety, Security & Environmental Report. Fraser asked about our water test results. Webster and King explained where contaminants are coming from and how they can impact us in the future. Hartung wasn't sure how to fix the contaminants in the boat yard, Webster explained it needs to be paved.

Walker reviewed the Financial Report. Board did not have any questions.

A motion was made by Fraser and seconded by Ferraccioli to approve the Management & Financial Reports for December. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No: None.

6. STRATEGIC BUSINESS PLAN, 10-YEAR UPDATE, 1st DRAFT REVIEW – Audio time 0:22:00

Webster reviewed item with the Board. Jonas asked Webster to expand on the fact that the Port is not charging rates and fees to recover 100% of each service provided. Webster explained that right now the things we are not recovering on are the fuel dock and moorage and marina rates. Webster explained some of the items it costs and why we aren't recovering those costs. Board asked how our rates are comparable to other Ports. Webster did email the Board a list and went over the services that we need to increase rates on. Fraser explained that some Ports fuel dock is operated by a private company. Webster agreed and explained some costs that are associated with the fuel dock. Ferraccioli asked about having a private person take the fuel dock, Webster explained the issues we have with a private company owning the fuel dock. Jonas stated that looking at other Ports we are not above anyone else, we are at or below all rates and definitely need to do a rate increase. Webster stated that yes, and for us to even match the next lowest Port, Salmon Harbor, we would have to increase our rates by 50%. Board discussed what Ports are County owned and their structure, and rate increases in the future. Board allowed public comment. Fraser refers to pages 60 through 68, demolition to existing timber dock, construct concrete pavement and storm drain facility, but installing a wastewater treatment plant. Webster explained that some of that dock needs to be repaired before construction can happen. Fraser expressed his concerns and suggested that we look at the other two pieces around Pac Choice before looking at the Hallmark dock and changing that in our business plan. Webster agreed and we can move that in the plan.

7. ACTION ITEMS

A. Appoint Budget Officer – Audio time 0:46:48

Webster reviewed the item with the Board. Walker informed the Board that we have received two budget committee applications so far.

A motion was made by Jonas and seconded by Fraser to approve April Walker as the Budget Officer for Fiscal Year 2025-26 budget. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No: None.

Board congratulated Walker.

B. Blue Fin Reality Lease Agreement – Audio time 0:49:09

Webster reviewed the item with the Board. Jonas clarified that this works for the Port. Board did not have any other questions.

A motion was made by Jonas and seconded by Ferraccioli to approve Blue Fin Reality Lease Agreement commencing February 1, 2025 through January 31, 2028. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No: None.

C. Pacific Fishing Lease Agreement – Audio time 0:50:20

Webster reviewed the item with the Board. Webster explained when it comes to these leases the Board should also look at why we are allowing someone out of a lease and due to the condition of that building is recommending allowing Pacific Fishing out of their lease. Also, with the last windstorm and what happened at Boat Shop and More we need to start getting tenants out of those buildings. Board agreed with the safety of that building. Fraser asked about the structure of the building, if a wall was to fall or something happened. Webster gave his opinion on the condition of the building and if a wall fell.

A motion was made by Fraser and seconded by Jonas to approve cancelling the lease agreement with Pacific Fishing for Pacific Hookers warehouse storage space effective February 1, 2025. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No: None.

D. Beacon Broadband Proposal – Audio time 0:56:59

Webster reviewed the item with the Board. Ferraccioli asked if we own the equipment then we can switch providers at any time in the future. Webster said yes, we own the equipment, but Beacon is the provider who will come out and service the equipment for us with the 4-year contract. There was discussion about whether this service will be provided at the RV Park as well. Fraser asked if other Ports offer Wi-Fi. Webster isn't aware of any other Ports that offer this service. Fraser expressed concern about the password getting out, like the shower codes. Webster agreed with Frasers concerns. Webster mentions the Capital Outlay Project List and goes over projects that we won't be able to complete. Board began discussing the slopes. Board allowed public comment.

A motion was made by Jonas and seconded by Fraser to approve the expenditure of \$11,753.60 to purchase the internet equipment and installation from Beacon

Broadband for Basins 1 & 2, including the monthly fee. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No: None.

- E. Resolution No. 2025-01, Safety & Health Program Update – Audio time 1:14:11**
Webster reviewed the item with the Board. Fraser asked about the wildfire smoke program just now being added to the program. Webster explained it's been an implemented program, but yes it is now being added to the Safety & Health Program.

A motion was made by Jonas and seconded by Ferraccioli to approve Resolution No. 2025-01, Safety and Health Program Update. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No: None.

- F. Resolution No. 2025-02, Emergency Preparation Guide – Audio time 1:16:02**
Webster reviewed the item with the Board. Fraser asked to add labels to the top of the utilities list.

A motion was made by Fraser and seconded by Ferraccioli to approve Resolution No. 2025-02, Emergency Preparation Guide. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No: None.

- G. Ordinance No. 25, Camping on Port Owned Property – Audio time 1:20:09**
Webster reviewed the item with the Board. Board did not have any questions.

A motion was made by Fraser and seconded by Ferraccioli to approve Ordinance No. 25, Camping on Port-Owned Public Property, reading by title only, amendment to Section 4.44 of Part IV, Specific Rules and Regulations of Ordinance No. 1-1998. An Ordinance of the Board of Commissioners of the Port of Brookings Harbor. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No: None.

- H. Boat Yard Building #1 – Audio time 1:21:56**
Webster reviewed the item with the Board. Fraser asked about the drainage in that area. Webster stated that it is high and it's something we have to consider while building. Fraser asked about the concrete that will be left over. Webster let the Board know that he does not want to jack hammer the concrete out and hopefully it will be part of the parking lot when paving in the boat yard happens. Fraser and Webster discussed the County easement.

A motion was made by Jonas and seconded by Ferraccioli to approve the boat yard building 2025 plan drawing and authorize the Port Manager to purchase (1) one (25-ft by 40-ft) pole barn to be constructed by either Port Staff or specialty contractors not to exceed \$90,000. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No: None.

8. INFORMATION ITEMS

- A. FEMA PW-189 Dredging Update – Audio time 1:30:28**

Webster reviewed the item with the Board. Board asked about the generator, Webster explained why there are two generators.

B. Stormwater Pollution Control Plan (SWPCP) Update – Audio time 1:39:32

Webster reviewed the item with the Board. Board did not have any questions.

C. DEQ 1200Z Water Testing Update – Audio time 1:44:04

Webster reviewed the item with the Board. Board did not have any questions.

D. SDIS 2024-25 Safety & Security Grant – Audio time 1:46:18

Webster reviewed the item with the Board. Fraser asked about monitoring the cameras, Webster explained how many cameras we can have and the storage limit.

E. Slopes Repair Update – Audio time 1:50:10

Webster reviewed the item with the Board. Fraser asked if we could use our dredge spoils to fill in, Webster explained the pros and cons for using our dredge spoils.

9. COMMISSIONER COMMENTS – Audio time 1:53:20

Commissioner Jonas wanted to commend staff on all they do, especially being short-staffed, and hoping to find some more money to maintain the Port. Commissioner Hartung applauded staff on a great job with the evacuations.

10. NEXT REGULAR MEETING DATE – Wednesday, February 19, 2025, at 2:00 PM

11. ADJOURNMENT – Audio time 1:55:28

Having no further business, the meeting adjourned at 3:55 pm.

Sharon Hartung, President

Date Signed

Daniel Fraser, 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.