

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

**Wednesday, October 16, 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 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:**  
Joseph Speir, Vice-President (Pos. #1); Sharon Hartung, President (Pos. #2); Larry Jonas (Pos. #3); Wesley Ferraccioli (Pos. #4). Daniel Fraser Secretary/Treasurer (Pos. #5) 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 0:01:45**

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

**3. APPROVAL OF MEETING MINUTES – Audio time 0:02:04**

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

**A motion was made by Jonas and seconded by Speir to approve the meeting minutes for Regular Commissioner Meeting Wednesday, September 18, 2024. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Speir, Hartung. No: None.**

**4. PUBLIC COMMENTS – Audio time 0:02:28**

There were no public comments.

**5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:02:35**

Webster reported on September maintenance items Port staff completed in the RV Park, replacement of internet services from Spectrum to Beacon Broadband, held a public bid opening for clam shell dredging, and maintenance repairs made throughout the Marina. King

reviewed the Safety, Security & Environmental Report. Walker reviewed the Financial Report.

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

## 6. ACTION ITEMS

### A. Boat Shop & More Lease Amendment No. 3 – Audio time 0:09:40

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

**A motion was made by Jonas and seconded by Speir to approve Boat Shop & More Lease Amendment No. 3. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Speir, Hartung. No: None.**

### B. Atypical Beauty Parking Lease Agreement – Audio time 0:11:11

Webster reviewed item with the Board. Jonas asked if that would come back to us, Webster explained there are a lot of easements in that area.

**A motion was made by Jonas and seconded by Speir to approve Atypical Lease Agreement for five years commencing on November 1, 2024. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Speir, Hartung. No: None.**

### C. Citations – Audio time 0:16:22

Webster reviewed item with the Board. Jonas asked if other Port's write citations. Webster explained that he has investigated this, other Port's do this, but those Ports are located within the city and use city police or services. Jonas let the Board know he is for this. Hartung suggested placing more signs in the boat launch area and understands where Jonas is getting at but not sure if this is the way to go about it. Speir expressed some concerns. Webster thinks it's a good idea but has a lot of questions about how this is going to happen and if it's actually feasible to do.

**A motion was made by Jonas and seconded by Ferraccioli to approve directing the Port Manager to pursue citations at the Port. The motion was tied 2 - 2. Yes: Jonas, Ferraccioli. No: Speir, Hartung. Board agreed to discuss it at the next regular meeting.**

## 7. INFORMATION ITEMS

### A. FEMA PW-189 Dredging Update – Audio Time 0:31:37

Webster reviewed item with the Board. Speir asked how dredging is going, Webster explained right now we are dealing with a high temp sensor, but dredging is going good.

### B. EPA WWTP Update – Audio Time 0:34:40

Webster reviewed item with the Board. Jonas asked about Pacific Seafood, Webster let the Board know Pacific Seafood is shut down due to the current standards and not having a wastewater treatment plant in place. Webster explained the permits.

- C. HMGP Update (RFI) – Audio Time 0:39:53**  
Webster reviewed item with the Board. Board did not have any questions or comments.
  - D. Resolution 2024-XX, Offshore Wind Energy – Audio Time 0:40:46**  
Webster reviewed item with the Board. The Board had some discussion about the leases, location, and agreed to just wait and see.
  - E. RV Park Food and Beverage Vendors – Audio Time 0:49:39**  
Webster reviewed item with the Board. Hartung asked about limits on days.
  - F. Parking Plan for Catalyst Seafood/Augustino’s – Audio Time 0:54:27**  
Webster reviewed item with the Board. Board did not have any questions or comments.
  - G. Wi-Fi Infrastructure in Basin I and Basin II – Audio Time 0:58:17**  
Webster reviewed item with the Board. Jonas asked about broadband already being down there.
  - H. Thank You Letter from Pelican Bay Arts Association – Audio Time 1:02:36**  
Webster reviewed item with the Board.
- 8. COMMISSIONER COMMENTS – Audio time 1:03:21**  
Commissioner Jonas commented on when the pole barn will be done, Webster gave the time frame, hopefully not to much longer.
- Commissioner Hartung commented that it is nice to see the dredge working.
- 9. NEXT REGULAR MEETING DATE – Wednesday, November 20, 2024, at 2:00 PM**
- 10. ADJOURNMENT – Audio time 1:04:27**  
Having no further business, the meeting adjourned at 3:03 pm.

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Sharon Hartung, President

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Date Signed

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Daniel Fraser, Secretary/Treasurer

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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).*