

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

Wednesday, December 18, 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:**
Sharon Hartung, President (Pos. #2); Larry Jonas (Pos. #3); Wesley Ferraccioli (Pos. #4) via phone; 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 0:01:10

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

3. APPROVAL OF MEETING MINUTES – Audio time 0:01:36

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

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

4. PUBLIC COMMENTS – Audio time 0:02:00

There were no public comments.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:02:09

Webster reported on November maintenance items Port staff completed in the RV Park and Marina. There was discussion about where at Zolas the extra asphalt will be added. King reviewed the Safety, Security & Environmental Report. Webster let the Board know that the

stolen trailer was returned. Walker reviewed the Financial Report. There was discussion about property taxes.

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

6. ACTION ITEMS

- A. Draft Ordinance No. 25, Camping on Port-Owned Public Property Amendment –**
Audio time 0:11:39

Webster reviewed the item with the Board.

A motion was made by Fraser and seconded by Jonas 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.

- B. Resolution No. 2024-11, Employee Handbook Update –** Audio time 0:14:36
Walker reviewed the item with the Board. The Board did not have any questions.

A motion was made by Jonas and seconded by Fraser to approve Resolution 2024-11, the Port of Brookings Harbor Employee Handbook, Revision Date December 18, 2024. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No. None.

- C. Resolution No. 2024-12, Offshore Wind Farming –** Audio time 0:17:03
Webster reviewed the item with the Board. The Board did not have any questions.

A motion was made by Fraser and seconded by Jonas to approve Resolution 2024-12, Port Commissioners for Opposition to Offshore Wind Farming. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No. None.

- D. Harbor Corner Market Consent to Assumption and Assignment –** Audio time 0:19:08
Webster reviewed the item with the Board. Fraser asked about renovations to the building. Webster explained that renovations need to be discussed and approved, but not all changes need to come to the Board for approval.

A motion was made by Jonas and seconded by Fraser to approve Harbor Corner Market Consent to Assignment and Assumption of Lease. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No. None.

- E. Delinquent Account Write Off Request –** Audio time 0:21:36
Webster reviewed the item with the Board. The Board had some questions regarding the fees, along with the recovery rate on sending accounts to collections.

A motion was made by Fraser and seconded by Jonas to approve delinquent account write off amount of \$5,329.07 from accounts receivable, submit the amount to Port collection agency, and proceed with litigation if necessary. The motion passed 4 – 0. Yes: Jonas, Ferraccioli, Fraser, Hartung. No. None.

7. INFORMATION ITEMS

A. FEMA PW-189 Dredging Update – Audio Time 0:27:09

Webster reviewed the item with the Board. Webster did discuss the slope repair that is planned to be done and why the project hasn't been completed yet. There was discussion about dredging location, the sediment, and clamshell dredging to the slopes. Board allowed public comment. Board continued with discussion of location of where the dredge will be dredging, how much diesel is being used, and maintenance issues the dredge and generator had.

B. EPA WWTP Update – Audio Time 0:42:37

Webster reviewed the item with the Board. The Board discussed the next steps when agencies approve the plan, and the discussion we will need to have with Pacific Seafood. Discussion continued with the flow amount that will be going in and out of that facility.

8. COMMISSIONER COMMENTS – Audio time 0:53:51

Commissioner Hartung wished everyone a Merry Christmas and see you next year!

9. NEXT REGULAR MEETING DATE – Wednesday, January 15, 2025, at 2:00 PM

10. ADJOURNMENT – Audio time 0:54:19

Having no further business, the meeting adjourned at 2:54 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.