

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

**Wednesday, February 19, 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); Daniel Fraser, Secretary/Treasurer (Pos. #5). Joseph Speir, Vice-President (Pos. #1) and Wesley Ferraccioli (Pos. #4) were 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 0:01:06**

*A motion was made by Jonas and seconded by Fraser to approve the agenda as submitted. The motion passed 3 – 0. Yes: Jonas, Fraser, Hartung. No: None.*

**3. APPROVAL OF MEETING MINUTES – Audio time 0:01:23**

**A. Approve Minutes of Regular Commissioner Meeting Wednesday, January 15, 2025.**

*A motion was made by Jonas and seconded by Fraser to approve the meeting minutes for Wednesday, January 15, 2025 as submitted. The motion passed 3 – 0. Yes: Jonas, Fraser, Hartung. No: None.*

**4. PUBLIC COMMENTS – Audio time 0:01:54**

There were no public comments.

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

Webster reported on January maintenance items Port staff completed in the RV Park, Marina, and Commercial Retail. Jonas asked about the roofers coming back. Fraser asked about the coin acceptors being electric and replacing them. Discussion happened about tamper proof

showers. Board allowed public comment. Discussion among the Board continued regarding the showers and how they are accessed.

King reviewed the Safety, Security & Environmental Report. Fraser asked about Billeter Marine being in the boat yard and what it does to our stormwater testing. King explained that when results showed contamination, documentation of their work in the boat yard was done.

Walker reviewed the Financial Report. Jonas mentioned that Marina was at a loss, Walker explained that it is repairs and maintenance verses what we have taken in.

***A motion was made by Jonas and seconded by Fraser to approve the Management & Financial Reports as presented. The motion passed 3 – 0. Yes: Jonas, Fraser, Hartung. No: None.***

**6. STRATEGIC BUSINESS PLAN, 10-YEAR UPDATE, 2<sup>nd</sup> DRAFT REVIEW – Audio time 0:14:42**

Webster reviewed item with the Board. Hartung mentions that the study was good and it shows our fee base and employee base are the lowest on the coast. Fraser asked about page 8, strategy 1.1.2. Beacon Broadband being used for other canaries. Webster explained what options are available.

**7. ACTION ITEMS**

**A. Appoint Budget Committee – Audio time 0:23:04**

Webster reviewed the item with the Board. Hartung thanked the committee. Jonas asked if we could fill that position at any time, Webster answered yes.

***A motion was made by Jonas and seconded by Fraser to approve Al Cornell for Position #6, Wayne King for Position #7, and leave Position #10 vacant on the Port of Brookings Harbor Budget Committee, for a term of 3 years, ending on December 31, 2028. The motion passed 3 – 0. Yes: Jonas, Fraser, Hartung. No: None.***

Board allowed public comment, and Webster answered.

**B. Pelican Bay Arts Association, Art at the Port Sponsorship – Audio time 0:26:14**

Webster reviewed the item with the Board. Board had a discussion about the logistics. Board allowed public comment.

***A motion was made by Jonas and seconded by Fraser to approve \$250.00 donation to Pelican Bay Arts Association for their Art on the Port event. The motion passed 3 – 0. Yes: Jonas, Fraser, Hartung. No: None.***

Fraser asked if they will need to apply again next year, Webster answered yes.

**8. INFORMATION ITEMS**

**A. FEMA - PW-189 Dredging Update – Audio time 0:31:19**

Webster reviewed the item with the Board. Hartung asked about the left-over material. Jonas asked for Webster's opinion on the work that was done and the money spent to get that work done, Webster discussed other options for fixing the embankments ourselves. Board allowed public comment. Jonas asked about the in-water work period and what work can be done above the water, Webster explained the limitations.

**B. EPA – WWTP Update – Audio time 0:40:55**

Webster reviewed the item with the Board and reviewed a meeting he had with some officials regarding pushing DEQ for more answers. Jonas asked about the plant design. Fraser asked what is taking so long, from what Webster understands, waiting on the archeologist.

**C. DSL Letter of Support – Audio time 0:49:13**

Webster reviewed the item with the Board. Jonas asked about the derelict vessels when we haul them out, and do we get any money for this? Webster explained we know who the owners usually are, and we are having a good success rate, but this program would help with vessels who we don't know.

**D. SDIS Property Insurance Renewal – Audio time 0:53:27**

Webster reviewed the item with the Board. Jonas asked if that covers property that we don't operate, Webster explained what the policy covers.

**E. Slopes Repair – Audio time 0:57:24**

Webster reviewed the item with the Board. Fraser asked about the need for the archaeologist, Webster explained.

**9. COMMISSIONER COMMENTS – Audio time 1:08:48**

Commissioner Fraser discussed his attendance at the SDAO Annual Conference.

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

**11. ADJOURNMENT – Audio time 1:12:48**

Having no further business, the meeting adjourned at 3:13 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).*