

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

Wednesday, March 20, 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:**
Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); Daniel Fraser (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.
- Webster just noted that there were added information items to the packet, Information Item G, Discussion of a Sea Lion Policy and Information Item H, Board Practices Assessment Date. 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 0:02:17

A motion was made by Jonas and seconded by Fraser to approve the agenda as amended. The motion passed 4 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:02:32

A. Approve Minutes of Regular Commissioner Meeting Wednesday, February 21, 2024.

A motion was made by Jonas and seconded by Fraser to approve the meeting minutes. The motion passed 4 – 0.

4. PUBLIC COMMENTS – Audio time 0:02:56

There was one public comment by Mike Murphy regarding Information Item D, Port Rates, but asked the Board if he could make his comment when the Board gets to Information Item D, which the Board approved.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:03:38

Webster reported that an RFP was published regarding asphalt repair, Tidewater was the lowest bid and will complete work when weather permitted. RV Park fence fell in some spots due to windstorm; staff is looking into a chain-link fence before repairs are made. RV Park received a new camp host. The sea lions have returned to J Dock. Port has received the golden anchor reward with OSMB Clean Marina Program. King reviewed the Safety, Security & Environmental Report. Board allowed public comment. Walker reviewed the Financial Report. Walker informed the Board that our current auditor has asked for another extension, which was approved.

A motion was made by Jonas and seconded by Hartung to approve the Management & Financial Reports as presented. The motion passed 4 – 0.

6. ACTION ITEMS

- A. Resolution 2024-03, Reestablishing Reserve Fund Policy** – Audio time 0:11:46
Webster reviewed item with the Board. Board had no comment.

A motion was made by Hartung and seconded by Jonas to approve Resolution No 2024-03, Reestablishing Reserve Fund policy and for it to take effect in Fiscal Year 2024-25. The motion passed 4 – 0.

- B. Review Auditors Proposals for FY 23-24** – Audio time 0:13:42
Webster reviewed item with the Board. Board asked about our current auditor's rates, does this price include the FEMA audit. Walker reported on her interactions with each firm so far. Board allowed public comment.

A motion was made by Jonas and seconded by Fraser to accept Umpqua Valley Financial Municipal Auditing Services Proposal for a (3) year contract for Fiscal Years 2023-24, 2024-25, and 2025-26 services. The motion passed 4 – 0.

- C. Donation of Docks to Port of Gold Beach** – Audio time 0:25:15
Webster explained that the Port of Gold Beach wants to rebuild a few docks. Suggested donating twenty docks along with two to four extra docks for spare parts. These docks are just sitting in our boat yard and this is a good opportunity to help other small ports.

A motion was made by Jonas and seconded by Hartung to approve donating the Port of Brookings Harbor old concrete floating docks at the discretion of the Port Manager to the Port of Gold Beach. The motion passed 4 – 0.

- D. El Cazadores Property Sale** – Audio time 0:28:41
Webster explained we are finally getting to the end of this property sale; we just need approval on the final signer.

A motion was made by Hartung and seconded by Jonas to approve Travis Webster as the authorized signer for all necessary documents for closing the property sale with Cendi and Javier Olmedo. The motion passed 4 – 0.

7. INFORMATION ITEMS

A. **FEMA PW-189 Dredging Update** – Audio Time 0:30:36

Webster explained the clamshell removed 2438 cubic yards and the dredge from dragflow arrived February 16. Board asked about maintenance and what Webster thought of the dredge. Webster thinks we will need to ask for an extension to complete the project.

B. **EPA Time Extension** – Audio time 0:38:11

Webster reviewed item. Spoke with DEQ regarding permit, permit process is taking longer than expected, we have elected to request for another time extension.

C. **DEQ 1200Z Stormwater Test Results** – Audio Time 0:42:09

Webster reviewed item and informed them that this is our second test, again we failed in the boat yard and per our tier two corrective action report we have already purchased an oil water separator for the boat yard. We have put an RFP out for a contractor to install. Board asked about the culvert in the boat yard. Board allowed public comment.

D. **Resolution 2024-XX, Port Rates for FY 2024-25** – Audio Time 0:45:48

Board allowed Mike Murphy to give his public comment regarding rates. Webster reviewed each page of the proposed rates. Board discussed the charter fees and implementing the fees. Fraser asked about the CPI increase and what we are charging.

E. **2024 Events** – Audio Time 1:09:31

Webster reviewed item with the Board.

F. **Salmon Season Update** – Audio Time 1:10:37

Heap reviewed the proposed dates for recreational and commercial salmon fishing. Board allowed public comment.

G. **Discussion of a Sea Lion Policy** – Audio Time 1:22:25

Webster explained that the sea lions are here and asked what the Boards expectations are for staff and the public and opened this up for discussion. Board allowed public comment. Board agreed that the sea lions aren't going to leave, and we aren't going to be able to get a policy together by the time they leave, and to just look at potential solutions for next year.

H. **Board Practices Assessment Date** – Audio Time 1:49:16

Webster reviewed item with the Board. Board discussed possible dates of April regular meeting or any date after April 6 but before May 1.

8. COMMISSIONER COMMENTS – Audio time 1:52:31

Commissioner Hartung thinks Webster and staff are doing a great job, and good job on the award.

Commissioner Heap asked the Board if they were interested in sponsoring a winner for the Art of the Boardwalk. Mentioned HB 4080, regarding offshore windmills was approved.

9. NEXT REGULAR MEETING DATE – Wednesday, April 17, 2024, at 2:00 PM

10. ADJOURNMENT – Audio time 1:56:23

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

Richard Heap, 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.