

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

**Tuesday, June 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 budget hearing and 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 Vice President Joseph Speir called the Budget Hearing 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 Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Daniel Fraser (Pos. #5).
- **Port of Brookings Harbor Management and Staff:**  
April Walker, Office Manager; and Danielle King, Safety/Administrative.

**2. PUBLIC COMMENTS – Audio time 0:01:20**

There were no public comments.

**3. ACTION ITEMS**

- A. Resolution 2024-05, Adopting the 2024-2025 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax – Audio Time 0:01:30**  
Walker reviewed item with the Board.

*A motion was made by Hartung and seconded by Jonas to approve Resolution 2024-05, Adopting the 2024-2025 Fiscal Year Budget, Making Appropriations, and Levying and Categorizing the Tax. The motion passed 4 – 0.*

**4. ADJOURNMENT FROM BUDGET HEARING – Audio Time 0:03:11**

Having no further business, the meeting adjourned at 2:02 pm.

**1. CALL MEETING TO ORDER**

Commission Vice President Joseph Speir called the Regular Session of the Port of Brookings Harbor of Commissioners to order at 2:02pm.

- 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 0:03:34

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

**3. APPROVAL OF MEETING MINUTES** – Audio time 0:03:53

- A. Approve Minutes of Budget Committee Meeting Wednesday, May 7, 2024**
- B. Approve Minutes of Regular Commissioner Meeting Wednesday, May 15, 2024.**

*A motion was made by Jonas and seconded by Hartung to approve the meeting minutes for  
Budget Committee and Regular Meeting. The motion passed 4 – 0.*

**4. PUBLIC COMMENTS** – Audio time 0:04:25

There were no public comments.

**5. MANAGEMENT REPORTS / APPROVAL** – Audio time 0:04:32

Walker asked the Board if they had any questions regarding the Management Report. Fraser asked about the occupancy rate at the RV Park, Walker was able to answer. Hartung asked about the 4<sup>th</sup> of July. King reviewed the Safety, Security & Environmental Report. Fraser asked about 4Aces Security, and the Board allowed public comment. Walker reviewed the Financial Report and informed the Board that talking to our financial consultants our 2022-2023 audit should be complete by June 30. Board had some questions regarding submitting the audit.

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

**6. ACTION ITEMS**

- A. Removing Richard Heap from Bank Accounts** – Audio time 0:13:00

Walker reviewed item with the Board, the Board did not have any questions.

*A motion was made by Jonas and seconded by Hartung to approve removing Richard  
Heap as a signer on all Umpqua Bank Accounts and LGIP Accounts for the Port of  
Brookings Harbor. The motion passed 4 – 0.*

- B. Chetco Dustless Blasting Lease Amendment No. 1** – Audio time 0:13:44

Walker reviewed item with the Board. The Board asked about his progress of fixing up that area.

*A motion was made by Hartung and seconded by Fraser to approve Chetco Dustless  
Blasting Lease Amendment No. 1. The motion passed 4 – 0.*

- C. Rogue Credit Union Lease Agreement** – Audio time 0:15:16

Walker reviewed item with the Board, the Board did not have any questions.

*A motion was made by Fraser and seconded by Jonas to approve Rogue Credit Union Amended and Restated Commercial Lease Agreement commencing August 1, 2024 through July 31, 2027. The motion passed 4 – 0.*

- D. Pacific Seafood Work Dock & Storage Area Lease Agreement** – Audio time 0:16:32  
Walked reviewed item with the Board, the Board did not have any questions.

*A motion was made by Fraser and seconded by Jonas to approve Pacific Seafood Work Dock and Storage Area Amended and Restated Commercial Lease Agreement commencing July 1, 2024 through June 30, 2029. The motion passed 4 – 0.*

- E. Port Counsel Legal Service Contract** – Audio time 0:17:40  
Walked reviewed item with the Board, the Board did not have any questions.

*A motion was made by Jonas and seconded by Hartung to approve the Port Manager to sign the contract with Miller Nash LLP Agreement for legal services July 1, 2024 through June 30, 2027. The motion passed 4 – 0.*

- F. Resolution 2024-06, Sea Lion Policy** – Audio time 0:19:06  
Walked reviewed item with the Board. Fraser expressed concern regarding moving vessels and should be more in depth than just move boats around when the issue is also going to larger vessels that we can't just move.

*A motion was made by Jonas and seconded by Hartung to approve Resolution 2024-06, Sea Lion policy. The motion passed 3 – 1. Yes: Jonas, Hartung & Speir. No: Fraser.*

## **7. INFORMATION ITEMS**

- A. Commissioner Vacancy Process** – Audio Time 0:21:51  
Walked reviewed item with the Board. Board allowed public comment. There was a discussion about having the potential candidates give a speech to the Board and to do this in a special meeting. Board allowed public comment.

- B. DEQ Tier II Corrective Action Report Update** – Audio Time 0:30:07  
Walked reviewed item with the Board. Fraser asked about the parking area between Augustino Wine and Catalyst and if it will affect our monitoring locations. King stated no.

- 8. COMMISSIONER COMMENTS** – Audio time 0:32:44  
Walker informed the Board that Augustino Wine did open June 1.  
Commissioner Hartung commented on how lovely Augustino grand opening was.

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

**10. ADJOURNMENT** – Audio time 0:33:45

Having no further business, the meeting adjourned at 2:33 pm.

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Joseph Speir, Vice-President

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Date Signed

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Sharon Hartung, 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).*

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