

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

Wednesday, January 17, 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 2:01pm.

- **Port of Brookings Harbor Commissioners Present:**
Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4). Joseph Speir, Vice-President (Pos. #1) and Daniel Fraser (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 0:03:32

A motion was made by Jonas and seconded by Hartung to approve the agenda as submitted. The motion passed 3 – 0.

3. APPROVAL OF MEETING MINUTES – Audio time 0:03:48

A. Approve Minutes of Regular Commissioner Meeting Wednesday, December 20, 2023.

A motion was made by Jonas and seconded by Hartung to approve the meeting minutes for December 20, 2023 meeting. The motion passed 3 – 0.

4. PUBLIC COMMENTS – Audio time 0:04:08

There were no public comments.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:04:15

Webster reported on winter storm damage and clean up measures that happened in the RV Park, maintenance items Port staff completed in the RV Park, maintenance repairs made on N dock and other maintenance repairs throughout the Marina. Port staff rebuilt boardwalk and handrail. Webster continued to report on the FEMA project and what stages have been completed so far, and an update on the Wastewater Treatment Plant phase 2 funding. Heap

gave praise to Webster regarding the accomplishments made in 2023. Hartung asked about RV Park electrical panel lights. King reviewed the Safety, Security & Environmental Report. Board allowed public comment. Walker reviewed the Financial Report. Heap asked about landing fees.

A motion was made by Jonas and seconded by Hartung to approve the Management & Financial Reports as presented. The motion passed 3 – 0.

6. ACTION ITEMS

- A. **Budget Officer** – Audio time 0:18:41
Webster reviewed item with Board.

A motion was made by Hartung and seconded by Jonas to approve April Walker as the Budget Officer for Fiscal Year 2024-2025 budget. The motion passed 3 – 0.

- B. **Resolution 2024-01, IGA with Curry County** – Audio time 0:20:25
Webster explained that this is a signed IGA from the County. Board discussed how quick the County has been to respond regarding maintenance on the culvert that recently overflowed into the harbor.

A motion was made by Jonas and seconded by Hartung to approve Resolution 2024-01, Authorizing Intergovernmental Agreement with Curry County. The motion passed 3 – 0.

- C. **OEM/FEMA Signature Approval** – Audio time 0:23:33
Webster explained that FEMA is now enforcing their requirements, and even though they don't have a form they will approve this moving forward.

A motion was made by Hartung and seconded by Jonas to approve Richard Heap, Joe Speir, Sharon Hartung, Larry Jonas and Daniel Fraser to certify and sign any Force Account Summary Report under DR-4432, PW 189, that includes the Port Manager's time. The motion passed 3 – 0.

7. INFORMATION ITEMS

- A. **Port Economic Impact Study by Business Oregon & University of Oregon** – Audio Time 0:26:41
Webster explained that Business Oregon and University of Oregon came together and did an impact study on all Port's up and down the coast. After review, other Ports were not happy with the results, and Business Oregon will be looking at how to tackle this in another way. Heap mentioned some items from the study that he believed were incorrect now., which Webster agreed.

- B. **FEMA Update** – Audio time 0:31:54
Webster reviewed the timeline of the FEMA PW-189 project. Dredge and trainer will be here in February. Heap asked about an auditor for this project, Walker informed him that

she has been on the hunt for one but hasn't found one yet. Board allowed public comment.

C. Atlas Coffee Stand Update – Audio Time 0:38:38

Webster updated the Board with the conversation that he had with Mr. Hazen regarding his lease. Mr. Hazen plans to keep his lease and Port staff are still looking into a mobile food agreement.

D. Boat Yard Layout – Audio Time 0:40:39

Webster informed the Board that the electrical lines have been located, they are back further than expected. Webster reviewed new building locations. We will now have five 25' x 40' shop buildings that will house our current tenants and may be able to keep Oceanside Suites building. Our FEMA building will be in the corner of the boat yard, to keep us away from our tenants, and a larger area to store other items around it. Board allowed public comment.

8. COMMISSIONER COMMENTS – Audio time 0:46:53

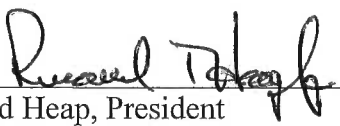
Commissioner Heap gave an update regarding the upcoming salmon season.

Webster did update the Board regarding the culvert by the boat yard. There was a land slide behind ocean suites that plugged the culvert and overflowed over the road. Driftwood is responsible for the cleanup cost. Webster also informed the Board of the boat launch ramp which is eroding at a high rate of speed.

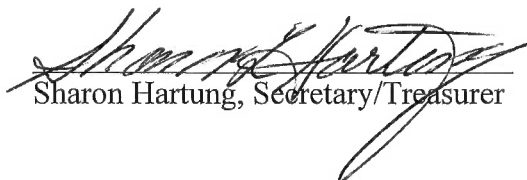
9. NEXT REGULAR MEETING DATE – Wednesday, February 21, 2024, at 2:00 PM

10. ADJOURNMENT – Audio time 0:55:07

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


Richard Heap, President

Date Signed


Sharon Hartung, Secretary/Treasurer

2-22-24
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.