APPROVED MINUTES

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

PORT OF BROOKINGS HARBOR DISTRICT

Wednesday, September 16, 2026

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 Board of Commissioners to order at 2:00pm.

   - **Port of Brookings Harbor Commissioners Present:**

     Joseph Speir (Pos. #1); Sharon Hartung, President (Pos. #2); Larry Jonas (Pos. #3); Kelsey Bozeman, Vice-President (Pos. #4); Daniel Fraser, Secretary/Treasurer (Pos. #5).

   - **Port of Brookings Harbor Management and Staff:**

     Travis Webster, Port Manager; Gary Dehlinger, Project 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 0:01:23*

   A motion was made by Speir and seconded by Bozeman to approve the agenda as written. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

3. **APPROVAL OF MEETING MINUTES** – *Audio time 0:01:43*

   A. **Approve Minutes of Regular Commissioner Meeting Wednesday, August 19, 2026.**

      Board did not have any questions or comments.

A motion was made by Jonas and seconded by Fraser to approve the meeting minutes for Wednesday, August 19. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

4. **PUBLIC COMMENTS** – *Audio time 0:02:11*

   There were no public comments.

5. **MANAGEMENT REPORTS / APPROVAL** – *Audio time 0:02:19*

   Webster reviewed August maintenance items Port staff completed in the RV Park and Marina. Fraser asked about the breakers at RV Park. Webster explained they are just old pedestals and need to be replaced due to wear and tear.

   Dehlinger reviewed Project Manager Report.

   King reviewed the Safety, Security & Environmental Report.

   Walker reviewed the Financial Report. Fraser asked about a couple of bills, Webster and Walker explained. Bozeman asked about the Audit, Walker explained.

   A motion was made by Speir and seconded by Jonas to approve the Management & Financial Reports as discussed. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

6. **ACTION ITEMS**

   A. **Engineering Contract** – *Audio time 0:13:28*

      Webster reviewed the item with the Board. Fraser asked about Section 2.02. Documents, believes it should be our material. Webster stated he will look more into that section.

      A motion was made by Speir and seconded by Bozeman to approve Amended and Restated Agreement for Professional Services to EMC-Engineers/Scientists, LLC. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

   B. **Security Contract Amendment No. 1** – *Audio time 0:17:26*

      Webster reviewed the item with the Board. Jonas asked if there is anyone else who does security, Webster explained. Fraser asked about Apex's response to some of the incidents that have happened, asked if we are getting what we have paid for. Webster explained. There was discussion about the morning rush at the launch ramp, and if security can help.

A motion was made by Fraser and seconded by Bozeman to approve Amendment No. 1 for Security Services to Apex Private Security. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

C. **Nature's Coastal Holiday Festival of Lights Donation** – *Audio time 0:24:56*

Webster reviewed the item with the Board. Jonas asked where we are in donation for this year, Walker explained this would be our first donation for the year.

A motion was made by Jonas and seconded by Fraser to approve a $250.00 donation to Natures Coastal Holiday Festival of Lights for the 2026 Festival of Lights. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

7. INFORMATION ITEMS

A. **Boat Yard Stormwater Application and Workplan** – *Audio time 0:26:30*

Webster reviewed the item with the Board. Fraser asked if we can work on what's above ground, Webster stated yes, but it depends on how it will all line up. He doesn't want to shut down the travelift during crab season and needs to make sure our travelift can be converted to a larger capacity without having to get a new one.

B. **Pole Barn Update** – *Audio time 0:33:11*

Webster reviewed the item with the Board. Fraser asked if the current pole barn is not rented yet, Webster confirmed. There was discussion about the first pole barn and giving it some time to see if we may need to lower the month rate. Jonas asked about cost comparisons, Webster explained. Board discussed lowering the price, and what is available out there. Board asked Webster to bring this back to the Board to discuss. Fraser asked about the planning commission and where we are at in the planning process, Webster explained.

C. **Dredging Update** – *Audio time 0:40:54*

Webster reviewed the item with the Board. Fraser mentioned that last year in Basin II there were a lot of high spots, is there a way to be more conscience in Basin I. Webster explained he will be monitoring that more and will be working with staff to better determine where they are located. Fraser asked about the Boardwalk, Webster has no concerns.

8. COMMISSIONER COMMENTS – *Audio time 0:48:42*

Commissioner Bozeman let the Board know that she was appointed by the City Council for one year on the TPACK committee

Commissioner Fraser had spent 2 weeks in Charleston and praised our Port for the appearance and for everything the Port Staff does.

Commissioner Jonas praised the office and field staff for what they do, Commissioner Hartung agreed.

9. **NEXT REGULAR MEETING DATE** – Wednesday, October 21, 2026, at 2:00 PM

10. **ADJOURNMENT** – *Audio time 0:52:02*

Having no further business, the meeting adjourned at 2:52 pm.

Sharon Hartung, President

10-21-26
Date Signed

Daniel Fraser, Secretary/Treasurer

21 Oct 2026
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.