

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

Wednesday, April 15, 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, Vice-President (Pos. #1); Sharon Hartung, President (Pos. #2); Larry Jonas (Pos. #3); Kelsey Bozeman (Pos. #4); Daniel Fraser, Secretary/Treasurer (Pos. #5).

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

Travis Webster, Port Manager; April Walker, Office Manager; and Danielle King, Safety/Administrative. James?

- 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 0:01:25

A motion was made by Speir and seconded by Jonas 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 0:01:45

A. Approve Minutes of Special Commissioner Meeting Monday, March 02, 2026

B. Approve Minutes of Regular Commissioner Meeting Wednesday, March 18, 2026.

The Board had no questions or comments.

A motion was made by Jonas and seconded by Speir to approve the meeting minutes for March 2 and March 18. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

4. PUBLIC COMMENTS – Audio time 0:02:18

There were 4 public comments.

Mike Murphy asked Webster if he would be willing to reconsider moving sports fishing into Basin 2, Webster said no. Murphy asked him if the subject could be dropped completely. Webster explained we don't have that luxury to have the basins segregated. Murphy asked the Board to have this item discussed under a business item concerning parking and the safety and security of each boat.

Larry Brocker gave the Board a little history about himself, he likes charter boats, but parking is an issue and explains why. Asked the Board to consider putting this on the agenda to discuss keeping charter boats in Basin 1.

Tiffany Berg gave the Board history about herself. Expressed concern about having a large charter vessel in Basin 2 due to parking issues, and the safety of their boats with that many people walking the docks. Asked the Board to reconsider or look at different avenues to make sure they can have adequate parking for our moorage holders.

David Vangroenenbergh expressed concerns about parking due to the charter boats. Asked the Board to revisit this and the boat could be on the other side of the basin, have the board look at other options.

5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:17:40

Webster reported on March maintenance items Port staff completed in RV Park and Marina. Bozeman asked about the audit, Webster explained that the first report showed deficiencies which we don't agree with, and after being reviewed by other agencies there are no deficiencies, and will be reviewing again.

Board has no questions or comments on the Project Manager Report.

King reviewed the Safety, Security & Environmental Report. Board had questions on the theft of services.

Walker reviewed the Financial Report. Fraser asked about the audit and auditor.

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. Whale's Tail Candy & Gifts Lease Agreement – Audio time 0:30:38

Webster reviewed the item with the Board. Bozeman asked about the rate.

A motion was made by Speir and seconded by Jonas to approve Whale's Tail Candy & Gifts Lease Agreement commencing May 1, 2026, through April 30, 2029. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

B. Resolution No 2026-03, Boat Trailer Agreement – Audio time 0:32:32

Webster reviewed the item with the Board. Fraser confirmed location of the boat trailer storage.

A motion was made by Jonas and seconded by Speir to approve Resolution No. 2026-03, Boat Trailer Storage Agreement. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

C. Resolution No 2026-04, Permit to Sell Fish (Off Boat) – Audio time 0:34:04

Webster reviewed the item with the Board. Fraser asked about where they can sell fish, Webster explained it will be allowed in their slip.

A motion was made by Speir and seconded by Fraser to approve Resolution No. 2026-04, Standards for Granting of Permit for Sales of Fish Product Off Boats. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

D. Resolution No 2026-06, Write-Off Policy – Audio time 0:38:52

Webster reviewed the item with the Board. Hartung felt the amount was right but would like to see it in a report. Bozeman asked about the process and if they could moor again, Webster and Walker explained. Board allowed public comment. Board agreed to have this be included with the financial reports.

A motion was made by Jonas and seconded by Speir to approve Resolution No. 2026-06, Policy for Write-Off of Uncollectible and/or Credit Balance Accounts Receivable. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

E. Resolution No 2026-07, Best Management Practices – Audio time 0:46:08

Webster reviewed the item with the Board. Jonas asked about the oily bilges, Webster explained.

A motion was made by Speir and seconded by Bozeman to approve Resolution No. 2026-07, Best Management Practices. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

F. Resolution No 2026-08, Port Rates FY 2026-2027 – Audio time 0:53:24

Webster reviewed the item with the Board. Fraser asked about the dates for selling fish, Webster and Walker explained.

A motion was made by Jonas and seconded by Speir to approve Resolution No. 2026-08, Port Rates for Fiscal Year 2026-27. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

G. RV Park Drainage/Asphalt Repairs – Audio time 0:56:58

Webster reviewed the item with the Board. Fraser asked about the catch basins installed, Webster explained. Board asked about the road and expressed how it would be nice to overlay the whole thing.

A motion was made by Speir and seconded by Jonas to approve Tidewater Construction, Inc. to install the new storm drain for \$12,400 and repair sections of asphalt for \$10,200. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

H. Sober Grad Donation – Audio time 1:05:45

Walker reviewed the item with the Board. The Board did not have any questions or comments.

A motion was made by Speir and seconded by Bozeman to approve a \$250.00 donation to the Brookings-Harbor High School for their 2026 Safe and Sober Grad Night event. The motion passed 5 – 0. Yes: Jonas, Bozeman, Fraser, Speir, Hartung. No: None.

Speir asked about how everyone feels about the parking situation, Board and Webster discussed parking in Basin II. Speir left the meeting at 3:12pm.

7. INFORMATION ITEMS

A. 2026 Port Events – Audio time 1:14:54

Webster reviewed the item with the Board. Fraser asked about Slam N Salmon.

B. EPA Project – Audio time 1:16:17

Webster reviewed the item with the Board. Hartung mentioned it will help to encapsulate everything, Webster explained. The Board allowed public comment. Fraser asked about the width of the travelift and ramp, Webster explained.

8. COMMISSIONER COMMENTS – *Audio time 1:30:08*

Commissioner Fraser asked about parking and enforcement.

9. NEXT REGULAR MEETING DATE – Wednesday, May 20, 2026, at 2:00 PM

10. ADJOURNMENT – *Audio time 1:35:37*

Having no further business, the meeting adjourned at 3:35 pm.

Sharon Hartung, President

Date Signed

Daniel Fraser, 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.