

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

**Friday, April 24, 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 Special 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); Kelsey Bozeman (Pos. #4); Daniel Fraser, Secretary/Treasurer (Pos. #5). Larry Jonas (Pos. #3) was absent.

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

Travis Webster, Port 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 0:01:26**

*A motion was made by Speir and seconded by Bozeman to approve the agenda as written. The motion passed 4 – 0. Yes: Bozeman, Fraser, Speir, Hartung. No: None.*

**3. PUBLIC COMMENTS – Audio time 0:01:38**

There were no public comments.

**4. ACTION ITEMS**

**A. Commercial Dock Proposals – Audio time 0:01:45**

Webster reviewed the item with the Board and reviewed each potential interview question. Hartung and Bozeman suggested some questions. Hartung asked about conflict of interest, Webster explained there isn't one. Hartung asked about the specifics of the questions and process, Webster explained.

*A motion was made by Bozeman and seconded by Speir to approve the final list of interview questions with amendments for the Request for Proposals for the dock and workspace formerly leased by Hallmark Fisheries, as reviewed and amended by the Board today, and to direct staff to schedule a special meeting to conduct interviews with the three proposers. The motion passed 4 – 0. Yes: Bozeman, Fraser, Speir, Hartung. No: None.*

**B. Commercial Dock Repairs – Audio time 0:23:02**

Webster reviewed the item with the Board. Fraser asked about the electrical shed, Webster explained. Board allowed public comment.

*A motion was made by Speir and seconded by Fraser to authorize Port Manager or designee to complete the immediate safety and operational repairs to the commercial dock and workspace, including electrical system upgrades, temporary concrete deck protection, public access redirection, and to further evaluate the damaged concrete deck for future repair or replacement, not to exceed \$50,000. The motion passed 4 – 0. Yes: Bozeman, Fraser, Speir, Hartung. No: None.*

**C. Harbor Sanitary Agreement for Sani-Sailors – Audio time 0:30:56**

Webster reviewed the item with the Board. The Board had no questions or comments.

*A motion was made by Bozeman and seconded by Speir to approve authorizing Port Manager or designee to sign Sani-Sailor Sewer Rate Agreement with Harbor Sanitary. The motion passed 4 – 0. Yes: Bozeman, Fraser, Speir, Hartung. No: None.*

**5. INFORMATION ITEMS**

**A. None – Audio time 0:33:28**

**6. COMMISSIONER COMMENTS – Audio time 0:33:28**

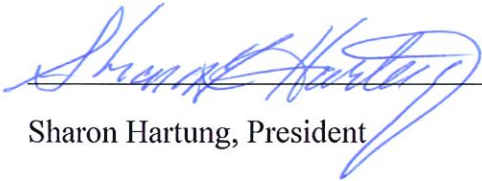
Commissioner Fraser commented that the boat yard is full.

Commissioner Hartung thanked everyone who came to the meeting today.


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

**8. ADJOURNMENT** – *Audio time 0:33:57*

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

  
Sharon Hartung, President

5-20-20  
Date Signed

  
Daniel Fraser, Secretary/Treasurer

5/24/26  
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).*