

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

**Wednesday, December 17, 2025**

**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 Secretary/Treasurer Daniel Fraser called the Regular Meeting of the Port of Brookings Harbor Board of Commissioners to order at 2:00pm.

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

Larry Jonas (Pos. #3); Kelsey Bozeman (Pos. #4); Daniel Fraser, Secretary/Treasurer (Pos. #5). Joseph Speir, Vice-President (Pos. #1) and Sharon Hartung, President (Pos. #2) were 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 0:01:38**

*A motion was made by Jonas and seconded by Bozeman to approve the agenda as written. The motion passed 3 – 0. Yes: Jonas, Bozeman, Fraser. No: None.*

**3. APPROVAL OF MEETING MINUTES – Audio time 0:01:54**

- A. Approve Minutes of Regular Commissioner Meeting Wednesday, November 19, 2025.**

*A motion was made by Jonas and seconded by Bozeman to approve the minutes as submitted. The motion passed 3 – 0. Yes: Jonas, Bozeman, Fraser. No: None.*

**4. PUBLIC COMMENTS – Audio time 0:02:24**

There were no public comments.

**5. MANAGEMENT REPORTS / APPROVAL – Audio time 0:02:30**

Webster reported on November items Port maintenance staff completed in RV Park and Marina. Highlighted turbidity testing requirements. Board allowed public comment. Board and Webster continued to discuss the turbidity requirements. Board allowed public comment. Board and Webster discussed culverts.

Walker reviewed the Financial Report. Walker informed the Board that Jerry is working on the audit report. Fraser asked about outstanding FEMA amount.

Webster reviewed Project Manager Report. Board asked about funds. Webster informed the Board about where Pacific Seafood stands on the wastewater treatment plant. Webster continued to review report.

King reviewed the Safety, Security & Environmental Report. Jonas asked about towing.

*A motion was made by Jonas and seconded by Bozeman to approve the Management & Financial Reports as discussed. The motion passed 3 – 0. Yes: Jonas, Bozeman, Fraser. No: None.*

**6. ACTION ITEMS**

**A. Bounders Fresh Crab Amendment No. 1 – Audio time 0:37:57**

Webster reviewed the item with the Board. Board allowed public comment.

*A motion was made by Jonas and seconded by Bozeman to approve Bounders Fresh Crab Lease Amendment No. 1. The motion passed 3 – 0. Yes: Jonas, Bozeman, Fraser. No: None.*

**B. Delinquent Account Write Off Request – Audio time 0:41:01**

Walker reviewed the item with the Board. Fraser asked about the customer and what happened, Walker explained.

*A motion was made by Bozeman and seconded by Jonas to approve delinquent account write off amount of \$3,324.11 from accounts receivable, submit the amount to Port collection agency, and proceed with litigation if necessary. The motion passed 3 – 0. Yes: Jonas, Bozeman, Fraser. No: None.*

## **7. INFORMATION ITEMS**

### **A. Changes to Oregon Ethics – Audio time 0:46:01**

Webster reviewed the item with the Board.

### **B. DEQ 1200-Z Stormwater Test Results – Audio time 0:47:28**

Webster reviewed the item with the Board, there was some discussion about what the plans are for the Boat Yard.

### **C. Future Revenue Options – Audio time 0:53:25**

Webster reviewed the item with the Board. Jonas asked how our tax rate was set, Webster and Walker explained. Webster mentioned and explained an infrastructure development fee, Board discussed. Webster reminded Board of our reserved funds, and the Board discussed. Webster reminded the Board that our IFA loans will be paid off in 2031. Fraser asked about having to do historical studies and dealing with SHIPO if we use the reserved funds, Webster explained that we only have to deal with them because it's federal money, but if we use our own money there are no studies that need to be completed. Fraser asked more about the infrastructure development fee, Webster explained. Board continued to discuss when the loans will be paid off, and how they would like to continue discussing this item. Webster reminded the Board that eventually we will need to replace our docks due to age. Jonas asked about the Boat Yard and if DEQ will shut down the Boat Yard, Webster explained.

## **8. EXECUTIVE SESSION per ORS 192.660 (2)(i) – Audio time 1:18:20**

This executive session of the Port of Brookings Harbor Board of Directors is called pursuant to ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

ORS 192.660 (6) No executive session may be held for the purpose of taking any final action or making any final decision.

Adjourn out of executive session and reconvene into regular session at 3:28 pm.

## **9. COMMISSIONER COMMENTS – Audio time 0:00:32**

All Board members thanked staff and wished everyone a Merry Christmas and Happy New Year.

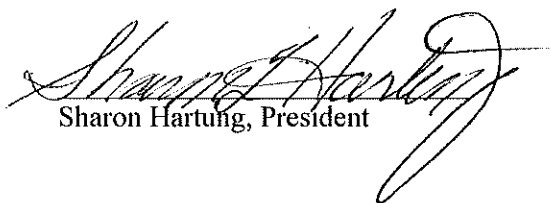
## **10. NEXT REGULAR MEETING DATE – Wednesday, January 21, 2026, at 2:00 PM**

## **11. ADJOURNMENT – Audio time 0:01:25**

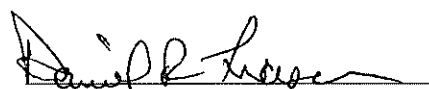
**NOW THEREFORE**, be it resolved by the Board of Commissioners of the Port of Brookings Harbor, Curry County, Oregon as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2026-01 (this “**Resolution**”) are hereby adopted.
2. Limitation on Liability. Pursuant to ORS 105.668(3), the District hereby adopts the limitation on liability provided under ORS 105.668(2). Without otherwise limiting the generality of the immediately preceding sentence, a personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on an equine or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against any of the following: (a) the District; (b) the officers, employees or agents of the District to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285; (c) the owner of land abutting the public easement or unimproved right of way in the District; or (d) a nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right-of-way. For purposes of this Resolution, “structures” means improvements in a trail, including, but not limited to, stairs and bridges, that are accessible by a user on foot, on equine or on a bicycle or other nonmotorized vehicle or conveyance; “unimproved right-of-way” means a platted or dedicated public right of way over which a street, road or highway has not been constructed to the standards and specifications of the local government with jurisdiction over the public right of way and for which the local government has not expressly accepted responsibility for maintenance.
3. Exceptions. This Resolution does not grant immunity from liability: (a) except as provided in Section 2(b), to a person that receives compensation for providing assistance, services or advice in relation to conduct that leads to personal injury or property damage; (b) for personal injury or property damage resulting from gross negligence or reckless, wanton, or intentional misconduct; or (c) for an activity for which the actor is strictly liable without regard to fault.
4. Severability; Effective Date. For purposes of this Resolution, the singular includes the plural, and the plural includes the singular; the word “or” is not exclusive, and the words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution will be in full force and effect from and after its approval and adoption.

**APPROVED AND ADOPTED** and made effective the same day by the Board of Commissioners of the Port of Brookings Harbor this 21st day of January, 2026.

  
Sharon Hartung, President

**ATTEST:**

  
Daniel Fraser, Secretary/Treasurer