

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

**Wednesday, April 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 Special session on the above date at 12:00pm. 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 Special Meeting of the Port of Brookings Harbor of Commissioners to order at 12:00pm.

- **Port of Brookings Harbor Commissioners Present:**  
Joseph Speir, Vice-President (Pos. #1); Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Richard Heap, President (Pos. #4); Daniel Fraser (Pos. #5).
- **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 0:01:24**

*A motion was made by Speir and seconded by Jonas to approve the agenda. The motion passed 5 – 0.*

**3. BOARD PRACTICES ASSESSMENT WITH SDAO CONSULTANT ROY EMERY – Audio time 0:01:42**

Emery introduced himself and reviewed the assessment process. Emery asked all Board members and staff their length with the Port and why they are with the Port. Emery, Board and staff reviewed and answered each question from the assessment form.

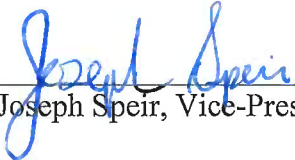
**4. PUBLIC COMMENTS – Audio time 1:57:05**

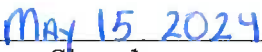
There were no public comments.

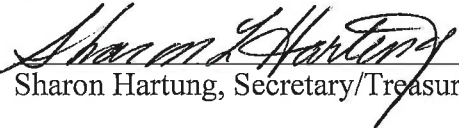
**5. NEXT REGULAR MEETING DATE – Wednesday, May 15, 2024, at 2:00 PM**

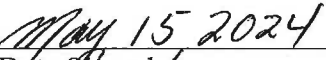
**6. ADJOURNMENT – Audio time 1:57:15**

Having no further business, the meeting adjourned at 1:56 pm.

  
\_\_\_\_\_  
Joseph Speir, Vice-President

  
\_\_\_\_\_  
Date Signed

  
\_\_\_\_\_  
Sharon Hartung, 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](http://www.portofbrookingsharbor.com).*