

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

**Thursday, September 24, 2020**

The Port of Brookings Harbor District met in special session on the above date at 2:00 P.M. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415 and via Zoom teleconference.

**1. CALL MEETING TO ORDER**

- **Roll Call**
  - Commissioners present: Secretary/Treasurer Sharon Hartung, President Roy Davis, Vice President Richard Heap, and Commissioner Kenneth Range. Commissioner Joseph Speir was tardy.
  - Staff present: Port Counsel Martha Rice, Port Manager Gary Dehlinger, Harbormaster Travis Webster, and Administrative Assistant Danielle Shepard.
- **Modifications, Additions, and Changes to the Agenda**
  - Commissioner Hartung requested at add information item C, Chetco River Gage Station.
- **Declaration of Potential Conflicts of Interest**
  - There was no declaration of potential conflicts of interest.

**2. APPROVAL OF AGENDA**

- *Range made a motion to approve the agenda as written, including item C. Second by Hartung. **Motion passed 4-0.***

**3. PUBLIC COMMENTS**

- No public comments.

**4. ACTION ITEMS**

**A. The Bell & Whistle Coffee House – Consent to Assignment and Assumption of Lease**

- I. Port Manager presented item.
- II. President allowed public comments.
- III. President moved discussion back to the board.
- IV. *Range made a motion to approve draft Consent to Assignment and Assumption to Lease for the Bell & Whistle Coffee House, Inc. Second by Heap. **Motion passed 4-0.***

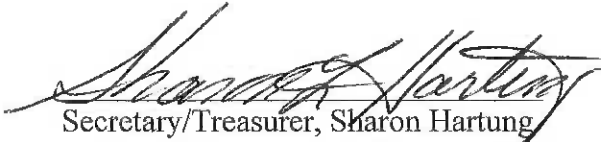
**B. The Bell & Whistle Coffee House Request for Building Alteration**

- I. Commission discussed item
- II. Harbormaster presented item.
- III. *Hartung made a motion to approve Bell & Whistle Coffee House to install an electric fireplace insert as presented and work to be completed by a licensed contractor. Second by Range. **Motion passed 4-0.***

7. **NEXT REGULAR MEETING DATE** – Tuesday, October 20, 2020 at 6:00 P.M.

8. **ADJOURNMENT**

- President adjourned the meeting at 3:40 pm.

  
Secretary/Treasurer, Sharon Hartung

10-20-20  
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)*