



AGENDA

Port of Bandon
 Regular Commission Meeting and Executive
 Session ORS 192.660 (2)(i)
 October 26, 2023, 5:30pm
 Bandon Public Library
 Bandon, OR and via ZOOM
www.portofbandon.com/meetings
 for details

			PAGES
A.	Consent Calendar		
i.	September Minutes	Commissioners	A-B
ii.	September Financials	Commissioners	C-M
B.	Presiding Officer and Commissioners Comments		
C.	Ordinances and Resolutions		
i.	Resolution 2023-07 Preparedness Plan		1-13
D.	Public Contracts, Grants and Purchasing		
i.	State Parks LGGP Grant Award	Jeff/Commissioners	Verbal
ii.	EDLF Pay	Jeff/Commissioners	Verbal
E.	Port Managers Report		
i.	Project Updates	Jeff/Commissioners	Verbal
	Marina		
	Launch Ramp		
	Dredging		
	Harbor Office		
ii.	Mariculture	Jeff/Commissioners	Verbal
iii.	Ferry Creek Salmon Returns	Jeff/Commissioners	Verbal
F.	Port Staff Reports		
i.	Harbormaster	Shawn/Commissioners	Verbal
ii.	Events/Leases/Moorage	Josh/Commissioners	Verbal
G.	Public Comment		
H.	Executive Session		
i.	ORS 192.660 (2)(i)	Jeff/Commissioners	Verbal
I.	Adjournment		

NOTES:

Port of Bandon
Budget Committee Hearing &
Regular Commission Meeting
September 28, 2023, 5:30 pm
Bandon Public Library & Via Zoom
Bandon, OR

Commissioners Present: Reg Pullen, Don Starbuck, Donny Goddard, Wayne Butler

Commissioners Absent: Rick Goche

Staff: Jeff Griffin - Port Manager and Josh Adamson – Port Specialist

Guests: Lori Osborne, John Towne, Cadence Adamson, Dino Kahmalane, Rich Batchelder, Bobby and Donna (no last name given)

Commissioner Pullen opened the meeting at 5:00pm

Commissioner Pullen asked for a motion to approve the consent calendar. **A motion was made by Commissioner Butler. Commissioner Goddard seconded the motion. Motion passes unanimously.**

Griffin provided reports on the following:

Mobilization on the marina and launch ramp projects should begin Monday October 2nd. A new gangway orientation was added to the final design of the marina coming off the old oil tank storage platform. Boaters will use the existing loading pier for loading/unloading and walk around to access gangway. This solves the electrical dilemma cost effectively. Electrical on the west end is still being configured. With the new orientation there is a loss of one slip overall, but about 150' shorter walking access to most of the slips and immediate access to the kayak dock.

Dredging operations will be October-December. Bergerson will be using West Coast Contractors barge for dredging. The marina will receive new steel piles with HDPE sleeves. This design cuts the need for anodes to help with electrolysis in the marina. A handout was presented showing West Coasts timeline of projects to be completed. Commissioner Starbuck asked about dredging out the storm drain behind Prowler Charters. Commissioner Butler discussed concerns regarding the spatial configuration of the fillet station.

Fireworks will be going on Saturday in honor of local Anthony Zunino. Anthony is battling cancer and has been the city's rep for fireworks for over 25 years.

Concerns were raised in July by the Coquille Indian tribe's cultural resources office about the north spit location of the 4th of July fireworks show, and Jeff has been working with the State Historic Preservation Agency and tribes to work out a new agreeable method to allow the show to continue.

The tribe also expressed concern about a totem pole like wood carving located behind Bandon Fish Market that was donated years ago to the Port but was at odds with how the tribe wanted to be represented. The sculpture has been returned to the artist.

There will be a tribal monitor present for the excavation of the launch ramp project. A blue schist sacred rock known as "Grandmother Rock" is not to be used as fill. Commissioner Pullen explained when the marina was originally constructed in 1984, there were clay beads found.

Staff Report:

Prowler assisted with towing a few remaining boats unable to vacate over to the crab dock for temporary moorage. Staff assisted and also towed one of the smaller sailboats with the work skiff. The Port owned vessel formally owned by Don Chance was towed to launch ramp only to have the trailer tires blow out upon boat loading and removal. Staff is figuring out the next steps as the boat is currently still on trailer in boat launch parking lot. A discussion was had by Commissioners to possibly sell or dispose of the vessel.

Commissioner Pullen commented that there have been complaints of the Cormorants feeding on the salmon smolts being released on Ferry Creek. The Oregon Department of Fish and Wildlife is the agency primarily responsible to take control of the situation.

Josh had no comments.

Public Comment: Dino asked for copy of handout. Lori commended Jeff on the marina project but expressed concerns about the need for replicating the fillet station used by Prowler Charters. Lori discussed the possibility of gates for the new marina with a pin pad design.

Regular Meeting was adjourned at 6:20pm

Respectfully submitted by

Joshua Adamson



PORT OF BANDON

390 FIRST ST SW ♦ BANDON, OREGON 97411 ♦ PHONE (541) 347-3206

PORT OF BANDON RESOLUTION NO. 2023-07

A RESOLUTION TO ADOPT AN EMERGENCY PREPAREDNESS PLAN FOR PORT OF BANDON

WHEREAS, the Port of Bandon may be subjected to emergencies and disasters of all types; and

WHEREAS, the Port of Bandon will continue to be prepared to respond during emergencies and disasters to protect public peace, health and safety and to preserve lives and property of the people; and

WHEREAS, the Port of Bandon will plan and prepare in order to implement efficient emergency operations and to mitigate the effects of emergencies and disasters; and

WHEREAS, The Port of Bandon has prepared, in partnership with Special Districts Association of Oregon and Special Districts Insurance Services, an Emergency Preparedness Plan in compliance with the requirements of the SDIS Best Practices Program (Exhibit A).

THEREFORE, BE IT RESOLVED, APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS on this 26th day of October, 2023.

Reg Pullen, Commission President

ATTEST:

Donny Goddard, Commission Vice-President

EXHIBIT A

S | D | A | O

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

EMERGENCY PREPARATION GUIDE

Port of Bandon

390 1st St SW
Bandon, OR 97411



EMERGENCY PREPARATION GUIDE

Port of Bandon

*390 1st St SW
Bandon, OR 97411*

Contents of this Profile

1. Emergency Action Checklist
2. Advanced Warning and Emergency Contacts
3. Emergency Contacts
4. Main Utility Information (Shut Off Locations)
5. Primary Contact Information (Work Authorization Contact)
6. Insurance Contact Information
7. Miscellaneous Contact Information
8. Property Overview
9. Building Access Information
10. Evacuation maps

EMERGENCY PREPARATION GUIDE

Emergency Action Checklist

Below is an action list of what to do in the event of a fire, water damage event, or emergency that will help keep employees safe and help reduce business interruption.

- Advanced Warning: Be alert and stay informed
- Always think safety first
- Stop the source of damage
- Notify emergency contacts
- Call your restoration contractor
- Notify key contacts
- Secure the property
- Take photos of damaged property
- Write summary of event/documentation

Advanced Warning

Listen to local weather, Red Cross and county emergency management for severe weather alerts.

- Turn off all the main utilities or valves
- Disconnect electrical equipment and appliances
- Move vehicles from low lying areas
- Review evacuation floor plans
- Board up windows prior to forecasted high winds

Emergency Contacts

Main HR Contact

Name: *Jeff Griffin*

Main Phone: *(541) 347-3206*

Emergency Phone: *(541) 366-0115*

Email: *Portmanager@portofbandon.com*

EMERGENCY PREPARATION GUIDE

Emergency Contacts

	<u>Emergency</u>	<u>Non-Emergency</u>	<u>Local Direct Line</u>
Local Police Department	911	(541) 347-2241	(541) 347-2241
Local Fire and Rescue	911	(541) 347-3560	(541) 347-3560
Local Hospital	911	(541) 347-2426	(541) 347-2426

Utility Contact and Shut Off

Electric Company Name	Phone Number	Account Number
<i>Bandon Electric Company</i>	<i>(541) 347-2437</i>	<i>N/A</i>

Shut off location – Lower shop “electrical room”

Description of location – Small room to the left of lower shop main door access

Is a key needed for access? Yes, for main door of lower shop



EMERGENCY PREPARATION GUIDE

Water Company Name

City of Bandon

Phone Number

(541) 347-3007

Account Number

N/A

Shut off location - Lower shop "electrical room"

Description of location - Small room to the left of lower shop main door access

Is a key needed for access? Yes, for main door of lower shop



EMERGENCY PREPARATION GUIDE

Alarm Company Name

Oregon Alarm

Phone Number

(541) 267-2175

Account Number

N/A

Shut off location – No shut off location. Only cameras

Description of location – N/A

Is a key needed for access? N/A

Sprinkler Company Name

Port of Bandon

Phone Number

(541) 347-3206

Account Number

N/A

Shut off location – No sprinkler system in Historic Coast Guard Building

Description of location – N/A

Is a key needed for access? No

Main IT Contact

Name: *Joshua Adamson*

Phone: *(541) 347-3206*

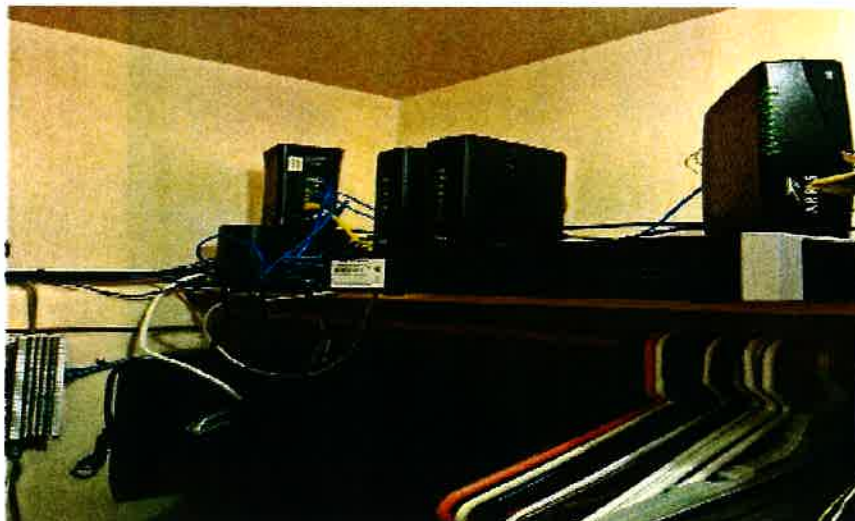
Emergency Phone: *(541) 347-3206*

Email: *info@portofbandon.com*

Shut off location – Port Specialist office closet

Description of location - Modems, routers, DVR and Camera system location

Is a key needed for access? No



EMERGENCY PREPARATION GUIDE

Primary Contacts

Name		Title	Phone	Emerg. Phone
Building Owner Port of Bandon	Name of District <i>Port of Bandon</i>	<i>Special District</i>	(541) 347-3206	(541) 290-9855
Email Address: <i>info@portofbandon.com</i>				
Building Contact <i>Jeff Griffin</i>	Company/Dist. Name <i>Port of Bandon</i>	<i>Port Manager</i>	(541) 347-3206	(541) 366-0115
Email Address: <i>Portmanager@portofbandon.com</i>				
Work Authorization <i>Jeff Griffin</i>	Company/Dist. Name <i>Port of Bandon</i>	<i>Port Manager</i>	(541) 347-3206	(541) 347-3206
Email Address: <i>Portmanager@portofbandon.com</i>				
Maintenance <i>Shawn Winchell</i>	Company/Dist. Name <i>Port of Bandon</i>	<i>Harbormaster</i>	(541) 347-3206	(541) 290-9855
Email Address: <i>Harbormaster@portofbandon.com</i>				
Risk Manager <i>Joshua Adamson</i>	Company/Dist. Name <i>Port of Bandon</i>	<i>Port Specialist</i>	(541) 347-3206	(541) 347-3206
Email Address: <i>info@portofbandon.com</i>				

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Insurance Company Information

Broker Name & Company

WHA Insurance Agency, Inc.

Phone Number

(541) 342-4441

Policy Number

38P16162-180

Insurance Carrier

SDIS (Special Districts Insurance Services) 1-800-305-1736 or 503-670-7066



EXHIBIT A

Other Contacts

Internet Provider <i>Spectrum</i>	Phone Number <i>(800) 314-7195</i>	Account Number <i>8412100010028648</i>
Plumber <i>Avery Plumbing</i>	Phone Number <i>(541) 347-3733</i>	Account Number <i>N/A</i>
Phone Company <i>Spectrum</i>	Phone Number <i>(800) 314-7195</i>	Account Number <i>8412100010028648</i>
Electrician <i>Reese Electric</i>	Phone Number <i>(541) 347-3066</i>	Account Number <i>N/A</i>
Mechanic <i>Bandon Auto Repair</i>	Phone Number <i>(541) 347-1707</i>	Account Number <i>N/A</i>

Property Overview



Building Address: *390 1st St SW Bandon, OR 97411*

Directions to Property: *West end of 1st St in Bandon on the Coquille River*

Year Built: *1939*

EMERGENCY PREPARATION GUIDE

Hazardous Materials: *(List materials here)*

Type: *(Enter type of materials here)*

Location: *(Enter location of materials here)*

Total Square Footage of Building: *(Enter xxxx sq. ft. here)*

Floor	Primary Use	Apprx. Sq. Ft.	Type of Flooring
1	Maintenance Shop	6,480	Concrete/Wood
2	Port of Bandon Office and Office suites	6,480	Wood/Laminate

Blueprints Available – yes

If yes, where are they located? Port Office

Supplemental Generator Power – no

If yes, where is it located? N/A

Fuel – yes

If yes, where is it located? High Dock

Building Access

Knox Box: *N/A*

Security Access: *Deadbolt and key lock access*

Preferred Access Point: *Main door located on Eastern south side end of building*

Elevator Access: *N/A*

Stairway Access for Service: *South side of building. Two access points one on east end and one on west end.*

EMERGENCY PREPARATION GUIDE

Tsunami Evacuation Map

