

Port of Bandon
Regular Commission Meeting
December 19, 2024, 5:30 pm
Bandon Public Library
Bandon, OR

Commissioners Present: Reg Pullen, Donny Goddard, Don Starbuck, and Rick Goche
Staff: Jeff Griffin - Port Manager, Josh Adamson – Port Specialist, Kathy Reed – Finance Director
Guests: John Towne

Commissioner Pullen opened the meeting at 5:30pm

Griffin informed Commissioners that the agenda had been amended, and a new Agenda page was handed out.

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

Commissioner Goddard made a motion to approve Resolution 2024-03 adopting updates to rules and procedures for Port of Bandon commission meetings. Commissioner Starbuck seconded. Motion passed unanimously. The Public Meeting Policy update is necessary for Best Practices with Special District Insurance Services to receive a percentage credit on annual insurance premiums for the Port.

Commissioner Goche made a motion to adopt Resolution 2024-04 in support of funding allocations into the 2025 U.S. Army Corps of Engineers (USACE) work plan for Coquille River Jetty repairs. Commissioner Starbuck seconded. Motion passed unanimously. The USACE received federal funding to complete a major maintenance and repair report on the deterioration and failing North Jetty trunk area.

The Port received only one sealed bid for concrete improvements on the High Dock Harbor Office. West Coast Contractors bid \$161,965.56. **Commissioner Goche made a motion to approve the bid from West Coast Contractors and sign the letter of intent to award. Commissioner Goddard seconded. Motion passes unanimously.**

Motion was made by Commissioner Goche to approve quote by Tri-County Plumbing for improvements on the High Dock Harbor office in the amount of \$89,835. Motion seconded by Commissioner Starbuck. Motion Passed unanimously.

Motion was made by Commissioner Goche to approve quote by Kyle Electric for improvements on the High Dock Harbor Office in the amount of \$79,850. Motion seconded by Commissioner Goddard. Motion passed unanimously.

Commissioner Starbuck made a motion to approve the updated employee handbook with revisions suggested to remove “customers and vendors” from the weapons on premises section. Motion seconded by Commissioner Goche. Motion passes unanimously.

PND Engineering has reviewed all corrective work done by Ballard Marine on the launch ramp. The report found all issues were addressed that had been identified by the Oregon State Marine Board.

Pacific Northwest Waterways Association's (PNWA) Mission to D.C. is coming up in March. Commissioners discussed the Ports effectiveness in participating each year. Individual trip costs \$2,500-\$3,000. Commissioner Goche informed that a port commissioner at Port Orford was interested in combining efforts in going jointly with the Port of Bandon. Commissioners generally endorsed the trip for attendance by the Port.

Griffin explained the need to start looking at the Strategic Plan update for the Port. No reviews or suggestions need to be made during this meeting, but we should start the update. Griffin asked if hiring a consultant or updating in house would be best. In-house was unanimously agreed with a planning session to be added to January Commission Meeting.

Knife River will begin improvements to the Fisheries Building parking lot beginning in January. Work should take one month to complete. A schedule was handed out.

Oregon Department of Fish and Wildlife have released the recreational bottom fish season. A handout was provided showing bag limits and dates of seasons based on species.

Bellingham marine in January will be placing pancake floats underneath the docks to raise the freeboard to spec height.

Staff Report:

Maintenance crew is turning over vacated office spaces previously leased by United States Coast Guard. Work on the pump out reinstallation is being done by West Coast Contractors and Reece Electric. Double glass doors at the Fisheries Building are getting repaired after wind damage. Bob Morrow, a moorage tenant has built a barge to store in a slip that will house his new racing scull.

Public Comment:

John Towne suggested adding public comment to the beginning of each meeting and before motions on each agenda item. John referenced the City of Bandon Planning Commission's meetings style.

Griffin stated the annual audit is still in progress. The Port has a draft audit currently. The cost was \$12,000-\$13,000 due to the addition of the federal audit this year.

Griffin asked for clothing sizes/options for end of the year offering to Commissioners. Options included Port hoodies/hats or Urchin Ranch merchandise.

Regular meeting was adjourned at 6:18pm

Respectfully submitted by
Joshua Adamson