



# AGENDA

Port of Bandon  
 Regular Commission Meeting  
 May 28rd, 2026, 5:00pm  
 Bandon Public Library  
[www.portofbandon.com/meetings](http://www.portofbandon.com/meetings)  
 for details

			PAGES
<b>A.</b>	<b>Call To Order</b>	Commissioners	Verbal
<b>B.</b>	<b>Roll Call by Secretary-Treasurer</b>	Commissioners	Verbal
<b>C.</b>	<b>Consent Calendar</b>		
i.	April Financials	Commissioners	A-K
ii.	April Minutes	Commissioners	L-M
<b>D.</b>	<b>Presiding Officer and Commissioner Comments</b>		
<b>E.</b>	<b>Ordinances and Resolutions</b>		
i.	FY 2026-2027 Budget	Commissioners	
	Open Hearing		
	Hear public comment		
	Close Hearing		
	<b>Resolution 2026-01</b>	Commissioners	1
	Annual Budget Adoption		
<b>F.</b>	<b>Public Contracts and Purchasing</b>		
<b>G.</b>	<b>Public Hearings</b>		
<b>H.</b>	<b>Port Directors Report</b>		
i.	OPPA	Jeff/Commissioners	Verbal
ii.	Coquille Watershed Association	Jeff/Commissioners	Verbal
iii.	Boardwalk Aquarium	Jeff/Commissioners	Verbal
iv.	Sea Urchin Ranch	Jeff/Commissioners	2
v.	Other	Jeff/Commissioners	Verbal
<b>I.</b>	<b>Port Staff Reports</b>		
i.	Harbor Office Update	Shawn/Commissioners	Verbal
ii.	Boardwalk Light Poles	Shawn/Commissioners	3
<b>J.</b>	<b>Public Comment</b>		
<b>K.</b>	<b>Other Misc Matters</b>		
<b>L.</b>	<b>Executive Session</b>		
<b>M.</b>	<b>Adjournment</b>		

NOTES:

**Port of Bandon**  
**Reconciliation Summary**  
**10100 - Banner Bank Checking, Period Ending 04/30/2026**

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	<u>Apr 30, 26</u>
<b>Beginning Balance</b>	42,862.94
<b>Cleared Transactions</b>	
<b>Checks and Payments - 35 items</b>	-106,427.51
<b>Deposits and Credits - 17 items</b>	156,097.48
<b>Total Cleared Transactions</b>	<u>49,669.97</u>
<b>Cleared Balance</b>	<u><u>92,532.91</u></u> ✓
<b>Uncleared Transactions</b>	
<b>Checks and Payments - 9 items</b>	-14,162.91
<b>Total Uncleared Transactions</b>	<u>-14,162.91</u>
<b>Register Balance as of 04/30/2026</b>	<u><u>78,370.00</u></u>
<b>New Transactions</b>	
<b>Checks and Payments - 3 items</b>	-32,878.42
<b>Deposits and Credits - 5 items</b>	11,456.68
<b>Total New Transactions</b>	<u>-21,421.74</u>
<b>Ending Balance</b>	<u><u>56,948.26</u></u>

A



10 South First Avenue  
 P.O. Box 907  
 Walla Walla, WA 99362-0265  
 bannerbank.com

**Statement of Account**

Statement Date 04/30/26  
 Page 1 of 3  
 Account Number XXXXXXXXXXXXX  
 (509) 527-3636 | (800) 272-9933 Toll-Free

Port of Bandon  
 390 1st St SW  
 Bandon OR 97411

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**SUMMARY OF ACCOUNTS**

Complete Public Funds Checking XXXXXXXXXXXXX \$92,532.91 ✓ 8/2

**CHECKING ACCOUNT** XXXXXXXXXXXXX

**Complete Public Funds Checking**

Account Title: Port of Bandon	XXXXXXXXXXXX	Statement Dates	4/01/26 thru 4/30/26
Account Number	XXXXXXXXXXXX	Days in the statement period	30
Previous Balance	42,862.94	Average Ledger	54,939.40
13 Deposits/Credits	156,097.48	Average Collected	54,111.67
9 Debits	37,975.67		
26 Checks	68,451.84		
Service Charge	.00		
Interest Paid	.00		
Current Balance	92,532.91		

B

10:02 AM

05/12/26

**Port of Bandon**  
**Reconciliation Summary**  
10110 · Banner Bank Merchant, Period Ending 04/30/2026

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	<u>Apr 30, 26</u>
<b>Beginning Balance</b>	14,120.19
<b>Cleared Transactions</b>	
Checks and Payments - 3 items	-12,577.50
Deposits and Credits - 5 items	15,145.12
<b>Total Cleared Transactions</b>	<u>2,567.62</u>
<b>Cleared Balance</b>	<u>16,687.81</u> <i>RS</i>
<b>Register Balance as of 04/30/2026</b>	16,687.81
<b>New Transactions</b>	
Deposits and Credits - 3 items	12,659.13
<b>Total New Transactions</b>	<u>12,659.13</u>
<b>Ending Balance</b>	<u><u>29,346.94</u></u>

C



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 P.O. Box 907  
 Walla Walla, WA 99362-0265  
 bannerbank.com

**Statement of Account**

Statement Date 04/30/26  
 Page 1 of 2  
 Account Number XXXXXXXXXXXXXXX  
 (509) 527-3636 | (800) 272-9933 Toll-Free

Port of Bandon  
 Merchant Services Account  
 390 1st St SW  
 Bandon OR 97411

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**SUMMARY OF ACCOUNTS**

Basic Public Funds Checking XXXXXXXXXXXXXXX \$16,687.81 ✓

**CHECKING ACCOUNT** XXXXXXXXXXXXXXX

**Basic Public Funds Checking**

Account Title: Port of Bandon Merchant Services Account		Statement Dates	4/01/26 thru 4/30/26
Account Number	XXXXXXXXXXXX	Days in the statement period	30
Previous Balance	14,120.19	Average Ledger	13,444.29
5 Deposits/Credits	15,145.12	Average Collected	13,444.29
3 Debits	12,577.50		
Service Charge	.00		
Interest Paid	.00		
Current Balance	16,687.81		

D





# Account Statement - Transaction Summary

For the Month Ending April 30, 2026

PORT OF BANDON - PORT OF BANDON

### Oregon LGIP

Opening Balance 921,512.75  
 Purchases 7,882.13  
 Redemptions (125,000.05)

### Asset Summary

	April 30, 2026	March 31, 2026
Oregon LGIP	804,394.83	921,512.75
<b>Total</b>	<b>\$804,394.83</b>	<b>\$921,512.75</b>

**Closing Balance** \$804,394.83  
 Dividends 2,830.30

77

9:46 AM

05/12/26

**Port of Bandon**  
**Reconciliation Summary**  
10130 - Banner Bank PEDF Account, Period Ending 04/30/2026

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	<u>Apr 30, 26</u>
Beginning Balance	5,751.54
Cleared Transactions	
Deposits and Credits - 2 Items	<u>2,361.10</u>
Total Cleared Transactions	<u>2,361.10</u>
Cleared Balance	<u>8,112.64</u> <i>✓</i>
Register Balance as of 04/30/2026	8,112.64
Ending Balance	8,112.64

G



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**Statement of Account**

Statement Date 04/30/26  
 Page 1 of 2  
 Account Number XXXXXXXXXXXXX

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 390 1st St SW  
 Bandon OR 97411

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**SUMMARY OF ACCOUNTS**

Basic Public Funds Checking XXXXXXXXXXXXX \$8,112.64 ✓

**CHECKING ACCOUNT**

**Basic Public Funds Checking**

Account Title: Port of Bandon		Statement Dates	4/01/26 thru 4/30/26
Account Number	XXXXXXXXXXXX	Days in the statement period	30
Previous Balance	5,751.54	Average Ledger	7,203.38
2 Deposits/Credits	2,361.10	Average Collected	6,987.27
Debits	.00		
Service Charge	.00		
Interest Paid	.00		
Current Balance	8,112.64		

H

**PORT OF BANDON**  
CHECK TRANSACTIONS



**APRIL 2026**

<b>DATE</b>	<b>CK #</b>	<b>NAME</b>	<b>AMOUNT</b>
4/9/26	6838	Bayshore Paints	(\$314.58)
4/9/26	6839	Oregon Overseas Timber Co. Inc.	(\$2,925.52)
4/9/26	6840	United Rentals	(\$742.11)
4/9/26	6841	FF Manufacturing, Inc.	(\$4,160.00)
4/9/26	6842	Coastal Paper	(\$467.49)
4/9/26	6843	Gold Beach Lumber	(\$4,400.92)
4/9/26	6844	Bandon Ace Hardware	(\$455.17)
4/9/26	6845	Bandon Supply Inc.	(\$4,894.13)
4/9/26	6846	Tyree Oil	(\$449.79)
4/9/26	6847	Parker Electric	(\$7,225.00)
4/9/26	6848	Addox Heating Center	(\$5,325.00)
4/9/26	6849	Pacific Power	(\$21.32)
4/9/26	6850	Avery Plumbing	(\$289.80)
4/9/26	6851	Aquatic Research Systems	(\$1,100.00)
4/9/26	6852	WHA Insurance Agency	(\$1,472.89)
4/9/26	6853	Special District Ins Services	(\$10,197.95)
4/9/26	6854	City of Bandon	(\$4,406.08)
4/23/26	6856	Tyree Oil	(\$269.01)
4/23/26	6857	Clear Choice Glass & Window	(\$4,638.00)
4/23/26	6858	Canon Solutions America	(\$184.33)
4/23/26	6859	south Coast Septic	(\$115.00)
4/23/26	6860	CCD Business Development Corp.	(\$1,398.91)
4/23/26	6861	The Coquille Valley Sentinel'	(\$157.50)
4/23/26	6862	Oregon Overseas Timber Co. Inc.	(\$2,940.16)
4/23/26	6863	Kyle Electric Inc	(\$5,954.13)
			<b>(\$65,984.94)</b>

**PORT OF BANDON**  
BALANCE SHEET

April 2026



<b>CURRENT ASSETS</b>	<b>GENERAL FUND</b>	<b>CAPITAL FUND</b>	<b>RESERVE FUND</b>	<b>ALL FUNDS</b>
Banner Bank Checking Account	\$78,370.00	\$0.00	\$0.00	\$78,370.00
Banner Bank Merchant Account	\$16,687.81	\$0.00	\$0.00	\$16,687.81
Banner Bank PEDF Account	\$0.00	\$0.00	\$8,112.64	\$8,112.64
LGIP Investment Account	\$286,719.87	\$329,074.12	\$188,600.84	\$804,394.83
Petty Cash	\$100.00	\$0.00	\$0.00	\$100.00
<b>TOTAL CURRENT ASSETS</b>	<b>\$381,877.68</b>	<b>\$329,074.12</b>	<b>\$196,713.48</b>	<b>\$907,665.28</b>

  

<b>EQUITY</b>	<b>GENERAL FUND</b>	<b>CAPITAL FUND</b>	<b>RESERVE FUND</b>	<b>ALL FUNDS</b>
Fund Balance, Beg of Year	\$275,432.82	\$437,690.49	\$202,140.80	\$915,264.11
Current Net Income	\$106,444.86	(\$108,616.37)	(\$5,427.32)	(\$7,598.83)
<b>TOTAL EQUITY</b>	<b>\$381,877.68</b>	<b>\$329,074.12</b>	<b>\$196,713.48</b>	<b>\$907,665.28</b>

J

**PORT OF BANDON**

GENERAL FUND BUDGET

Fiscal Year 2025 - 2026



REVENUE ACCOUNT	BUDGET	APRIL	TOTAL YEAR	\$ REMAINING	% REMAINING
Bank Interest	45,000.00	2,830.25	31,447.23	13,552.77	30.12%
Misc. Revenue	56,000.00	5,528.94	80,646.32	(24,646.32)	-44.01%
Moorage	75,000.00	4,781.00	66,854.79	8,145.21	10.86%
Property Tax Collection	643,871.00	5,051.83	640,242.59	3,628.41	0.56%
Rental Revenue	271,640.00	20,795.80	228,547.35	43,092.65	15.86%
<b>TOTAL REVENUE</b>	<b>1,091,511.00</b>	<b>38,987.82</b>	<b>1,047,738.28</b>	<b>43,772.72</b>	<b>4.01%</b>
<b>PERSONNEL SERVICES</b>					
	<b>BUDGET</b>	<b>APRIL</b>	<b>TOTAL YEAR</b>	<b>\$ REMAINING</b>	<b>% REMAINING</b>
<b>TOTAL MONTH</b>	<b>596,901.00</b>	<b>10,846.04</b>	<b>434,080.42</b>	<b>162,820.58</b>	<b>27.28%</b>
<b>MATERIALS * SERVICES</b>					
	<b>BUDGET</b>	<b>APRIL</b>	<b>TOTAL YEAR</b>	<b>\$ REMAINING</b>	<b>% REMAINING</b>
Office Supplies	15,000.00	0.00	5,315.88	9,684.12	64.56%
Printing & Advertising	5,000.00	157.50	1,600.29	3,399.71	67.99%
Building Maintenance	35,000.00	8,906.52	50,696.47	(15,696.47)	-44.85%
Dock Maintenance	20,000.00	0.00	12,093.77	7,906.23	39.53%
General Operations	20,000.00	1,722.84	20,002.44	(2.44)	-0.01%
Grounds Maintenance	20,000.00	4,821.22	20,356.07	(356.07)	-1.78%
Utilities & Phone	25,000.00	2,164.42	17,590.92	7,409.08	29.64%
Commission Expenses	10,000.00	0.00	279.10	9,720.90	97.21%
Legal Fees	10,000.00	0.00	3,144.00	6,856.00	68.56%
Audit	15,000.00	0.00	11,350.00	3,650.00	24.33%
Insurance	105,000.00	1,472.89	105,696.52	(696.52)	-0.66%
Dues & Fees	20,000.00	677.98	22,080.68	(2,080.68)	-10.40%
Miscellaneous	25,000.00	534.28	10,514.27	14,485.73	57.94%
Employee Expenses	15,000.00	0.00	5,020.21	9,979.79	66.53%
Marketing	6,000.00	0.00	2,300.00	3,700.00	61.67%
Boardwalk Art Show	7,500.00	0.00	0.00	7,500.00	100.00%
Taxes	5,000.00	0.00	3,714.93	1,285.07	25.70%
Professional Fees	20,000.00	0.00	0.00	20,000.00	100.00%
Contract Grounds Services	100,358.00	0.00	0.00	100,358.00	100.00%
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>478,858.00</b>	<b>20,457.65</b>	<b>291,755.55</b>	<b>187,102.45</b>	<b>39.07%</b>
<b>CAPITAL OUTLAY</b>					
	<b>BUDGET</b>	<b>APRIL</b>	<b>TOTAL YEAR</b>	<b>\$ REMAINING</b>	<b>% REMAINING</b>
Equipment	30,219.00	0.00	45,726.20	(15,507.20)	-51.32%
Building Expenses	15,000.00	0.00	0.00	15,000.00	100.00%
Property Improvements	70,005.00	0.00	171,239.25	(101,234.25)	-144.61%
<b>TOTAL CAPITAL OUTLAY</b>	<b>115,224.00</b>	<b>0.00</b>	<b>216,965.45</b>	<b>(101,741.45)</b>	<b>-88.30%</b>
<b>TRANSFERS</b>					
	<b>BUDGET</b>	<b>APRIL</b>	<b>TOTAL YEAR</b>	<b>\$ REMAINING</b>	<b>% REMAINING</b>
Transfer to Reserve Fund	133,117.00	0.00	0.00	133,117.00	100.00%
Transfer to Capital Fund	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL TRANSFERS</b>	<b>133,117.00</b>	<b>0.00</b>	<b>0.00</b>	<b>133,117.00</b>	<b>100.00%</b>
<b>SUMMARY</b>					
	<b>BUDGET</b>	<b>APRIL</b>	<b>TOTAL YEAR</b>	<b>\$ REMAINING</b>	<b>% REMAINING</b>
Total Revenue	1,365,253.82	38,987.82	1,047,738.28	317,515.54	23.26%
Total Expenses	1,324,100.00	31,303.69	942,801.42	381,298.58	28.80%
<b>TOTAL NET REVENUE</b>	<b>41,153.82</b>	<b>7,684.13</b>	<b>104,936.86</b>	<b>698,814.12</b>	<b>52.78%</b>

Port of Bandon  
Regular Commission Meeting  
April 23, 2026, 5:00 pm  
Bandon Public Library  
Bandon, OR

Commissioners Present: Don Starbuck, Lori Osborne, Donny Goddard, and Wayne Butler

Commissioners Absent: Reg Pullen

Staff: Jeff Griffin - Port Manager, Kathy Reed – Finance Director , and Shawn Winchell – Harbormaster

Guests: John Towne

Commissioner Goddard opened the meeting at 5:00pm

**Commissioner Goddard made a motion to approve the consent calendar. Commissioner Starbuck seconded. Motion passes unanimously.**

Commissioner Goddard opened the Budget Hearing. Griffin summarized the budget message. The focus for FY2026-2027 is completing the new Harbor Office, creating the boardwalk aquarium and a trail around Redmon Pond, and maintenance. Port owned buildings need some roofing work, and Weber pier needs a couple of new piles, and the end beams need work. The proposed budget also initiates a reserve account for future dock infrastructure needs (such as the crab dock) and continues to place funds into the reserve account for dredging requirements.

The Budget Committee opened for discussion

Roger Strauss inquired about grants to support the Port of Bandon Boardwalk Art Show, asked about contracted building and grounds line item being so high and if it should be moved. Jeff responded that grants would not be worth the Ports time as it's a small amount contributed. Kathy added that the line item is in the right place as it's not capital outlay.

**Public Hearing** was opened. With no public comments, hearing was closed.

**Commissioner Butler made a motion to approve the budget as presented for the 2025-2026 fiscal year. Motion seconded by Commissioner Goddard. Motion passes unanimously.**

**A second motion was made by Budget Committee Chair Strauss that the Budget Committee of the Port of Bandon approve the property taxed for the 2026-2027 fiscal year at the rate of \$0.3249 per \$1,000 of assessed value for the permanent tax levy. Motion was seconded by Commissioner Starbuck. Motion passed unanimously. The budget hearing was closed.**

Port Director Report:

Jeff gave an update on Redmon Pond trail. The contract with SHN needs approval. Commissioner Starbuck asked about the City's involvement with the project. Griffin answered that the city has been

supportive. **Commissioner Osborne made a motion to move forward with project design work from SHN in the amount of \$22,500. Commissioner Starbuck seconded. Motion passes unanimously.**

Port staff is requesting Lehne's Farms who sets up every Friday at the Fisheries Building, to move to the south side of the building. Their current location takes up parking spaces and is unsafe. Commissioner Osborne commented that they will only show if allowed in usual spot. Jeff will talk to Glen Lehne.

The proposed aquarium project will not work as proposed. Jeff has spoken with consultants who say the initial proposed location would not work because of the position open to the sun and glare effects. Also, the tank is not in as good a shape as previously thought. The concept now is to scale down the tank size with a new tank and place it inside of the picnic shelter. The resulting project cost will be approximately the same or less, and the Port should still be able to use the same grant funds. It would be a good tourist draw and only use a space of 3'x3'x5'. **Commissioner Starbuck made a motion to amend the display and move the project to the picnic shelter. Commissioner Osborne seconded. Motion passes unanimously.**

Griffin asked the commissioners again if there was interest in having the Port commission woodcarver Chris Foltz in designing another sculpture. There was enthusiastic support and various ideas offered for design and location.

Griffin provided a federal funding update. Congress has allocated about \$800,000 for Coquille River maintenance dredging but also included additional funding in the USACE work plan, Portland District, to complete the jetty design work.

Oregon State and U.S. legislators are pushing for more coverage on the Oregon South Coast for U.S. Coast Guard (USCG) coverage. A letter for inquiry and support has been sent to Admiral Lunday from Oregon Rep Val Hoyle. Griffin shared correspondence on the matter.

Shawn gave a brief status update with the High Dock Harbor Office. Siding is over half installed. Front door will be started after sidewalk is poured. Inside is sheetrocked and painted. Hanging ceiling is in progress. There is a local artist who wants to design the public restroom floors. This artist just did the flooring inside Bandon Bait. Commissioner Osborne had some maintenance and grounds complaints. Cormorant hazing has been going well using staff. Commissioner Osborne asked about the vessel Serenity. Shawn informed the vessel was in Charleston getting some work done and a survey. Commissioner Osborne asked about the flagpole status. Griffin answered there is a lag in ordering. Poles need to have a special design, and the supply is limited with the 250<sup>th</sup> anniversary of the U.S.

**PUBLIC COMMENT:**

Roger stated the restrooms at the high dock will be a great addition and suggested that Jeff look at old drawings on Redmon Pond. There was an ADA circular viewing platform.

Regular meeting was adjourned

Respectfully submitted by Joshua Adamson

M



# PORT OF BANDON

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

## Resolution No. 2026 - 01 2026 - 2027 ANNUAL BUDGET ADOPTION

### RESOLUTION ADOPTING THE BUDGET

NOW BE IT RESOLVED that the Board of Directors of the Port of Bandon hereby adopts the budget for the fiscal year 2026 - 2027 in the total amount of \$2,301,499. This budget is now on file at the office of the Port of Bandon.

### RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2026, for the following purposes:

<u>General Fund</u>		<u>Capital Projects Fund</u>		<u>Reserve Fund</u>	
Personnel Services	624,000	Personnel Services	0	Personnel Services	0
Materials & Services	582,686	Materials & Services	0	Materials & Services	5,000
Capital Outlay	140,000	Capital Outlay	275,945	Capital Outlay	499,316
Transfers	0	Transfer to Reserve Fund	135,000	Transfers	0
				Debt Service	39,552
<b>Total</b>	<b>1,346,686</b>	<b>Total</b>	<b>410,945</b>	<b>Total</b>	<b>543,868</b>
Total APPROPRIATIONS, All Funds:				\$2,301,499	
TOTAL ADOPTED Budget				<b>\$2,301,499</b>	

### RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for the tax year 2026 - 2027:

1. In the amount of \$0.3249 per \$1,000 of assessed value for permanent tax rate.

### RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

#### General Government Limitation

Permanent Rate Tax \$0.3249 per \$1,000

The above resolution statements were approved and declared adopted on May 27, 2026.

\_\_\_\_\_  
Reg Pullen, President

\_\_\_\_\_  
Donny Goddard, Vice President

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