



AGENDA

Port of Bandon
 Regular Commission Meeting
 July 25, 2024, 5:00pm
 Bandon Public Library
 Bandon, OR and ZOOM
www.portofbandon.com/meetings
 for details

			PAGES
A.	Consent Calendar		
i.	June Minutes	Commissioners	A-B
ii.	June Financials	Commissioners	C-M
B.	Presiding Officer and Commissioner Comments		
C.	Ordinances and Resolutions		
D.	Public Contracts and Purchasing		
i.	High Dock Construction Quotes	Jeff/Commissioners	Handouts
ii.	SLCGP Award Update	Josh/Commissioners	Verbal
E.	Public Hearings		
F.	Port Managers Report		
i.	USACE Letter	Jeff/Commissioners	1
ii.	Launch Ramp Update	Jeff/Commissioners	Verbal
G.	Port Staff Reports		
i.	Harbormaster	Shawn/Commissioners	Verbal
	Admiral and Maurader Vessel Status		
	Marina Basin Crabbing Use Policy Review		
ii.	Events/Leases/Moorage	Josh/Commissioners	Verbal
	Bar Camera Location		
H.	Executive Session		
I.	Other Misc Matters		
J.	Public Comment		
K.	Adjournment		

NOTES:

Port of Bandon Regular Commission Meeting
June 27, 2023, 5:30 pm
Bandon Public Library, Bandon, OR

Commissioners Present: Reg Pullen, Don Starbuck, and Wayne Butler
Staff: Jeff Griffin - Port Manager, Josh Adamson – Port Specialist, Kathy Reed – Finance Director, Shawn Winchell - Harbormaster
Guests: Dean Kummelehne

Commissioner Pullen opened the meeting at 5:30pm

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

Griffin reported on the following:

A 99-year lease drafted by the Port of Bandon legal and staff and reviewed by the Coquille Indian Tribe for the use of the Nasomah Memorial site on First Street was presented by Jeff. **Commissioner Butler motioned to approve the lease agreement with the Coquille Indian Tribe. Commissioner Starbuck seconded the motion. Motion passes unanimously.**

The Oregon State Marine Board (OSMB) has awarded the Port of Bandon \$50,000 in a Boating Facility Grant and conditionally approved \$50,000 in dedicated Boating Infrastructure Grant, and \$27,000 in dedicated Waterway Access Grant funds for the installation of a public restroom and shower in the new High Dock Harbor Office. **Commissioner Butler made a motion to accept the grant funds from OSMB. Commissioner Starbuck seconded the motion. Motion passes unanimously.**

Jeff is continuing negotiations with OSMB and WCC for the corrective work plan of the toe portion of precast planks on the launch ramp that were not completed to specification. Griffin has hired a third party consulting engineering firm to review WCC's corrective plan.

Final remaining items in the marina include the pump out station (still waiting for tank parts), kayak dock adjustments, and correcting a freeboard / weight balance issue from the heavy electrical lines. Jeff is working with WCC to remedy the situation. Extra cleats have been purchased and installed. Padding around several pile hoops have been added.

Coos County has approved the construction plans for the High Dock Harbor Office. Staff is picking up the plans tomorrow. There will be an advertisement in the local paper requesting quotes for sub work needed. Phase 1 quotes will include electrical, concrete, plumbing, mechanical, and roofing.

Jeff reported that the FY25 Presidents Budget for the U.S. Army Corps of Engineers Operations and Maintenance includes \$624,000 for bar and channel dredging at the Coquille River, however the \$1.3 million requested by the USACE Portland District for design of the jetties did not make it into the President's budget. Jeff also reported that earlier this week he met with Senator Merkley's staff at the Port office and provided a briefing to them on the repairs needed for the jetties and other issues.

Oregon Department of Fish and Wildlife have approved a Coho salmon season beginning September 14th and ending October 15th. This will be limited to 1 a day and 3 per year limits. Approval by NOAA is still needed.

Port staff are meeting with Janet and Steve Golly who have spent the last 10 years building a pirate like ship and are requesting moorage. They plan to put the boat up for sale as they recently moved to Idaho. The vessel will be quite the attraction in the marina and gather tourism.

4th of July: The City of Bandon is going ahead with tribal consent with the fireworks display across the river on Port property. Jeff worked with SHPO, The Coquille Tribe, and the City of Bandon to design and permit a new above ground setup that avoids excavation for firework launch setup. Also, signage on the boardwalk dictating that no illegal fireworks are to be used have been placed. Bandon Police have advised added patrols will be on duty.

Harbormaster reported on the following:

The PATON buoy has been deployed and the maintenance crew is investigating a seagull deterrent for the concrete dock.

Shawn has called for quotes on repairs of the Fisheries Building. A membrane roof was discussed but after receiving quotes of over \$140,000, other options may be investigated. The security gate for B dock has been completed and the lock mechanism has been ordered. The kiosk per OSMB at the top of the launch ramp has been constructed in house and placed, still needs the roofing portion. The "catch of the day" signs have been delivered and should be installed soon. Crew is working on 4th of July prep.

Josh reported that after the passing of previous long-term tenant Mark Silberstein, the port has cleaned up and turned over his office rental unit. A new lease was signed on July 1.

Public Comment:

Dean has questions about the large tents in the Fisheries Building parking lot that were used for the Coquille Tribe Restoration Celebration. Dean also questioned the future use/uses of the parking lot should the Port move forward with landscaping and paving.

Commissioner Starbuck made a request to follow up with the City of Bandon regarding the storm drain outfall that is flowing into the marina. Commissioner Starbuck stated that a partnership needs to be formed for a solution. Jeff concurred.

The Coast Guard house on the hill was discussed regarding ownership and usage. There is reported to be an original agreement with the historic private owners that if the house stops being used for official coast guard use, that it reverts back to original owner.

Regular meeting was adjourned at 7:04pm

Respectfully submitted by Joshua Adamson

B

9:26 AM

07/11/24

Port of Bandon
Reconciliation Summary
10100 · Banner Bank Checking, Period Ending 06/30/2024

	Jun 30, 24	
Beginning Balance		348,778.02
Cleared Transactions		
Checks and Payments - 36 items	-1,830,341.63	
Deposits and Credits - 21 items	1,578,655.68	
Total Cleared Transactions	-251,685.95	
Cleared Balance		<u>97,092.07</u> <i>Dr</i>
Uncleared Transactions		
Checks and Payments - 17 items	-70,505.74	
Total Uncleared Transactions	-70,505.74	
Register Balance as of 06/30/2024		<u>26,586.33</u>
New Transactions		
Checks and Payments - 22 items	-27,324.07	
Deposits and Credits - 4 items	13,442.53	
Total New Transactions	-13,881.54	
Ending Balance		<u>12,704.79</u>

C



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

Statement of Account

Statement Date 06/28/24

Page 1 of 2

Account Number XXXXXXXXXXXXX0741

(509) 527-3636 | (800) 272-9933 Toll-Free

Port of Bandon
 390 1st St SW
 Bandon OR 97411



June is National Homeownership Month

SUMMARY OF ACCOUNTS

Complete Public Funds Checking XXXXXXXXXXXXX0741 \$97,092.07

Do you dream of owning a home? Get started with our free homebuying workshops- available online and in person. Whether you want to build or buy, or are a first-time or experienced buyer, we have options for you. Come learn in a relaxed setting. Visit bannerbank.com/homebuyer-education.

CHECKING ACCOUNT

XXXXXXXXXXXX0741

Complete Public Funds Checking

Account Title: Port of Bandon		Statement Dates	6/03/24 thru 6/30/24
Account Number	XXXXXXXXXXXX0741	Days in the statement period	28
Previous Balance	348,778.02	Average Ledger	275,218.58
14 Deposits/Credits	485,340.60	Average Collected	274,994.59
9 Debits	35,224.36		
27 Checks	701,802.19		
Service Charge	.00		
Interest Paid	.00		
Current Balance	97,092.07		

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10:21 AM

07/01/24

Port of Bandon
Reconciliation Summary
10110 · Banner Bank Merchant, Period Ending 06/30/2024

	Jun 30, 24	
Beginning Balance	1,949.50	<i>82</i>
Cleared Transactions		
Checks and Payments - 3 items	-20,404.34	
Deposits and Credits - 3 items	19,344.58	
Total Cleared Transactions	-1,059.76	
Cleared Balance	<u>889.74</u>	<i>r</i>
Register Balance as of 06/30/2024	889.74	
Ending Balance	889.74	

E



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

Statement of Account

Statement Date 06/28/24

Page 1 of 2

Account Number XXXXXXXXXXXXX0768

(509) 527-3636 | (800) 272-9933 Toll-Free

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



June is National Homeownership Month

SUMMARY OF ACCOUNTS

Basic Public Funds Checking	XXXXXXXXXXXX0768	\$889.74	Do you dream of owning a home? Get started with our free homebuying workshops- available online and in person. Whether you want to build or buy, or are a first-time or experienced buyer, we have options for you. Come learn in a relaxed setting. Visit bannerbank.com/homebuyer-education .
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CHECKING ACCOUNT

XXXXXXXXXXXX0768

Basic Public Funds Checking

Account Title: Port of Bandon Merchant Services Account		Statement Dates	6/03/24 thru 6/30/24
Account Number	XXXXXXXXXXXX0768	Days in the statement period	28
Previous Balance	1,949.50	Average Ledger	8,689.99
2 Deposits/Credits	9,355.79	Average Collected	8,689.99
2 Debits	10,415.55		
Service Charge	.00		
Interest Paid	.00		
Current Balance	889.74		

F

3:43 PM

07/01/24

Port of Bandon
Reconciliation Summary
10120 - LGIP Local Gov Investment Pool, Period Ending 06/30/2024

	Jun 30, 24	
Beginning Balance		1,623,097.05
Cleared Transactions		
Checks and Payments - 6 items	-987,232.52	
Deposits and Credits - 7 items	630,847.08	
Total Cleared Transactions	-356,385.44	
Cleared Balance		<u>1,266,711.61</u>
Register Balance as of 06/30/2024		1,266,711.61
Ending Balance		1,266,711.61

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Account Statement - Transaction Summary

For the Month Ending June 30, 2024

PORT OF BANDON - PORT OF BANDON - [REDACTED]

Oregon LGIP

Opening Balance	1,623,097.05
Purchases	18,614.61
Redemptions	(375,000.05)

Closing Balance **\$1,266,711.61**
 Dividends 5,934.29

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Asset Summary


	June 30, 2024	May 31, 2024
Oregon LGIP	1,266,711.61	1,623,097.05
Total	\$1,266,711.61	\$1,623,097.05

10:35 AM

07/01/24

Port of Bandon Reconciliation Summary

10130 · Banner Bank PEDF Account, Period Ending 06/30/2024

	Jun 30, 24	
Beginning Balance		52,822.88
Cleared Transactions		
Checks and Payments - 2 items	-57,200.00	
Deposits and Credits - 3 items	4,474.74	
Total Cleared Transactions	-52,725.26	
Cleared Balance		<u>97.62</u> 
Register Balance as of 06/30/2024		97.62
Ending Balance		97.62

I



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

Statement of Account

Statement Date 06/28/24

Page 1 of 2

Account Number XXXXXXXXXXXXX3918

(509) 527-3636 | (800) 272-9933 Toll-Free

Port of Bandon
390 1st St SW
Bandon OR 97411



June is National Homeownership Month

SUMMARY OF ACCOUNTS

Basic Public Funds Checking XXXXXXXXXXXXX3918

\$97.62

Do you dream of owning a home? Get started with our free homebuying workshops- available online and in person. Whether you want to build or buy, or are a first-time or experienced buyer, we have options for you. Come learn in a relaxed setting. Visit bannerbank.com/homebuyer-education.

CHECKING ACCOUNT

XXXXXXXXXXXXXXXX3918

Basic Public Funds Checking

Account Title: Port of Bandon		Statement Dates	6/03/24 thru 6/30/24
Account Number	XXXXXXXXXXXXXXXX3918	Days in the statement period	28
Previous Balance	52,822.88	Average Ledger	45,614.74
3 Deposits/Credits	4,474.74	Average Collected	45,167.44
2 Debits	57,200.00		
Service Charge	.00		
Interest Paid	.00		
Current Balance	97.62		

J

PORT OF BANDON

CHECK TRANSACTIONS

JUNE 2024



DATE	CK #	NAME	AMOUNT
06/27/2024	EFT	June Payroll Service	(22,511.25)
06/26/2024	EFT	Oregon Department of Revenue	(2,489.99)
06/26/2024	EFT	US Treasury EFTPS	(7,069.60)
06/26/2024	EFT	VOYA RETIREMENT	(850.00)
06/11/2024	5835	HGE Inc.	(1,002.50)
06/11/2024	5836	Les County Sanitary Service	(35.22)
06/11/2024	5837	Country Media	(221.86)
06/11/2024	5838	City of Bandon	(3,095.45)
06/11/2024	5839	Bandon Ace Hardware	(499.07)
06/11/2024	5840	Hennick's	(1,227.47)
06/11/2024	5841	Golder's Bay Area Napa	(64.47)
06/11/2024	5842	Coastal Paper	(476.93)
06/11/2024	5843	Pacific Power	(17.61)
06/11/2024	5844	Coos County Tax Department	(456.86)
06/11/2024	5845	Pinnacle Resource LLC	(2,695.50)
06/11/2024	5846	Bandon Supply Inc.	(129.45)
06/11/2024	5848	Northwest Local Government Legal Advisors	(741.00)
06/11/2024	5849	Tyree Oil	(227.28)
06/11/2024	5850	Veterans of Foreign Wars	(75.00)
06/11/2024	5851	Englund Marine Supply	(308.16)
06/11/2024	5852	West Coast Contractors, Inc.	(640,520.45)
06/11/2024	5853	Banner Bank	(3,185.32)
06/13/2024	5854	Joseph Brown Woodworking & Cabinets	(1,500.00)
06/13/2024	5855	Canon Solutions America	(179.06)
06/13/2024	5856	Robert S Miller III Attorney	(1,751.00)
06/13/2024	5857	West Coast Contractors, Inc.	(11,884.90)
06/13/2024	5858	Pacific Caost Congress of Harbormasters	(365.00)
06/25/2024	5866	Pacific Power	(17.61)
06/25/2024	5867	Umpqua Valley Fire Services	(429.00)
06/25/2024	5868	US Relay	(198.00)
06/25/2024	5869	Jim Perry	(160.00)
06/25/2024	5871	Oregon Corrections Enterprises	(69.00)
06/25/2024	5872	Streamline	(200.00)
06/25/2024	5873	Bnt Promotional Products	(308.04)
06/25/2024	5874	South Coast Express Lube	(553.95)
06/25/2024	5875	Overhead Door Co. Eugene Springfield	(2,080.00)
06/25/2024	5876	Special District Ins Services	(9,820.76)
06/27/2024	5877	Special Districts Insurance Services	(25,085.00)
06/27/2024	5878	SAIF Corporation	(12,549.71)
			<u>(755,051.47)</u>

K



ASSETS

CURRENT ASSETS	GENERAL FUND	CAPITAL FUND	RESERVE FUND	ALL FUNDS
Banner Bank Checking Account	\$26,586.33			\$26,586.33
Banner Bank Merchant Account	\$889.74			\$889.74
Banner Bank PEDF Account	\$0.00		\$97.62	\$97.62
LGIP Investment Account	\$331,756.55	\$698,769.60	\$236,185.46	\$1,266,711.61
Petty Cash	\$100.00	\$0.00	\$0.00	\$100.00
TOTAL CURRENT ASSETS	\$359,332.62	\$698,769.60	\$236,283.08	\$1,294,385.30

OTHER ASSETS	GENERAL FUND	CAPITAL FUND	RESERVE FUND	ALL FUNDS
PEDF NOTES RECEIVABLE	\$0.00	\$0.00		
TOTAL OTHER ASSETS	\$0.00	\$0.00	\$391,255.41	\$391,255.41

TOTAL ALL ASSETS	\$359,332.62	\$698,769.60	\$627,538.49	\$1,685,640.71
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EQUITY	GENERAL FUND	CAPITAL FUND	RESERVE FUND	ALL FUNDS
PEDF EQUITY	\$0.00	\$0.00	\$400,484.09	\$400,484.09
FUND BALANCE, BEG OF YEAR	\$465,337.91	\$312,973.00	\$4,298,936.00	\$5,077,246.91
CURRENT NET INCOME	(\$106,005.29)	\$406,735.00	(\$2,996,027.12)	(\$3,792,090.29)
TOTAL EQUITY	\$359,332.62	\$698,769.60	\$627,538.49	\$1,685,640.71

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PORT OF BANDON

GENERAL FUND BUDGET

Fiscal Year 2023 - 2024



REVENUE ACCOUNT	BUDGET	JUNE	TOTAL YEAR	\$ REMAINING	% REMAINING
Bank Interest	40,000.00	5,934.24	196,315.73	(156,315.73)	-390.79%
Misc. Revenue	100,500.00	2,472.95	45,475.49	55,024.51	54.75%
Moorage	20,000.00	4,989.00	47,707.26	(27,707.26)	-138.54%
Property Taxes, Current	563,174.00	11,593.23	587,129.55	(23,955.55)	-4.25%
Property Taxes, Prior Years	25,000.00	1,087.09	15,966.14	9,033.86	36.14%
Rental Revenue	253,718.00	18,900.48	235,108.50	18,609.50	7.33%
TOTAL REVENUE	1,002,392.00	44,976.99	1,127,702.67	(125,310.67)	-12.50%

PERSONNEL SERVICES	BUDGET	JUNE	TOTAL YEAR	\$ REMAINING	% REMAINING
TOTAL MONTH	525,000.00	43,855.12	504,262.03	20,737.97	3.95%

MATERIALS * SERVICES	BUDGET	JUNE	TOTAL YEAR	\$ REMAINING	% REMAINING
Office Supplies	10,000.00	911.15	12,207.01	(2,207.01)	-22.07%
Printing & Advertising	2,000.00	221.86	1,059.22	940.78	47.04%
Building Maintenance	75,000.00	429.00	14,010.76	60,989.24	81.32%
Dock Maintenance	10,000.00	2,459.06	20,710.18	(10,710.18)	-107.10%
General Operations	20,000.00	1,776.81	16,254.49	3,745.51	18.73%
Grounds Maintenance	20,000.00	741.15	13,552.65	6,447.35	32.24%
Utilities & Phone	35,000.00	1,753.41	20,906.64	14,093.36	40.27%
Commission Expenses	8,000.00	0.00	7,938.85	61.15	0.76%
Legal Fees	10,000.00	2,492.00	2,492.00	7,508.00	75.08%
Audit	15,000.00	0.00	11,602.70	3,397.30	22.65%
Insurance	65,000.00	37,634.71	103,752.04	(38,752.04)	-59.62%
Dues & Fees	15,000.00	1,208.92	18,147.27	(3,147.27)	-20.98%
Miscellaneous	10,000.00	5,252.65	25,908.33	(15,908.33)	-159.08%
Employee Expenses	8,000.00	511.06	9,394.83	(1,394.83)	-17.44%
Marketing	6,000.00	764.77	2,642.81	3,357.19	55.95%
Taxes	4,000.00	456.86	3,501.34	498.66	12.47%
Professional Fees	20,000.00	0.00	3,765.00	16,235.00	81.18%
Contract Grounds Services	5,000.00	0.00	4,048.75	951.25	19.03%
TOTAL MATERIALS & SERVICES	338,000.00	56,613.41	291,894.87	46,105.13	13.64%

CAPITAL OUTLAY	BUDGET	JUNE	TOTAL YEAR	\$ REMAINING	% REMAINING
Equipment	18,293.00	0.00	6,500.00	11,793.00	64.47%
Building Expenses	35,000.00	0.00	13,126.00	21,874.00	62.50%
Property Improvements	150,000.00	13,384.90	55,348.86	94,651.14	63.10%
TOTAL CAPITAL OUTLAY	203,293.00	13,384.90	74,974.86	128,318.14	63.12%

TRANSFERS	BUDGET	JUNE	TOTAL YEAR	\$ REMAINING	% REMAINING
Transfer to Reserve Fund	361,099.00	0.00	361,099.00	0.00	0.00%
TOTAL TRANSFERS	361,099.00	0.00	361,099.00	0.00	0.00%

SUMMARY	BUDGET	JUNE	TOTAL YEAR	\$ REMAINING	% REMAINING
Total Revenue	1,427,392.00	44,976.99	1,127,702.67	299,689.33	21.00%
Total Expenses	1,427,392.00	113,853.43	1,232,230.76	195,161.24	13.67%
TOTAL NET REVENUE	0.00	(68,876.44)	(104,528.09)	104,528.09	7.32%

M



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, PORTLAND DISTRICT
NORTH BEND FIELD OFFICE
2201 BROADWAY, SUITE C
NORTH BEND, OR 97459-2372

July 16, 2024

Regulatory Branch
Corps No. NWP-2019-513

Mr. Jeff Griffin
Port of Bandon
PO Box 206
Bandon, Oregon 97411
portmanager@portofbandon.com

Dear Mr. Griffin:

The U.S. Army Corps of Engineers (Corps) conducted a virtual site visit on July 12, 2024 to the project authorized by Department of the Army (DA) permit number NWP-2019-513, in compliance with 33 CFR § 326.4(a). The permit authorized you to remove, install and conduct annual maintenance to docks and pilings in the Coquille River at the Port of Bandon marina, in Bandon, Coos County, Oregon at Latitude/Longitude: 43.120459°, -124.411329°.

The Corps received your Endangered Species Act Magnuson-Stevens Act post-reporting form on May 13, 2024, in compliance with special conditions (b) and (c) of DA permit NWP-2019-513. The Corps received your signed compliance certification on July 12, 2024 in compliance with the requirements of DA permit NWP-2019-513.

Upon completion of the site visit, the Corps has determined the project appears to be in compliance with the project authorized by the DA permit NWP-2019-513.

If you have any questions regarding this correspondence, please contact Mr. Tyler Krug by telephone at (541) 756-2097 or email at tyler.j.krug@usace.army.mil.

Sincerely,

A handwritten signature in black ink that reads "Tyler Krug".

For: Melanie O'Meara
Chief, Eugene Section

cc:
Oregon Department of State Lands (Michael Schmeiske,
michael.schmeiske@dsl.oregon.gov)
Oregon Department of Environmental Quality (401applications@deq.oregon.gov)
Oregon Department of Land Conservation and Development
(coast.permits@dlcd.oregon.gov)

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