



# AGENDA

**Port of Bandon**  
 Regular Commission Meeting &  
 Executive Session Per ORS 196.660(2i)  
 September 26, 2024, 5:00pm  
 Bandon Public Library  
 Bandon, OR and ZOOM  
[www.portofbandon.com/meetings](http://www.portofbandon.com/meetings)  
 for details

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<b>A.</b>	<b>Consent Calendar</b>		
i.	July Minutes	Commissioners	A-B
<b>B.</b>	<b>Presiding Officer and Commissioner Comments</b>		
<b>C.</b>	<b>Ordinances and Resolutions</b>		
<b>D.</b>	<b>Public Contracts and Purchasing</b>		
i.	Knife River Paving Contract	Jeff/Commissioners	1-3
ii.	Tri-County Plumbing	Shawn/Commissioners	Verbal
iii.	Grimstad & Associates Contract	Jeff/Commissioners	Handout
<b>E.</b>	<b>Public Hearings</b>		
<b>F.</b>	<b>Port Managers Report</b>		
i.	Boat Ramp Corrective Work Order and permit mods	Jeff/Commissioners	Handout
ii.	Jetty Funding Status	Jeff/Commissioners	Verbal
iii.	High Dock Harbor Office Bids and Schedule	Jeff/Commissioners	Verbal
iv.	SDAO/OPPA Legislative Request Dredge Funds	Jeff/Commissioners	Verbal
<b>G.</b>	<b>Port Staff Reports</b>		
i.	Harbormaster	Shawn/Commissioners	Verbal
ii.	Events/Leases/Moorage	Josh/Commissioners	Verbal
<b>H.</b>	<b>Executive Session</b>		
	ORS 162.660 (2i)	Jeff/Commissioners	Verbal
<b>I.</b>	<b>Other Misc Matters</b>		
<b>J.</b>	<b>Public Comment</b>		
<b>K.</b>	<b>Adjournment</b>		
NOTES:			

Port of Bandon  
Regular Commission Meeting  
July 25, 2024, 5:00 pm  
Bandon Public Library  
Bandon, OR

Commissioners Present: Reg Pullen, Don Starbuck, Wayne Butler, and Rick Goche  
Staff: Jeff Griffin - Port Manager, Josh Adamson – Port Specialist, Shawn Winchell – Harbormaster  
Guests: John Towne

Commissioner Pullen opened the meeting at 5:02pm

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

Griffin reported the Port has received a few quotes for the High Dock Harbor Office Project for concrete, electrical, and plumbing, and is seeking additional quotes for some of these to determine when and how we go forward this year.

Adamson informed that the Port was awarded \$13,100 from Oregon Emergency Management and FEMA for a cyber security grant program. These funds will go toward a robust cyber security package provided by Bandon IT and 3 new Apple workstations. Commissioner Goche made a comment about the grant being over the \$10,000 threshold. Griffin responded that his *spending* authority was \$10,000 but this was money *provided* to the Port in the form of a grant, acceptance of which does not require Commission approval under current policy.

**Port Manager's Report:**

The Army Corps of Engineers has submitted a letter detailing the Marina Redevelopment Project has met all criteria in the permit. Griffin explained the permit is valid for ten years and will allow maintenance if needed without additional permitting.

Griffin has been working with West Coast Contractors (WCC) and the Oregon State Marine Board (OSMB) on a corrective work plan to address alignment deficiencies in the placement of the subtidal pre-cast planks in the launch ramp. After conducting a sub-tidal survey, Griffin hired PND Engineers as a 3<sup>rd</sup> party to review the design life and function in proposed work plan. Commissioner Goche had concerns about the Port paying for PND to review. Griffin explained the 3<sup>rd</sup> party approach would avoid bias. The plan would go into action during November after the salmon season and would close the ramp for 3 weeks.

**Staff Report:**

Winchell has contacted the owner of the Marauder and the Admiral vessel in the launch parking lot on a timeline and plan to remove both vessels. Jason Miller who is the owner stated in communication with Winchell he plans to be back in 2 weeks and will have the vessels towed to Winchester Bay. Port staff have investigated costs on moving the vessel to the Prosper yard or to tow and haul out in Charleston. Both options would cost around \$7,500. Commissioners agreed to give Miller the 2 weeks then Port staff would proceed accordingly.

The OSMB included provisions of use in the grant agreement for the Marina Redevelopment funds that were received. Crabbing in the marina by public use has become a question of contractual liability. Previous decisions made by the Commission about crabbing in the marina were discussed. Winchell shared areas in Charleston and Sturdivant where crabbing or fishing is or is not allowed next to OSMB funded docks and signage designates areas. Commissioners discussed violation possibilities with OSMB for allowing crabbing and specific locations inside marina to allow pots. Commissioners decided to keep current policy of allowing crab pots however, all unattended pots are to be confiscated.

Fish trophy signs have been installed at Weber Pier and the old charter dock gangway location. Questions by commissioners about weight limit. Winchell will conduct weight test and report. The kiosk per OSMB grant agreement was installed at the top of ramp. Shingles still need to be added.

Relocation of jetty bar cam and power options were discussed. Adamson is looking into solar camera options and locations with Oregon Alarm. Adamson will report next meeting.

Griffin shared June 2024 hydro surveys from the Army Corps of Engineers which shows that the disposal site from the dredging during the redevelopment project have washed away and there is no shoaling.

Griffin proposed to formalize an agreement with the City of Bandon and all parties involved for the use of Port owned property used for the annual fireworks display. Fires and culturally sensitive materials have come into question the last few years. Griffin would like to draft agreement with Port attorney. **Commissioner Goche made a motion to direct Griffin to draft agreement with Port attorney for City of Bandon and all parties involved for the use of Port property to use for annual firework display. Motion seconded by Commissioner Butler. Motion passed unanimously.**

**Public Comment:**

None

Regular Meeting was adjourned at 6:00pm

Respectfully submitted by

Joshua Adamson

BIDS RECEIVED

FISHERIES BUILDING PARKING IMPROVEMENTS

Bid Opening at 3:00pm – Port of Bandon Conference Room – Thursday, August 29, 2024

**BIDDER**

**TOTAL BID**

<b>BIDDER</b>	<b>TOTAL BID</b>
KNIFE RIVER	\$227,765
JOHNSON ROCK	\$256,488



# PORT OF BANDON

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

**PORT OF BANDON  
NOTICE OF INTENT TO AWARD  
Issue Date: Thursday, September 26, 2024  
THIS IS NOT A NOTICE OF AWARD**

**BID OPENING DATE:** August 29, 2024  
**PROJECT:** Port of Bandon Fisheries Building Parking Improvements  
**LOCATION:** 250 1<sup>st</sup> St SW, Bandon, Oregon 97411  
**COUNTY:** Coos

**Billeter Marine**

**TOTAL BID - \$227,765.00**

If a public improvement contract is competitively bid and all responsive bids from responsible bidders exceed contracting agency's cost estimate, the contracting agency, in accordance with rules adopted by contracting agency, may negotiate with lowest responsive, responsible bidder, prior to awarding the contract, to solicit value engineering and other options to attempt to bring the contract within the contracting agency's cost estimate. A negotiation with the lowest responsive, responsible bidder under this section may not result in the award of the contract to that bidder if the scope of the project is significantly changed from the original bid proposal. Notwithstanding any other provision of law, the records of a bidder used in contract negotiation under this section are not subject to public inspection until after the negotiated contract has been awarded or the negotiation process has been terminated. [2003 c.794 §106]

**Any protests to this NOTICE OF INTENT TO AWARD must be received by the Port of Bandon within seven (7) calendar days from the date of issue above.**

**Jeff Griffin – Port Manager**



# PORT OF BANDON

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

## NOTICE OF AWARD

**(This is Not a Notice to Proceed)**

Bandon Fisheries Parking Improvements

TO: Knife River Materials

You are hereby notified that the BID submitted by you for the above-described work in response to its Invitation to Bid, dated August 29, 2024 has been accepted for this work in the amount of \$227,765.00.

Upon receipt of all insurance certificates, bonds, and other information and full execution of a construction contract a Notice to Proceed will be issued to you for the above referenced project. After that date you are to start performing your obligations under the Contract.

PORT OF BANDON

By: \_\_\_\_\_

Print Name: Jeff Griffin

Title: Port Manager

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### ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged.

CONTRACTOR: Knife River Materials

This \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_

Title: