



REVISED AGENDA

Port of Bandon
 Regular Commission Meeting
 December 14, 2023, 5:30pm
 Bandon Public Library
 Bandon, OR and via ZOOM
www.portofbandon.com/meetings
 for details

| | | | PAGES |
|-----------|---|--------------------------|---------|
| A. | Consent Calendar | | |
| i. | October Minutes | Commissioners | A-B |
| ii. | October Financials | Commissioners | C-M |
| iii. | November Financials | Commissioners | N-X |
| B. | Commissioner Comments | | |
| i. | Jet Boat Race | Donny Goddard/Tim Hunter | Verbal |
| D. | Public Contracts and Purchases | | |
| i. | State of Oregon Cybersecurity Grant Program | Josh/Commissioners | Verbal |
| ii. | IGA City/Port Transformers | Jeff/Commissioners | Verbal |
| iii. | FY 2022-2023 Audit Report | Kathy/Jeff/Commissioners | Handout |
| F. | Port Managers Report | | |
| i. | Project Updates | Jeff/Commissioners | Handout |
| ii. | Worksession Date | Jeff/Commissioners | Verbal |
| G. | Port Staff Reports | | |
| i. | Harbormaster | Shawn/Commissioners | Verbal |
| ii. | Events/Leases/Moorage | Josh/Commissioners | Verbal |
| J. | Public Comment | | |
| K. | Adjournment | | |
| NOTES: | | | |

Port of Bandon
Regular Commission Meeting &
Executive Session per ORS 192.660(2)(i)
October 26, 2023, 5:30pm
Bandon Library & via ZOOM
Bandon, OR

Commissioners Present: Wayne Butler, Reg Pullen, Donny Goddard, Rick Goche, and Don Starbuck
Staff: Jeff Griffin - Port Manager, Josh Adamson – Port Specialist and Shawn Winchell - Harbormaster
Guests: John Towne, Margaret Pounder, Christine Michalek, Lori Osborne, Cadence Adamson, David Hisel, Dino Kahmalane and Anna Bell.

Commissioner Pullen opened the meeting at 5:31pm

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

Josh presented Resolution 2023-07 as a preparedness plan needing adoption to complete discount for best practices for insurance with Special Districts Insurance Services. The plan details immediate contact information with shut off locations in case of emergencies inside the Historic Coast Guard Building. **Commissioner Goche made a motion to adopt Resolution 2023-07 An Emergency Preparedness Plan for the Port of Bandon. Commissioner Goddard seconded the motion. Motion carried.**

Griffin reported on the following:

The Port received an Oregon State Parks grant in the amount of \$75,000 towards the construction of public restrooms to be located at the new high dock harbor office. Also, one loan account from the closed Economic Development Fund has been paid off early. This helps the Port with extra funding towards some components of the Marina Redevelopment Project.

Most marina docks and piles have been removed. West Coast Contractors is finishing with the removal of piles against the high dock. Tomorrow they will pull the piles from the launch ramp area. Bergerson was hung up in Newport but will be here Monday to mobilize for dredging using West Coasts barge. Commissioner Goche asked about depth that both basins will gain from dredging. Jeff stated 32,000 cu. yd from marina and 7,000+ cu/yd from sport basin will be removed.

H.G.E. has sent over draft drawings of the high dock harbor office.

Jeff shared a video detailing urchin barons and the devastation to the kelp beds and discussed the status of the Port's purple urchin wholesale and ranching initiative. Urchin sales are underway with the new Ghost Tree restaurant at Bandon Dunes.

Fish traps in Ferry Creek were installed by the Coquille Indian Tribe and STEP earlier than last year. Over 225 females have been caught so far, surpassing last years totals. Smolts are planned to be released at

Ferry Creek and Seven Mile. Remaining eggs are intended to be distributed into lower and upper river with some going to Coquille High School and hatch boxes. This high amount of eggs conflicts with ODFW comp plan of release amount. Commissioners were asked if they wanted to weigh in on the policy conflict and support full utilization of all Chinook spawners.

Staff Report:

Boarding floats from launch ramp have been transported to Prosper yard. An exhaust hood has been replaced at the Loft building. Roof leaks have been fixed on the Historic Coast Guard Building damaging the inside of suite 2F. 3 Boats still remain. They are attached to the inside of the transient dock/crab dock. Owners are working to make vessels seaworthy and get underway. Two grants are available for cybersecurity. Josh will be getting quotes for increasing Port's protection.

Commissioner Pullen and Jeff discussed a recent urchin event at the Fisheries Warehouse sponsored by Oregon Sea Grant and Oregon Kelp Alliance.

Public Comment: Dino asked about hatch boxes along the Coquille River. Commissioner Pullen stated that hatch boxes were a waste of time when installed upriver but in specific locations could show max benefit. John Towne requested if Port found a solution to last months charter filet station location and installation. David Hisel informed the decrease in business since Port construction has started. Lori reiterated David's comments and informed of Bullard's pulling boarding floats early.

Regular Meeting was adjourned at 6:28pm

Commissioner Pullen opened the Executive Session per [ORS 192.660 (2)(i)] at 6:35pm.
Commissioner Pullen closed the Executive Session at 6:58 pm and reopened the public meeting.

Regular meeting was adjourned at 7 pm

Respectfully submitted by

Joshua Adamson

Port of Bandon
Reconciliation Summary
1010 · Banner Bank Checking, Period Ending 10/31/2023

| | <u>Oct 31, 23</u> |
|--|-------------------------|
| Beginning Balance | 92,846.90 |
| Cleared Transactions | |
| Checks and Payments - 52 items | -675,440.65 |
| Deposits and Credits - 20 items | 640,141.10 |
| Total Cleared Transactions | <u>-35,299.55</u> |
| Cleared Balance | <u><u>57,547.35</u></u> |
| Uncleared Transactions | |
| Checks and Payments - 19 items | -15,151.12 |
| Total Uncleared Transactions | <u>-15,151.12</u> |
| Register Balance as of 10/31/2023 | <u><u>42,396.23</u></u> |
| New Transactions | |
| Checks and Payments - 33 items | -915,180.39 |
| Deposits and Credits - 4 items | 929,820.20 |
| Total New Transactions | <u>14,639.81</u> |
| Ending Balance | <u><u>57,036.04</u></u> |

C



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

Statement of Account

Statement Date 10/31/23

Page 1 of 2

Account Number XXXXXXXXXXXXX

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

Port of Bandon
 390 1st St SW
 Bandon OR 97411

SUMMARY OF ACCOUNTS

| | | | |
|--------------------------------|--------------|-------------|--|
| Complete Public Funds Checking | XXXXXXXXXXXX | \$57,547.35 | Now through 12/31/23, enter for a chance to win and go from making purchases to making travel memories with your Banner Bank Mastercard®. Every time you use your card, you'll get another entry for a chance to be surprised and win an incredible trip for 2 to New York, Chicago, Los Angeles, Miami, or Honolulu - plus other prizes, like up to a \$500 Mastercard Prepaid® card.* bannerbank.com/card-promotions |
|--------------------------------|--------------|-------------|--|

CHECKING ACCOUNT

XXXXXXXXXXXX

Complete Public Funds Checking

| | | | |
|-------------------------------|--------------|------------------------------|------------------------|
| Account Title: Port of Bandon | | Statement Dates | 10/02/23 thru 10/31/23 |
| Account Number | XXXXXXXXXXXX | Days in the statement period | 30 |
| Previous Balance | 92,846.90 | Average Ledger | 87,181.52 |
| 7 Deposits/Credits | 26,347.37 | Average Collected | 86,855.11 |
| 10 Debits | 44,439.34 | | |
| 28 Checks | 17,207.58 | | |
| Service Charge | .00 | | |
| Interest Paid | .00 | | |
| Current Balance | 57,547.35 | | |

D

11:27 AM

11/13/23

Port of Bandon Reconciliation Summary

1020 - Banner Bank Merchant, Period Ending 10/31/2023

| | <u>Oct 31, 23</u> |
|--|-------------------------|
| Beginning Balance | 14,175.74 |
| Cleared Transactions | |
| Checks and Payments - 1 item | -63.71 |
| Deposits and Credits - 2 items | 4,604.00 |
| Total Cleared Transactions | <u>4,540.29</u> |
| Cleared Balance | <u><u>18,716.03</u></u> |
| Register Balance as of 10/31/2023 | 18,716.03 |
| New Transactions | |
| Deposits and Credits - 2 items | 9,769.89 |
| Total New Transactions | <u>9,769.89</u> |
| Ending Balance | <u><u>28,485.92</u></u> |

E



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Statement of Account

Statement Date 10/31/23

Page 1 of 2

Account Number XXXXXXXXXXXXX

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

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

Because making this moment a lifelong memory is *Priceless*

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*No Purch. Nec. Mastercard cardholders, U.S. res 18+ before 7/1/23. Ends 12/31/23. Click for Rules.

SUMMARY OF ACCOUNTS

Basic Public Funds Checking XXXXXXXXXXXXX \$18,716.03

Now through 12/31/23, enter for a chance to win and go from making purchases to making travel memories with your Banner Bank Mastercard®. Every time you use your card, you'll get another entry for a chance to be surprised and win an incredible trip for 2 to New York, Chicago, Los Angeles, Miami, or Honolulu - plus other prizes, like up to a \$500 Mastercard Prepaid® card.*
 bannerbank.com/card-promotions

CHECKING ACCOUNT

XXXXXXXXXXXX

Basic Public Funds Checking

Account Title: Port of Bandon

Merchant Services Account

Account Number XXXXXXXXXXXXX
 Previous Balance 14,175.74
 5 Deposits/Credits 4,604.00
 1 Debits 63.71
 Service Charge .00
 Interest Paid .00
 Current Balance 18,716.03

Statement Dates 10/02/23 thru 10/31/23
 Days in the statement period 30
 Average Ledger 18,089.55
 Average Collected 18,089.55

F

11:44 AM

11/13/23

Port of Bandon
Reconciliation Summary
1030 - LGIP Local Gov Investment Pool, Period Ending 10/31/2023

| | <u>Oct 31, 23</u> |
|--|----------------------------|
| Beginning Balance | 4,746,284.22 |
| Cleared Transactions | |
| Deposits and Credits - 3 items | <u>25,514.99</u> |
| Total Cleared Transactions | <u>25,514.99</u> |
| Cleared Balance | <u>4,771,799.21</u> |
| Register Balance as of 10/31/2023 | 4,771,799.21 |
| Ending Balance | 4,771,799.21 |

G



Account Statement - Transaction Summary

For the Month Ending October 31, 2023

PORT OF BANDON - PORT OF BANDON - [REDACTED]

Oregon LGIP

| | |
|-----------------|--------------|
| Opening Balance | 4,746,284.22 |
| Purchases | 25,514.99 |
| Redemptions | 0.00 |

Asset Summary

| | | |
|--------------------|-------------------------|---------------------------|
| Oregon LGIP | October 31, 2023 | September 30, 2023 |
| | 4,771,799.21 | 4,746,284.22 |
| Total | \$4,771,799.21 | \$4,746,284.22 |

Closing Balance

| | |
|-----------|----------------|
| Dividends | \$4,771,799.21 |
| | 19,770.12 |

I

11:39 AM

11/13/23

Port of Bandon Reconciliation Summary

1040 · Banner Bank PEDF Account, Period Ending 10/31/2023

| | <u>Oct 31, 23</u> |
|--|--------------------------|
| Beginning Balance | 90,305.91 |
| Cleared Transactions | |
| Deposits and Credits - 4 items | <u>115,207.92</u> |
| Total Cleared Transactions | <u>115,207.92</u> |
| Cleared Balance | <u>205,513.83</u> |
| Register Balance as of 10/31/2023 | 205,513.83 |
| Ending Balance | 205,513.83 |

I



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Statement of Account

Statement Date 10/31/23

Page 1 of 2

Account Number XXXXXXXXXXXX

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

Port of Bandon
 390 1st St SW
 Bandon OR 97411

SUMMARY OF ACCOUNTS

| | | | |
|-----------------------------|--------------|--------------|--|
| Basic Public Funds Checking | XXXXXXXXXXXX | \$205,513.83 | Now through 12/31/23, enter for a chance to win and go from making purchases to making travel memories with your Banner Bank Mastercard®. Every time you use your card, you'll get another entry for a chance to be surprised and win an incredible trip for 2 to New York, Chicago, Los Angeles, Miami, or Honolulu - plus other prizes, like up to a \$500 Mastercard Prepaid® card.* bannerbank.com/card-promotions |
|-----------------------------|--------------|--------------|--|

CHECKING ACCOUNT

XXXXXXXXXXXX

Basic Public Funds Checking

| | | | |
|-------------------------------|--------------|------------------------------|------------------------|
| Account Title: Port of Bandon | | Statement Dates | 10/02/23 thru 10/31/23 |
| Account Number | XXXXXXXXXXXX | Days in the statement period | 30 |
| Previous Balance | 90,305.91 | Average Ledger | 188,898.71 |
| 4 Deposits/Credits | 115,207.92 | Average Collected | 173,688.25 |
| Debits | .00 | | |
| Service Charge | .00 | | |
| Interest Paid | .00 | | |
| Current Balance | 205,513.83 | | |

J

PORT OF BANDON

CHECK TRANSACTIONS

OCTOBER 2023



| DATE | CK # | NAME | AMOUNT |
|------------|------|--------------------------------------|---------------------------|
| 10/26/2023 | EFT | Banner Bank Credit Card | (548.87) |
| 10/31/2023 | EFT | Oregon Growth Savings Plan | (850.00) |
| 10/31/2023 | EFT | Oregon Department of Revenue | (2,543.40) |
| 10/05/2023 | 5519 | Kelpage, LLC | (716.00) |
| 10/10/2023 | 5520 | Stericycle Inc. | (76.42) |
| 10/10/2023 | 5521 | Les County Sanitary Service | (35.22) |
| 10/10/2023 | 5522 | Mast Bros. Towing & Recovery | (220.13) |
| 10/10/2023 | 5522 | Coastal Paper | (878.60) |
| 10/10/2023 | 5523 | Tyree Oil | (203.79) |
| 10/10/2023 | 5524 | City of Bandon | (3,559.51) |
| 10/10/2023 | 5525 | Hennick's | (347.22) |
| 10/10/2023 | 5526 | Golder's Bay Area Napa | (118.57) |
| 10/10/2023 | 5527 | Bandon Ace Hardware | (79.64) |
| 10/10/2023 | 5528 | Bandon Supply Inc. | (151.95) |
| 10/10/2023 | 5530 | CCD Business Development Corp. | (2,093.70) |
| 10/10/2023 | 5531 | Pacific Power | (17.61) |
| 10/10/2023 | 5532 | Special Districts Insurance Services | (58.74) |
| 10/26/2023 | 5533 | Virgil Llewellyn | (2,000.00) |
| 10/31/2023 | 5534 | PAYROLL | (3,285.99) |
| 10/31/2023 | 5535 | PAYROLL | (2,653.07) |
| 10/31/2023 | 5536 | PAYROLL | (5,221.68) |
| 10/31/2023 | 5537 | PAYROLL | (3,393.67) |
| 10/31/2023 | 5538 | PAYROLL | (3,765.38) |
| 10/31/2023 | 5539 | PAYROLL | (1,780.73) |
| 10/31/2023 | 5540 | PAYROLL | (4,033.79) |
| 10/19/2023 | 5541 | Coos County Property Tax | (3,044.48) |
| 10/30/2023 | 5542 | Veterans of Foreign Wars | (75.00) |
| 10/30/2023 | 5543 | Pioneer Roofing | (826.00) |
| 10/30/2023 | 5545 | Country Media | (54.42) |
| 10/30/2023 | 5546 | Joseph's Janitorial | (395.00) |
| 10/30/2023 | 5547 | United Rentals | (1,474.36) |
| 10/31/2023 | 5547 | Oregon Growth Savings Plan | (100.00) |
| 10/30/2023 | 5548 | Canon Solutions America | (153.68) |
| 10/30/2023 | 5550 | Tyree Oil | (328.00) |
| 10/30/2023 | 5551 | Grimstad & Associates | (1,400.00) |
| 10/30/2023 | 5552 | HGE Inc. | (5,082.32) |
| 10/30/2023 | 5552 | Fastenal | (29.90) |
| 10/30/2023 | 5553 | US Relay | (99.00) |
| 10/30/2023 | 5554 | Bnt Promotional Products | (33.96) |
| 10/30/2023 | 5555 | Drew George & Partners | (250.00) |
| | | | <u>(51,979.80)</u> |

K



ASSETS

| CURRENT ASSETS | GENERAL FUND | CAPITAL FUND | RESERVE FUND | ALL FUNDS |
|------------------------------|---------------------|---------------------|-----------------------|-----------------------|
| Banner Bank Checking Account | \$42,396.23 | \$0.00 | \$0.00 | \$42,396.23 |
| Banner Bank Merchant Account | \$18,716.03 | \$0.00 | \$0.00 | \$18,716.03 |
| Banner Bank PEDF Account | \$0.00 | \$0.00 | \$205,513.83 | \$205,513.83 |
| LGIP Investment Account | \$386,363.56 | \$678,347.94 | \$3,707,087.71 | \$4,771,799.21 |
| Petty Cash | \$100.00 | \$0.00 | \$0.00 | \$100.00 |
| TOTAL CURRENT ASSETS | \$447,575.82 | \$678,347.94 | \$3,912,601.54 | \$5,038,525.30 |

| EQUITY | GENERAL FUND | CAPITAL FUND | RESERVE FUND | ALL FUNDS |
|---------------------------|---------------------|---------------------|-----------------------|-----------------------|
| FUND BALANCE, BEG OF YEAR | \$465,337.91 | \$313,977.01 | \$4,298,936.00 | \$5,077,246.91 |
| CURRENT NET INCOME | (\$17,762.09) | \$364,370.93 | (\$386,334.46) | \$491,029.71 |
| TOTAL EQUITY | \$447,575.82 | \$678,347.94 | \$3,912,601.54 | \$5,568,276.62 |

L

PORT OF BANDON

GENERAL FUND BUDGET

Fiscal Year 2023 - 2024



| REVENUE ACCOUNT | BUDGET | OCTOBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|-----------------------------|---------------------|------------------|-------------------|-------------------|---------------|
| Bank Interest | 40,000.00 | 19,770.12 | 95,265.86 | (55,265.86) | -138.16% |
| Misc. Revenue | 100,500.00 | 2,370.09 | 24,690.02 | 75,809.98 | 75.43% |
| Moorage | 20,000.00 | 450.00 | 7,159.00 | 12,841.00 | 64.21% |
| Property Taxes, Current | 563,174.00 | 3,919.79 | 483,450.45 | 79,723.55 | 14.16% |
| Property Taxes, Prior Years | 25,000.00 | 1,825.08 | 9,195.57 | 15,804.43 | 63.22% |
| Rental Revenue | 253,718.00 | 21,251.75 | 104,404.62 | 149,313.38 | 58.85% |
| TOTAL REVENUE | 1,002,392.00 | 49,586.83 | 724,165.52 | 278,226.48 | 27.76% |

| PERSONNEL SERVICES | BUDGET | OCTOBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|--------------------|-------------------|------------------|-------------------|-------------------|---------------|
| TOTAL MONTH | 525,000.00 | 35,188.21 | 201,034.34 | 323,965.66 | 61.71% |

| MATERIALS * SERVICES | BUDGET | OCTOBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|---------------------------------------|-------------------|------------------|------------------|-------------------|-------------|
| Office Supplies | 10,000.00 | 1,030.97 | 5,120.03 | 4,879.97 | 48.80% |
| Printing & Advertising | 2,000.00 | 54.42 | 331.52 | 1,668.48 | 83.42% |
| Building Maintenance | 75,000.00 | 33.18 | 3,079.90 | 71,920.10 | 95.89% |
| Dock Maintenance | 10,000.00 | 0.00 | 3,185.73 | 6,814.27 | 68.14% |
| General Operations | 20,000.00 | 1,188.71 | 5,368.36 | 14,631.64 | 73.16% |
| Grounds Maintenance | 20,000.00 | 1,143.67 | 4,191.91 | 15,808.09 | 79.04% |
| Utilities & Phone | 35,000.00 | 3,577.12 | 16,880.62 | 18,119.38 | 51.77% |
| Commission Expenses | 8,000.00 | 0.00 | 9.07 | 7,990.93 | 99.89% |
| Legal Fees | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 100.00% |
| Audit | 15,000.00 | 1,400.00 | 5,302.70 | 9,697.30 | 64.65% |
| Insurance | 65,000.00 | 58.74 | 58.74 | 64,941.26 | 99.91% |
| Dues & Fees | 15,000.00 | 475.35 | 10,285.21 | 4,714.79 | 31.43% |
| Miscellaneous | 10,000.00 | 324.10 | 6,844.59 | 3,155.41 | 31.55% |
| Employee Expenses | 8,000.00 | 180.85 | 4,127.18 | 3,872.82 | 48.41% |
| Marketing | 6,000.00 | 99.00 | 495.00 | 5,505.00 | 91.75% |
| Taxes | 4,000.00 | 3,044.48 | 3,044.48 | 955.52 | 23.89% |
| Professional Fees | 20,000.00 | 0.00 | 3,765.00 | 16,235.00 | 81.18% |
| Contract Grounds Services | 5,000.00 | 395.00 | 1,975.00 | 3,025.00 | 60.50% |
| TOTAL MATERIALS & SERVICES | 338,000.00 | 13,005.59 | 74,065.04 | 263,934.96 | |

| CAPITAL OUTLAY | BUDGET | OCTOBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|-----------------------------|-------------------|---------------|-----------------|-------------------|-------------|
| Equipment | 18,293.00 | 0.00 | 3,500.00 | 14,793.00 | 80.87% |
| Building Expenses | 35,000.00 | 826.00 | 826.00 | 34,174.00 | 97.64% |
| Property Improvements | 150,000.00 | 0.00 | 0.00 | 150,000.00 | 100.00% |
| TOTAL CAPITAL OUTLAY | 203,293.00 | 826.00 | 4,326.00 | 198,967.00 | |

| TRANSFERS | BUDGET | OCTOBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|--------------------------|-------------------|-------------|-------------|-------------------|-------------|
| Transfer to Reserve Fund | 361,099.00 | 0.00 | 0.00 | 361,099.00 | 100.00% |
| TOTAL TRANSFERS | 361,099.00 | 0.00 | 0.00 | 361,099.00 | |

| SUMMARY | BUDGET | OCTOBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|--------------------------|--------------|---------------|---------------------|---------------------|-------------|
| Total Revenue | 1,427,392.00 | 49,586.83 | 724,165.52 | 703,226.48 | 49.27% |
| Total Expenses | 1,427,392.00 | 49,019.80 | 279,425.38 | 1,147,966.62 | 80.42% |
| TOTAL NET REVENUE | 0.00 | 567.03 | 1,003,590.90 | 1,851,193.10 | |

M

9:21 AM

12/04/23

Port of Bandon
Reconciliation Summary
1010 - Banner Bank Checking, Period Ending 11/30/2023

| | Nov 30, 23 | |
|--|-------------|------------------------------|
| Beginning Balance | | 57,547.35 |
| Cleared Transactions | | |
| Checks and Payments - 39 items | -70,237.23 | |
| Deposits and Credits - 7 items | 933,511.31 | |
| Total Cleared Transactions | 863,274.08 | |
| Cleared Balance | | <u>920,821.43</u> <i>vdz</i> |
| Uncleared Transactions | | |
| Checks and Payments - 15 items | -862,994.54 | |
| Total Uncleared Transactions | -862,994.54 | |
| Register Balance as of 11/30/2023 | | <u>57,826.89</u> |
| Ending Balance | | 57,826.89 |

N



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

Statement of Account

Statement Date 11/30/23

Page 1 of 2

Account Number XXXXXXXXXXXXX [REDACTED]

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

Port of Bandon
 390 1st St SW
 Bandon OR 97411



SUMMARY OF ACCOUNTS

| | | | |
|--------------------------------|-------------------------|--------------|--|
| Complete Public Funds Checking | XXXXXXXXXXXX [REDACTED] | \$920,821.43 | Magic is in the air! We hope your holiday season is filled with laughter, light and the love of family and friends. May you enjoy peace, happiness and joy today and throughout the new year. We appreciate you. |
|--------------------------------|-------------------------|--------------|--|

-- From all of us at Banner Bank

CHECKING ACCOUNT

XXXXXXXXXXXX [REDACTED]

Complete Public Funds Checking

| | | | |
|-------------------------------|-------------------------|------------------------------|------------------------|
| Account Title: Port of Bandon | | Statement Dates | 11/01/23 thru 11/30/23 |
| Account Number | XXXXXXXXXXXX [REDACTED] | Days in the statement period | 30 |
| Previous Balance | 57,547.35 | Average Ledger | 191,835.17 |
| 5 Deposits/Credits | 933,511.05 | Average Collected | 191,598.03 |
| 6 Debits | 37,389.38 | | |
| 29 Checks | 32,847.59 | | |
| Service Charge | .00 | | |
| Interest Paid | .00 | | |
| Current Balance | 920,821.43 | | |

0

9:10 AM

12/04/23

Port of Bandon
Reconciliation Summary
1020 - Banner Bank Merchant, Period Ending 11/30/2023

| | Nov 30, 23 | |
|-----------------------------------|------------|-----------------------------|
| Beginning Balance | | 18,716.03 |
| Cleared Transactions | | |
| Checks and Payments - 4 items | -7,627.14 | |
| Deposits and Credits - 7 items | 18,911.66 | |
| Total Cleared Transactions | 11,284.52 | |
| Cleared Balance | | <u>30,000.55</u> <i>vsh</i> |
| Uncleared Transactions | | |
| Deposits and Credits - 1 item | 850.00 | |
| Total Uncleared Transactions | 850.00 | |
| Register Balance as of 11/30/2023 | | <u>30,850.55</u> |
| Ending Balance | | 30,850.55 |

P



10 South First Avenue
 P.O. Box 907
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 bannerbank.com

Statement of Account

Statement Date 11/30/23

Page 1 of 2

Account Number XXXXXXXXXXXXX

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

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



SUMMARY OF ACCOUNTS

| | | | |
|-----------------------------|--------------|-------------|--|
| Basic Public Funds Checking | XXXXXXXXXXXX | \$30,000.55 | Magic is in the air! We hope your holiday season is filled with laughter, light and the love of family and friends. May you enjoy peace, happiness and joy today and throughout the new year. We appreciate you. |
| | | | -- From all of us at Banner Bank |

CHECKING ACCOUNT

XXXXXXXXXXXX

Basic Public Funds Checking

| | | | |
|--|--------------|------------------------------|------------------------|
| Account Title: Port of Bandon Merchant Services Account | | Statement Dates | 11/01/23 thru 11/30/23 |
| Account Number | XXXXXXXXXXXX | Days in the statement period | 30 |
| Previous Balance | 18,716.03 | Average Ledger | 24,963.87 |
| 4 Deposits/Credits | 11,557.93 | Average Collected | 24,963.87 |
| 1 Debits | 273.41 | | |
| Service Charge | .00 | | |
| Interest Paid | .00 | | |
| Current Balance | 30,000.55 | | |

Q

8:36 AM

12/04/23

Port of Bandon
Reconciliation Summary
1030 - LGIP Local Gov Investment Pool, Period Ending 11/30/2023

| | Nov 30, 23 |
|-----------------------------------|------------------------|
| Beginning Balance | 4,771,799.21 |
| Cleared Transactions | |
| Checks and Payments - 15 items | -1,516,438.76 |
| Deposits and Credits - 19 items | 2,365,056.67 |
| Total Cleared Transactions | 848,617.91 |
| Cleared Balance | <u>5,620,417.12</u> |
| Register Balance as of 11/30/2023 | 5,620,417.12 |
| Ending Balance | 5,620,417.12 <i>JK</i> |

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Account Statement - Transaction Summary

For the Month Ending November 30, 2023

PORT OF BANDON - PORT OF BANDON -

Oregon LGIP

| | |
|-----------------|--------------|
| Opening Balance | 4,771,799.21 |
| Purchases | 1,447,270.17 |
| Redemptions | (598,652.26) |

| | |
|------------------------|-----------------------|
| Closing Balance | \$5,620,417.12 |
| Dividends | 23,592.56 |

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Asset Summary

| | | |
|--------------------|--------------------------|-------------------------|
| | November 30, 2023 | October 31, 2023 |
| Oregon LGIP | 5,620,417.12 | 4,771,799.21 |
| Total | \$5,620,417.12 | \$4,771,799.21 |

8:19 AM

12/05/23

Port of Bandon
Reconciliation Summary
1040 · Banner Bank PEDF Account, Period Ending 11/30/2023

| | Nov 30, 23 | |
|-----------------------------------|-------------------|----------|
| Beginning Balance | 205,513.83 | |
| Cleared Transactions | | |
| Deposits and Credits - 4 items | 4,974.74 | |
| Total Cleared Transactions | 4,974.74 | |
| Cleared Balance | <u>210,488.57</u> | <i>✓</i> |
| Register Balance as of 11/30/2023 | 210,488.57 | |
| Ending Balance | 210,488.57 | |

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

Statement of Account

Statement Date 11/30/23

Page 1 of 2

Account Number XXXXXXXXXXXX [REDACTED]

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

Port of Bandon
 390 1st St SW
 Bandon OR 97411



SUMMARY OF ACCOUNTS

| | | | |
|-----------------------------|-------------------------|--------------|--|
| Basic Public Funds Checking | XXXXXXXXXXXX [REDACTED] | \$210,488.57 | Magic is in the air! We hope your holiday season is filled with laughter, light and the love of family and friends. May you enjoy peace, happiness and joy today and throughout the new year. We appreciate you. |
| | | | -- From all of us at Banner Bank |

CHECKING ACCOUNT

XXXXXXXXXXXX [REDACTED]

Basic Public Funds Checking

| | | | |
|-------------------------------|-------------------------|------------------------------|------------------------|
| Account Title: Port of Bandon | | Statement Dates | 11/01/23 thru 11/30/23 |
| Account Number | XXXXXXXXXXXX [REDACTED] | Days in the statement period | 30 |
| Previous Balance | 205,513.83 | Average Ledger | 208,197.22 |
| 2 Deposits/Credits | 4,974.74 | Average Collected | 207,803.54 |
| Debits | .00 | | |
| Service Charge | .00 | | |
| Interest Paid | .00 | | |
| Current Balance | 210,488.57 | | |

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ASSETS

| CURRENT ASSETS | GENERAL FUND | CAPITAL FUND | RESERVE FUND | ALL FUNDS |
|------------------------------|-----------------------|---------------------|-----------------------|-----------------------|
| Banner Bank Checking Account | \$57,826.89 | \$0.00 | \$0.00 | \$57,826.89 |
| Banner Bank Merchant Account | \$30,850.55 | \$0.00 | \$0.00 | \$30,850.55 |
| Banner Bank PEDF Account | \$0.00 | \$0.00 | \$210,488.57 | \$210,488.57 |
| LGIP Investment Account | \$1,569,755.91 | \$670,172.65 | \$3,380,488.56 | \$5,620,417.12 |
| Petty Cash | \$100.00 | \$0.00 | \$0.00 | \$100.00 |
| TOTAL CURRENT ASSETS | \$1,658,533.35 | \$670,172.65 | \$3,590,977.13 | \$5,919,683.13 |

| OTHER ASSETS | GENERAL FUND | CAPITAL FUND | RESERVE FUND | ALL FUNDS |
|---------------------------|---------------|---------------|---------------------|---------------------|
| PEDF NOTES RECEIVABLE | \$0.00 | \$0.00 | \$412,103.04 | \$412,103.04 |
| TOTAL OTHER ASSETS | \$0.00 | \$0.00 | \$412,103.04 | \$412,103.04 |

| | | | | |
|-------------------------|-----------------------|---------------------|-----------------------|-----------------------|
| TOTAL ALL ASSETS | \$1,658,533.35 | \$670,172.65 | \$4,003,080.17 | \$6,331,786.17 |
|-------------------------|-----------------------|---------------------|-----------------------|-----------------------|

| EQUITY | GENERAL FUND | CAPITAL FUND | RESERVE FUND | ALL FUNDS |
|---------------------------|-----------------------|---------------------|-----------------------|-----------------------|
| PEDF EQUITY | \$0.00 | \$0.00 | \$412,103.04 | \$412,103.04 |
| FUND BALANCE, BEG OF YEAR | \$465,337.91 | \$312,973.00 | \$4,298,936.00 | \$5,077,246.91 |
| CURRENT NET INCOME | \$1,193,195.44 | \$357,199.65 | (\$707,958.87) | \$842,436.22 |
| TOTAL EQUITY | \$1,658,533.35 | \$670,172.65 | \$4,003,080.17 | \$6,331,786.17 |

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PORT OF BANDON

CHECK TRANSACTIONS

NOVEMBER 2023



| DATE | CK # | NAME | AMOUNT |
|------------|------|--------------------------------------|----------------------------|
| 11/14/2023 | 5556 | Country Media | (123.84) |
| 11/14/2023 | 5557 | Coastal Paper | (366.78) |
| 11/14/2023 | 5558 | US Relay | (99.00) |
| 11/14/2023 | 5559 | Special District Insurance, Health | (6,540.14) |
| 11/14/2023 | 5560 | SDAO | (5,319.00) |
| 11/14/2023 | 5561 | Les County Sanitary Service | (35.22) |
| 11/14/2023 | 5562 | Bandon IT | (236.25) |
| 11/14/2023 | 5563 | OoNee Corp | (1,412.00) |
| 11/14/2023 | 5564 | Tyree Oil | (114.34) |
| 11/14/2023 | 5565 | Pacific Power | (17.61) |
| 11/14/2023 | 5566 | Streamline | (200.00) |
| 11/14/2023 | 5567 | Oregon Seaweed | (1,500.00) |
| 11/14/2023 | 5568 | City of Bandon | (2,956.88) |
| 11/14/2023 | 5569 | Bandon Ace Hardware | (130.66) |
| 11/14/2023 | 5570 | Hennick's | (231.08) |
| 11/14/2023 | 5571 | Bandon Supply Inc. | (190.89) |
| 11/15/2023 | EFT | Banner Bank Credit Card | (1,965.33) |
| 11/20/2023 | 5572 | Paul Cooley | (2,000.00) |
| 11/28/2023 | EFT | Oregon Growth Savings Plan | (850.00) |
| 11/28/2023 | EFT | Oregon Department of Revenue | (2,511.90) |
| 11/28/2023 | 5580 | West Coast Contractors, Inc. | (845,114.70) |
| 11/28/2023 | 5581 | Pacific Power | (17.61) |
| 11/28/2023 | 5582 | Joseph's Janitorial | (395.00) |
| 11/28/2023 | 5583 | Canon Solutions America | (130.04) |
| 11/28/2023 | 5584 | CNA Surety | (100.00) |
| 11/28/2023 | 5585 | Tyree Oil | (76.68) |
| 11/28/2023 | 5586 | HGE Inc. | (9,739.29) |
| 11/28/2023 | 5587 | Oregon Department of Fish & Wildlife | (779.00) |
| 11/29/2023 | DD | QuickBooks Payroll Service | (24,157.43) |
| 11/29/2023 | 5588 | Blue Ridge Strategies | (3,000.00) |
| 11/30/2023 | EFT | US Treasury EFTPS | (7,869.72) |
| | | | <u>(918,180.39)</u> |

W

PORT OF BANDON

GENERAL FUND BUDGET

Fiscal Year 2023 - 2024



| REVENUE ACCOUNT | BUDGET | NOVEMBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|-----------------------------|---------------------|-------------------|-------------------|-------------------|---------------|
| Bank Interest | 40,000.00 | 23,510.96 | 95,265.86 | (55,265.86) | -138.16% |
| Misc. Revenue | 100,500.00 | 701.70 | 24,690.02 | 75,809.98 | 75.43% |
| Moorage | 20,000.00 | 1,400.00 | 7,159.00 | 12,841.00 | 64.21% |
| Property Taxes, Current | 563,174.00 | 472,032.99 | 483,450.45 | 79,723.55 | 14.16% |
| Property Taxes, Prior Years | 25,000.00 | 3,073.96 | 9,195.57 | 15,804.43 | 63.22% |
| Rental Revenue | 253,718.00 | 19,492.99 | 104,404.62 | 149,313.38 | 58.85% |
| TOTAL REVENUE | 1,002,392.00 | 520,212.60 | 724,165.52 | 278,226.48 | 27.76% |

| PERSONNEL SERVICES | BUDGET | NOVEMBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|--------------------|-------------------|------------------|-------------------|-------------------|---------------|
| TOTAL MONTH | 525,000.00 | 41,691.68 | 201,664.04 | 323,335.96 | 61.59% |

| MATERIALS * SERVICES | BUDGET | NOVEMBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|---------------------------------------|-------------------|------------------|------------------|-------------------|-------------|
| Office Supplies | 10,000.00 | 1,730.12 | 5,120.03 | 4,879.97 | 48.80% |
| Printing & Advertising | 2,000.00 | 123.84 | 331.52 | 1,668.48 | 83.42% |
| Building Maintenance | 75,000.00 | 232.99 | 3,079.90 | 71,920.10 | 95.89% |
| Dock Maintenance | 10,000.00 | 192.87 | 3,185.73 | 6,814.27 | 68.14% |
| General Operations | 20,000.00 | 594.26 | 5,368.36 | 14,631.64 | 73.16% |
| Grounds Maintenance | 20,000.00 | 419.32 | 4,191.91 | 15,808.09 | 79.04% |
| Utilities & Phone | 35,000.00 | 3,215.04 | 16,880.62 | 18,119.38 | 51.77% |
| Commission Expenses | 8,000.00 | 4.78 | 9.07 | 7,990.93 | 99.89% |
| Legal Fees | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 100.00% |
| Audit | 15,000.00 | 0.00 | 5,302.70 | 9,697.30 | 64.65% |
| Insurance | 65,000.00 | 0.00 | 58.74 | 64,941.26 | 99.91% |
| Dues & Fees | 15,000.00 | 5,627.41 | 10,285.21 | 4,714.79 | 31.43% |
| Miscellaneous | 10,000.00 | (0.01) | 6,844.58 | 3,155.42 | 31.55% |
| Employee Expenses | 8,000.00 | 517.56 | 4,277.18 | 3,722.82 | 46.54% |
| Marketing | 6,000.00 | 99.00 | 495.00 | 5,505.00 | 91.75% |
| Taxes | 4,000.00 | 0.00 | 3,044.48 | 955.52 | 23.89% |
| Professional Fees | 20,000.00 | 3,000.00 | 3,765.00 | 16,235.00 | 81.18% |
| Contract Grounds Services | 5,000.00 | 395.00 | 1,975.00 | 3,025.00 | 60.50% |
| TOTAL MATERIALS & SERVICES | 338,000.00 | 16,152.18 | 74,215.03 | 263,784.97 | |

| CAPITAL OUTLAY | BUDGET | NOVEMBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|-----------------------------|-------------------|-------------|-----------------|-------------------|-------------|
| Equipment | 18,293.00 | 0.00 | 3,500.00 | 14,793.00 | 80.87% |
| Building Expenses | 35,000.00 | 0.00 | 826.00 | 34,174.00 | 97.64% |
| Property Improvements | 150,000.00 | 0.00 | 0.00 | 150,000.00 | 100.00% |
| TOTAL CAPITAL OUTLAY | 203,293.00 | 0.00 | 4,326.00 | 198,967.00 | |

| TRANSFERS | BUDGET | NOVEMBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|--------------------------|-------------------|-------------|-------------|-------------------|-------------|
| Transfer to Reserve Fund | 361,099.00 | 0.00 | 0.00 | 361,099.00 | 100.00% |
| TOTAL TRANSFERS | 361,099.00 | 0.00 | 0.00 | 361,099.00 | |

| SUMMARY | BUDGET | NOVEMBER | TOTAL YEAR | \$ REMAINING | % REMAINING |
|--------------------------|--------------|-------------------|---------------------|---------------------|-------------|
| Total Revenue | 1,427,392.00 | 520,212.60 | 724,165.52 | 703,226.48 | 49.27% |
| Total Expenses | 1,427,392.00 | 57,843.86 | 280,205.07 | 1,147,186.93 | 80.37% |
| TOTAL NET REVENUE | 0.00 | 462,368.74 | 1,004,370.59 | 1,850,413.41 | |

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