



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
B.	Commissioner Comments		
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	<u>-15,151.12</u>
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>

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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
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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		

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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
	<u>4,540.29</u>
Total Cleared Transactions	
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
	<u>9,769.89</u>
Total New Transactions	
Ending Balance	<u><u>28,485.92</u></u>

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Statement of Account

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Page 1 of 2

Account Number XXXXXXXXXXXXX

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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	XXXXXXXXXXXX	\$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
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CHECKING ACCOUNT XXXXXXXXXXXX

Basic Public Funds Checking

Account Title: Port of Bandon Merchant Services Account		Statement Dates	10/02/23 thru 10/31/23
Account Number	XXXXXXXXXXXX	Days in the statement period	30
Previous Balance	14,175.74	Average Ledger	18,089.55
5 Deposits/Credits	4,604.00	Average Collected	18,089.55
1 Debits	63.71		
Service Charge	.00		
Interest Paid	.00		
Current Balance	18,716.03		

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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

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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

Closing Balance	\$4,771,799.21
Dividends	19,770.12

Asset Summary

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

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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

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Statement Date 10/31/23

Page 1 of 2

Account Number XXXXXXXXXXXX [REDACTED]

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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	XXXXXXXXXXXX [REDACTED]	\$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
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CHECKING ACCOUNT

XXXXXXXXXXXX [REDACTED]

Basic Public Funds Checking

Account Title: Port of Bandon		Statement Dates	10/02/23 thru 10/31/23
Account Number	XXXXXXXXXXXX [REDACTED]	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>

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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

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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	

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