AGENDA

Port of Bandon

Regular Commission Meeting &
Executive Session Per ORS 192.660 (2)(i)
September 25th, 2025, 5:00pm
Bandon Public Library
Bandon, OR
www.portofbandon.com/meetings
for details

			PAGES
A.	**Call To Order**	Commissioners	Verbal
B.	**Roll Call by Secretary-Treasurer**	Commissioners	Verbal
C.	**Consent Calendar**		
i.	August Minutes	Commissioners	A-B
ii.	August Financials	Commissioners	C-M
D.	**Presiding Officer and Commissioner Comments**		
E.	**Ordinances and Resolutions**		
i.	Resolution 2025-04 Supplemental Budget	Jeff/Commissioners	1-2
F.	**Public Contracts and Purchasing**		
i.	Tri-County Plumbing Water Line Repairs	Jeff/Shawn/Commissioners	Verbal
ii.	Jason Youmans Electric Panel Repairs	Jeff/Shawn/Commissioners	Verbal
iii.	Redmon Pond Trail Property Purchase	Jeff/Commissioners	3
G.	**Public Hearings**		
H.	**Port Managers Report**		
i.	General Updates - PNWA, OPPA, Coastal Caucus Summit	Jeff/Commissioners	Verbal
ii.	Federal Funding Update	Jeff/Commissioners	Verbal
I.	**Harbormaster / Staff Reports**		
i.	High Dock Harbor Office	Shawn/Commissioners	Verbal
ii.	Compressor picnic bench	Shawn/Commissioners	4
iii.	New Pavers at Fisheries Building	Shawn/Commissioners	5
iv.	Boardwalk Art Show Awards	Josh/Commissioners	Verbal
J.	**Public Comment**		
K.	**Other Misc Matters**		
L.	**Executive Session**		
i.	ORS 192.660 (2)(i)	Jeff/Commissioners	Verbal
M.	**Adjournment**		

NOTES:

Port of Bandon
Regular Commission Meeting
August 28, 2025, 5:00 pm
Bandon Public Library
Bandon, OR

Commissioners Present: Reg Pullen, Don Starbuck, Lori Osborne (via Zoom), Donny Goddard
Commissioners Absent: Wayne Butler
Staff: Jeff Griffin - Port Manager, Kathy Reed – Finance Director, Josh Adamson – Port Specialist, and Shawn Winchell – Harbormaster
Guests:

Commissioner Pullen opened the meeting at 5:03pm

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

Agenda item (F)(i) Culver glass front door quote was pulled from Agenda. Shawn is looking into more quotes. Item will be revisited at next scheduled meeting.

Pacific Northwest Waterways Association is getting ready for fall conference. Griffin discussed a list of proposed projects in Oregon that PNWA will lobby for. The Yaquina was in Bandon for 4 days and dredged 20,000 cu yd of sediment from the federal channel and bar. No post survey is available yet.

Griffin showed a hydro survey of the marina basin comparing inside navigation channel depths to the rest of the marina which was recently dredged last year. The Port is hoping in future dredging to piggyback off Army Corps efforts to reduce mobilization costs and dredge both areas at the same time. Griffin recently met with the new Chief of United States Coast Guard Station Coos Bay and discussed hardships and needs for the Bandon SARDET.

An update was given on the Coquille Watershed Association to which Griffin and Pullen are both on the Board of Directors. There is a new interim Executive Director of the Watershed who is doing great work. They have a great staff and currently have over 80 open grants totaling over 9 million dollars for restoration projects.

Per ORS 192.700, all elected officials are required to take an Oregon Government Ethics Commission approved Public Meetings Law training. Trainings are available as a seminar with all or can be done individually on own time. Griffin provided commissioners with needed information to take training.

At last month's meeting, limited time parking was tabled. Commissioners expressed ideas for signage or possible enforcement options to limit public parking times to keep traffic flow moving. The Fisheries Building has 4 spaces with 15-minute signs. A discussion on where the Port would or should limit parking times was discussed. Issues with enforcement were met with ideas of looking into outside security firms

to hire. Bandon Police and City Code Enforcement have not been enforcing the Elmira lot, gravel lot, or Alabama lots as they are becoming overrun with overnight RV camping.

Shawn updated Commissioners on High Dock Building status. Trusses have been installed. In 2 weeks, the roofers should be starting. The hope is to have the building sealed before winter comes. While roofers are working, staff will be installing doors and windows to make building "weather tight".

Pavers are being installed at the Fisheries Building in the area where the planter box used to sit on the South wall under the mural. A new meter base is being installed adjacent to Bandon Bait.
The electric upgrade has been completed to the Fisheries Building and the Port will investigate heating options. Commissioner Osborne proposed roping off the paver area during installation to prevent trip hazards.

Kathy updated on balance of Reserve Fund. Reserve Fund balance is currently $207,352 and is approximately $100K over budget. This is because OSMB sent their reimbursement for the marina grant later than expected, and staff had to create a supplemental budget after the current fiscal year budget had already been approved.

Moorage for the month of August 2025 is up 75% from the month of August 2024. This is due to the river being re-opened for salmon.

There have been three audits this summer. The first was from ODFW, reviewing the Ports Single Audit from 2023 - 2024. There were no findings on this audit. The second was from SAIF, the Ports workers comp insurance vendor. This was an in-person audit, and 2024 payroll was reviewed. The auditor found that by changing an existing calculation to volunteer hours, the Port could save $267. The last audit is still in process and is the annual audit. The auditors had an in-person review and interview. During the interview process, they gave compliments to staff and the Port of Bandon facilities.

PUBLIC COMMENT:
None

A late item was added to the agenda to support the Fishing Poles for Kids Oregon Coast curated by Bulldog Sump. Previously the Port donated to Dave Romanowski for his local efforts. Dave has retired and handed his operation over to Bulldog to merge territories and continue donating fishing poles to local children at various spots on the Oregon Coast. **Commissioner Goddard made a motion for the Port to donate $2,000 to Fishing Poles for Kids Oregon Coast. Commissioner Osborne seconded. Motion passes unanimously.**

Regular meeting was adjourned at 5:46pm

Respectfully submitted by
Joshua Adamson

Port of Bandon
Reconciliation Summary
10130 · Banner Bank PEDF Account, Period Ending 08/31/2025

	Aug 31, 25	
Beginning Balance		34,197.62
Cleared Transactions		
Deposits and Credits - 3 items	3,718.03	
Total Cleared Transactions	3,718.03	
Cleared Balance		**37,915.65**
Register Balance as of 08/31/2025		37,915.65
Ending Balance		37,915.65

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

Statement of Account

Statement Date 09/02/25
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

Finance those fall home repairs with a home equity line of credit
Need to replace drafty windows or fix a leaky roof before winter? Wrap up those home improvement projects before the first snowflake falls with a home equity line of credit.

SUMMARY OF ACCOUNTS

Basic Public Funds Checking	XXXXXXXXXXXX[redacted]	$37,915.65

CHECKING ACCOUNT XXXXXXXXXXXX[redacted]

Basic Public Funds Checking

Account Title: Port of Bandon			
Account Number	XXXXXXXXXXXX[redacted]	Statement Dates	8/01/25 thru 9/02/25
Previous Balance	34,197.62	Days in the statement period	33
2 Deposits/Credits	3,718.03	Average Ledger	36,450.97
Debits	.00	Average Collected	36,344.36
Service Charge	.00		
Interest Paid	.00		
Current Balance	37,915.65		

D

Port of Bandon
Reconciliation Summary
10100 · Banner Bank Checking, Period Ending 08/31/2025

	Aug 31, 25	
Beginning Balance		76,890.96
Cleared Transactions		
Checks and Payments - 33 items	-109,047.68	
Deposits and Credits - 24 items	161,881.98	
Total Cleared Transactions	52,834.30	
Cleared Balance		**129,725.26**
Uncleared Transactions		
Checks and Payments - 14 items	-19,473.53	
Total Uncleared Transactions	-19,473.53	
Register Balance as of 08/31/2025		**110,251.73**
New Transactions		
Checks and Payments - 33 items	-49,271.18	
Deposits and Credits - 6 items	10,164.29	
Total New Transactions	-39,106.89	
Ending Balance		**71,144.84**

Statement of Account

BANNER BANK
10 South First Avenue
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bannerbank.com

Statement Date	09/02/25
Page	1 of 3
Account Number	XXXXXXXXXXXX[redacted]

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

Port of Bandon
390 1st St SW
Bandon OR 97411

Finance those fall home repairs with a home equity line of credit
Need to replace drafty windows or fix a leaky roof before winter? Wrap up those home improvement projects before the first snowflake falls with a home equity line of credit.

SUMMARY OF ACCOUNTS

Complete Public Funds Checking	XXXXXXXXXXXX[redacted]	$129,725.26

CHECKING ACCOUNT XXXXXXXXXXXX[redacted]

Complete Public Funds Checking

Account Title: Port of Bandon			
Account Number	XXXXXXXXXXXX[redacted]	Statement Dates	8/01/25 thru 9/02/25
Previous Balance	76,890.96	Days in the statement period	33
15 Deposits/Credits	162,056.98	Average Ledger	137,277.98
12 Debits	43,100.26	Average Collected	136,449.28
22 Checks	66,122.42		
Service Charge	.00		
Interest Paid	.00		
Current Balance	129,725.26		

F

Port of Bandon
Reconciliation Summary
10110 · Banner Bank Merchant, Period Ending 08/31/2025

	Aug 31, 25	
Beginning Balance		17,331.03
Cleared Transactions		
Checks and Payments - 1 item	-1,014.73	
Deposits and Credits - 6 items	12,309.66	
Total Cleared Transactions	11,294.93	
Cleared Balance		**28,625.96**
Register Balance as of 08/31/2025		28,625.96
New Transactions		
Deposits and Credits - 1 item	7.28	
Total New Transactions	7.28	
Ending Balance		**28,633.24**

G

Statement of Account

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

Statement Date 09/02/25
Page 1 of 2
Account Number XXXXXXXXXXXX[redacted]

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

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

Finance those fall home repairs with a home equity line of credit
Need to replace drafty windows or fix a leaky roof before winter? Wrap up those home improvement projects before the first snowflake falls with a home equity line of credit.

SUMMARY OF ACCOUNTS

Basic Public Funds Checking	XXXXXXXXXXXX[redacted]	$28,625.96

CHECKING ACCOUNT XXXXXXXXXXXX[redacted]

Basic Public Funds Checking

Account Title: Port of Bandon
Merchant Services Account

Account Number	XXXXXXXXXXXX[redacted]	Statement Dates	8/01/25 thru 9/02/25
Previous Balance	17,331.03	Days in the statement period	33
5 Deposits/Credits	12,309.66	Average Ledger	26,502.54
1 Debits	1,014.73	Average Collected	26,502.54
Service Charge	.00		
Interest Paid	.00		
Current Balance	28,625.96		

H

Port of Bandon
Reconciliation Summary
10120 · LGIP Local Gov Investment Pool, Period Ending 08/31/2025

	Aug 31, 25	
Beginning Balance		761,392.76
Cleared Transactions		
Deposits and Gredits - 2 items	6,475.16	
Total Cleared Transactions		6,475.16
Cleared Balance		**767,867.92**
Register Balance as of 08/31/2025		767,867.92
Ending Balance		767,867.92

OREGON STATE TREASURY

Account Statement

For the Month Ending **August 31, 2025**

PORT OF BANDON - PORT OF BANDON - [redacted]

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					**761,392.76**
08/08/25	08/08/25	Coos County - ME 7/25 Tax Distribution	1.00	3,489.96	764,882.72
08/29/25	09/02/25	Accrual Income Div Reinvestment - Distributions	1.00	2,985.20	767,867.92
Closing Balance					**767,867.92**

	Month of August	Fiscal YTD July-August
Opening Balance	761,392.76	750,432.51
Purchases	6,475.16	17,435.46
Redemptions	0.00	(0.05)
Closing Balance	**767,867.92**	**767,867.92**
Dividends	2,985.20	5,938.22

Closing Balance	767,867.92
Average Monthly Balance	764,383.55
Monthly Distribution Yield	4.60%

PORT OF BANDON
CHECK TRANSACTIONS

AUGUST 2025

DATE	CK #	NAME	AMOUNT
8/14/25	6564	South Coast Septic	($115.00)
8/14/25	6565	Tyree Oil	($155.33)
8/14/25	6566	Bandon Key Works	($19.00)
8/14/25	6567	Les County Sanitary Service	($38.28)
8/14/25	6568	Stericycle Inc.	($83.50)
8/14/25	6569	City of Bandon	($3,678.07)
8/14/25	6570	Special District Ins Services	($10,176.10)
8/14/25	6571	Coastal Paper	($1,737.48)
8/14/25	6572	Bandon Supply Inc.	($598.04)
8/14/25	6573	Charles O'Neill	($250.00)
8/14/25	6574	City of Bandon.	($1,240.00)
8/27/25	6575	Bandon IT	($101.25)
8/27/25	6576	Budwyn's Custom Shop	($170.00)
8/27/25	6577	Willamette Graystone	($1,986.60)
8/27/25	6578	Vicki Affatati	($2,600.00)
8/27/25	6579	Bayshore Paints	($349.98)
8/27/25	6580	South Coast Septic	($115.00)
8/27/25	6581	Shawn Tempesta	($1,000.00)
8/27/25	6582	Ava Richey	($2,000.00)
8/27/25	6583	HGE Inc.	($930.10)
8/27/25	6584	Pacific Power	($21.32)
8/27/25	6585	Brian Foley	($895.00)
8/28/25	EFT	US Treasury EFTPS	($7,324.80)
8/28/25	EFT	Oregon Department of Revenue	($2,659.11)
8/28/25	EFT	Oregon Growth Savings Plan	($850.00)
8/28/25	EFT	Oregon Child Support Program	($10.00)
8/29/25	EFT	QuickBooks Payroll Service	($26,379.20)
TOTAL			**($65,483.16)**

K

PORT OF BANDON

BALANCE SHEET

AUGUST 2025

CURRENT ASSETS	GENERAL FUND	CAPITAL FUND	RESERVE FUND	ALL FUNDS
Banner Bank Checking Account	$110,251.73	$0.00	$0.00	$110,251.73
Banner Bank Merchant Account	$28,625.96	$0.00	$0.00	$28,625.96
Banner Bank PEDF Account	$0.00	$0.00	$37,915.65	$37,915.65
LGIP Investment Account	$37,272.85	$557,440.26	$173,154.81	$767,867.92
Petty Cash	$0.00	$0.00	$0.00	$100.00
TOTAL CURRENT ASSETS	**$176,150.54**	**$557,440.26**	**$211,070.46**	**$944,761.26**

LONG TERM LIABILITY	GENERAL FUND	CAPITAL FUND	RESERVE FUND	ALL FUNDS
Business Oregon Port Loan	$0.00	$0.00	$729,106.25	$729,106.25
TOTAL LONG TERM LIABILITY	**$0.00**	**$0.00**	**$729,106.25**	**$729,106.25**

EQUITY	GENERAL FUND	CAPITAL FUND	RESERVE FUND	ALL FUNDS
Fund Balance, Beg of Year	$273,742.82	$437,690.49	$202,140.80	$913,574.11
Current Net Income	($97,592.28)	$119,749.77	($720,176.59)	($697,919.10)
TOTAL LIABILITY & EQUITY	**$176,150.54**	**$557,440.26**	**($518,035.79)**	**$215,655.01**

TOTAL LIABILITY & EQUITY	**$176,150.54**	**$557,440.26**	**$211,070.46**	**$944,761.26**

PORT OF BANDON

GENERAL FUND BUDGET

Fiscal Year 2025 - 2026

REVENUE ACCOUNT	BUDGET	AUGUST	TOTAL YEAR	$ REMAINING	% REMAINING
Bank Interest	45,000.00	2,985.20	5,938.17	39,061.83	86.80%
Misc. Revenue	56,000.00	2,985.45	8,020.90	47,979.10	85.68%
Moorage	75,000.00	12,154.00	27,147.91	47,852.09	63.80%
Property Tax Collection	643,871.00	3,489.96	11,497.24	632,373.76	98.21%
Rental Revenue	271,640.00	17,777.68	43,433.85	228,206.15	84.01%
TOTAL REVENUE	**1,091,511.00**	**39,392.29**	**96,038.07**	**995,472.93**	**91.20%**

PERSONNEL SERVICES	BUDGET	AUGUST	TOTAL YEAR	$ REMAINING	% REMAINING
TOTAL MONTH	**596,901.00**	**45,344.72**	**93,509.35**	**503,391.65**	**84.33%**

MATERIALS * SERVICES	BUDGET	AUGUST	TOTAL YEAR	$ REMAINING	% REMAINING
Office Supplies	15,000.00	1,375.47	2,021.01	12,978.99	86.53%
Printing & Advertising	5,000.00	0.00	131.88	4,868.12	97.36%
Building Maintenance	35,000.00	2,324.00	3,137.31	31,862.69	91.04%
Dock Maintenance	20,000.00	349.98	618.68	19,381.32	96.91%
General Operations	20,000.00	658.25	9,463.52	10,536.48	52.68%
Grounds Maintenance	20,000.00	6,385.74	7,341.34	12,658.66	63.29%
Utilities & Phone	25,000.00	2,144.94	4,413.69	20,586.31	82.35%
Commission Expenses	10,000.00	0.00	163.94	9,836.06	98.36%
Legal Fees	10,000.00	0.00	0.00	10,000.00	100.00%
Audit	15,000.00	0.00	0.00	15,000.00	100.00%
Insurance	105,000.00	(6,999.37)	(4,733.37)	109,733.37	104.51%
Dues & Fees	20,000.00	1,695.38	4,583.86	15,416.14	77.08%
Miscellaneous	25,000.00	3,000.00	3,199.00	21,801.00	87.20%
Employee Expenses	15,000.00	186.40	1,142.85	13,857.15	92.38%
Marketing	6,000.00	0.00	0.00	6,000.00	100.00%
Boardwalk Art Show	7,500.00	0.00	0.00	7,500.00	100.00%
Taxes	5,000.00	0.00	0.00	5,000.00	100.00%
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%
TOTAL MATERIALS & SERVICES	**478,858.00**	**11,120.79**	**31,483.71**	**447,374.29**	**93.43%**

CAPITAL OUTLAY	BUDGET	AUGUST	TOTAL YEAR	$ REMAINING	% REMAINING
Equipment	30,219.00	0.00	44,266.20	(14,047.20)	-46.48%
Building Expenses	15,000.00	0.00	0.00	15,000.00	100.00%
Property Improvements	70,005.00	0.00	24,344.00	45,661.00	65.23%
TOTAL CAPITAL OUTLAY	**115,224.00**	**0.00**	**68,610.20**	**46,613.80**	**40.45%**

TRANSFERS	BUDGET	AUGUST	TOTAL YEAR	$ REMAINING	% REMAINING
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%
TOTAL TRANSFERS	**133,117.00**	**0.00**	**0.00**	**133,117.00**	**100.00%**

SUMMARY	BUDGET	AUGUST	TOTAL YEAR	$ REMAINING	% REMAINING
Total Revenue	1,365,253.82	39,392.29	96,038.07	1,269,215.75	92.97%
Total Expenses	1,324,100.00	56,465.51	193,603.26	1,130,496.74	85.38%
TOTAL NET REVENUE	**41,153.82**	**(17,073.22)**	**(97,565.19)**	**2,399,712.49**	**181.23%**

PORT OF BANDON

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

RESOLUTION No. 2025-04

RESOLUTION TO ADOPT SUPPLEMENTAL BUDGET

WHEREAS, on April 24, 2025, the Port of Bandon Budget Committee voted to adopt *Resolution No. 2025-03, "2025 – 2026 Annual Budget Adoption"*, which included a $133,117.00 transfer from the General Fund to the Reserve Fund.

WHEREAS, on May 16, 2025, after the Port of Bandon Budget Committee approved to adopt the 2025 – 2026 budget, the Reserve Fund received additional grant funds that were not budgeted for. These additional grant funds increased the Reserve Fund levels above the amount budgeted by $116,526.44.

WHEREAS, on July 24, 2025, the Port of Bandon Commissioners voted to approve the purchase of the Bandon Fish Market building from Mike Berry for $137,500 over a five-year period, with annual payments of $27,500.

WHEREAS, due to complexities in property ownership and other matters, for the Bandon Fish Market sale to proceed the best course of action is to make a single payment in full.

NOW THEREFORE, BE IT RESOLVED, as the Port of Bandon Reserve Fund received more than anticipated in May 2025, the Commissioners hereby approve a Supplemental Budget amending the 2025 – 2026 Budget, to cancel the planned transfer of $133,117.00 from the General Fund to the Reserve Fund, and to instead purchase, in one lump sum, the Bandon Fish Market building from Mike Berry utilizing the extra General Funds.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN FUNDS BEING MODIFIED

Fund: GENERAL FUND

#	Resource	Amount	#	Ependiture	Amount
			1	Transfer to Reserve Fund	0.00
			2	Real Property Improvements	201,122.00
	Revised Total Fund Resources			**Revised Total Fund Requirements**	**1,462,732.00**

Fund: RESERVE FUND

#	Resource	Amount	#	Ependiture	Amount
1	Transferrred from General Fund	0.00	1	Dredging	91,883.00
	Revised Total Fund Resources	**136,432.00**		**Revised Total Fund Requirements**	**136,435.00**

This resolution authorizes a supplemental budget resolution to the 2025 – 2026 Port of Bandon budget.

APPROVED AND ADOPTED by a majority vote of the Port of Bandon Commissioners this 25th day of September 2025.

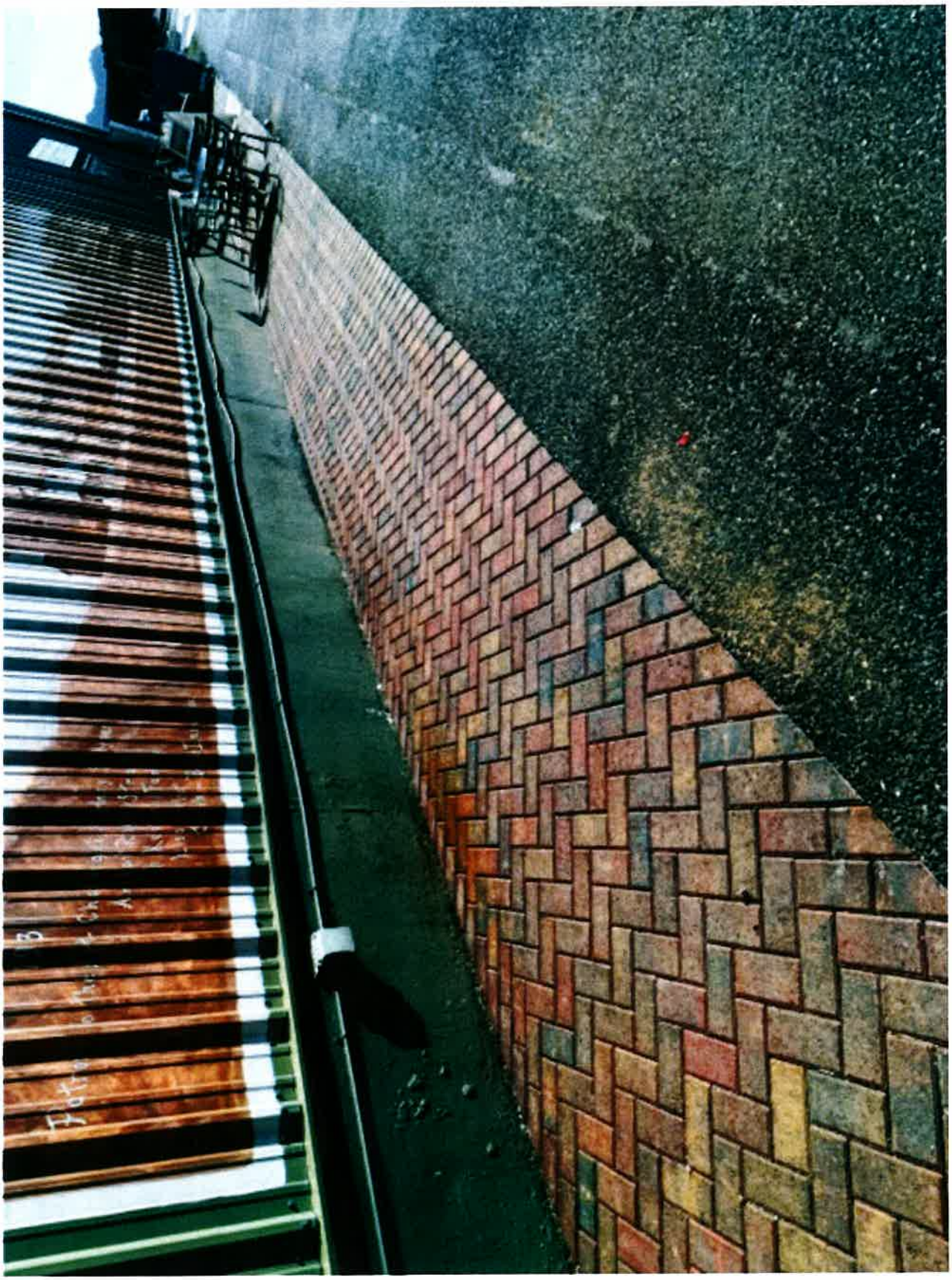
APPROVED:

_____

Reg Pullen, Commission President

ATTESTED:

_____

Donny Goddard, Vice President

Lincoln Ave SW
3rd St SW
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5th St SW
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Lincoln Ave SW
6th St SW
Jetty Rd SW
Jetty Rd SW
Jetty Rd SW
Jetty Rd SW
Jetty Rd SW
South Jetty
County Park
Ocean Dr SW
Ocean Dr SW