



AGENDA

Port of Bandon
 Regular Commission Meeting
 March 26th, 2026, 5:00pm
 Bandon Public Library
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.	February Minutes	Commissioners	A-B
D.	Presiding Officer and Commissioner Comments		
E.	Ordinances and Resolutions		
F.	Public Contracts and Purchasing		
i.	Boardwalk Light Pole Installation	Jeff/Shawn/Commissioners	1
ii.	Refrigeration BFM	Jeff/Shawn/Commissioners	2-4
G.	Public Hearings		
H.	Port Directors Report		
i.	Seafood System Management Curriculum Proposal	Jeff/Rick/Commissioners	5
ii.	Redmon Pond Update	Jeff/Commissioners	Verbal
iii.	Cormorant Hazing Update	Jeff/Commissioners	Verbal
I.	Port Staff Reports		
i.	Harbor Office Update	Shawn/Commissioners	Verbal
ii.	2026 Budget Prep	Kathy/Commissioners	Verbal
J.	Public Comment		
K.	Other Misc Matters		
L.	Executive Session		
M.	Adjournment		

NOTES:

Port of Bandon
Regular Commission Meeting
February 26, 2026, 5:00 pm
Bandon Public Library
Bandon, OR

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

Commissioner Pullen opened the meeting at 5:00pm

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

Griffin asked that a couple late items be added to the agenda.

Griffin wanted to make sure all Commissioners were aware of the Oregon Government Ethics Commissions Statement of Economic Interest that will need to be completed. The filing period is March 15th through April 15th. Griffin will follow up at the next meeting to confirm completions.

Griffin contacted Commissioner Osborne’s anonymous donor for flagpole installation. The donor is willing to contribute \$10,000. After receiving quotes, Griffin is recommending Commission approval for a contract with FF Manufacturing in the amount of \$10,510 for the installation of new poles at the marina and Historic Coast Guard Station. **Commissioner Osborne made a motion to approve the contract with FF Manufacturing. Commissioner Goddard seconded. Motion passed unanimously.**

Commissioners were asked if the Port would like to proceed with the annual cormorant hazing project sponsored by the Oregon Department of Fish and Wildlife (ODFW). **Commissioner Goddard made a motion to approve the contract with ODFW. Commissioner Starbuck seconded. Motion passed unanimously.**

Port Director Report:

Oregon State Congressional Delegates and Oregon Public Ports Association have sent letters to the Office of Management and Budget and the Army Corps of Engineers requesting essential funding to be allocated in the Corps FY26 workplan for dredging and critical civil works projects.

Oregon U.S. Senators Wyden, Merkley and Oregon U.S. Rep Val Hoyle have sent a letter to Acting Commandant Lunday of the U.S. Coast Guard asking the department to conduct a review to determine

better meeting safety needs of the Bandon and Gold Beach Communities. The effort was initiated by Rep. Hoyles office after testimony was given at a coastal caucus meeting.

Shawn gave a status update on Harbor Office progress. The compressor for the walk-in cooler inside Bandon Fish Market needs repair. Quotes have been requested from Kyle Electric, Reece Electric and Lloyd Electric for the installation of the light poles on the boardwalk.

Kathy introduced Gusto software. The Port will now be using Gusto for payroll instead of QuickBooks payroll module. No fiscal impact. A time clock feature inside Gusto will also be used. The new platform saves an estimated 8 hours a month in payroll duties.

PUBLIC COMMENT:

John Towne thanked the Port for everything they do.

Commissioner Osborne requested more bike racks to be installed around the properties with a noticed increase in bicyclists.

Griffin informed Commissioners that future meetings will all be at 5:00pm instead of the alternating 5:30 schedule previously.

Regular meeting was adjourned at 5:25pm

Respectfully submitted by
Joshua Adamson

KYLE ELECTRIC INC.

PROFESSIONAL ELECTRICAL CONTRACTOR

1085 South 2nd Street Coos Bay, Oregon 97420

(541) 756-2723 Fax: (541) 756-4551

CCB#: 247066

February 16, 2026

Billing: Port of Bandon 390 1st St SW, Bandon, OR 97411 harbormaster@portofbandon.com (541) 347-3206	Job Site: Bandon Marina
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Re: Replace Dock Light Poles

- **Provide and install the following:**
 - 10 - Owner provided LED Light Poles
 - New wire from the base to the fixture head
 - Anchor Bolts to be reused
 - Anchor Bolts to fasten directly to the dock
 - Port employees to assist in relocating the anchor bolts
 - Existing wire and breakers to be reused.
 - Final connections and testing.
 - Grounding and bonding per NEC.
 - Equipment to set the light poles if needed.
 - Electrical Permit
- **Exclusions:**
 - Poles or Fixture Heads
 - Under dock work
 - Anchor bolts
 - Trenching, backfill and patch.

Total: \$11,450.00

Notes:

- This proposal is valid for 30 calendar days from the above date after which it will be subject to review for cost increases.
- Work done other than the items listed above will accrue additional charges. Our rate is \$125 an hour.
- All work is to be done during normal business hours, Monday through Friday 7:00 am to 5:00 pm.

Collection Fee Clause: If it is necessary to refer this account for collection buyer agrees to pay seller reasonable attorney fees and collection costs including any collection fees charged by a collection agency, even though no suit or action is filed. If a suit or action is filed the amount of such reasonable attorney's fees or collection charges shall be fixed by the court or courts in which the suit or action including any appeal therein, is tried, heard, or decided.

There will be a 3% charge for all credit card transactions.

There will be a 2% service charge on unpaid accounts over 30 days old.

Accepted by: _____

Date: _____

Sincerely,
Tyler Bunnell
Estimator/Project Manager

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Addcox Heating Center
 Commercial Existing Buildings Division
 180 N. Morrison Street
 Coos Bay OR 97470
 www.addcox.com
 info@addcox.com

BILL TO

Port of Bandon
 249 1st Street Southeast
 Bandon, OR 97411 USA

ESTIMATE 127728682	ESTIMATE DATE Mar 11, 2026
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JOB ADDRESS

Port of Bandon
 249 1st Street Southeast
 Bandon, OR 97411 USA

Job: 127416362
Technician: David Bastian III

ESTIMATE DETAILS

New 448A walk in cooler system. New Copeland condenser paired with a Bohn/Heatcraft evaporator coil. : Reusing existing walk in box, condensation drain line, defrost control and condenser unit location. Will be reusing the existing condenser location, to keep unit out of direct sea water spray and weather.
 Will be installing new refrigerant lines with insulation, new solenoid valve, sight glass, filter drier, 448A thermal expansion valve. Will be providing proper mechanical permit. Will handle scheduling of electrician for minor high voltage electrical modifications. Minor mods required at the indoor head unit. To rewire and adapt existing H/V to new evaporator unit. Can reuse the outdoor units electrical without modification from electrician. Will modify and better seal the condenser coil to the current sidewall termination hole.

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
CRF Walk-In Cooler	Refrigeration Walk-in Cooler Equipment Install Install new Copeland condenser unit Model# M6KP-0092-CAV-072 Paired with new Bohn evaporator coil Model# BELO060AS6AMAB0000 Reusing existing walk in box, condensation drain line, defrost control and condenser unit location. Will be reusing the existing condenser location, to keep unit out of direct sea water spray and weather. Will be installing new refrigerant lines with insulation, new solenoid valve, sight glass, filter drier, 448A thermal expansion valve. Line sizes 5/8 suction and 3/8 liquid Will be providing proper mechanical permit. Will handle scheduling of electrician for minor high voltage electrical modifications. Minor mods required at the indoor head unit. To rewire and adapt existing H/V to new evaporator unit. Can reuse the outdoor units electrical without modification from electrician.	1.00	\$9,250.00	\$9,250.00

Will modify and better seal the condenser coil to the current sidewall termination hole.
 Will have a technician out after installation to perform system fire off and commissioning.

Warranty:
 1 year labor warranty
 2 year parts and compressor warranty

High Voltage Custom	Extend any wiring needed at indoor evaporator, extend any conduit along with wiring. Basically doing all wiring hook ups and mods at the indoor evaporator. Wiring in existing shut off, on new evaporator. Nothing needed at outdoor unit. Can reuse without modifications. This value is an estimate, this can be adjusted on the back end once we get invoice. This may end up being \$150.00 less or more than \$700.00.	1.00	\$700.00	\$700.00
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POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$9,950.00
ST SALES TAX ZONE 0%	\$0.00
TOTAL	\$9,950.00

The remaining balance on all invoices must be paid in full within 30 days of work being completed unless otherwise noted.

All invoices not paid within the 30 days are subject to a late fee, collection fee or attorney fees. Any fees incurred by Addcox Heating Center will be the responsibility of the customer to pay. A 40% collection fee will be added to invoices if a collection agency is needed to be hired.

Warranties are not registered until payment in full is received. Company warranties past 60 days are void without payment in full.

Thank you for being part of our family at Addcox Heating Center, we truly appreciate your business.

Our Family Taking Care Of Your Family Since 1983

CUSTOMER AUTHORIZATION

This estimate is only guaranteed by Addcox Heating Center for 30 days.

Addcox Heating Center to be paid 50% down and balance upon completion unless otherwise noted on estimate.

We Propose hereby to furnish material and labor - complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

By accepting this estimate and signing the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorizing Addcox Heating Center to do the work as specified. Payment will be made as outlined above. In the event any collection action is required under this proposal/contract, customer agrees to pay, in addition to the amount owed, all of contractor's reasonably incurred attorney fees, plus costs, disbursements, and attorney fees both at trial and upon any appeal for any required collection action. If any collection action is required in bankruptcy court, customer agrees to pay contractor's attorney fees in that regard as well. Customer also acknowledges that a Lien may be put on the house if the amount of the debt is more than \$2,000 in accordance with Oregon CCB notices. Residential new

construction which takes longer than 6 months to complete due to building delays will require 90% of the entire amount less previous payments made.

Addcox accepts responsibility of registering manufacture warranties, but maintenance is required annually to sustain warranties.

If the house or property is sold, the warranty that Addcox or Manufacture has on this system may be void or changed.

By signing this contract, you agree that if the project is not paid in full within 60 days of the completion of the project, all warranties and rebates listed on the contract are null in void. A paid in full receipt is required to file all rebates and warranties.

By signing this contract, you acknowledge you have received the Oregon CCB notices: Notice of Procedure, Consumer Protection Notice and Construction liens. You will be given a copy of these upon signing the contract.

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of buyer's right to cancel for an explanation of the right to cancel. A cancellation fee may be charged in the event a customer cancels their contract after 3 business days.

This estimate was sold by David Bastian III

The customer has authorized a total of \$9,950.00

Sign here

Date

Greetings Jeff,

My name is Rick Goche. I have been in the seafood industry for over 50 years, spanning commercial fishing, research, and retail. During that time, I have amassed 40 years of experience with live crab systems. The Oregon Coast Visitors Association has engaged me to develop and distribute a high school and community college curriculum to train folks in live seafood system management.

I'm reaching out to initiate a conversation regarding a potential partnership to establish a small-scale live seafood and/or edible seaweed holding system at your port. The system would be designed to function as a commercially capable training tool. It would serve as a "learning-to-earning" demonstration system, providing hands-on experience for both high school and community college students. You can find [a short video about this project here](#).

Our goal is to encourage investment in *live* seafood as an additional market form to attract both local and tourist consumers. Business owners, knowing that training is available to manage a live system, will hopefully be encouraged to invest with greater confidence.

At this stage, we're primarily seeking input, ideas, and exploring potential partnerships. Specifically, we'd love to learn:

- Whether your port has ideas for a potential site that could host a two-tote training/small business system
- Your port's Interest in hosting a demonstration tank for high school and community college students to get hands on experience
- Whether you know of local businesses in your area that may be interested in live seafood or who have existing live systems that we could piggyback onto with a curriculum addendum

This effort is designed to bridge academic training and real-world commercial application, with a particular focus on a "business incubator" model.

As a former port Commissioner, I see ports as essential partners in identifying opportunities for business development, such as this.

In February, I intend to attend your Port meeting in person OR virtually during your regularly scheduled meeting on 2/26 at 5 PM. I'd like to share more about this project at that time. Can you please add me to your meeting agenda?

Between now and then, please be in touch with questions.

Rick Goche

Aquatic Resources Inc 541.991.2963