



AGENDA

Port of Bandon Regular
Commission Meeting
June 24, 2020, 5:00pm
Old Town Marketplace Building
Bandon OR

AGENDA TOPICS

Welcome			
1	Consent Calendar		Pages
2	May Meeting Minutes	Commissioners	A-B
3	April Financials	Commissioners	C-K
4	May Financials	Commissioners	L-U
5			
6	Business Items		
7	Moorage Rates - Resolution 2021-03 with 2 options	Jeff/Commissioners	1-4
8	Bylaw Resolution 2021-04	Jeff/Commissioners	5-14
9	ADA Pier Update	Jeff/Commissioners	Handout
10	Marina Update	Jeff/Commissioners	Verbal
11	Mariculture Feasibility	Jeff/Commissioners	Verb/Hand
12	Bandon Launch Ramp Replacement	Jeff/Commissioners	15-23
13	Staff Report		
14	Manager	Jeff/Commissioners	Verbal
15	Harbormaster	Shawn/Commissioners	Verbal
16	Farmers Market	Peggi/Commissioners	Verbal
17			
18	Public Comment		
19			
20	ADJOURN		

Notes:

Port of Bandon
Budget Committee Hearing &
Regular Commission Meeting
May 27, 2021 5:00pm
City Council Chambers
Coquille, OR
& Via ZOOM

Commissioners Present: Wayne Butler, Reg Pullen, Donny Goddard, Rick Goche and Harv Schubothe

Staff: Jeff Griffin - Port Manager, Josh Adamson - Project Manager, Peggi Towne – Farmers Market Manager, Shawn Winchell – Harbormaster, Kathy Reed – Finance Director

Guests: John Towne, Lori Osborne, Jerry Ganta

Commissioner Pullen opened the meeting at 5:08pm

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

Commissioner Pullen opened the Budget Hearing and asked for public Comment. There was none. Commissioner Pullen closed the hearing and asked for Commission discussion. There was none. **Commissioner Goche made a motion to approve and adopt Resolution 2021-02 Adopting the Budget and Imposing the Tax Rate for the fiscal year of 2021-2022 in the amount of \$0.3249 per \$1,000 of assessed value for permanent tax rate. Commissioner Butler seconded. Motion passes unanimously.**

Resolution 2021-03 draft was presented detailing updates to the Port's bylaws. The bylaws have not been reviewed or updated for 20 years. Jeff submitted a reviewed copy from Port attorney Eileen Eakins. Each section was read aloud and discussed with further recommendations by the Commission. The Commission decided to take no vote at this time instead directed Port Manager to revise and present clean copy of changes for final review at next meeting.

An RFP for the ADA Fishing Pier along the marina breakwater was published in the Oregon Daily Journal of Commerce, The World Newspaper and listed with the bid documents on the Port's website. Bidding documents may be submitted until June 9th and there will be an optional pre bid meeting on Friday May 28th at 9am.

Potential funding options were reviewed and discussed for the marina redevelopment project. Jeff shared an email from Michelle Laird from CCD further detailing the Port of Bandon EDF including loan and balance amounts and possible future transfers to the Port to help fund the project. Public meeting laws regarding Commissioners being on both the Port and EDF Board were discussed. Jeff communicated an option to refinance long term loans and also seek a new loan from EDA to replenish the original funds in partnership with CCD. **A motion was made by Commissioner Goche requesting CCD's assistance to replace the loan fund with a new EDA loan. Motion was seconded by Commissioner Butler. Motion passes unanimously.**

Port staff presented an updated marina rate study with three charts to review; current rates increased by 3%, a competitive rate sheet showing prices based on an average of five (5) similar ports, and a comparison sheet showing where the Port falls within those 5 similar Ports. Commissioners Goddard, Pullen, Butler felt the higher rate sheet was too much and Commissioner Goche was against the percentage break on going to just 3%. **Commissioner Goddard made a motion to accept the 3% increase moving forward each year until a new marina has been constructed. Commissioner Butler seconded. Commissioners Pullen, Butler, and Goddard voted Aye, with Commissioner Goche voting nay. Motion passes.**

Jeff discussed a Submerged Lands Enhancement Fund Grant Program to remove the derelict concrete slab just outside of the marina. The fund requires a 20 percent match from the Port. Project cost estimates were difficult to obtain, however the Commission did not indicate support for pursuing this at this time.

Staff reported that, per previous commission direction, a planning permit application requesting a zone amendment to the C-3 zone has been submitted by the Port to the City of Bandon planning department. This would make an amendment to City of Bandon Municipal Code Chapter 17.48 Marine Commercial (C-3) Zone, to add the following uses to 17.48.020 Permitted uses, and subtract them from 17.48.030 Conditional uses: A. Eating and drinking establishments; B. Gift, art, craft novelty or specialty shops, including the manufacture of such products. The application is currently under review.

The Port of Bandon, in conjunction with Coos County, the Department of Land Conservation, and other jurisdictions are updating the county natural hazard mitigation plan. The Port, as a member of the steering committee, has put on the website a survey for the public to fill out. The information obtained from the survey will help guide the current plan update.

Staff Report

- The Port of Bandon annual Boardwalk Art Show is now on display.
- The picnic shelter is still closed under current state guidelines.
- The Port has entered into a gorse control agreement with the City of Bandon for hillside gorse abatement on Port and City properties in the Redmon Pond area.
- Shawn shared a garage bay door update with a sample mockup of some pieces that will be used in the new construction. Machines and tools have been purchased to replicate the historical construction and design.
- Peggi gave an update on the Farmers Market.

Commissioner Butler gave an update to Curry County Commissioner Court Boice who wants to run a tour business off the charter docks. Commissioner Butler is looking at helping with his bookings.

Public Comment: None

Commissioner Pullen adjourned the meeting at 7:00pm.

Respectfully submitted,

Joshua Adamson

B

MARINA MOORAGE RATE STUDY

As of 6/16/21		Daily			
PORTS/MARINAS	20'	30'	40'	50'	
Salmon Harbor	\$11.00	\$13.00	\$16.00	\$18.00	
Port of Siuslaw	\$13.00	\$15.00	\$18.00	\$20.00	
Port of Coos Bay	\$11.34	\$17.01	\$22.68	\$28.35	
Port of Brookings Harbor	\$13.00	\$19.50	\$26.00	\$32.50	
Port of Garibaldi	\$21.00	\$26.00	\$26.00	\$26.00	
Port of Bandon	\$14.00	\$21.00	\$29.00	\$36.00	

		Weekly			
	20'	30'	40'	50'	
Port of Coos Bay	n/a	n/a	n/a	n/a	
Salmon Harbor	\$66.00	\$78.00	\$90.00	\$102.00	
Port of Siuslaw	\$60.00	\$75.00	\$91.00	\$100.00	
Port of Bandon	\$69.00	\$106.00	\$145.00	\$193.00	
Port of Garibaldi	\$124.00	\$155.00	\$155.00	\$155.00	
Port of Brookings Harbor	\$77.60	\$116.40	\$155.20	\$194.00	

		Monthly			
	20'	30'	40'	50'	
Port of Bandon	\$77.00	\$118.00	\$161.00	\$208.00	
Port of Siuslaw	\$176.00	\$206.00	\$261.00	\$351.00	
Salmon Harbor	\$198.00	\$234.00	\$270.00	\$306.00	
Port of Bandon	\$138.00	\$212.00	\$290.00	\$386.00	
Port of Coos Bay	\$173.40	\$260.10	\$346.80	\$433.50	
Port of Brookings Harbor	\$232.80	\$349.20	\$465.60	\$582.00	
Port of Garibaldi	\$412.00	\$490.00	\$490.00	\$490.00	

		Semi- Annual			
	20'	30'	40'	50'	
Port of Siuslaw	\$561.00	\$673.00	\$840.00	\$1,091.00	
Port of Bandon	\$445.00	\$670.00	\$897.00	\$1,124.00	
Port of Brookings Harbor	\$528.40	\$792.60	\$1,056.80	\$1,321.00	
Port of Garibaldi	\$875.00	\$1,133.00	\$1,133.00	\$1,133.00	
Port of Coos Bay	\$698.40	\$1,047.60	\$1,396.80	\$1,746.00	

		Annual			
	20'	30'	40'	50'	
Port of Bandon	\$627.00	\$942.00	\$1,261.00	\$1,582.00	
Port of Siuslaw	\$1,122.00	\$1,345.00	\$1,680.00	\$2,182.00	
Port of Brookings Harbor	\$927.80	\$1,391.70	\$1,855.60	\$2,319.50	
Salmon Harbor	\$1,130.00	\$1,604.00	\$2,078.00	\$2,552.00	
Port of Coos Bay	\$1,238.40	\$1,857.60	\$2,476.80	\$3,096.00	

BLUE = 3% INCREASE RATES - Option A

GRAY = RESTRUCTURED RATES USING VARIOUS % - New Option B

Coos Bay is used for reference only. Calculations were not factored into the 5 port average.

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PORT OF BANDON

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

RESOLUTION NO. 2021-03

A RESOLUTION SETTING NEW RATES AND RATE SCHEDULES FOR MOORAGE

STARTING JULY 1, 2021

WHEREAS, moorage rates shall be set by resolution of the Port of Bandon Commission: and

WHEREAS, ORS.294.160 requires the governing body of a unit of local government to provide an opportunity for interested persons to comment on the enactment of any resolution prescribing a new fee or fee increase; and

WHEREAS, rates are set by length overall, commercial vessels holding current licenses are set at the waterline: and

WHEREAS, rates can be paid daily, weekly, monthly, semi-annual, and annual; and

WHEREAS, these rates will offset the costs related to on-going marina maintenance and maintenance dredging of the Port of Bandon marina and launch ramp and the opportunity to remain competitive with other Oregon ports; and

WHEREAS, upon completion of the Marina Redevelopment Project, the Commissioners for the Port of Bandon will reevaluate the moorage rate structure;

THEREFORE, BE IT RESOLVED, that Exhibit () was APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS, on this 24th day of June, 2021

APPROVED:

ATTEST:

Reg Pullen, President

Donny Goddard, Vice President

Exhibit A



PORT OF BANDON

MOORAGE RATES (Effective 7/1/2021)

NO LIVEBOARDS

Length	Daily	Weekly	Monthly	Six Month	Annual
20	\$14	\$69	\$77	\$445	\$627
21	\$16	\$73	\$81	\$468	\$658
22	\$16	\$76	\$85	\$490	\$690
23	\$16	\$80	\$89	\$512	\$721
24	\$17	\$83	\$93	\$534	\$753
25	\$18	\$87	\$97	\$557	\$784
26	\$19	\$92	\$102	\$580	\$817
27	\$19	\$95	\$106	\$603	\$848
28	\$20	\$99	\$110	\$625	\$880
29	\$21	\$102	\$114	\$647	\$911
30	\$21	\$106	\$118	\$670	\$942
31	\$22	\$111	\$123	\$694	\$976
32	\$23	\$115	\$127	\$716	\$1,007
33	\$24	\$118	\$131	\$738	\$1,038
34	\$24	\$122	\$135	\$761	\$1,070
35	\$25	\$125	\$139	\$783	\$1,101
36	\$26	\$131	\$145	\$808	\$1,135
37	\$27	\$135	\$150	\$830	\$1,166
38	\$27	\$138	\$153	\$852	\$1,198
39	\$28	\$142	\$157	\$875	\$1,230
40	\$29	\$145	\$161	\$897	\$1,261
41	\$29	\$154	\$168	\$922	\$1,295
42	\$30	\$157	\$172	\$944	\$1,327
43	\$31	\$161	\$176	\$967	\$1,359
44	\$32	\$165	\$180	\$989	\$1,390
45	\$32	\$169	\$184	\$1,012	\$1,422
46	\$33	\$178	\$191	\$1,034	\$1,456
47	\$34	\$181	\$195	\$1,057	\$1,488
48	\$34	\$185	\$199	\$1,079	\$1,519
49	\$35	\$189	\$204	\$1,102	\$1,551
50	\$36	\$193	\$208	\$1,124	\$1,582
51	\$37	\$203	\$215	\$1,150	\$1,617
52	\$37	\$207	\$219	\$1,172	\$1,649
53	\$38	\$211	\$224	\$1,195	\$1,680
54	\$39	\$215	\$228	\$1,217	\$1,712
55	\$39	\$219	\$232	\$1,240	\$1,744

Length	Daily	Weekly	Monthly	Six Month	Annual
56	\$38	\$227	\$238	\$1,269	\$1,832
57	\$39	\$231	\$243	\$1,291	\$1,865
58	\$39	\$235	\$247	\$1,314	\$1,897
59	\$40	\$239	\$251	\$1,337	\$1,931
60	\$41	\$243	\$255	\$1,363	\$1,964
61	\$43	\$249	\$264	\$1,389	\$1,943
62	\$44	\$253	\$268	\$1,412	\$1,975
63	\$45	\$257	\$272	\$1,434	\$2,007
64	\$47	\$261	\$277	\$1,457	\$2,039
65	\$48	\$266	\$281	\$1,484	\$2,070
66	\$49	\$273	\$289	\$1,514	\$2,107
67	\$50	\$278	\$293	\$1,537	\$2,139
68	\$52	\$282	\$298	\$1,560	\$2,171
69	\$55	\$286	\$302	\$1,583	\$2,202
70	\$57	\$290	\$306	\$1,614	\$2,234
71	\$59	\$298	\$315	\$1,645	\$2,270
72	\$62	\$302	\$319	\$1,668	\$2,302
73	\$64	\$306	\$324	\$1,691	\$2,334
74	\$66	\$311	\$328	\$1,722	\$2,366
75	\$69	\$315	\$333	\$1,754	\$2,398
76	\$71	\$328	\$342	\$1,777	\$2,430
77	\$73	\$332	\$347	\$1,801	\$2,466
78	\$75	\$336	\$351	\$1,833	\$2,498
79	\$78	\$341	\$356	\$1,857	\$2,531
80	\$92	\$345	\$360	\$1,894	\$2,563
81	\$93	\$358	\$368	\$1,917	\$2,599
82	\$94	\$363	\$373	\$1,941	\$2,631
83	\$95	\$367	\$378	\$1,965	\$2,663
84	\$96	\$372	\$382	\$1,988	\$2,695
85	\$98	\$381	\$387	\$2,060	\$2,728
86	\$99	\$385	\$397	\$2,084	\$2,764
87	\$100	\$390	\$401	\$2,108	\$2,797
88	\$101	\$394	\$406	\$2,132	\$2,829
89	\$102	\$399	\$412	\$2,157	\$2,861
90	\$103	\$403	\$416	\$2,181	\$2,893
91	\$104	\$418	\$425	\$2,205	\$2,930

Exhibit B



PORT OF BANDON

MOORAGE RATES (Effective 7/1/2021)

NO LIVEBOARDS

Length	Daily	Weekly	Monthly	Six Month	Annual
20	\$14	\$69	\$139	\$445	\$627
21	\$16	\$73	\$146	\$468	\$658
22	\$16	\$76	\$153	\$490	\$690
23	\$16	\$80	\$159	\$512	\$721
24	\$17	\$83	\$166	\$534	\$753
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26	\$19	\$92	\$183	\$580	\$817
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28	\$20	\$99	\$197	\$625	\$880
29	\$21	\$102	\$204	\$647	\$911
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33	\$24	\$118	\$236	\$738	\$1,038
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35	\$25	\$125	\$251	\$783	\$1,101
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37	\$27	\$135	\$269	\$830	\$1,166
38	\$27	\$138	\$276	\$852	\$1,198
39	\$28	\$142	\$284	\$875	\$1,230
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48	\$34	\$185	\$371	\$1,079	\$1,519
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54	\$39	\$215	\$429	\$1,217	\$1,712
55	\$39	\$219	\$437	\$1,240	\$1,744

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60	\$41	\$243	\$486	\$1,363	\$1,964
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62	\$44	\$253	\$507	\$1,412	\$1,975
63	\$45	\$257	\$515	\$1,434	\$2,007
64	\$47	\$261	\$523	\$1,457	\$2,039
65	\$48	\$266	\$531	\$1,484	\$2,070
66	\$49	\$273	\$547	\$1,514	\$2,107
67	\$50	\$278	\$555	\$1,537	\$2,139
68	\$52	\$282	\$563	\$1,560	\$2,171
69	\$55	\$286	\$572	\$1,583	\$2,202
70	\$57	\$290	\$580	\$1,614	\$2,234
71	\$59	\$298	\$596	\$1,645	\$2,270
72	\$62	\$302	\$605	\$1,668	\$2,302
73	\$64	\$306	\$613	\$1,691	\$2,334
74	\$66	\$311	\$621	\$1,722	\$2,366
75	\$69	\$315	\$630	\$1,754	\$2,398
76	\$71	\$328	\$655	\$1,777	\$2,430
77	\$73	\$332	\$664	\$1,801	\$2,466
78	\$75	\$336	\$672	\$1,833	\$2,498
79	\$78	\$341	\$681	\$1,857	\$2,531
80	\$92	\$345	\$690	\$1,894	\$2,563
81	\$93	\$358	\$717	\$1,917	\$2,599
82	\$94	\$363	\$725	\$1,941	\$2,631
83	\$95	\$367	\$734	\$1,965	\$2,663
84	\$96	\$372	\$743	\$1,988	\$2,695
85	\$98	\$381	\$762	\$2,060	\$2,728
86	\$99	\$385	\$770	\$2,084	\$2,764
87	\$100	\$390	\$779	\$2,108	\$2,797
88	\$101	\$394	\$788	\$2,132	\$2,829
89	\$102	\$399	\$797	\$2,157	\$2,861
90	\$103	\$403	\$806	\$2,181	\$2,893
91	\$104	\$418	\$836	\$2,205	\$2,930



PORT OF BANDON

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

RESOLUTION NO. 2021-04

A RESOLUTION PROVIDING UPDATES TO RULES AND PROCEDURES FOR PORT OF BANDON COMMISSION MEETINGS

WHEREAS, the duly elected commissioners of the Port of Bandon desire to conduct commission business in an orderly, businesslike, and efficient manner as well as provide adequate public input;

WHEREAS, on May 24, 2001, the Port's Board of Commissioners ("Commission") adopted Resolution No. 2001-03, adopting Rules and Procedures for Port of Bandon Commission Meetings; and

WHEREAS, the present Commission desired to review, update, and revise Resolution 2001-03 to clarify certain procedures;

NOW, THEREFORE, BE IT RESOLVED, that the Port of Bandon hereby adopts the following amended rules of procedure shown in Exhibit A.

APPROVED AND ADOPTED by a majority vote of the Port of Bandon Board of Commissioners this 24th day of June, 2021.

APPROVED:

Reg Pullen, Commission President

ATTEST:

Donny Goddard, Vice President

EXHIBIT A

RULES AND PROCEDURES FOR PORT OF BANDON COMMISSION MEETINGS

SECTION 1. COMMISSION MEETINGS

- (1) **Regular Council Meetings.** The Commission shall hold one regular meeting on the fourth Thursday of each month, except in those cases where the Commission finds it necessary to designate another date due to conflicts. Regular meetings shall be convened one month at the Bandon Public Library in Bandon and on alternate months at City Hall in Coquille, Oregon. As necessary, the Port of Bandon may designate another location for its regular meetings after adequate notice to the public.
- (2) **Executive Sessions.** Executive sessions may be called by the President of the Commission, any two members of the Commission, or the Port Manager. Only Commission members, the Port Manager, and persons specifically invited by the Commission or the Port Manager shall be allowed to attend executive sessions. Representatives of recognized news media may attend executive sessions. Matters discussed in executive session shall be kept confidential unless required to be discussed by law, or until the reason for confidentiality no longer applies.
- (3) **Special Meetings.** Special Meetings may be called by the Commission President, by request of any three Commissioners, or by the Port Manager. Written notice of all special meetings shall be given at least Twenty-Four (24) hours in advance of the scheduled meeting. Notice shall be given to each Commissioner, the Port Manager, and the business office of at least one local newspaper, and any newspaper, radio or television station which has on file a written request for notice of special meetings, and may be delivered by mail, electronic facsimile (fax), email, or by personal delivery.
- (4) **Emergency Meetings.** Emergency Meetings may be called by the Commission President, by request of any three Commissioners, or by the Port Manager. In the case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances., but the minutes for such a meeting shall describe the emergency justifying less than 24-hours' notice.
- (5) **Public Attendance.** Except for properly authorized executive sessions, all regular, special, and emergency meetings shall be open to the public.

EXHIBIT A

SECTION 2. OFFICERS

- (1) **Election of Officers.** Pursuant to ORS 777.140(2), the board shall choose from its members a president, vice president, treasurer, and secretary, who shall hold their offices until the next election of officers and who shall have the powers and perform the duties usual in such cases.
- (2) **Presiding Officer.**
 - a) The Commission President shall preside at all regular, special, emergency, and executive sessions of the Commission and shall be the recognized head of the Port of Bandon for all ceremonial purposes. The President shall have all the duties and privileges of any Commissioner and shall not be denied any right or privilege by reason of his or her position as Presiding Officer.
 - b) In the President's absence from any Commission meeting, the Vice President shall act as the Presiding Officer.

SECTION 3. EMPLOYEE DUTIES

- (1) **Port Manager.** The Port Manager shall attend all meetings of the Commission unless excused by the Commission. He or she shall make recommendations to the Commission and shall take part in all discussions concerning the welfare of the Port.
- (2) **Port Employees.** Any member of the Commission may request that the Port Manager direct any employee to attend regular, special, emergency, or executive session meetings.

SECTION 4. DECORUM AND ORDER

- (1) **Presiding Officer.** The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal by the remaining members of the Commission, and is empowered to call for indefinite recess as needed.
- (2) **Commissioners.** During Commission meetings, the Commissioners shall preserve order and decorum and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or the rules of the Commission.
- (3) **Staff and Public.** Member of the administrative staff, employees of the Port and other persons attending Commission meetings shall observe the same rules of procedure, decorum, and good conduct applicable to the members of the Commission.
- (4) **Removal of Any Person.** Any person who makes personal, impertinent, slanderous, or unauthorized remarks or who becomes boisterous while addressing the Commission or

EXHIBIT A

attending a Commission meeting shall be removed from the room if the Presiding Officer so directs. If the Presiding Officer fails to act, any member of the Commission may move to require enforcement of this rule. Upon affirmative vote of a majority of the Commissioners present, the Presiding Officer, or his or her designee shall be authorized to remove the person or persons. Such person or persons may be barred from further audience before the Commission for up to one (1) year and in aggravated cases, the Presiding Officer may make an appropriate complaint to law enforcement.

SECTION 5. CENSURE

- (1) The Commission has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Commissioner act in any manner constituting a substantial violation of these rules or other general laws, a majority of the Commission may vote to issue a public reprimand.
- (2) To exercise such inherent right, the Commission has the right to investigate the actions of any member of the Commission. Such investigation shall be referred to a Committee of no less than two Commissioners, upon a finding that a reasonable ground exists that a substantial violation has occurred.
- (3) The Committee shall investigate the actions and present a report to the Commission.
- (4) Any member accused of a substantial violation of Commission rules or any other general law shall have the right to present a defense to the allegations, including the right to present rebuttal evidence, and to have representation by counsel. Upon finding, by a moral certainty, that a substantial violation has occurred, and that such violation affects the Commissioners ability to represent the interests of the Port as a whole, the Commission may, upon unanimous vote of the Commissions other than the Commissioner subject to censure proceedings, impose a proper sanction.

SECTION 6. DUTIES AND PRIVELEGES OF MEMBERS

- (1) **Code of Conduct.** Commissioners shall conduct themselves so as to bring credit upon the Port as a whole and to set an example of good ethical conduct for all citizens of the community. Commissioners should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the Port as a whole. Commissioners should likewise do everything in their power to ensure impartial application of the law and Port policies to all citizens, and equal treatment of each citizen before the law, without regard to the individual's membership in a protected class.

EXHIBIT A

- (2) **Ethics.** Every Commissioner shall be responsible for becoming familiar with, and for complying with, Ethics Laws for Public Officials in Oregon as set forth in ORS chapter 244.
- (3) **Debate.**
- a) Any Commissioner who has the floor shall confine himself or herself to the question under debate, avoid personal attacks, and refrain from impugning the motives of any member's argument or vote. No member shall address the chair or demand the floor while any vote is being taken.
 - b) Commissioners shall limit their remarks on a subject to five minutes unless granted additional time by the Presiding Officer. No Commissioner shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon has spoken.
 - c) A Commissioner, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer or unless another Commissioner raises a point of order while he or she is speaking. In such a case, the Commissioner speaking shall cease speaking immediately until the point is determined. If ruled to be in order, he or she shall be permitted to proceed. If ruled out of order, he or she will remain silent or shall alter his or her remarks to comply with the ruling.
- (4) **Right to Appeal.** Any Commissioner may appeal the Presiding Officer's ruling to the Commission. If the appeal is seconded, the Commissioner making the appeal may briefly state his or her reason for the appeal. The Presiding Officer may briefly state in his or her ruling, but there shall be no debate on the appeal and no other Commissioner shall participate in the discussion. The Presiding Officer shall then put the question, "Shall the decision of the Presiding Officer stand as the decision of the Commission?" If the majority of the Commissioners present vote "Aye", the ruling of the Presiding Officer shall be sustained; otherwise, it shall be overruled.
- (5) **Dissent and Protest.** Any Commissioner shall have the right to express dissent from or protest against any ordinance, resolution or decision of the Commission and have his or her reason therefore entered upon the Commission minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to the Commission not later than the next regular meeting following the date of passage of the ordinance, resolution or decision objected to.
- (6) **Excusal During the Meeting.** No member may leave any Commission meeting while it is in session without permission from the Presiding Officer.

EXHIBIT A

- (7) **Personal Privilege.** The right of a Commissioner to address the Commission on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are assaulted, questioned, or impugned.

SECTION 7. ORDER OF BUSINESS AND AGENDA

- (1) **Order of Business.** The business of all regular meetings of the Commission shall be transacted as follows; provided however, that when it appears to be in the best interest of the public and of the Commission, the Presiding Officer may change the order of business.
- a) Consent Calendar
 - I. Approval of Previous Meetings' Minutes
 - II. Approval of monthly financial statements
 - b) Presiding Officer and Commissioners Comments
 - c) Ordinances and Resolutions
 - d) Public Contracts and Purchasing
 - e) Public Hearings
 - f) Port Managers Report
 - g) Port Staff Reports
 - h) Executive Session
 - i) Other Miscellaneous Matters
 - j) Public Comment
 - k) Adjournment
- (2) **Agendas.** Port staff shall prepare an agenda for every regular, and if requested, for every special or emergency Commission meeting. Any person may request to place items on the agenda, but such items shall be presented to the Port Manager in writing at least five (5) days prior to the meeting at which they are to be discussed. Any Commission member may request to the Presiding Officer or Port Manager that an item be placed on the agenda for consideration. Agendas and information material for regular meetings shall be distributed to the Commissioners at least four (4) days before a meeting. New business brought before the Commission in a meeting may be referred to the Port Manager for a report at a future Commission meeting.
- (3) **Additions to the Agenda.** A request to add an item to the Commission agenda for Commission consideration may be presented at the Commission meeting but shall require a majority concurrence of the members present before it can be added.
- (4) **Consent Calendar.** The approval of minutes and other routine agenda items may be placed on the consent calendar. Discussion of the consent calendar shall be limited to

EXHIBIT A

five (5) minutes. Any item on the consent calendar may be removed from it and placed in its otherwise appropriate position in the order of business at the request of the Presiding Officer or of any two members of the Commission.

SECTION 8. CONSIDERATION OF BUSINESS

- (1) **Quorum.** A majority of the Commission shall constitute a quorum to conduct business. A lesser number may meet and adjourn from time to time and compel the attendance of absent members.
- (2) **Voting.** Unless otherwise provided by statute, ordinance or resolution, all votes shall be taken by voice, provided, however, upon demand by any member of the Commission, a roll call vote shall be made upon any question before the Commission. No Commissioner may explain the reasons for his or her vote during the roll call.
- (3) **Procedure Generally.** When the question has been called for, the Presiding Officer shall first ask for the ayes followed by the noes. After a vote has been taken, the Presiding Officer shall announce the results of the vote. The vote shall be entered upon the record.
- (4) **Tie Vote.** In case of a tie in votes of any proposal, the proposal shall be considered lost.

SECTION 9. PUBLIC COMMENT

- (1) **Policy.** The Commission recognizes that public input into the governmental process is an invaluable aid to informed decision making. Therefore, it is the policy of the Commission that all citizens shall have the right to speak before the Commission on matters of public concern, but each citizen shall be responsible for abuse of such right. To ensure that the greater public interest is fostered, each citizen or group of citizens who desire(s) to speak before the Commission shall have the duty to exercise this right in a manner which furthers the greater public interest.
- (2) **Public Comment Generally.**
 - a) Any member of the general public wishing to address the Commission on a matter of public concern may do so at the time set for public comments during each regular session of the Commission. Any member of the general public so addressing the Commission shall be limited to a period of three (3) minutes within which to make themselves heard. The Commission, in its sole discretion, may extend this time or may request for further information be presented to the

EXHIBIT A

Commission on such date and in such manner as the Commission deems appropriate.

- b) Public comment is encouraged on any topic before the Commission however, in order for the Commissioners to have an adequate and efficient discussion regarding the topic before it, once a motion is made and seconded by the Commission, further discussion of the topic before the Commission is limited to discussion by and between the Commissioners. Nevertheless, the Commission, in its sole discretion, may address further public comment after a motion has been made and seconded if it deems further public comment would be helpful.

(3) **Persons Sharing Common Concerns.** If any group of three or more persons sharing a common viewpoint on any subject wishes to address the Commission during the time for public comment, the group shall select a spokesperson who shall present the views of the group to the Commission. The Commission, in its sole discretion, may request to hear the views of additional speakers of the group. Additional support for the views of the group, in the form of petitions, letters, videotapes, etc., may be presented to the Commission for consideration at the conclusion of the spokesperson's remarks.

(4) **Roster.** All persons or groups wishing to address the Commission during the time set for public comment shall, prior to the Commission convening the meeting, sign the roster provided by Port staff. Any person signing the roster shall indicate their name, residing address, and the subject of public concern on which the persons or groups wish to address the Commission.

(5) **Complaints and Suggestions to the Commission.** When any citizen brings a complaint before or makes a suggestion to the Commission, other than the items already on the agenda, the Commission, by a majority vote, may refer the matter to the Port attorney, Port staff, a committee, Port Manager, or the appropriate committee for study and recommendation and report.

SECTION 10. PROCEDURE FOR COMMISSION MEETINGS

(1) **Rules of Order.** Unless otherwise provided by law or by these rules, the Commission rules or procedure will generally be governed by Robert's Rules of Order, 12th Edition. These rules shall not be binding upon the Commission; rather, they are intended to provide guidance.

(2) **Convening the Meeting.** At the time appointed, the Presiding Officer shall immediately call the members of the Commission to order. The recorder shall enter in the minutes of the meeting the names of the members present.

EXHIBIT A

- (3) **Recognition.** Every Commissioner wishing to speak shall first address the Presiding Officer and wait until he or she is recognized and has obtained the floor. No persons other than members of the Commission and the person having the floor shall enter into any discussion, either directly or through a member of the Commission., without the permission of the Presiding Officer.
- (4) **Requirement of a Second Before Debate.** No motion shall be debated until it has been seconded and the second has been announced by the Presiding Officer.
- (5) **Motions Reduced to Writing.** Any Commissioner may request that a motion be reduced to writing and read by the Port's recorder of the minutes.
- (6) **Commission Questions to Staff.** Every Commissioner wishing to question the administrative staff shall address his or her question to the Port Manager who shall be entitled to either answer the inquiry or designate some member of the staff for that purpose.
- (7) **Public Participation.** Any member of the general public wishing to address the Commission shall first be recognized by the Presiding Officer and shall limit his or her remarks to the question then under discussion.
- (8) **Motions to be Stated by Presiding Officer/Withdrawal.** When a motion is made and seconded, it shall be stated by the originator or the Presiding Officer before debate. A motion may not be withdrawn without the consent of the member seconding it.

SECTION 11. COMMISSION COMMITTEES

- (1) **Creation and Termination.** Commission committees may be created at any time by resolution or motion. All Commission committees shall have a chairperson and secretary who may be either appointed by the Presiding Officer or by a majority vote of the members of the committee in the absence of such appointment. Each committee shall report to the Commission without unnecessary delay upon matter referred to it. Each committee so created shall terminate at the end of its mission, but, in all events, shall be reviewed at the end of a period of three (3) years from the date of initial creation, at the end of each subsequent three (3) year period after reauthorization and at such time shall either be reauthorized or terminated permanently.
- (2) **Membership.** Membership on Commission committees shall include only sitting Commissioners who shall be appointed by the Presiding Officer subject to confirmation by the Commission. Commission committee appointments shall be for a

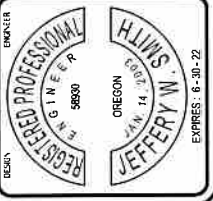
EXHIBIT A

term of one (1) year. Committee members may be reappointed for an indefinite number of terms.

- (3) **Meetings.** Commission committee meetings may be called by the committee chairperson or by any two members. A majority of the committee members appointed shall constitute a quorum to conduct business.
- (4) **Meetings Subject to Oregon Open Meetings Law.** All meetings of any Commission committees shall be subject to and comply with the Oregon Public Meetings law pursuant to ORS 162.610-192.700.
- (5) **Registry.** The designated administrative staff of the Port shall prepare, keep current and retail on file in the office of the Port of Bandon a list of all appointees to all Commission committees, the date of their appointment, the length of their unexpired term. The list must be updated once annually or upon and substantial change in membership of any Commission committee.

SECTION 12. MISCELLANEOUS

- (1) **Amendments to Commission Rules.** Amendments to these rules shall be made by resolution.
- (2) **Anonymous Communication.** Anonymous and unsigned communications shall not be introduced in Commission meetings.



DESIGNER: S. JANITZE
 CHECKER: S. JANITZE
 DATE: 03 JUNE 2021

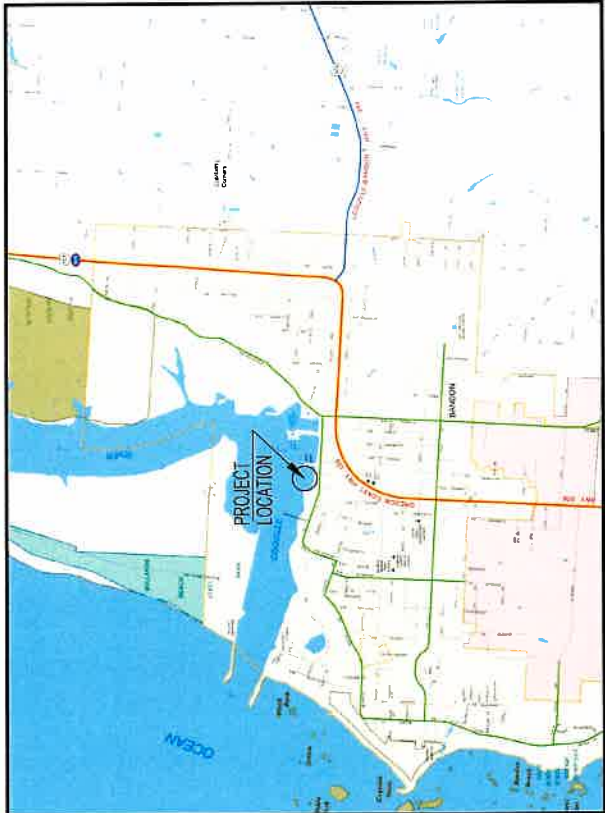
PERMIT REVIEW
 NOT FOR CONSTRUCTION



PROJECT LOCATION: WATERSHED & FACILITY CENTER
 BANDON BOAT LAUNCH, COQUILLE RIVER - MILE 0.8

SHEET NUMBER
01

DRAWING NO.
 065-105-01



VICINITY MAP
 SCALE IN FEET
 0 600 1,600 2,400 3,200

GEOGRAPHIC LOCATION	
TOWNSHIP:	30 SOUTH
RANGE:	14 WEST
SECTION:	30
TAX LOT:	VARIES
COUNTY:	COOS
UTM ZONE:	43Q UTM NORTH
LONGITUDE:	124° 44' 48" WEST
USGS QUAD MAP:	BANDON



LOCATION MAP
 NO SCALE

DRAWING INDEX

- 01 - TITLE SHEET
- 02 - EXISTING SITE PLAN
- 03 - PROPOSED SITE PLAN
- 04 - LAUNCH RAMP PLAN & PROFILE
- 05 - LAUNCH RAMP CROSS SECTIONS

BOAT LAUNCH REPLACEMENT PROJECT AT THE BANDON BOAT LAUNCH - COQUILLE RIVER - MILE 0.8 FOR THE PORT OF BANDON

REGISTERED PROFESSIONAL ENGINEER
 50000
 JEFFERY W. SMITH
 OREGON
 JAN 14 2003
 EXPIRES: 6-30-22

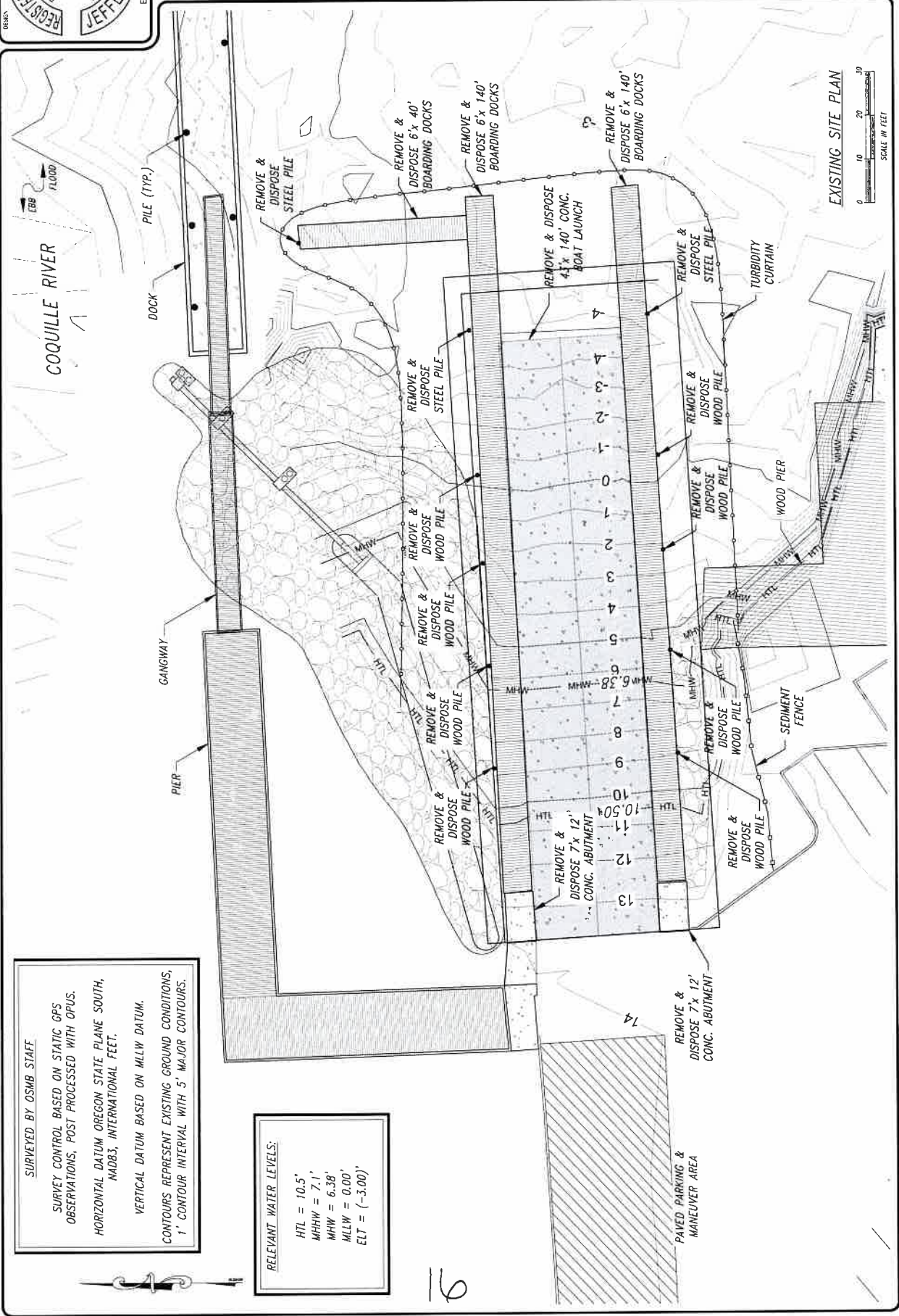
DESIGNER: S. HANTZE
 CHECKER: S. HANTZE
 DATE: 03 JUNE 2021

PERMIT REVIEW
 WATER CONSTRUCTION



BANDON BOAT LAUNCH, COQUILLE RIVER - MILE 0.8
 PORT OF BANDON
 PROJECT LOCATION, WATERBODIES & FACILITY LIMITS
 EXISTING SITE PLAN

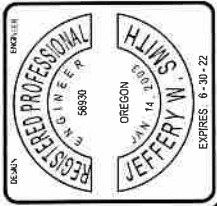
SHEET NUMBER
02
 SHEET 02 OF 05
 DRAWING NO.
 DBS-183-02



SURVEYED BY OSMB STAFF
 SURVEY CONTROL BASED ON STATIC GPS OBSERVATIONS, POST PROCESSED WITH OPUS.
 HORIZONTAL DATUM OREGON STATE PLANE SOUTH, NAD83, INTERNATIONAL FEET.
 VERTICAL DATUM BASED ON MLLW DATUM.
 CONTOURS REPRESENT EXISTING GROUND CONDITIONS, 1' CONTOUR INTERVAL WITH 5' MAJOR CONTOURS.

RELEVANT WATER LEVELS:
 HTL = 10.5'
 MHHW = 7.1'
 MHW = 6.38'
 MLLW = 0.00'
 ELT = (-3.00)'

16



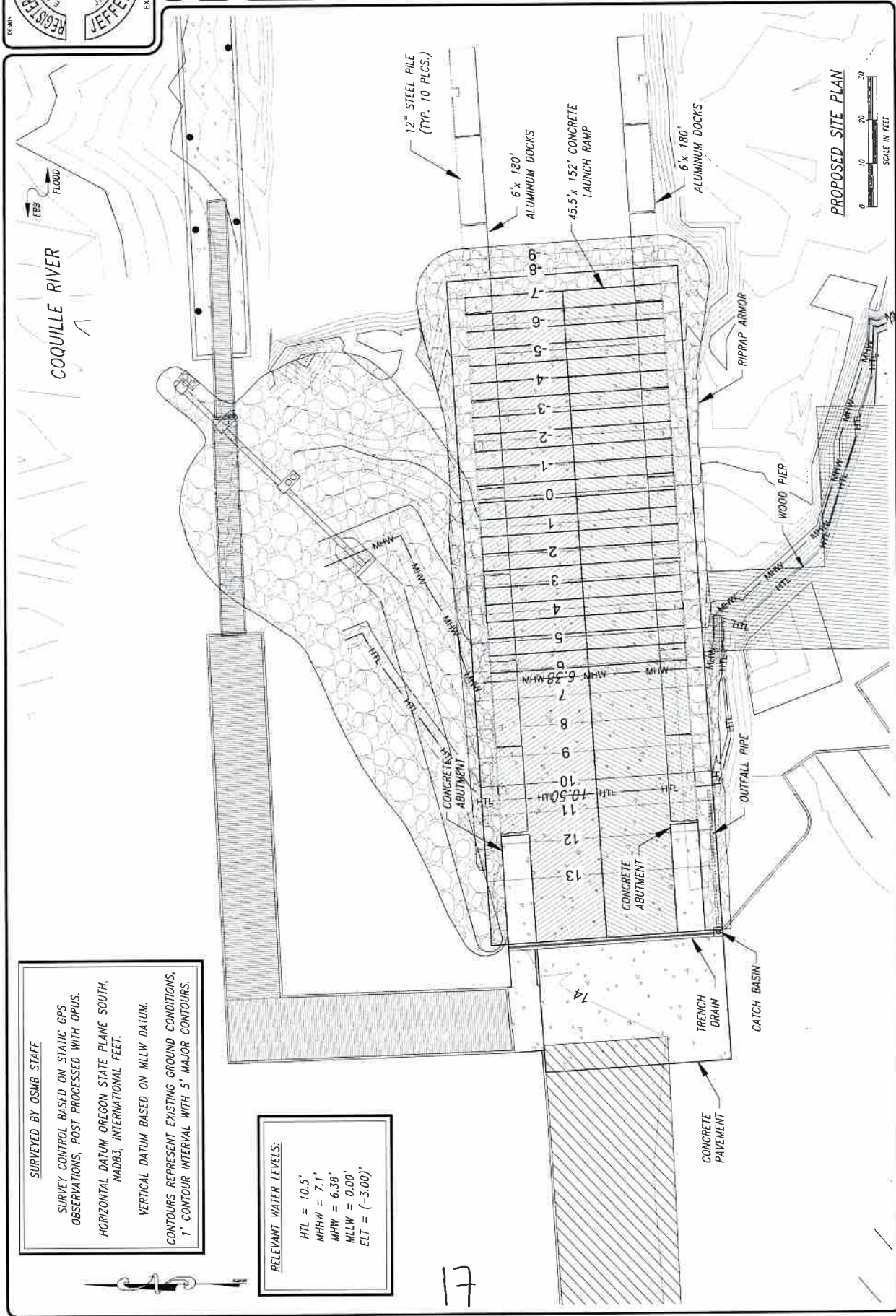
DESIGNER: S. JANTZE
 CHECKER: S. JANTZE
 DATE: 03 JUNE 2021

PERMIT REVIEW
 NOT FOR CONSTRUCTION



BANDON BOAT LAUNCH, COQUILLE RIVER - MILE 0.8
 PROJECT LOCATION, WA. BRONKHORST & COMPANY ENGINEERS
 SHEET NUMBER: **03**
 SHEET DESCRIPTION: **PROPOSED SITE PLAN**

DRAWING NO: 0005-183-003
 DATE: 05

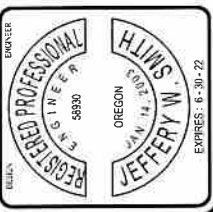


SURVEYED BY OSMB STAFF
 SURVEY CONTROL BASED ON STATIC GPS OBSERVATIONS, POST PROCESSED WITH OPUS.
 HORIZONTAL DATUM OREGON STATE PLANE SOUTH, NAD83, INTERNATIONAL FEET.
 VERTICAL DATUM BASED ON MLLW DATUM.
 CONTOURS REPRESENT EXISTING GROUND CONDITIONS, 1' CONTOUR INTERVAL WITH 5' MAJOR CONTOURS.

RELEVANT WATER LEVELS:
 HTL = 10.5'
 MHHW = 7.1'
 MHW = 6.38'
 MLLW = 0.00'
 ELT = (-3.00)'

17

Project location of Bandon Boat Launch, Coquille River, Oregon, 03/06/2021, Projected by S. Jantze



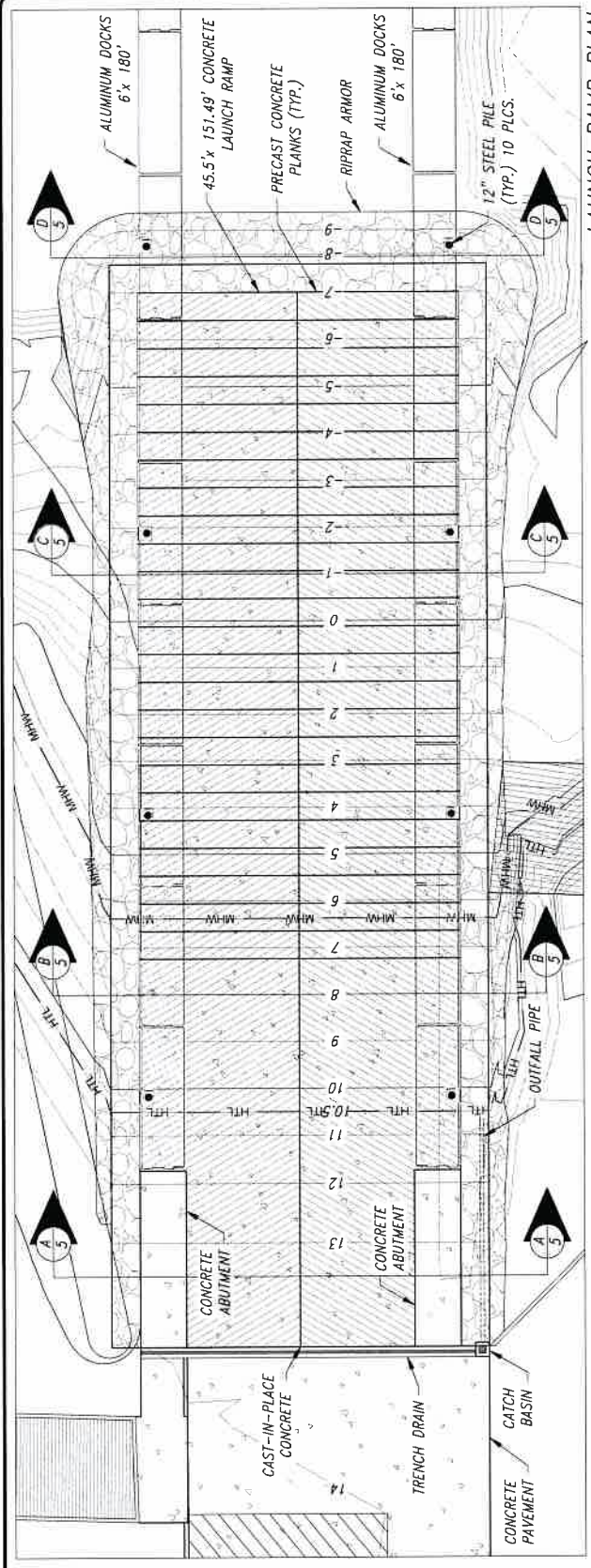
DESIGNER: S. HANTZE
 CHECKER: S. HANTZE
 DATE: 03 JUNE 2023

PERMIT REVIEW
 NOT FOR CONSTRUCTION

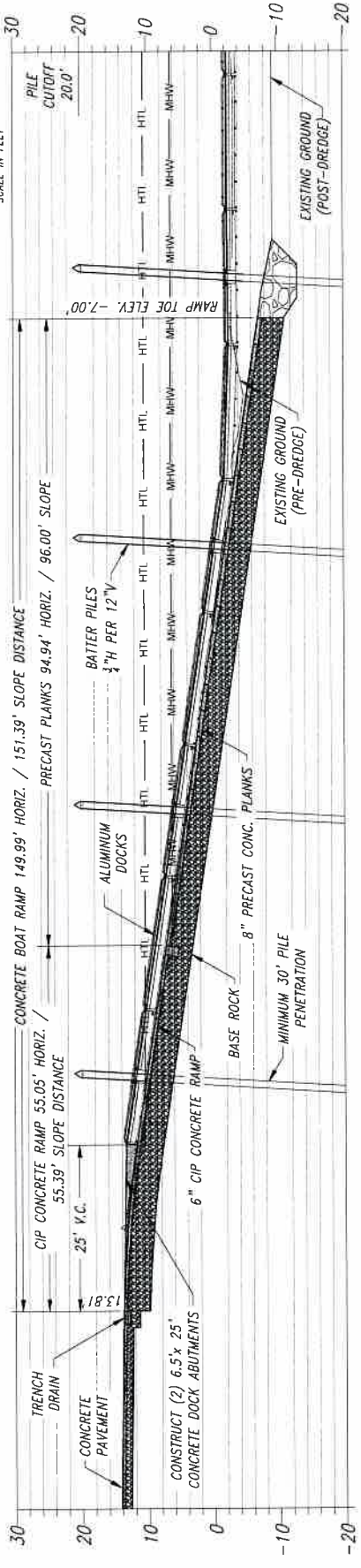


BANDON BOAT LAUNCH, COQUILLE RIVER - MILE 0.8
 PORT OF BANDON
 PROJECT LOCATION: WATERSHED FACILITY OWNERS

SHEET NUMBER: **04**
 SHEET: 34 OF 05
 DRAWING NO.: 0005-103-04



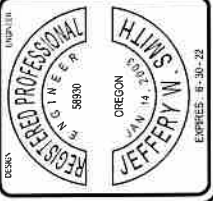
LAUNCH RAMP PLAN



LAUNCH RAMP PROFILE



18



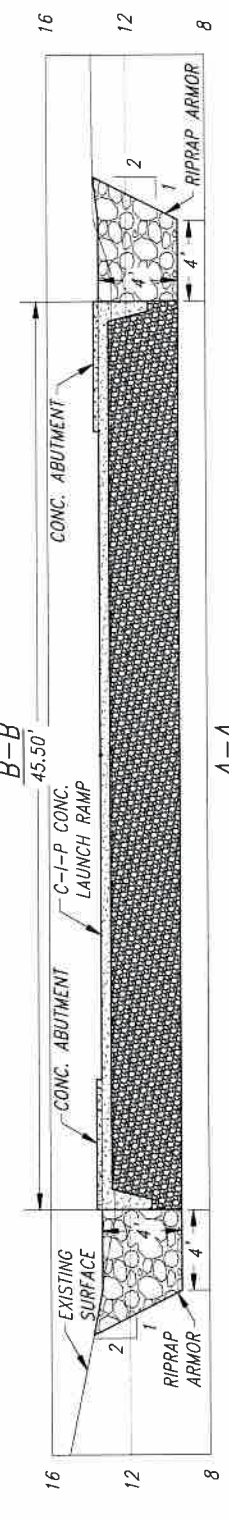
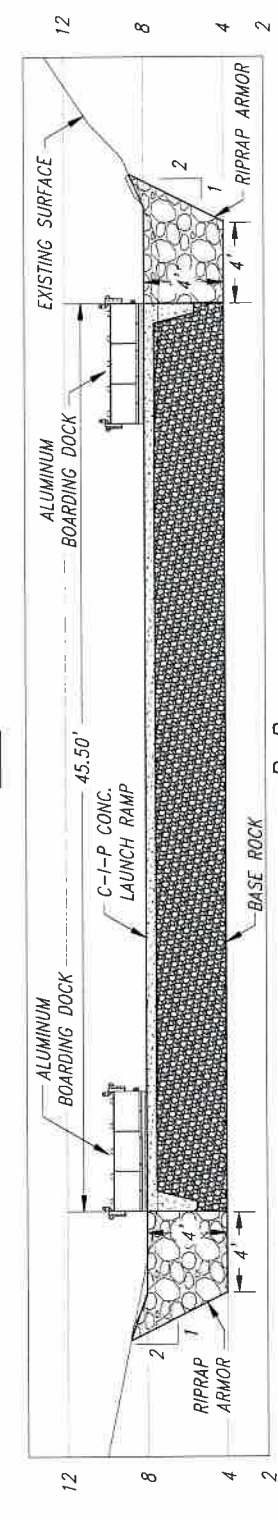
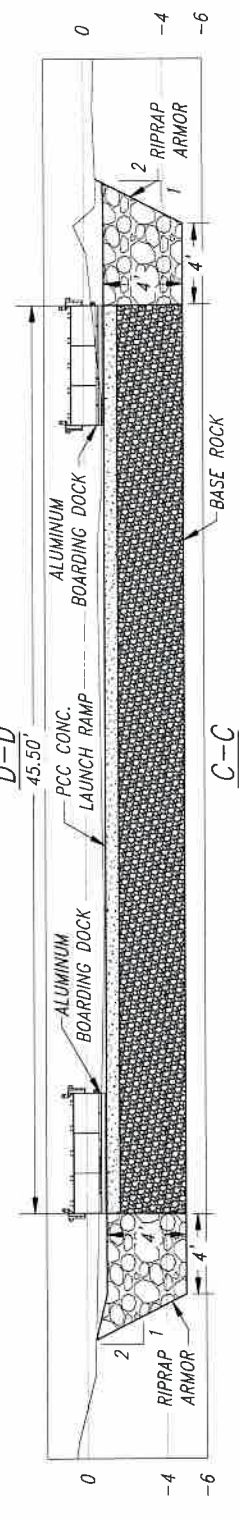
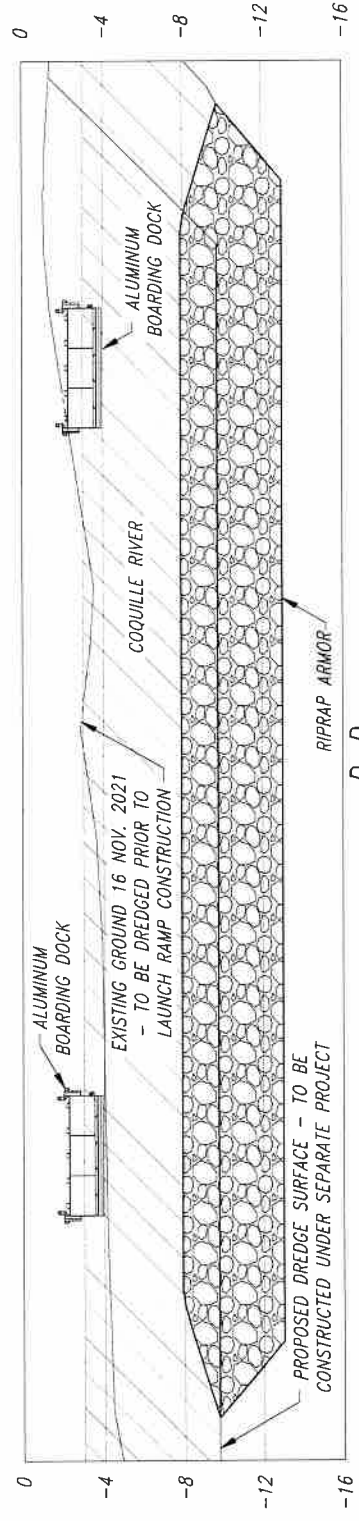
DESIGNED BY:
 S. HANTZE
 CHECKED BY:
 S. HANTZE
 DATE:
 03 JUNE 2023

PERMIT REVIEW
 NOT FOR CONSTRUCTION



PROJECT LOCATION: WATEROBRY & FACILITY OWNERS
 BANDON BOAT LAUNCH, COQUILLE RIVER - MILE 0.8
 PORT OF BANDON
 SHEET NUMBER: **05**

SHEET: 05 OF 05
 DRAWING NO.: 0805-14G-05



LAUNCH RAMP CROSS SECTIONS
 SCALE IN FEET: 0, 3, 6, 9

19

PROJECT LOCATION: WATEROBRY & FACILITY OWNERS
 BANDON BOAT LAUNCH, COQUILLE RIVER - MILE 0.8
 PORT OF BANDON
 SHEET NUMBER: **05**

SHEET: 05 OF 05
 DRAWING NO.: 0805-14G-05

LAUNCH RAMP CROSS SECTIONS

PROJECT IMPACT SUMMARY SHEET, Part 1

Project Name: Port of Bandon - Boat Launch Ramp Replacement

Date: 6/3/2021

Grant Number: NG

Initials: SSJ.

JWS

Design Notes (attach additional sheets as needed)

I. Establish the project need (state the problem)

The current boat launch ramp was constructed in the late 1980's and has currently reached the end of its expected life. Portions of the launch ramp are failing. Without vessel launch access to the river, boaters and life/safety rescue cannot gain access to the waterway.

II. Identify the project purpose (give the solution)

The project scope is to replace the boat launch ramp and boarding docks, providing a safe means to launch and retrieve boats from the water.

III. Identify the minimum requirements to achieve the project purpose

The new boat launch ramp has been designed to balance an in-kind replacement where possible while balancing the sizing and structural requirements of current design standards.

Ramp: Will utilize cast-in-place concrete in the dry so that no green concrete will come into contact with the waters of the State. In-water portions will utilize precast concrete panels. No asphalt will be used. Crushed aggregate will be used under the concrete ramp to provide structural support. Under cast-in-place concrete, dense graded aggregate will be used. Under the precast portion, open graded (free of fine material) will be used to minimize turbidity. A riprap armor perimeter will be installed at the launch ramp edges to provide protection from scour and undermining.

Docks: Inert aluminum docks will be installed in favor of pressure treaded wood docks. The ramp toe depth is designed to allow boaters safe access at a low tide. Long lasting, inert steel piling will be utilized to laterally support the docks. Docks will not ground out on the river bottom. Dock will be 6 feet wide so boaters may pass others without walking too close to the edge. Dock length is designed so that boaters may queue at low water.

IV. Alternatives

Several options were evaluated to reduce boat ramp impacts.

a. Alternative Project Locations

The purpose of the project is to replace or improve water-dependent existing structures; therefore, alternative sites are not relevant.

b. Alternative Site Layouts or Configurations

1 – No Action Alternative: The Port would not replace the existing concrete boat ramp or dock. The existing ramp would continue to deteriorate and deter users. Because this alternative reduces public access and threatens to jeopardize public health, safety, and welfare, it was not selected.

2 – Two Lane Launch Ramp with Single Row of Docks in Middle: Although this design is preferred by guidelines, history has shown that change from what is currently utilized is difficult for existing customers to navigate.

3 – Replace Ramp To Current Standards: The existing launch ramp is of a substandard width to allow two boats to launch/recover and minimize conflict. Design guidelines state that an optimal width for a launch ramp in this location is 53 feet. At this width, the existing pier to the south would conflict with such a design. To minimize disturbance to existing structures, the alternative was not selected.

4 – Balance Existing Footprint to Current Design Standards – The preferred alternative for this design is to utilize the existing footprint as much as possible. The ramp width is slightly wider to allow better access for two users who are launching or recovering at the same time. The launch ramp width is close to current standards by is slightly narrow to avoid impacting adjacent infrastructure.

PROJECT IMPACT SUMMARY SHEET, Part 2

Project Name: Port of Bandon - Boat Launch Ramp Replacement

Date: 6/3/2021

Grant Number: NG

Initials: SSJ

Project Components

Ramp: # of lanes (check one) 1 2 3 4 5 6 Supervisor's Initials: JWS

(CIP): Length 55.5 Width 48.5

(Precast): Length 96 Width 48.5 Plank size 8" Number of Planks 24

Floats: Length 360 Width 6

Float Type: Concrete Aluminum Other Other
(check one)

Piles: Size 12" Number 10 Type: Wood Steel
(check one)

Debris Boom: Length N/A Type: Wood HDPE
(check one)

Gangway: Length N/A Width N/A

Other (Describe): Other

Removal Impact Details

Removal Volumes and Dimensions (if more than 4 removal areas, include a summary table)							
Jurisdictional Removal Areas	Removal Dimensions					Duration of Removal*	Material**
	Length (ft.)	Width (ft.)	Depth (ft.)	Area (sq. ft. or ac.)	Volume (c.y.)		
Conc. Ramp	140	43	0.6	6020 sf	134	Permanent	Concrete
Riprap	327	2	2	654 sf	49	Temporary	Riprap
Soil	162	59	3.9	9560 sf	1381	Permanent	Soil
Piling	3	3	20	9 sf	7	Permanent	Piling
Total Removal Volumes and Dimensions							
Removal Impacts to Waters				Length (ft.)	Area (sq. ft or ac.)	Volume (c.y.)	
Total Removal to Wetlands				N/A	N/A	N/A	
Total Removal Below Ordinary High Water				N/A	N/A	N/A	
Total Removal Below Highest Measured Tide				N/A	N/A	N/A	
Total Removal Below High Tide Line				128	7550sf	1361	
Total Removal Below Mean High Water Tidal Elevation				100	5900sf	1136	
<small>* Indicate the days or months the material will be removed. Enter "permanent" if removal will be for 24 months or longer. ** Example: soil, gravel, wood, concrete, pilings, rock, etc.</small>							

Continue on Reverse

Fill Impact Details

Fill Volumes and Dimensions (if more than 4 Fill areas, include a summary table)							
Jurisdictional Fill Areas	Fill Dimensions					Duration of Fill*	Fill Material**
	Length (ft.)	Width (ft.)	Depth (ft.)	Area (sq. ft. or ac.)	Volume (c.y.)		
Concrete	152	45.5	0.6	6916 sqft	154	Permanent	Concrete
Agg Base	152	45.5	3.4	6916 sqft	870	Permanent	Aggregate Base
Riprap	370	7.5	3.5	2775 sqft	360	Permanent	Riprap
Piling	3	3	30	9 sqft	10	Permanent	Piling
Total Fill Volumes and Dimensions							
Fill Impacts to Waters				Length (ft.)	Area (sq. ft or ac.)	Volume (c.y.)	
Total Fill to Wetlands				N/A	N/A	N/A	
Total Fill Below Ordinary High Water				N/A	N/A	N/A	
Total Fill Below Highest Measured Tide				N/A	N/A	N/A	
Total Fill Below High Tide Line				128	7658	1100	
Total Fill Below Mean High Water Tidal Elevation				100	6060	870	
<p>* Indicate the days or months the material will be removed. Enter "permanent" if removal will be for 24 months or longer. ** Example: soil, gravel, wood, concrete, pilings, rock, etc.</p>							