

MINUTES
PORT OF SIUSLAW COMMISSION
REGULAR MEETING
Wednesday, 17 September 2008

Commission President Scott called the Regular Meeting of the Port of Siuslaw Board of Commissioners to order at 7:00 p.m. in the Port office conference room located at 1499 Bay Street, Florence, Lane County, Oregon.

ATTENDANCE: Commission: Commissioner John Scott (Scott), Commissioner Bud Saulsgiver (Saulsgiver), Commissioner Joshua Greene (Greene), Commissioner John Buchanan (Buchanan). Absent: Commissioner Bob Thorp. Staff: Port Manager Mark Freeman (Freeman), Recording Secretary Susy Lacer (Lacer). Audience: Gloria Bratcher, Thomas Champlin, Joe Duzy, Wanda Groshens, Jim Regan, (Port of Siuslaw Campers submitted a meeting sign-in list of 23 additional names), Adam Zimmerman of ShoreBank Enterprise Cascadia, Ryan Cronk of The Siuslaw News, Louie Campbell of Campbell Productions. Prior to the start of the meeting, SVFR Fire Chief Buchanan enforced the Port meeting room occupancy limit of 42 persons.

MINUTES: On the **MOTION** made by Buchanan, seconded by Saulsgiver, the Board unanimously approved the Minutes of August 20th & 25th, 2008, as submitted.

REMARKS FROM CITIZENS/GROUPS: Deferred to New Business agenda item since all remark subjects related to campground rates.

FINANCIAL REVIEW: Freeman noted the high legal bills from last month and the requested insurance reimbursement for lightning-caused damage. **MOTION: On the Motion, made by Greene, seconded by Buchanan, the Board unanimously voted to ratify payment of bills listed in the amount of \$67,265.66.**

OLD BUSINESS: Present Final Draft of 2008-13 Strategic Business Plan. Zimmerman stated the Plan was currently available on the Port's website and that the Commission would be leaving the Final Plan open for review for a month and would most likely adopt the Plan at their October meeting. Zimmerman noted the Plan includes a five year budget. Zimmerman reviewed the Executive Summary, noting the challenges faced by the Port (operating and tax revenues are not sufficient to maintain and repair current Port facilities or provide current level of service delivery, declining grant subsidies, etc.), as well as the opportunities available to the Port (popularity of the Campground, waterfront real estate, etc.). Zimmerman stated the Port is seeking a refreshed understanding of its role as an economic development entity. Zimmerman reviewed the six strategies highlighted in the Plan, including: Enhance Services Supporting Marine-related Tourism, Enhance Florence's Working Waterfront, Enhance Public Space on the Florence Waterfront, Enhance Economic Development Leadership, Sponsor River Navigation Improvements, and Support Estuarine and Watershed Restoration. Zimmerman noted he had created 4 different long-term budget scenarios for the Port, trying to find one that would not create a deficit, that would make progress, and that was achievable; the proposed budget offered the best option. Zimmerman noted the Plan is set up for the Port to work with Partners to achieve its goals; suggested Partners include a Campground Renovation Advisory Committee which will include at least two representatives of the "regular users" of the Campground, one Port Commissioner, and two members of the Community at large.

Scott suggested the Port Campground users present at the meeting select two representatives for this Committee. Greene stated his involvement with the Port began

as a member of an advisory committee and that the Commission is open to hearing new information.

Greene asked if changes could still be made to the Plan. Zimmerman stated they could, although it was probably too late for major changes to the document. Zimmerman reviewed the Financial Analysis of the Plan and noted that if the Port continued "business as usual" they are projected to be operating in a deficit by 2010. With the changes suggested in the Plan, assuming the budget forecasts are accurate, a deficit is avoided and by year 6 or 7 operating revenues should cover operating costs and allow tax revenues to fund extra costs. Buchanan stated he would like a work session to review the Port's financial situation regarding the Plan. Scott agreed and stated Zimmerman's analyses had been helpful.

Scott stated the Commission believed the Port offices should be located nearer the Campground, allowing sale of the existing Port office property; he noted the Port had recently completed purchase of the 40 acre Industrial Park property. Scott stated that putting money into upgrading the Campground was important and that funds for those upgrades must come from somewhere. Greene added that the Port's infrastructure was in disrepair and that all Port facilities need attention. Scott explained to the audience the location and characteristics of the Pacific View Industrial Park, as well as summarized current projects underway at the Port, including: Maple Street Landing and Transient Dock replacement, Marina dredging, F dock upgrades, etc. Scott stated the Port is working hard on these issues and that they appreciated the public's patience while these improvements are being made. Greene asked if the six strategies were all to be completed during the five years, or if the Port was to select from them. Zimmerman stated he believed most of the items were doable in the next five years, but the Plan was open to modification still at this point. Scott directed Lacer to set up a special meeting to discuss the financial side of the Plan. The Commission thanked Zimmerman and ShoreBank Enterprise Cascadia for their work.

NEW BUSINESS: Discussion of 1 Jan 2008 Campground Rate Increase. Scott opened the discussion for remarks.

Joe Duzy discussed the rate increase, market surveys, inflation rates, restrooms (he suggested using electric hand dryers) and wifi service. Scott asked if the greatest concern of the Campers was the monthly rate. Duzy stated yes, they agreed the daily and weekly rates were fine; he believed the monthly rates should be three times the weekly rate. Freeman stated electrical and restroom upgrades are in the current year's budget and that the Port is working on the wifi issues. Discussion on (sand bur) weeds and possible solutions. Audience members suggested the Port consider a restroom facility installed in Griffin Park at a reported cost of \$100,000 each.

Wanda Groshens submitted a response statement and copies of two letters to the Commission (attached to these minutes). She discussed inflation rates and campground fees. Groshens' statement indicated a proposed monthly rate of \$530.67 based on inflation. Greene asked, to clarify, if the Campers were suggesting that rates be reduced to \$531 per month. Duzy stated the monthly fee should be \$468 for full hook-ups and \$540 for the waterfront sites.

Scott stated the Commission would review the campground rates and put it on the agenda for the next Port meeting, and that the Port is working on sand bur control and wifi. Freeman stated the inner circle and the waterfront B row of sites would be upgraded this winter.

Thomas Champlin suggested Commissioners and staff visit the Campground. Champlin suggested raising the parking lot fee to \$5 instead of the current \$2.

Discussion on where campers were from, RV Parks versus fishing camps, and fishing. Campers asked how they could be notified of any change to Campground rates. Freeman suggested Campers make sure the Port had current email or mail addresses for any Campers who would like to be notified of rate changes, upgrades, etc. Scott stated he appreciated everyone's input and time.

Cronk introduced himself to the Commission.

Greene stated Urban Renewal had asked the Port to provide a detailed proposal for the infrastructure improvement (electrical upgrades) to the wharf. Saulsgiver stated SFA had sent a letter. Greene stated the proposal must come from the Port and that Urban Renewal wanted a formal request for funding, with relevant numbers and that Urban Renewal would like the proposal before their next meeting. Freeman stated a letter had already been sent and that he would send a copy of the SBP.

More discussion on campground rates, inflation and comparable sites.

REPORTS: Saulsgiver reported nothing new on the ice machine, it is just waiting for electric service. Scott stated the Port needs to find a solution to controlling sand bur.

ADJOURNMENT: Scott adjourned the meeting at 8:40 pm.

President



PORT OF SIUSLAW

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**AN IMPORTANT NOTICE
ABOUT YOUR RESERVATION**

January 16, 2002

Dear Campground Reservation Holder:

On January 1, 2002 campground fees at the Port of Siuslaw RV Park & Marina were increased by resolution of the Port Commission. A schedule of the new fees is enclosed. This was the first fee increase in over two years and just keeps us even with ever increasing operating costs. I think you will agree that the new fees are still a real value when compared to other campgrounds and RV parks in the area.

The fee increase changes the balance due on your reservation. Please review the enclosed invoice showing the adjusted balance due upon your arrival. Your current deposit is sufficient to hold the reservation; no additional payment is due until you check in.

I understand that the new fees may not be affordable to all of our customers. If you wish to cancel your reservation because of the fee increase, I have authorized the Port staff to waive the regular \$5.00 cancellation fee, provided you make your cancellation promptly. The Port must receive notice of your cancellation before February 15, 2002 to qualify for the waiver. You can call the Port of Siuslaw RV Park & Marina Office at (541) 997-3040. Unless you need to cancel your reservation, no other action is needed at this time.

The Port of Siuslaw appreciates your business and we look forward to your arrival.

Respectfully,

Tom Kartrude
Port Manager

encl.



PORT OF SIUSLAW

Serving Western Lane County and The Central Oregon Coast

21 August 2008

Vic & Wanda Groshens
1420 15th St
Baker City OR 97814

Dear Mr. and Mrs. Groshens,

Thank you for taking the time to make your views known to the Port of Siuslaw Commissioners at the 20 August 2008 meeting. Taking the time to express your feelings about current conditions is a testament of the passion you have for this Campground and I appreciate that. However, it should be noted that not one of the people who appeared at the meeting called or visited my office to pose the questions you did. Had you done so, you would have had answers long before last night.

The points you suggested were known to the previous manager and became known to me almost on my first day as Port Manager on 1 September 2007. Promises were made in the past to upgrade services and were not kept. I apologize for that and intend to rectify the situation as soon as is financially possible.

Ports are a special form of government with quasi-business features. The RV Campground is a business run by this port with rates not having been adjusted since 1 January 2002. Six years without a rate adjustment is not good business management. This business is not immune to inflation or other market forces. Thus, the overdue rate increase reflected market conditions and was generally less than the rate of inflation.

You may be unaware that funds have been budgeted to replace the restroom and shower facility and to make 50 amp upgrades in the Campground. The restroom facility may cost over \$200,000 and is contingent upon receiving matching grant funding. Electrical code revisions and regulations dictate a much higher level of required investment to achieve the 50 amp standard. Regardless, we are moving forward to the 50 amp standard.

There are no more Federal and State funds for marinas. In light of this, the Port scrounged and located used concrete docks to upgrade F dock. We have trucked these docks to the port and we intend to install them this fall.