

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 16 July 2014
Port Office, 100 Harbor Street,
Lane County, Florence, OR 97439

CALL TO ORDER

7:00 pm

APPROVAL OF THE AGENDA

PRESENTATION: Paul Englemeyer, Audubon Society
“Land/Sea Conservation Strategies and Issues”

APPROVAL OF MINUTES

Regular Meeting on 18 June 2014

REMARKS FROM CITIZENS/GROUPS

Use Sign-in Sheet on Counter...Limited to 5 minutes per speaker (15 minutes total)

REMONSTRANCE FROM THE COMMISSION

FINANCIALS

Financial Statements: Ratify Bills Paid in June \$ 89,227.24

OLD BUSINESS

1. Discuss Commercial Moorage

NEW BUSINESS

REPORTS **President, Commission, Manager**
Committee Reports

Close Regular Session

Open Executive Session

The Port of Siuslaw Board of Commissioners will meet in executive session per ORS 192.660(2)(e) to discuss real property transactions. The Board reserves the right to return to open session if needed.

SCHEDULED MEETINGS

- Wednesday, 20 August 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 17 September 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 15 October 2014, Regular Commission Meeting, 7:00pm

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 18 June 2014, 7:00pm
Port Office, 100 Harbor St, Florence OR 97439

ATTENDANCE:

Commission: Commissioner Ron Caputo (Caputo), Commissioner Nancy Rickard (Rickard), Commissioner Jay Cable (Cable), Commissioner Bill Fleenor (Fleenor); Commissioner Terry Duman (Duman), Staff: Port Manager Robert Forsythe (Forsythe); Recording Secretary Kelly Stewart (Stewart); Audience: Harlan Springer, Media: Alan Campbell

Commission President Caputo called the meeting to order at 7:00pm.

PRESENTATION

Liz Vollmer-Buhl with the Siuslaw Watershed Council gave the Commissioners an overview of the SWC functions and projects. Outreach opportunities include presentations, newsletters, and youth camps. Restoration projects include culvert work, water quality monitoring, and creating tidal channels on the Waite Ranch for fish habitat. SWC is a 501c3 non-profit with many diverse stakeholders who have the goal of having a healthy watershed.

APPROVAL OF MINUTES: On the Motion, made by Cable and seconded by Rickard, the board voted unanimously to approve the Minutes from the Regular Meeting on 21 May 2014.

REMARKS FROM CITIZENS: None.

FINANCIALS: On the Motion, made by Fleenor, and seconded by Cable, the board voted unanimously to Ratify Bills paid in the amount of \$72,189.83. Fleenor made a comment that there was an error on the occupancy report that needed to be checked.

Commission President Caputo opened the Public Hearing for the FY14-15 Budget.

- Harlan Springer asked where, in the budget, money was allocated to pursue more dredging and jetty replacement.

There being no further comments from the public, Commission President Caputo closed the Public Hearing.

In response to Springer's question, Fleenor said money is budgeted for the port manager and a commissioner to go to Washington DC each year. Forsythe said they attend the Pacific NW Waterways conference and meet with legislators and lobbyists. **On the Motion, made by Fleenor, and seconded by Rickard, the board voted unanimously to adopt Resolution 061814A Adopting the Budget, Making Appropriations, and Levying Taxes.**

OLD BUSINESS

1. **Other Items by Commission:** Caputo said Gloria Kiryuta from the Department of State Lands came to investigate the complaint made by Gary Thorsen and found no evidence of equipment being used or a road built into the estuary. Caputo said Kiryuta's report mentioned a few piles of brush that needed to be removed. Forsythe said the brush piles had been taken care of.

NEW BUSINESS

1. **Discuss and Update Agenda Format:** On the Motion made by Fleenor and seconded by Cable, the board voted unanimously to adopt the new agenda format.
2. **Other Items by Commission:** Rickard said a representative from the Surfrider Foundation will give a presentation at the next board meeting.

REPORTS

Forsythe reported:

- The new outdoor commercial gear storage has been graded and will be ready for use soon.
- Staff is working with legal counsel on policies and ordinances.
- There will be an Executive Session next month to follow up on property related issues.
- A 96' tug converted into a Live Aboard will be mooring in our marina soon.

Fleenor complimented staff on how nice the campground looks, especially the east side.

Caputo said the 2nd campground restroom needs to be a high priority project.

Rickard asked if people can go clamming from the tidal flats off the east end of the campground. Forsythe said it's OK as long as they pay \$2 and park in the Harbor lot.

President Caputo adjourned the meeting at 7:42pm.

President

Port of Siuslaw
Balance Sheet
As of June 30, 2014

	<u>Jun 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	35,735.83
1003 · SB SAV - Capital Reserve	70,006.12
1005 · SB MMA - General Fund	146,315.67
1050 · SB MMA - ICM	5,033.20
1070 · Petty Cash	800.00
Total Checking/Savings	<u>257,890.82</u>
Other Current Assets	
1220 · Accounts Receivable	11,671.70
1499 · Undeposited Funds	2,389.50
Total Other Current Assets	<u>14,061.20</u>
Total Current Assets	<u>271,952.02</u>
TOTAL ASSETS	<u><u>271,952.02</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	19,046.53
Total Accounts Payable	<u>19,046.53</u>
Credit Cards	
2021 · Port Credit Card 1	467.80
2022 · Port Credit Card 2	826.96
Total Credit Cards	<u>1,294.76</u>
Other Current Liabilities	
2030 · Deposits Held	9,150.00
2040 · Gift Certificates	-252.00
2045 · Unearned CG Revenue (Hercules)	86,831.73
2150 · Payroll related Liabilites	21.09
Total Other Current Liabilities	<u>95,750.82</u>
Total Current Liabilities	<u>116,092.11</u>
Total Liabilities	116,092.11
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	23,196.61
Net Income	27,953.64
Total Equity	<u>155,859.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>271,952.02</u></u>

Port of Siuslaw Profit & Loss Budget Performance June 2014

	Jun 14	Budget	% of Budget	Jul '13 - Jun 14	YTD Budget	% of Budget	Annual Budget
Income							
4100 · Available Beginning Cash	0.00	0.00	0.0%	0.00	250,000.00	0.0%	250,000.00
4140 · Campground Revenue	27,816.93	29,460.00	94.4%	354,483.46	316,000.00	112.2%	316,000.00
4150 · Leases	16,720.30	15,014.10	111.4%	182,179.56	178,152.00	102.3%	178,152.00
4160 · Moorage	4,952.20	2,790.00	177.5%	68,746.04	57,000.00	120.6%	57,000.00
4170 · Storage	1,873.00	1,300.00	144.1%	21,971.93	16,000.00	137.3%	16,000.00
4190 · Marine Fuel	1,671.23	1,700.00	98.3%	51,489.46	58,500.00	88.0%	58,500.00
4200 · Other Facility Income	1,660.25	1,315.00	126.3%	30,580.83	17,850.00	171.3%	17,850.00
4500 · Levied Taxes	8,211.65	26,550.00	30.9%	288,201.31	313,000.00	92.1%	313,000.00
4540 · Interest Income	17.17	50.00	34.3%	790.82	600.00	131.8%	600.00
4550 · Maintenance Assistance Program	0.00	0.00	0.0%	15,900.00	15,900.00	100.0%	15,900.00
4600 · Miscellaneous Income	153.54	250.00	61.4%	14,690.46	4,000.00	367.3%	4,000.00
4650 · Sale of Surplus Equipment	0.00	0.00	0.0%	1,894.00	0.00	100.0%	0.00
4670 · Sale of Surplus Property	0.00	125,000.00	0.0%	0.00	125,000.00	0.0%	125,000.00
4830 · Loans	0.00	0.00	0.0%	21,283.00	13,000.00	163.7%	13,000.00
4840 · Grants	0.00	148,150.00	0.0%	191,643.44	213,690.00	89.7%	213,690.00
Total Income	63,076.27	351,579.10	17.9%	1,243,854.31	1,578,692.00	78.8%	1,578,692.00
Gross Profit	63,076.27	351,579.10	17.9%	1,243,854.31	1,578,692.00	78.8%	1,578,692.00
Expense							
5000 · Personal Services	42,909.38	39,047.85	109.9%	393,096.92	411,294.00	95.6%	411,294.00
5300 · Material and Services	38,813.25	37,330.00	104.0%	480,035.42	505,653.00	94.9%	505,653.00
6000 · Capital Outlay	19,498.60	228,440.00	8.5%	187,034.09	405,112.00	46.2%	405,112.00
6700 · Contingency	0.00	100,000.00	0.0%	0.00	100,000.00	0.0%	100,000.00
7000 · Debt Service	1,499.92	1,500.00	100.0%	155,734.24	156,633.00	99.4%	156,633.00
Total Expense	102,721.15	406,317.85	25.3%	1,215,900.67	1,578,692.00	77.0%	1,578,692.00
Net Income	-39,644.88	-54,738.75	72.4%	27,953.64	0.00	100.0%	0.00

OCCUPANCY REPORT

	Campground 2010/2011			Campground 2011/2012			Campground 2012/2013			Campground 2013/2014		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	54%	54%	1797	54%	54%	1771	58%	58%	1835	61%	61%	1989
AUG	66%	60%	2151	65%	60%	2108	74%	66%	2326	84%	73%	2728
SEPT	66%	62%	2099	79%	66%	2502	86%	73%	2605	83%	76%	2619
OCT	29%	54%	946	26%	56%	851	33%	63%	1083	38%	67%	1242
NOV	13%	46%	415	8%	46%	245	12%	53%	388	18%	57%	567
DEC	8%	39%	281	7%	40%	221	9%	45%	288	17%	50%	550
JAN	10%	35%	320	9%	35%	300	12%	41%	394	26%	47%	860
FEB	9%	32%	257	12%	32%	354	12%	37%	361	25%	44%	734
MAR	11%	30%	349	11%	30%	365	16%	35%	492	27%	42%	875
APR	14%	28%	448	12%	28%	389	21%	33%	643	29%	41%	910
MAY	25%	28%	813	24%	28%	787	26%	33%	835	34%	40%	1100
JUN	29%	28%	937	31%	28%	992	34%	33%	1070	39%	40%	1210
TL YTD	28%	28%	10813	28%	28%	10885	33%	33%	12320	40%	40%	15384
REV YTD		\$262,148			\$269,756			\$301,812			\$350,021	

Hiker/Biker 2013/14	#	\$
JULY	not open yet	
AUG	73	\$722
SEPT	65	\$600
OCT	20	\$176
NOV	17	\$168
DEC	0	\$0
JAN	14	\$130
FEB	0	\$0
MAR	3	\$24
APR	16	\$200
MAY	35	\$380
JUN	23	\$248
Total	266	\$2,648

	Moorage 2012/13			Moorage 2013/14		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	29%	29%	1099	27%	27%	1007
AUG	49%	39%	1812	47%	37%	1741
SEPT	72%	50%	2577	74%	49%	2679
OCT	37%	47%	1373	47%	49%	1729
NOV	21%	42%	740	23%	44%	834
DEC	20%	38%	729	23%	40%	837
JAN	21%	36%	771	21%	37%	795
FEB	20%	34%	676	21%	35%	713
MAR	19%	32%	719	21%	34%	759
APR	19%	31%	668	21%	33%	743
MAY	19%	30%	717	25%	32%	896
JUN	19%	29%	698	27%	31%	923
TL YTD	29%	29%	12579	31%	31%	13656
REV YTD		\$60,490			\$69,337	