

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 20 August 2014
Port Office, 100 Harbor Street,
Lane County, Florence, OR 97439

CALL TO ORDER

7:00 pm

APPROVAL OF THE AGENDA

APPROVAL OF MINUTES

Regular Meeting on 16 July 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 July \$ 88,947.19

OLD BUSINESS

1. Discuss Commercial Moorage Rates

NEW BUSINESS

1. Rotation of Officers

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, 17 September 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 15 October 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 19 November 2014, Regular Commission Meeting, 7:00pm

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 16 July 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 Dina McClure (McClure); Audience: Paul Engelmeyer, Jim Perry, David Huntington, Jay Nefcy, Shane Burnham, Lisa Owens; Media: Alan Campbell

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

APPROVAL OF THE AGENDA: On the Motion, made by Fleenor, and seconded by Rickard, the board voted unanimously to approve the agenda.

PRESENTATION

Paul Engelmeyer, with the Audubon Society, presented "Land/Sea Conservation Strategies and Issues". Engelmeyer gave an overview of Oregon's five marine reserve sites and the importance of sea bird and forage fish conservation. Engelmeyer said the Siuslaw Estuary is one of many "important bird areas" where seabirds fly from thousands of miles away to feed, then return to feed their chicks. Engelmeyer spoke of educational and research opportunities, and how volunteers work on various projects including seabird nesting, water quality and debris monitoring.

APPROVAL OF MINUTES: On the Motion, made by Fleenor and seconded by Cable, the board voted unanimously to approve the Minutes from the Regular Meeting on 18 June 2014.

FINANCIALS: On the Motion, made by Fleenor, and seconded by Cable, the board voted unanimously to Ratify Bills paid in the amount of \$89,227.24. McClure gave the board a fiscal yearend report. Fleenor made a comment that the occupancy report was accurate and is pleased with the increasing occupancy numbers.

OLD BUSINESS

1. **Discuss Commercial Moorage:** Caputo said the port attorney cautioned the board not to "grandfather" moorage customers when creating new policies. There was discussion about staff's request for commercial customers to provide current boat registration and commercial licenses. Duman asked why documents were required now and not in previous years. Forsythe said the documents prove that a customer has state or federal commercial status. There was discussion about the board's decision to raise commercial rates in May. Duman and Cable said they passed the resolution under the assumption that rates had not been raised in 10 years. It was decided to re-visit Commercial Moorage

Rates at the August meeting. Staff will provide the board with the rate increase resolutions that have been passed in the last 10 years. There was discussion about what criteria the board should use when deciding whether to raise rates or not. Fleenor said there needs to be full cost recovery. McClure said the FY2013-14 financial report provides good information on income and expenses. McClure added increased revenue can pay for capital improvement projects.

REPORTS

- Caputo attended the Lane County Area of Transportation meeting in Eugene.
- Forsythe reported:
 - Outdoor Gear Storage area has been resurfaced with compacted gravel and spaces are ready to rent.
 - The 4th of July fireworks staging on port property was a success.

President Caputo adjourned the regular meeting at 8:06pm to enter into Executive Session per ORS 192.220(2)(e).

President Caputo reopened the regular meeting at 8:26pm.

1. **Other Business:** Rickard asked what would happen if a portion of the PVIP property was leased and another company offered to purchase the entire property. Duman said the lessee could be given 1st Right of Refusal. The board agreed and instructed Forsythe to make sure that line item was added to any future lease contracts.

President Caputo adjourned the meeting at 8:28pm.

President

Port of Siuslaw
 Balance Sheet
 As of July 31, 2014

	<u>Jul 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	36,879.05
1003 · SB SAV - Capital Reserve	70,006.12
1005 · SB MMA - General Fund	158,767.04
1050 · SB MMA - ICM	5,033.20
1070 · Petty Cash	800.00
Total Checking/Savings	<u>271,485.41</u>
Other Current Assets	
1220 · Accounts Receivable	16,744.74
1499 · Undeposited Funds	6,193.47
Total Other Current Assets	<u>22,938.21</u>
Total Current Assets	<u>294,423.62</u>
TOTAL ASSETS	<u><u>294,423.62</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	15,829.93
Total Accounts Payable	<u>15,829.93</u>
Credit Cards	
2021 · Port Credit Card 1	4,930.36
Total Credit Cards	<u>4,930.36</u>
Other Current Liabilities	
2030 · Deposits Held	8,710.00
2040 · Gift Certificates	-327.00
2045 · Unearned CG Revenue (Hercules)	98,888.75
2150 · Payroll related Liabilites	21.09
Total Other Current Liabilities	<u>107,292.84</u>
Total Current Liabilities	<u>128,053.13</u>
Total Liabilities	128,053.13
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	57,345.66
Net Income	4,315.17
Total Equity	<u>166,370.49</u>
TOTAL LIABILITIES & EQUITY	<u><u>294,423.62</u></u>

4:24 PM

08/12/14

Accrual Basis

Port of Siuslaw Profit & Loss Budget Performance July 2014

	Jul 14	Budget	% of Budget	Jul 14	YTD Budget	% of Budget	Annual Budget
Income							
4100 · Available Beginning Cash	0.00	0.00	0.0%	0.00	0.00	0.0%	275,000.00
4140 · Campground Revenue	66,388.24	54,600.00	121.6%	66,388.24	54,600.00	121.6%	340,000.00
4150 · Leases	16,778.80	15,912.67	105.4%	16,778.80	15,912.67	105.4%	178,152.00
4160 · Moorage	7,307.62	4,250.00	171.9%	7,307.62	4,250.00	171.9%	60,000.00
4170 · Storage	2,088.72	1,500.00	139.2%	2,088.72	1,500.00	139.2%	20,000.00
4190 · Marine Fuel	4,727.84	4,600.00	102.8%	4,727.84	4,600.00	102.8%	50,000.00
4200 · Other Facility Income	3,251.67	1,875.00	173.4%	3,251.67	1,875.00	173.4%	20,300.00
4500 · Levied Taxes	521.95	6,800.00	7.7%	521.95	6,800.00	7.7%	307,000.00
4540 · Interest Income	0.00	50.00	0.0%	0.00	50.00	0.0%	600.00
4550 · Maintenance Assistance Program	0.00	0.00	0.0%	0.00	0.00	0.0%	15,900.00
4600 · Miscellaneous Income	3,016.70	500.00	603.3%	3,016.70	500.00	603.3%	4,000.00
4670 · Sale of Surplus Property	0.00	0.00	0.0%	0.00	0.00	0.0%	125,000.00
4840 · Grants	0.00	0.00	0.0%	0.00	0.00	0.0%	145,000.00
Total Income	104,081.54	90,087.67	115.5%	104,081.54	90,087.67	115.5%	1,540,952.00
Gross Profit	104,081.54	90,087.67	115.5%	104,081.54	90,087.67	115.5%	1,540,952.00
Expense							
5000 · Personal Services	39,913.11	41,382.75	96.4%	39,913.11	41,382.75	96.4%	424,593.00
5300 · Material and Services	38,726.43	54,330.00	71.3%	38,726.43	54,330.00	71.3%	494,150.00
6000 · Capital Outlay	4,452.30	0.00	100.0%	4,452.30	0.00	100.0%	376,549.00
6700 · Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	100,000.00
7000 · Debt Service	20,464.21	20,465.00	100.0%	20,464.21	20,465.00	100.0%	145,660.00
Total Expense	103,556.05	116,177.75	89.1%	103,556.05	116,177.75	89.1%	1,540,952.00
Net Income	525.49	-26,090.08	-2.0%	525.49	-26,090.08	-2.0%	0.00

	Campground 2011/2012			Campground 2012/2013			Campground 2013/2014			Campground 2014/2015		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	54%	54%	1771	58%	58%	1835	61%	61%	1989	72%	72%	2318
AUG	65%	60%	2108	74%	66%	2326	84%	73%	2728			
SEPT	79%	66%	2502	86%	73%	2605	83%	76%	2619			
OCT	26%	56%	851	33%	63%	1083	38%	67%	1242			
NOV	8%	46%	245	12%	53%	388	18%	57%	567			
DEC	7%	40%	221	9%	45%	288	17%	50%	550			
JAN	9%	35%	300	12%	41%	394	26%	47%	860			
FEB	12%	32%	354	12%	37%	361	25%	44%	734			
MAR	11%	30%	365	16%	35%	492	27%	42%	875			
APR	12%	28%	389	21%	33%	643	29%	41%	910			
MAY	24%	28%	787	26%	33%	835	34%	40%	1100			
JUN	31%	28%	992	34%	33%	1070	39%	40%	1210			
TL YTD	28%	28%	10885	33%	33%	12320	40%	40%	15384	72%	72%	2318
REV YTD	\$269,756			\$301,812			\$350,021			\$65,736		

	Hiker/Biker 2013/14		2014/15	
	#	\$	#	\$
JULY	not open yet		40	\$550
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	40	\$550

	Moorage 2013/14			Moorage 2014/15		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	27%	27%	1007	39%	39%	1378
AUG	47%	37%	1741			
SEPT	74%	49%	2679			
OCT	47%	49%	1729			
NOV	23%	44%	834			
DEC	23%	40%	837			
JAN	21%	37%	795			
FEB	21%	35%	713			
MAR	21%	34%	759			
APR	21%	33%	743			
MAY	25%	32%	896			
JUN	27%	31%	923			
TL YTD	31%	31%	13656	39%	39%	1378
REV YTD	\$69,337			\$7,510		