

MINUTES
PORT OF SIUSLAW
SPECIAL MEETING
Thursday, 8 January 2015, 9:00am
Port Office at 100 Harbor Street
Lane County, Florence, OR 97439

ATTENDANCE: Commissioners: Ron Caputo, Nancy Rickard, Bill Fleenor, Jay Cable

Absent: Commissioner Terry Duman

Staff: Robert Forsythe, Dina McClure, Jason Wagner

Audience: Ron Preisler, Jay Nefcy

Purpose: Annual 2013-2018 Strategic Business Plan Review

Commission President Caputo called the meeting to order at 9:03am.

1. General Review of Plan & Suggestions from the Commission

The Board reviewed the 2013-18 Strategic Business Plan and agreed to update the following items at the January meeting:

Page 15: Revenue Centers

- Caputo said inside and outdoor storage will continue for now (instead of being removed).

Page 17: Non-revenue activities

- The Board discussed raising parking fees and charging for boat launch but Forsythe said the port would lose grant money from OSMB and it would be difficult to enforce by staff. A donation box is being considered.

Pages 20-34: Port Resources

- McClure updated the figures and tables to show FY13-14 numbers.
- McClure updated the Organizational Chart.

Pages 27-28: Commission

- Current Commission position descriptions will be added.

Page 44: Trends for Regional Key Industries

- Cable said spring Chinook (Table 14) are unable to reproduce in non-glacier fed rivers and should be removed from the list of fish in the Siuslaw River. Caputo said STEP could look into planting spring Chinook annually to enhance recreational fishing.

Page 46: Environmental Issues

- Caputo suggested deleting the word “organic” to encourage any farming operation.

Page 47: Goal 12 - Transportation

- Cable asked Forsythe about the airport. Forsythe said future consideration should remain in the plan but there are no plans to pursue it at this time.
- Delete investigating options for zip cars or similar rentals.

Page 47: Goal 17 – Water Dependent Use

- Delete providing assistance to a new kayak rental business.

Page 51: Situational Analysis/Challenges

- Delete need for salary plan/appraisal policy.
- Add ORS 777 needs to be expanded to allow for economic opportunities that are not related to resource extraction. Fleenor and Forsythe will work on a letter to Representative McKeown for Caputo to sign.

Page 51: Situational Analysis/Threats

- Delete lack of attention to training/policies.

Page 56: Bulkhead and Boardwalk

- Cable requested that the word “repair” be used in addition to “replace” when referring to the Bulkhead Project. Cable suggested staff look into doing the project in increments so it doesn’t cost a lot all at once.
- When asked about the boardwalk, Wagner said 1/3 of the fire system has already been replaced and the project is ongoing.

Page 57: Marine Properties & Facilities A.1.1

- Assessment and preliminary engineering for bulkhead repairs has been completed.
- Wagner said the debris booms are being repaired with operational funds and less expensive polymer plastic is being considered for shear boom replacement.

Page 58: Marine Properties & Facilities A.1.2

- Delete upgrading services on F Dock. Wagner said F Docks is a mix of docks and unable to accommodate conduit.
- Revise the floating restroom to be completed by FY2016.
- Revise replace debris/shear booms to be completed by FY2016. The board asked Forsythe to get a firm answer on houseboat/floating home feasibility.

Page 60: Marine Properties & Facilities A.1.3

- Delete feasibility of potential use changes to DMDS #19 and #22. No changes are planned.

Page 60: Marine Properties & Facilities A.1.4

- The board agreed that decommissioning the Mapleton facility needs to be a higher priority and instructed Forsythe to move forward on it.

Page 62: Industrial Properties A.2.1

- Delete potential purchase of 10 acres by CLPUD.
- Delete feasibility of acquiring former mill sites for redevelopment.

Page 64: Commercial Properties A.4.1

- Delete investigate paid parking fee/structure for Port lots. The board is not in favor of implementing daily fees for the Nopal lot and is under contract with OSMB to not change fees in the Harbor lot.
- Fleenor asked Forsythe to look into any encumbrances on the boardwalk property as he was under the impression it was funded by a grant with limitations.
- Port-owned property survey/evaluations have been completed.
- Delete B&E Wayside RV Park and former mill sites on Hwy 126 under acquiring/developing commercial properties.

Page 66: Recreational Properties A.6.1

- Revise the following projects to FY2016
 - Reconfigure and upgrade C Row
 - Increase security
 - Maximize full service campsites
- Revise the following project to FY2018
 - Remove covered storage buildings and install pull through campsites
- Delete the following projects
 - Install Kayak/canoe launch
 - Install online customer survey
 - Upgrade hiker/biker amenities
 - Install clubhouse/community space
 - Investigate expanding campground into DMDS #19

Page 67: Recreational Properties A.6.2

- Delete investigate feasibility of establishing Siltcoos Lake kayak trail
- Delete evaluate feasibility of acquisition of International Paper site

Page 68: Management B.1

- IGA with Business Oregon has been done
- Revise review/revise ordinances/policies to be completed by FY2016
- Electronic records management system has been done

Page 69: Management B.2

- Acquire appropriate training software has been completed

- Delete investigate feasibility of establishing advisory committees
- Delete create and implement transition plan for change in port management
- The State of the Port Message will be delivered at the January 2015 meeting

Page 70: Financial Goals

- Add refinanced Siuslaw Bank loan for PVIP property in second paragraph
- Revise current total debt is \$1.4M end of FY14.

Page 70: Financial C.1

- Investigate options for debt consolidation has been done. We can't get better interest rates than we already have.

Page 71: Financial C.1

- Delete investigate applicability of using revenue or municipal bonds
- Delete complete property surveys (done) and keep declare/dispose of surplus properties on an ongoing basis
- Delete investigate feasibility of establishing a revolving loan fund

Page 71: Financial C.2

- Revise Key Facilities Condition Survey completion date to FY2016
- Revise 5-20 year capital maintenance plan completion date to FY2016
- Revise investigate and update policy to increase funding capital reserves to have a completion date of FY2016

Page 75: Marketing F.1

- Fleenor said the port should expand management goals/Port mission marketing to include radio and newspaper articles

2. Prioritize Projects for Current Fiscal Year and FY2015-16

- 1) Find new funding/revenue sources and reducing the debt service are high priorities. There was discussion about getting financial advice from Emerald CPA Group, who does our audit.
- 2) Getting a new restroom built in the campground in FY2015-16.

President Caputo adjourned the meeting at 10:45am.

President