

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 18 February 2015
Port Office, 100 Harbor Street,
Lane County, Florence, OR 97439
Revised

CALL TO ORDER

7:00 pm

APPROVAL OF THE AGENDA

PRESENTATION: Wilbur Island Wetland Mitigation Bank, Megan Gerber

APPROVAL OF MINUTES

Regular Meeting on 21 January 2015

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 January \$76,164.77

OLD BUSINESS

1. Discuss Future of the Mapleton Property

NEW BUSINESS

1. Discuss Raising Campground Rates

REPORTS President, Commission, Manager

Committee Reports

SCHEDULED MEETINGS

- Wednesday, 18 March 2015, Regular Commission Meeting, 7:00pm
- Wednesday, 15 April 2015, Regular Commission Meeting, 7:00pm
- Wednesday, 20 May 2015, Regular Commission Meeting, 7:00pm

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
 Wednesday, 21 January 2015, 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 Terry Duman (Duman), Commissioner Bill Fleenor (Fleenor);

Staff: Port Manager Robert Forsythe (Forsythe); Recording Secretary Dina McClure (McClure);

Audience: Michael DeGray, David Huntington, Harlen Springer, Jeff Hale, Jay Nefcy, Brien Mill, Megan Gerber

Media: Alan Campbell/Campbell Productions

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

APPROVAL OF THE AGENDA: There were no changes to the agenda.

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 17 December 2014. On the Motion, made by Cable, and seconded by Rickard, the board voted unanimously to approve the Minutes from the Special Meeting on 8 January 2015, with Commissioner Duman abstaining since he was unable to attend.**

FINANCIALS:

1. **Annual Financial Report for FY2013-14:** Fleenor read the Auditor's Opinion stating the financial position ending 30 June 2014 was in conformity with accounting principles generally accepted in the USA and no deficiencies were found. Fleenor thanked staff.
2. **Financial Statements:** **On the Motion, made by Fleenor, and seconded by Cable, the board voted unanimously to ratify the bills paid in the amount of \$130,161.23.**

STATE OF THE PORT MESSAGE: Commissioner Caputo read the message (attached).

OLD BUSINESS

1. **Resolution 1-21-15A Adopt Personnel Policy Revisions:** McClure said she added an On Call policy to the revisions proposed at the last meeting. Fleenor asked if the Personnel Policies comply with SDAO Best Practices and McClure said yes. Cable said the word Battery should be deleted from the policies as it is a form of assault. Duman said state law requires paying an employee 4 hours, not 2 hours, if they are called in. Fleenor said the policy will need to be revised when cannabis becomes legal. McClure said these issues will be noted and the board will review the Personnel Policies again next December. **On the Motion, made by Fleenor, and seconded by Cable, the board voted unanimously to adopt Resolution 1-21-15A.**

NEW BUSINESS

1. **Discuss Future of the Mapleton Property:** Caputo said it costs the port to maintain the Mapleton property which generates no revenue and asked the board for input. The board discussed transferring the property to county or the Mapleton business owners. The consensus was the entities may not want to take on the financial liability. Fleenor asked if it

could be legally de-commissioned. Caputo asked the board to get feedback from Mapleton businesses and residents. The board will resume discussion in February.

2. **Discuss Pollution and Property Indemnification Insurance for Moorage Customers:** Forsythe said most ports require long term moorage customers to have this insurance so port docks and marinas are protected from damage. Cable asked how much this type of insurance costs and McClure said she was quoted \$300 for an annual policy. The board agreed the Port of Siuslaw should enforce this rule. McClure said she would draft a Resolution to present at the February meeting.
3. **Discuss Moorage Rate Structure:** Forsythe said the existing moorage rate structure is confusing. Some moorage rates are structured by two different sets of boat lengths and other rates are structured by length of slip. Forsythe said staff is proposing consistency. Cable noted that rates are not changing, just the structure. McClure said an increase is proposed for recreational weekly and monthly rates on page 3. Fleenor encouraged internal consistency. McClure said she would draft a Resolution and schedule a Public Hearing for the February meeting.

REPORTS

Manager Reports:

- Forsythe said Representative McKeown has been in touch and wanted to know why Siuslaw and the Southern Ports severed ties regarding the dredging issue.
- Forsythe said the following pieces of legislation are being reviewed by State staff:
 - The relationship between ports and cities
 - Revising ORS 777 to broaden the language for what types of business opportunities ports can pursue.

Commission Reports:

- Caputo attended Lane Co Transportation meeting via conference call.
- Caputo and Rickard will attend OR Pacific Ports meeting on January 22 via conference call.
- Caputo asked for board approval for him to go to the SDAO Annual Conference Feb 6-8. The board approved.
- Caputo said Forsythe will attend the Pacific NW Waterway Convention in WA DC in March.
- Duman said the Port's fuel prices are higher than anywhere else. McClure said the fuel was purchased last fall before the gas prices dropped.
- Rickard said she is going to the Siuslaw Watershed Council meeting next week.
- Fleenor said the new city council wants to hold work sessions with the port commissioners periodically to discuss economic development. Caputo said he and Forsythe would look into it.

President Caputo adjourned the meeting at 7:44pm.

President

State of the Port

On Thursday January 8th, the Port of Siuslaw Commissioners met to review the Port's 5 year Strategic Business Plan and establish priorities for the next three years. One of the top priorities set by the commission for this year is to seek out new funding sources to help reduce existing Port debt and establish a reserve fund for future work projects.

Expansion and improvements made to the RV Park helps keep the RV Park operating near capacity during the summer and fall months making it a great income source for the Port.

Another priority set by the commission is the addition of a new restroom at the east section of the park.

The Port will continue to work with our State and federal delegations, the Army Corp of Engineers, and the Coast Guard to keep the river channel open and push for the needed repairs to our jetties.

The commissioners will continue to support our commercial fishing fleet and do what they can to attract more boats and fish related businesses to the commercial boat basin in old town. They also will continue to support all other fishing related enterprises in the port district including fishing charters, sports fishing, and kayakers.

The Port will continue to work with local business, and governmental agencies to create new opportunities for increased economic development.

Ron Caputo
President
Port of Siuslaw Commission

**Port of Siuslaw
 Balance Sheet
 As of January 31, 2015**

	<u>Jan 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	49,704.85
1003 · SB SAV - Capital Reserve	70,023.76
1005 · SB MMA - General Fund	342,113.24
1050 · SB MMA - ICM	5,040.59
1070 · Petty Cash	750.00
Total Checking/Savings	<u>467,632.44</u>
Other Current Assets	
1220 · Accounts Receivable	8,406.96
1499 · Undeposited Funds	2,408.52
Total Other Current Assets	<u>10,815.48</u>
Total Current Assets	<u>478,447.92</u>
TOTAL ASSETS	<u>478,447.92</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	11,899.99
Total Accounts Payable	<u>11,899.99</u>
Credit Cards	
2021 · Port Credit Card 1	4,870.66
2022 · Port Credit Card 2	-626.76
Total Credit Cards	<u>4,243.90</u>
Other Current Liabilities	
2030 · Deposits Held	8,630.00
2040 · Gift Certificates	-327.00
2045 · Unearned CG Revenue (Hercules)	114,768.23
2150 · Payroll related Liabilites	21.09
Total Other Current Liabilities	<u>123,092.32</u>
Total Current Liabilities	<u>139,236.21</u>
Total Liabilities	139,236.21
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	51,740.66
Net Income	182,761.39
Total Equity	<u>339,211.71</u>
TOTAL LIABILITIES & EQUITY	<u>478,447.92</u>

3:58 PM

02/11/15

Accrual Basis

Port of Siuslaw Profit & Loss Budget Performance January 2015

	Jan 15	Budget	% of Budget	Jul '14 - Jan 15	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	15,988.26	15,450.00	103.5%	282,461.97	241,530.00	116.9%	340,000.00
4150 · Leases	14,378.80	14,012.67	102.6%	109,601.60	104,488.69	104.9%	178,152.00
4160 · Moorage	3,060.40	3,450.00	88.7%	54,631.74	43,950.00	124.3%	60,000.00
4170 · Storage	2,492.35	1,700.00	146.6%	15,305.39	11,500.00	133.1%	20,000.00
4190 · Marine Fuel	830.26	550.00	151.0%	54,164.87	45,500.00	119.0%	50,000.00
4200 · Other Facility Income	534.09	520.00	102.7%	21,356.50	15,895.00	134.4%	20,300.00
4500 · Levied Taxes	3,616.60	4,100.00	88.2%	315,455.77	274,100.00	115.1%	307,000.00
4540 · Interest Income	75.62	50.00	151.2%	465.16	350.00	132.9%	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	5,642.10	200.00	2,821.1%	13,121.40	2,500.00	524.9%	4,000.00
4650 · Sale of Surplus Equipment	0.00	0.00	0.0%	2,000.00	0.00	100.0%	0.00
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%	173,125.00
Total Income	46,618.48	40,032.67	116.5%	884,464.40	755,713.69	117.0%	1,569,077.00
Gross Profit	46,618.48	40,032.67	116.5%	884,464.40	755,713.69	117.0%	1,569,077.00
Expense							
5000 · Personal Services	19,930.88	33,382.75	59.7%	239,426.26	244,679.25	97.9%	424,593.00
5300 · Material and Services	24,586.96	33,230.00	74.0%	346,479.09	351,880.00	98.5%	531,650.00
6000 · Capital Outlay	0.00	0.00	0.0%	11,718.25	0.00	100.0%	376,549.00
6700 · Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	90,625.00
7000 · Debt Service	20,464.21	20,465.00	100.0%	104,079.41	104,220.00	99.9%	145,660.00
Total Expense	64,982.05	87,077.75	74.6%	701,703.01	700,779.25	100.1%	1,569,077.00
Net Income	-18,363.57	-47,045.08	39.0%	182,761.39	54,934.44	332.7%	0.00

4:11 PM

02/11/15

Accrual Basis

Port of Siuslaw
Profit & Loss Prev Year Comparison
July 2014 through January 2015

	<u>Jul '14 - Jan 15</u>	<u>Jul '13 - Jan 14</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4140 · Campground Revenue	282,461.97	251,957.53	30,504.44	12.1%
4150 · Leases	109,601.60	99,080.68	10,520.92	10.6%
4160 · Moorage	54,631.74	49,407.69	5,224.05	10.6%
4170 · Storage	15,305.39	12,691.93	2,613.46	20.6%
4190 · Marine Fuel	54,164.87	47,964.58	6,200.29	12.9%
4200 · Other Facility Income	21,356.50	24,956.33	-3,599.83	-14.4%
4500 · Levied Taxes	315,455.77	260,153.95	55,301.82	21.3%
4540 · Interest Income	465.16	525.31	-60.15	-11.5%
4550 · Maintenance Assistance Program	15,900.00	15,900.00	0.00	0.0%
4600 · Miscellaneous Income	13,121.40	8,069.41	5,051.99	62.6%
4650 · Sale of Surplus Equipment	2,000.00	1,092.00	908.00	83.2%
4830 · Loans	0.00	21,283.00	-21,283.00	-100.0%
4840 · Grants	0.00	183,362.44	-183,362.44	-100.0%
Total Income	<u>884,464.40</u>	<u>976,444.85</u>	<u>-91,980.45</u>	<u>-9.4%</u>
Gross Profit	884,464.40	976,444.85	-91,980.45	-9.4%
Expense				
5000 · Personal Services	239,426.26	239,264.53	161.73	0.1%
5300 · Material and Services	346,479.09	337,442.75	9,036.34	2.7%
6000 · Capital Outlay	11,718.25	142,540.77	-130,822.52	-91.8%
7000 · Debt Service	104,079.41	114,420.47	-10,341.06	-9.0%
Total Expense	<u>701,703.01</u>	<u>833,668.52</u>	<u>-131,965.51</u>	<u>-15.8%</u>
Net Income	<u>182,761.39</u>	<u>142,776.33</u>	<u>39,985.06</u>	<u>28.0%</u>

	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	90%	81%	2890
SEPT	79%	66%	2502	86%	73%	2605	83%	76%	2619	90%	84%	2795
OCT	26%	56%	851	33%	63%	1083	38%	67%	1242	45%	74%	1462
NOV	8%	46%	245	12%	53%	388	18%	57%	567	24%	64%	753
DEC	7%	40%	221	9%	45%	288	17%	50%	550	23%	57%	748
JAN	9%	35%	300	12%	41%	394	26%	47%	860	29%	53%	920
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	53%	53%	11886
REV YTD	\$269,756			\$301,812			\$350,021			\$248,211		

	Hiker/Biker 2013/14		2014/15	
	#	\$	#	\$
JULY	not open yet		40	\$550
AUG	73	\$722	48	\$660
SEPT	65	\$600	29	\$324
OCT	20	\$176	6	\$60
NOV	17	\$168	3	\$32
DEC	0	\$0	1	\$16
JAN	14	\$130	0	\$0.00
FEB	0	\$0		
MAR	3	\$24		
APR	16	\$200		
MAY	35	\$380		
JUN	23	\$248		
Total	266	\$2,648	127	\$1,642

	Moorage 2013/14			Moorage 2014/15		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	27%	27%	1007	39%	39%	1378
AUG	47%	37%	1741	61%	50%	2165
SEPT	74%	49%	2679	82%	61%	2842
OCT	47%	49%	1729	67%	62%	2268
NOV	23%	44%	834	33%	56%	1121
DEC	23%	40%	837	30%	52%	2804
JAN	21%	37%	795	29%	49%	1104
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	49%	49%	13682
REV YTD	\$69,337			\$49,214		

THE PORT OF SIUSLAW RATE AND FEE SCHEDULE

Proposed Rate Increase effective July 1, 2015

Current Campground Rates

Site Type	Daily	Weekly	Summer Monthly (June 1 – Oct 31)	Winter Monthly (Nov 1 – May 31)
C Row, Dry	\$22	\$132	n/a	n/a
Water/Electric	\$26	\$150	\$600	\$400
Full Service	\$28	\$168	\$650	\$450
B Row, Full Svc	\$32	\$192	n/a	\$550

Proposed

Site Type	Daily	Weekly	Summer Monthly (June 1 – Oct 31)	Winter Monthly (Nov 1 – May 31)
C Row, Dry	\$27	\$162	n/a	n/a
Water/Electric	\$31	\$186	\$713	\$513
Full Service	\$33	\$198	\$759	\$559
B Row, Full Svc	\$37	\$222	\$851	\$651

Current Additional Campground Fees

Extra Persons	\$2 per day per person (maximum of 8 per site, 4 included in basic fee)	
Extra Vehicles	\$2 per day per vehicle (1 towing and towed vehicle included in basic fee)	
Extra Pets	\$2 per day per additional pet (1 pet included in basic fee)	

Hiker/Biker	\$8 per person, per night	walk or bicycle in only, no vehicles
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Proposed Additional Campground Fees

Extra Persons	\$5 per day per person (maximum of 6 per site, 2 included in basic fee)	
Extra Vehicles	\$5 per day per vehicle (1 towing and towed vehicle included in basic fee)	
Extra Pets	\$2 per day per additional pet (1 pet included in basic fee)	

Hiker/Biker	\$8 per person, per night	walk or bicycle in only, no vehicles
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