

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 16 September 2015
Port Office, 100 Harbor Street,
Lane County, Florence, OR 97439

CALL TO ORDER

7:00 pm

APPROVAL OF THE AGENDA

REMARKS FROM CITIZENS/GROUPS

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

REMONSTRANCE FROM THE COMMISSION

FINANCIALS

1. Financial Statements: Ratify Bills Paid in August \$ 70,146.33

Open Public Hearing

Hear Public Comment Regarding Campground Rate Increases

Close Public Hearing

OLD BUSINESS

1. Resolution 9-16-15A Increase Campground Rates
2. Decide Future of December Member Program

NEW BUSINESS

REPORTS President, Commission, Manager
Committee Reports

ADJOURN

SCHEDULED MEETINGS

- Wednesday, 21 October 2015, Regular Commission Meeting, 7:00pm
- Wednesday, 18 November 2015, Regular Commission Meeting, 7:00pm
- Wednesday, 16 December 2015, Regular Commission Meeting, 7:00pm

MINUTES

PORT OF SIUSLAW COMMISSION MEETING

Wednesday, 19 August 2015, 7:00pm

Port Office, 100 Harbor St, Florence OR 97439

Commissioners Attending: Ron Caputo, Terry Duman, Nancy Rickard, David Huntington, Mike Buckwald

Staff Attending: Robert Forsythe, Port Manager

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

APPROVAL OF THE AGENDA – Rickard requested discussion regarding the meeting minutes added to Old Business.

REMARKS FROM CITIZENS:

- (7:00:42) Vicki Stephens read a letter requesting the board to discontinue the December Member program stating it is unfair and discriminating.
- (7:07:13) Jeff Hale asked for parking to be available for those using the fish cleaning stations.
- (7:08:14) Joe Holsonback spoke in support of the December Member program.
- (7:10:00) Harlen Springer updated the board on the design for the triangle cement base the port is installing for future artwork at Mariners Plaza.

REMONSTRANCE FROM THE COMMISSION:

- (7:11:55) Caputo responded to Stephens, regarding the December Members and stated the board will soon reconsider an increase in Campground rates.

FINANCIALS: (7:16:48) Forsythe suggested a Consent Agenda for future meetings. On the **Motion**, made by Rickard, and seconded by Buckwald, the board voted unanimously to ratify bills paid in July in the amount of \$130,299.17.

OLD BUSINESS

1. **Resolution 8-19-15A Adopting a Supplemental budget and Appropriating Funds:** (7:18:07) On the **Motion**, made by Rickard, and seconded by Buckwald, the board voted unanimously to approve Resolution 8-19-15A Adopting a Supplemental budget and Appropriating Funds.

2. **Designate Alternate Representatives for 2015-16 Committee Assignments:**

(7:19:43)	<u>Assigned</u>	<u>Alternate</u>
• City of Florence Urban Renewal Agency	Caputo	Buckwald
• Lane Area Commission on Transportation	Caputo	Forsythe
• Lance Council of Governments	Rickard	Caputo
• Oregon Coastal Zone Management Assn	Duman	Huntington
• Siuslaw Watershed Council	Rickard	Huntington
• Oregon Economic Development Assn	Caputo	

- | | | |
|-------------------------------------|----------|------------|
| • Pacific NW Waterways Assn | Caputo | Buckwald |
| • Oregon Public Ports Assn | Rickard | Huntington |
| • Florence Area Chamber of Commerce | Forsythe | Caputo |
| • Pacific Coast Congress | Forsythe | Duman |
| • Special Districts Assoc of Oregon | Forsythe | Caputo |

3. **Meeting Minutes:** (7:26:31) The board discussed having written minutes versus having the video recording of the meeting as permanent record. On the **Motion**, made by Rickard, and seconded by Huntington, the board voted unanimously for staff to provide written minutes with bullet points only in addition to the permanent record of the meeting's video recording.

NEW BUSINESS

1. **Resolution 8-19-15B Amending the Public Records Policy Adopted 21 January 2004:** (7:32:44) On the **Motion**, made by Rickard, and seconded by Buckwald, the board voted unanimously to approve Resolution 8-19-15B Amending the Public Records Policy Adopted 21 January 2004.
2. **Review 2015 SDIS Better and Best Practices Checklist:** (7:36:12) The board reviewed and approved the 2015 SDIS Better and Best Practices Checklist.
3. **Discuss Commission Duties and Goals:**

(7:37:48) Caputo assigned the following duties to the commissioners:

- Rickard is to be the representative to the City of Florence and attend meetings.
- Duman is to look for incentives to bring commercial fishing back.
- Buckwald is to oversee the financials and make sure the port is in compliance.
- Huntington is to find ways to attract more boats to the port marinas.
- Caputo is looking for grants to repair the bulkhead and build a 2nd restroom. Caputo will also oversee ordinance updates.

(7:40:20) Caputo asked the board for goals.

- Rickard said the board should reconsider a Campground rate increase.
- Caputo said the board should look for new funding sources.
- Caputo said if public funding is found for a new campground restroom, it will need to be open to the public and the port may charge a fee.

REPORTS (7:46:10)

Forsythe reported

- The sale of property is off.
- He's working with Pacific Landings to seek bidders for telecommunications.

Rickard reported

- She will attend the SDAO Regional Network meeting in Salem on 8/25.

Caputo reported

- He will attend the Oregon Coastal Caucus at Spirit Mountain Casino 8/26-27.

Duman suggested

- The board should schedule a work session to discuss the December Members.
- Staff should be present at board meetings in case questions arise.

Forsythe responded

- The board should read their packets and contact staff with questions prior to the board meeting.

President Caputo adjourned the meeting at 7:53pm.

MINUTES
PORT OF SIUSLAW
SPECIAL MEETING
Thursday, 31 August 2015, 7:00pm
Port Office at 100 Harbor Street
Lane County, Florence, OR 97439

ATTENDANCE: Commissioners: Ron Caputo, Nancy Rickard, Terry Duman, David Huntington, Mike Buckwald
Staff: Robert Forsythe, Dina McClure

Purpose: To Discuss the December Member Program and Campground Rate Increase

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

The Board discussed the December Member Program. It was stated the program rewards long term customers, will phase out over time, and more riverfront sites will be available when the C Row is upgraded. Forsythe said state agencies had been contacted by persons opposed to the program and legal counsel was not concerned. Caputo suggested a \$50 annual December Member fee. The board directed Forsythe to get a firm opinion from legal before they make their decision to keep or discontinue the program.

The Board discussed increasing the Campground Rates. It was stated that there has been no rate adjustment in five years, rates could be adjusted annually according to the CPI, and more sites could be developed if the dredged material was moved or sold. Forsythe said the dredge spoil site needed to remain as it is one of only two designated sites left. The Board agreed to review another proposal from staff at the next meeting. Staff said they would re-submit the same proposal the Board did not adopt in May.

Duman motioned to adjourn, Buckwald seconded. The meeting adjourned at 7:25pm.

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

	<u>Aug 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	15,328.60
1003 · SB SAV - Capital Reserve	85,041.59
1005 · SB MMA - General Fund	342,984.93
1050 · SB MMA - ICM	5,042.81
1070 · Petty Cash	800.00
Total Checking/Savings	<u>449,197.93</u>
Other Current Assets	
1220 · Accounts Receivable	18,943.13
1499 · Undeposited Funds	1,097.07
Total Other Current Assets	<u>20,040.20</u>
Total Current Assets	<u>469,238.13</u>
TOTAL ASSETS	<u>469,238.13</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	30,375.98
Total Accounts Payable	<u>30,375.98</u>
Credit Cards	
2021 · Port Credit Card 1	3,481.64
Total Credit Cards	<u>3,481.64</u>
Other Current Liabilities	
2030 · Deposits Held	8,750.00
2040 · Gift Certificates	-277.00
2045 · Unearned CG Revenue (Hercules)	121,893.20
2100 · Payroll Liabilities	-150.00
2150 · Payroll related Liabilites	39.05
Total Other Current Liabilities	<u>130,255.25</u>
Total Current Liabilities	<u>164,112.87</u>
Total Liabilities	164,112.87
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	120,484.77
Net Income	79,930.83
Total Equity	<u>305,125.26</u>
TOTAL LIABILITIES & EQUITY	<u>469,238.13</u>

	Campground 2012/2013			Campground 2013/2014			Campground 2014/2015			Campground 2015/2016		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	58%	58%	1835	61%	61%	1989	72%	72%	2318	79%	79%	2448
AUG	74%	66%	2326	84%	73%	2728	90%	81%	2890	91%	85%	2812
SEPT	86%	73%	2605	83%	76%	2619	90%	84%	2795			
OCT	33%	63%	1083	38%	67%	1242	45%	74%	1462			
NOV	12%	53%	388	18%	57%	567	24%	64%	753			
DEC	9%	45%	288	17%	50%	550	23%	57%	748			
JAN	12%	41%	394	26%	47%	860	29%	53%	920			
FEB	12%	37%	361	25%	44%	734	34%	51%	939			
MAR	16%	35%	492	27%	42%	875	39%	50%	1211			
APR	21%	33%	643	29%	41%	910	38%	48%	1134			
MAY	26%	33%	835	34%	40%	1100	37%	47%	1130			
JUN	34%	33%	1070	39%	40%	1210	45%	47%	1362			
TL YTD	33%	33%	12320	40%	40%	15384	47%	47%	17662	85%		5260
REV YTD	\$301,812			\$350,021			\$408,911			\$142,891		

	Hiker/Biker 2014/15		2015/16	
	#	\$	#	\$
JULY	40	\$550	51	\$677
AUG	48	\$660	27	\$372
SEPT	29	\$324		
OCT	6	\$60		
NOV	3	\$32		
DEC	1	\$16		
JAN	0	\$0		
FEB	1	\$8		
MAR	8	\$80		
APR	9	\$72		
MAY	21	\$316		
JUN	20	\$160		
Total	186	\$2,278	78	\$1,049

	Moorage 2014/15			Moorage 2015/16		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	39%	39%	1378	45%	45%	1669
AUG	61%	50%	2165	71%	58%	2635
SEPT	82%	61%	2842			
OCT	67%	62%	2268			
NOV	33%	56%	1121			
DEC	30%	52%	2804			
JAN	29%	49%	1104			
FEB	29%	46%	961			
MAR	31%	45%	1155			
APR	33%	43%	1174			
MAY	34%	43%	1245			
JUN	33%	42%	1187			
TL YTD	42%	42%	19404	58%		4304
REV YTD	\$69,337			\$29,025		

**Port of Siuslaw
Resolution No. 9-16-15A**

A Resolution Revising Campground Rates and Amending the Rate and Fee Schedule

WHEREAS, the Port of Siuslaw Board of Commissioners were presented rate increase proposals at the Commission meeting held 18 February 2015, and

WHEREAS, and the Port of Siuslaw Board of Commissioners did not adopt Resolution 3-18-15B to Revise Structure and Rates to the Rate and Fee Schedule at the Commission meeting on 18 March 2015, and

WHEREAS, the Port of Siuslaw Board of Commissioners were presented a revised rate increase proposal at the Commission meeting held 15 April 2015, and

WHEREAS, and the Port of Siuslaw Board of Commissioners did not adopt Resolution 5-20-15B to Revise Structure and Rates to the Rate and Fee Schedule at the Commission meeting on 18 March 2015, and

WHEREAS, the public was given the opportunity for comment per ORS 294.160, at the Commission meeting held 18 March, 20 May, and 16 September 2015

NOW THEREFORE, BE IT RESOLVED

PART I: The Port of Siuslaw Commission amends the Rate and Fee Schedule as follows:

Section 1 Campground A. Campground Rates

Site Type	Daily	Weekly	Summer Monthly (June 1 – Oct 31)	Winter Monthly (Nov 1 – May 31)
C Row, Dry	\$25	\$150	n/a	n/a
Water/Electric	\$29	\$174	\$667	\$467
Full Service	\$31	\$186	\$713	\$513
B Row, Full Svc	\$35	\$210	\$805	\$605

B. 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)

PART II: All previous resolutions governing campground rates are hereby repealed.

PART III: This Resolution shall take effect on 1 November 2015.

ADOPTED by the Port of Siuslaw Board of Commissioners on the 16th day of September 2015.

By: _____
President

By: _____
Attest