

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

CALL TO ORDER

7:00 pm

APPROVAL OF THE AGENDA

PRESENTATION: Adapting to a Changing Climate Presented by Charlie Plybon, Oregon Policy Manager for Surfrider, and John Stevenson, Regional Extension Climate Specialist, Oregon State University

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 October \$ 96,189.78

OLD BUSINESS

1. Discuss Launch Fees & Parking Regulations – Jeff Hale

NEW BUSINESS

1. Berkshire Hathaway Realtor Report

REPORTS President, Commission, Interim Manager

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, 16 December 2015, Regular Commission Meeting, 7:00pm
- Wednesday, 20 January 2016, Regular Commission Meeting, 7:00pm
- Wednesday, 17 February 2016, Regular Commission Meeting, 7:00pm

MINUTES

PORT OF SIUSLAW COMMISSION MEETING

Wednesday, 21 October 2015, 7:00pm

Port Office, 100 Harbor Street, Florence OR 97439

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

Staff Attending: Dina McClure, Richard Dreiling, Jason Wagner

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

APPROVAL OF THE AGENDA – No changes were made.

REMARKS FROM CITIZENS (7:00:55)

- Lacy Sayer suggested expediting the departure of the outgoing port manager
- Bianca DeMers notified the board of a potential abandoned boat at marker 29
- Jeff Hale is concerned that river users are not paying for port services and will research the grant agreement between the Port and the OSMB in hopes of getting launch fees established

REMONSTRANCE (7:05:06) Commissioner Duman responded to DeMers concern and said the Port has no jurisdiction regarding boats upriver. Dreiling said the assumed boat is not abandoned and he provided information on owner's history with local marinas.

FINANCIALS (7:07:12) Commissioner Duman inquired about the \$1,900 monthly bill from Charter for TV Cable, and Commissioner Rickard requested resuming the Profit & Loss Previous Year report. On the Motion, made by Commissioner Rickard and seconded by Commissioner Huntington, the board voted unanimously to ratify bills in the amount of \$84,590.81.

NEW BUSINESS (7:11:05)

1. **Discuss New Restroom Project:** Dreiling gave a presentation that included three options for new campground restrooms.
 - A ROMTEC building with 6 units would cost between \$200K - \$260K
 - A CXT building with 4 units would cost between \$160K - \$220K
 - A mobile trailer restroom with 5 units would cost \$50K

There was discussion about expanding the proposals to include local contractor bids and concerns regarding the proposed location being close to the Dredge Material Disposal site. The board questioned why the port needs a building permit from the city. Dreiling responded the jurisdiction between the city and port may arise in an upcoming state legislative review.

REPORTS (7:30:10)

Commissioner Caputo asked McClure for an update on port manager applications:

- Seven applications for port manager have been submitted and the board will meet on November 4 at 7pm to review them and decide who to interview.

Commissioner Rickard reported:

- She and McClure attended the Oregon Public Ports Association (OPPA) conference in Bandon.
- Attended Lane Area Commission on Transportation (LACT) in Springfield.
- Encouraged people to visit the Hatfield Marine Science Center in South Beach.

Commissioner Duman reported:

- Shared experience of getting to the Port of Illwaco by boat.

Commissioner Caputo reported:

- Also attended LACT in Springfield. Out of nine projects, the City of Florence's request to receive grant funding for highway improvements between the bridge and Hwy 126 got rated #1.
- Attended a Ford Foundation meeting on natural resources with state, county, BLM, USFS, and Siuslaw Watershed Council in attendance. Next meeting is in January.
- Planning to attend the "State of the Coast" conference in Coos Bay on Saturday.
- Senator Arnie Roblan will visit the Port of Siuslaw on November 12th at 9am. Caputo will be out of town and encouraged other commissioners to attend.

McClure gave a report on the peak season:

- RV Park occupancy was 86% compared to 73% four years ago.
- Online guest reviews show RV Park rated 4.3 on a scale of 1 to 5.
- September marina occupancy was 95%.
- Boats driving too fast on the river is a safety concern but there is no law enforcement.
- Two cardiac arrests on port property in September. Both individuals survived due to CPR. Western Lane Ambulance will donate an automated external defibrillator to the port.

Commission President Caputo adjourned the meeting at 7:40pm.

MINUTES
PORT OF SIUSLAW
SPECIAL MEETING
Thursday, 5 November 2015, 4:00pm
Port Office at 100 Harbor Street
Lane County, Florence, OR 97439

ATTENDANCE:

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

Staff: Dina McClure

Purpose: To discuss buying out Bob Forsythe's remaining time with the port, appoint an interim manager, and revise the port manager interview process.

President Caputo called the meeting to order at 4:05pm.

1. **Discuss Buying out Bob Forsythe's Remaining Time with the Port:** Caputo said Forsythe was agreeable to being bought out. On the Motion made by Commissioner Buckwald, and seconded by Commissioner Rickard, the board voted unanimously to pay Forsythe for payroll owed until December 23, his scheduled last day, and make Friday, November 6, 2015 his last day in the office.
2. **Discuss Appointment of an Interim Port Manager:** Caputo said he reviewed and approved McClure's contract for the Interim Port Manager position effective November 6 to January 1, 2016. On the Motion, made by Commissioner Rickard, and seconded by Commissioner Huntington, the board voted unanimously in favor of appointing McClure to the Interim Manager position.
3. **Revise Interview Process for Port Manager Applicants:** There was discussion regarding the interview process. It was decided to eliminate the skill assessment activity. The applicants will be asked to provide a 5-10 minute Power Point presentation on the Port of Siuslaw and answer a list of approximately 14 questions. McClure asked if the board was interested in bringing in another port manager or a few business people from Florence to be on the interview committee and the board said no. McClure said she had secured the Siuslaw Valley Fire & Rescue upstairs conference room for the interviews on November 21 and the board requested interviews be held on November 16 instead.

President Caputo adjourned the meeting at 4:15pm to enter into Executive Session per ORS 192.660 (2) (a).

Port of Siuslaw
Balance Sheet
As of October 31, 2015

	<u>Oct 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	51,348.52
1003 · SB SAV - Capital Reserve	85,052.30
1005 · SB MMA - General Fund	353,205.46
1050 · SB MMA - ICM	5,043.45
1070 · Petty Cash	800.00
Total Checking/Savings	<u>495,449.73</u>
Other Current Assets	
1220 · Accounts Receivable	13,047.09
1499 · Undeposited Funds	1,155.00
Total Other Current Assets	<u>14,202.09</u>
Total Current Assets	<u>509,651.82</u>
TOTAL ASSETS	<u>509,651.82</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	29,224.07
Total Accounts Payable	<u>29,224.07</u>
Credit Cards	
2021 · Port Credit Card 1	4,206.15
Total Credit Cards	<u>4,206.15</u>
Other Current Liabilities	
2030 · Deposits Held	8,630.00
2040 · Gift Certificates	-277.00
2045 · Unearned CG Revenue (Hercules)	98,654.65
2100 · Payroll Liabilities	-340.87
2150 · Payroll related Liabilites	18.85
Total Other Current Liabilities	<u>106,685.63</u>
Total Current Liabilities	<u>140,115.85</u>
Total Liabilities	140,115.85
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	120,502.99
Net Income	144,323.32
Total Equity	<u>369,535.97</u>
TOTAL LIABILITIES & EQUITY	<u>509,651.82</u>

Port of Siuslaw
Profit & Loss Budget Performance

October 2015

				Oct 15	Jul - Oct 15	Variance	Annual Budget
Expense							
5000 · Personal Services							
			5020 · Port Manager	5,771.24	23,084.96	41,915.04	65,000.00
			5030 · Administrative Assistant	3,238.56	12,593.16	26,344.84	38,938.00
			5036 · Project Coordinator	2,200.20	8,482.24	16,524.76	25,007.00
			5045 · Services Lead	1,239.58	1,239.58	-1,239.58	
			5050 · Office Assistant	1,351.24	7,709.78	16,929.22	24,639.00
			5061 · Campground Staff	1,481.81	7,605.94	15,216.06	22,822.00
			5065 · Fuel Attendant	512.50	2,162.75	1,837.25	4,000.00
			5075 · Maintenance I Lead	3,544.00	14,107.96	28,423.04	42,531.00
			5076 · Maintenance II	2,561.28	10,283.28	20,325.72	30,609.00
			5077 · Maintenance III	2,383.04	9,429.53	18,735.47	28,165.00
			5078 · Groundskeeper	710.73	5,459.18	22,424.82	27,884.00
			5110 · Payroll taxes	2,223.46	9,196.10	22,391.90	31,588.00
			5180 · Health Insurance	3,524.43	14,751.21	40,578.79	55,330.00
			5181 · Life Insurance	15.05	62.35	1,827.65	1,890.00
			5182 · Dental Insurance	323.75	1,341.25	3,615.75	4,957.00
			5190 · Workers Compensation Insurance	0.00	7,608.76	-608.76	7,000.00
			5251 · Applicant Expenses	82.00	82.00	-82.00	0.00
			5270 · Retirement	0.00	0.00	5,000.00	5,000.00
			5275 · Compensated absences	0.00	410.72	4,589.28	5,000.00
			5280 · Overtime	0.00	0.00	3,000.00	3,000.00
			Total 5000 · Personal Services	31,162.87	135,610.75	287,749.25	423,360.00
5300 · Material and Services							
			5260 · Employee Training	100.00	765.00	465.00	1,230.00
			5310 · Grant Expenses				
			5313 · Dredging Permit	0.00	2,819.00	-2,819.00	0.00
			5310 · Grant Expenses - Other	0.00	0.00	10,000.00	10,000.00
			Total 5310 · Grant Expenses	0.00	2,819.00	7,181.00	10,000.00
			5340 · Advertising	308.98	5,786.20	7,213.80	13,000.00
			5350 · Office Supplies	103.12	463.59	3,536.41	4,000.00
			5360 · Operation Supplies				
			5361 · Safety Supplies	133.95	1,539.43	560.57	2,100.00
			5362 · Vehicle fuel	97.57	533.02	1,566.98	2,100.00
			5360 · Operation Supplies - Other	1,207.51	4,575.24	11,224.76	15,800.00
			Total 5360 · Operation Supplies	1,439.03	6,647.69	13,352.31	20,000.00
			5370 · Marine Fuel				
			5371 · Non-ethanol Gas	9,234.70	32,342.76	7,657.24	40,000.00
			5372 · Diesel	-33.49	2,068.41	7,931.59	10,000.00
			Total 5370 · Marine Fuel	9,201.21	34,411.17	15,588.83	50,000.00

Port of Siuslaw Profit & Loss Budget Performance

October 2015

				Oct 15	Jul - Oct 15	Variance	Annual Budget
			6178 · Floating Restroom	0.00	325.56	124,674.44	125,000.00
			6180 · West Basin Repairs	0.00	7,150.00	-7,150.00	0.00
			6181 · Security Cameras/Gates	0.00	0.00	4,369.00	4,369.00
			Total 6170 · Marine Facilities	0.00	7,475.56	121,893.44	129,369.00
			6610 · Capital Reserve Future Exp's	0.00	0.00	15,000.00	15,000.00
			Total 6000 · Capital Outlay	0.00	7,689.75	142,179.25	149,869.00
			6700 · Contingency	0.00	0.00	100,000.00	100,000.00
			7000 · Debt Service			0.00	
			7215 · MNIF (Dredging) #524016	0.00	0.00	5,880.00	5,880.00
			7216 · PRLF (MSLTD) #525186	11,599.93	23,199.86	23,200.14	46,400.00
			7220 · PRLF (Nopal Devel) #520130	7,364.36	14,728.72	14,731.28	29,460.00
			7225 · Banner Bank (PVIP) 1000214241	1,499.92	5,999.68	12,000.32	18,000.00
			7230 · PRLF Loan (Wharf) #525196	0.00	7,424.94	22,525.06	29,950.00
			7270 · SPWF (Bdwk Prj) L0004	0.00	0.00	15,970.00	15,970.00
			Total 7000 · Debt Service	20,464.21	51,353.20	94,306.80	145,660.00
			Total Expense	91,792.29	377,605.03	933,263.97	1,310,869.00
			Net Income	23,736.35	144,323.32		250,000.00

	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	88%	86%	2651
OCT	33%	63%	1083	38%	67%	1242	45%	74%	1462	49%	77%	1527
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	77%		9438
REV YTD	\$301,812			\$350,021			\$408,911			\$246,838		

	Hiker/Biker 2014/15		2015/16	
	#	\$	#	\$
JULY	40	\$550	51	\$677
AUG	48	\$660	27	\$372
SEPT	29	\$324	19	\$346
OCT	6	\$60	26	\$326
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	123	\$1,721

	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	95%	70%	3394
OCT	67%	62%	2268	75%	72%	2752
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	72%		10450
REV YTD	\$69,337			\$67,272		