

AGENDA

**PORT OF SIUSLAW
COMMISSION MEETING
100 HARBOR STREET, FLORENCE OREGON
July 20, 2016 • 7:00pm Regular Meeting**

| | | |
|----|--|---------------|
| 1 | Call to Order | Caputo |
| 2 | Public Comment (limited to 15 minutes/5 minutes per speaker) | |
| 3 | Approval of Minutes by Consent | Caputo |
| 4 | Financial Statements by Consent | McClure |
| 5 | Elect Officers | Caputo |
| 6 | Approve Meeting Dates for FY2016-17 | Caputo |
| 7 | Committee Assignments for FY2016-17 | Caputo |
| 8 | Resolution 7-20-16A To Require Moorage Insurance | Leskin |
| 9 | Resolution 7-20-16B Declaring Surplus Property | Leskin |
| 10 | Resolution 7-20-16C Authorizing Fuel Dock Repairs | Leskin |
| 11 | Commissioner Reports | Board |
| 12 | Port News from around Oregon | Informational |
| 13 | Adjournment | Caputo |

Up Coming Events:

August 17, 2016

7:00 Commission Meeting, Mapleton High School
10878 E. Mapleton Road



MINUTES

PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 15 June 2016, 7:00pm
Port Office, 100 Harbor Street, Florence OR 97439

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

Staff Attending: Steven Leskin, Manager; Dina McClure, Administrative Assistant

1. **Commission President Caputo called the meeting to order at 7:00pm**
2. **Public Comments:** Ralph Saulsgiver presented facts regarding the ice machine. Saulsgiver said a non-profit group attempted to finance the refurbish of the ice machine through donations and fish fry's. The group encountered problems and had to borrow money for repairs. The group asked the port to purchase the ice machine and the port declined. The group then sold the ice machine, paid off the loan, and donated the remaining money to STEP.
3. **Approval of the Minutes by Consent:** (7:05:55) There were no comments from the board regarding the Minutes.
4. **Financial Statements by Consent:** (7:06:20) McClure said bills paid in May were \$76,603.06. There were no questions from the board regarding the financial reports.
5. **Resolution 6-15-16A Create a Capital Maintenance Fund:** (7:11:14) Manager Leskin said staff was working on a Capital Asset Report to establish a rational method to budget for the repair and replacement of the Port's assets. Leskin proposed the Capital Maintenance Fund be separate from the General Fund. Commissioner Buckwald was in favor of an annual transfer of funds to the Capital Maintenance Fund, but was not in favor of being restricted to the amount of \$15K. Discussion. **On the Motion, made by Commissioner Buckwald, and seconded by Commissioner Rickard, the board voted unanimously to adopt Resolution 6-15-16A, on the condition that reference to the annual transfer of \$15K is removed.**
6. **Commission President Caputo opened the Public Hearing for the FY2016-17 Budget.** (7:23:30) Harlen Springer complimented Manager Leskin on the WindFest events and inquired about event revenue and expenses. Leskin said there would be some expenses to get the events started and hopes to contract a sponsor for next year. Springer asked if there was money budgeted for board members to lobby for Siuslaw River jetty repair. Commissioner Rickard said board members met with COE representatives and were told Siuslaw is low on the list of priorities due to low river traffic. **Commission President Caputo closed the Public Hearing.**

- 7. Resolution 6-15-16B Adopting FY2016-17 Budget, Making Appropriations and Levying Taxes (7:31:50)** On the Motion, made by Commissioner Rickard, and seconded by Commissioner Buckwald, the board voted unanimously to adopt Resolution 6-15-16B.
- 8. Resolution 6-15-16C Distribution of Literature and Public Gatherings on Port Property (7:32:30)** Manager Leskin withdrew the resolution.
- 9. Resolution 6-15-16D Revising Personnel Policies (7:33:00)** McClure shared the list of proposed Personnel Policy revisions with the board. One of the proposed policies was being able to donate sick time to another employee at the receiver's rate of pay, with supervisor approval. Commissioner Duman said the rate of pay should be at the donator's rate, not the receiver's rate. There was discussion about the rate of pay and if the immediate supervisor or the Port Manager should approve sick time off and the donation of sick time. **On the Motion, made by Commissioner Rickard, and seconded by Commissioner Huntington, the board adopted the revised personnel policies in Resolution 6-15-16D as written, by a vote of four in favor. Commissioner Duman voted against adopting the Resolution.**

10. Commissioner and Manager Reports (7:51:32)

Manager Leskin reported:

- Contracted a commercial realtor from Eugene to market the Pacific View Industrial Park property.
- Working on a feasibility study for the ice machine per board request. Port of Umpqua will have a commercial ice machine operational in August.
- Working with Chamber on 4th of July regarding volunteers, parking, and signage.
- Attends monthly meetings in Portland to re-write ORS 777.
- FEMA on site today to discuss C-Row erosion documentation.
- Received email from FEC regarding the purchasing our Dancing Sea Lion prior to auction.

Commissioner Rickard reported:

- Attended Siuslaw Watershed Council and SDAO Board Practices Assessment in May.
- Attended City Council and Lane Area Council on Transportation meetings in June.
- Has attended two WindFest concerts on the boardwalk.

Commissioner Caputo reported:

- Attended a Florence Urban Renewal Agency meeting in May.

11. Port News from around Oregon (8:00:00) Manager Leskin shared an email from Pacific NW Waterways Association regarding the current state of politics regarding WRDA, the Water Resources Act for federal dredging of small ports.

12. Commission President Caputo adjourned the meeting at 8:00pm to enter into Executive Session per ORS 192.660(2)(e).

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- 1. Commission President Caputo re-opened the regular meeting at 8:22pm.**
 - 2. On the Motion, made by Commissioner Buckwald, and seconded by Commissioner Rickard, the board voted unanimously to direct Manager Leskin to start negotiations with a realtor to sell the 1499 Bay Street property.**
 - 3. Commission President Caputo adjourned the meeting at 8:23pm.**

11:50 AM

07/14/16

Accrual Basis

Port of Siuslaw
Profit & Loss Budget Performance
June 2016

| | Jun 16 | Budget | % of Budget | Jul '15 - Jun 16 | YTD Budget | % of Budget | Annual Budget |
|---------------------------------------|------------------|-------------------|--------------|---------------------|---------------------|--------------|---------------------|
| Income | | | | | | | |
| 4100 · Available Beginning Cash | 0.00 | 350,000.00 | 0.0% | 0.00 | 350,000.00 | 0.0% | 350,000.00 |
| 4140 · Campground Revenue | 42,293.36 | 30,400.00 | 139.1% | 428,729.56 | 385,000.00 | 111.4% | 385,000.00 |
| 4150 · Leases | 17,486.49 | 16,521.00 | 105.8% | 192,853.98 | 190,000.00 | 101.5% | 190,000.00 |
| 4160 · Moorage | 6,419.26 | 4,580.00 | 140.2% | 91,784.84 | 70,000.00 | 131.1% | 70,000.00 |
| 4170 · Storage | 1,905.44 | 1,825.00 | 104.4% | 29,559.45 | 22,000.00 | 134.4% | 22,000.00 |
| 4190 · Marine Fuel | 3,068.00 | 6,500.00 | 47.2% | 54,910.26 | 55,000.00 | 99.8% | 55,000.00 |
| 4200 · Other Facility Income | 1,876.27 | 670.00 | 280.0% | 29,721.86 | 21,000.00 | 141.5% | 21,000.00 |
| 4500 · Levied Taxes | 8,084.54 | 7,000.00 | 115.5% | 285,791.62 | 302,000.00 | 94.6% | 302,000.00 |
| 4515 · State Forest Sales | 0.00 | 0.00 | 0.0% | 7,241.51 | 4,300.00 | 168.4% | 4,300.00 |
| 4540 · Interest Income | 33.82 | 60.00 | 56.4% | 313.80 | 800.00 | 39.2% | 800.00 |
| 4550 · Maintenance Assistance Program | 0.00 | 0.00 | 0.0% | 15,500.00 | 15,900.00 | 97.5% | 15,900.00 |
| 4600 · Miscellaneous Income | 125.97 | 0.00 | 100.0% | 21,437.39 | 10,000.00 | 214.4% | 10,000.00 |
| 4650 · Sale of Surplus Equipment | 0.00 | 0.00 | 0.0% | 375.00 | 0.00 | 100.0% | 0.00 |
| 4840 · Grants | 4,355.00 | 109,469.00 | 4.0% | 77,025.99 | 134,869.00 | 57.1% | 134,869.00 |
| Total Income | 85,648.15 | 527,025.00 | 16.3% | 1,235,245.26 | 1,560,869.00 | 79.1% | 1,560,869.00 |
| Gross Profit | 85,648.15 | 527,025.00 | 16.3% | 1,235,245.26 | 1,560,869.00 | 79.1% | 1,560,869.00 |
| Expense | | | | | | | |
| 5000 · Personal Services | 38,447.87 | 46,280.44 | 83.1% | 383,290.18 | 423,360.00 | 90.5% | 423,360.00 |
| 5300 · Material and Services | 36,724.09 | 34,547.50 | 106.3% | 511,822.01 | 514,180.00 | 99.5% | 514,180.00 |
| 6000 · Capital Outlay | 6,787.95 | 49,869.00 | 13.6% | 60,630.13 | 167,669.00 | 36.2% | 167,669.00 |
| 6700 · Contingency | 0.00 | 100,000.00 | 0.0% | 0.00 | 60,000.00 | 0.0% | 60,000.00 |
| 7000 · Debt Service | 1,499.92 | 1,500.00 | 100.0% | 145,445.18 | 145,660.00 | 99.9% | 145,660.00 |
| Total Expense | 83,459.83 | 232,196.94 | 35.9% | 1,101,187.50 | 1,310,869.00 | 84.0% | 1,310,869.00 |
| Net Income | 2,188.32 | 294,828.06 | 0.7% | 134,057.76 | 250,000.00 | 53.6% | 250,000.00 |

**Port of Siuslaw
 Balance Sheet
 As of June 30, 2016**

| | <u>Jun 30, 16</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1001 · BB Checking - General Fund | 52,887.71 |
| 1003 · BB SAV - Capital Reserve | 100,084.77 |
| 1005 · BB MMA - General Fund | 353,828.75 |
| 1050 · BB MMA - ICM | 5,045.12 |
| 1070 · Petty Cash | 800.00 |
| Total Checking/Savings | <u>512,646.35</u> |
| Other Current Assets | |
| 1220 · Accounts Receivable | 7,917.66 |
| 1499 · Undeposited Funds | 2,118.00 |
| Total Other Current Assets | <u>10,035.66</u> |
| Total Current Assets | <u>522,682.01</u> |
| TOTAL ASSETS | <u>522,682.01</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · *Accounts Payable | 24,948.67 |
| Total Accounts Payable | <u>24,948.67</u> |
| Credit Cards | |
| 2021 · Port Credit Card 1 | 6,805.53 |
| 2022 · Port Credit Card 2 | 1,923.67 |
| Total Credit Cards | <u>8,729.20</u> |
| Other Current Liabilities | |
| 2030 · Deposits Held | 8,860.00 |
| 2040 · Gift Certificates | -327.00 |
| 2045 · Unearned CG Revenue (Hercules) | 130,380.32 |
| 2100 · Payroll Liabilities | 125.00 |
| 2150 · Payroll related Liabilites | 259.77 |
| Total Other Current Liabilities | <u>139,298.09</u> |
| Total Current Liabilities | <u>172,975.96</u> |
| Total Liabilities | 172,975.96 |
| Equity | |
| 3000 · Opening Bal Equity | 104,709.66 |
| 3900 · *Retained Earnings | 120,444.84 |
| Net Income | 124,551.55 |
| Total Equity | <u>349,706.05</u> |
| TOTAL LIABILITIES & EQUITY | <u>522,682.01</u> |

1:17 PM

07/15/16

Accrual Basis

Port of Siuslaw Profit & Loss Prev Year Comparison July 2015 through June 2016

| | Jul '15 - Jun 16 | Jul '14 - Jun 15 | \$ Change | % Change |
|---------------------------------------|---------------------|---------------------|------------------|--------------|
| Income | | | | |
| 4140 · Campground Revenue | 428,729.56 | 412,475.22 | 16,254.34 | 3.9% |
| 4150 · Leases | 192,853.98 | 187,660.96 | 5,193.02 | 2.8% |
| 4160 · Moorage | 91,784.84 | 74,555.18 | 17,229.66 | 23.1% |
| 4170 · Storage | 29,559.45 | 27,877.14 | 1,682.31 | 6.0% |
| 4190 · Marine Fuel | 54,910.26 | 58,050.52 | -3,140.26 | -5.4% |
| 4200 · Other Facility Income | 29,721.86 | 26,567.64 | 3,154.22 | 11.9% |
| 4500 · Levied Taxes | 285,791.62 | 277,865.17 | 7,926.45 | 2.9% |
| 4515 · State Forest Sales | 7,241.51 | 59,566.02 | -52,324.51 | -87.8% |
| 4540 · Interest Income | 313.80 | 645.24 | -331.44 | -51.4% |
| 4550 · Maintenance Assistance Program | 15,500.00 | 15,900.00 | -400.00 | -2.5% |
| 4600 · Miscellaneous Income | 21,437.39 | 13,980.25 | 7,457.14 | 53.3% |
| 4650 · Sale of Surplus Equipment | 375.00 | 2,075.00 | -1,700.00 | -81.9% |
| 4840 · Grants | 77,025.99 | 0.00 | 77,025.99 | 100.0% |
| Total Income | 1,235,245.26 | 1,157,218.34 | 78,026.92 | 6.7% |
| Gross Profit | 1,235,245.26 | 1,157,218.34 | 78,026.92 | 6.7% |
| Expense | | | | |
| 5000 · Personal Services | 383,290.18 | 405,561.41 | -22,271.23 | -5.5% |
| 5300 · Material and Services | 511,822.01 | 494,422.17 | 17,399.84 | 3.5% |
| 6000 · Capital Outlay | 60,630.13 | 43,079.25 | 17,550.88 | 40.7% |
| 6700 · Contingency | 0.00 | 0.00 | 0.00 | 0.0% |
| 7000 · Debt Service | 145,445.18 | 145,393.18 | 52.00 | 0.0% |
| Total Expense | 1,101,187.50 | 1,088,456.01 | 12,731.49 | 1.2% |
| Net Income | 134,057.76 | 68,762.33 | 65,295.43 | 95.0% |

**Port of Siuslaw
 Profit & Loss Budget Performance**

June 2016

| | | | | Jun 16 | Jul '15 - Jun 16 | VARIANCE | Annual Budget |
|---|--|--|--|------------------|-------------------|-------------------|-------------------|
| Income | | | | | | | |
| 4100 · Available Beginning Cash | | | | 0.00 | 0.00 | | 350,000.00 |
| 4140 · Campground Revenue | | | | | | | |
| 4141 · RV Sites- Taxable | | | | 25,512.58 | 268,492.72 | -31,492.72 | 237,000.00 |
| 4142 · RV Sites -Non Taxable | | | | 11,601.88 | 107,264.51 | -2,264.51 | 105,000.00 |
| 4143 · RV Site - Add'l revenue | | | | 491.82 | 5,367.10 | -1,367.10 | 4,000.00 |
| 4144 · Transient Room Tax | | | | 2,477.08 | 26,054.51 | -3,054.51 | 23,000.00 |
| 4145 · Reservation Fees | | | | 2,210.00 | 21,970.72 | -5,970.72 | 16,000.00 |
| 4146 · Hercules Payments, CG office | | | | 0.00 | -420.00 | 420.00 | 0.00 |
| Total 4140 · Campground Revenue | | | | 42,293.36 | 428,729.56 | -43,729.56 | 385,000.00 |
| 4150 · Leases | | | | | | | |
| 4151 · Building Lease - 1499 Bay St | | | | 1,250.00 | 13,900.00 | -100.00 | 13,800.00 |
| 4152 · Building Lease - 080A Harbor St | | | | 1,200.00 | 14,400.00 | 0.00 | 14,400.00 |
| 4153 · Wharf lease - ICM | | | | 4,129.90 | 49,558.80 | 0.20 | 49,559.00 |
| 4154 · Wharf lease - Mo's | | | | 8,481.59 | 101,145.18 | -127.18 | 101,018.00 |
| 4155 · Concessions | | | | 2,325.00 | 13,250.00 | -2,027.00 | 11,223.00 |
| 4156 · Docking Lease | | | | 100.00 | 600.00 | -600.00 | 0.00 |
| Total 4150 · Leases | | | | 17,486.49 | 192,853.98 | -2,853.98 | 190,000.00 |
| 4160 · Moorage | | | | | | | |
| 4162 · Commercial Moorage | | | | 1,849.70 | 20,185.26 | -6,145.26 | 14,040.00 |
| 4163 · Sport Moorage | | | | 4,438.60 | 70,189.56 | -15,189.56 | 55,000.00 |
| 4165 · Liveaboard Fees | | | | 130.96 | 1,410.02 | -450.02 | 960.00 |
| Total 4160 · Moorage | | | | 6,419.26 | 91,784.84 | -21,784.84 | 70,000.00 |
| 4170 · Storage | | | | | | | |
| 4171 · Outside storage | | | | 210.54 | 2,521.90 | -721.90 | 1,800.00 |
| 4172 · Indoor Storage | | | | 1,694.90 | 27,037.55 | -6,837.55 | 20,200.00 |
| Total 4170 · Storage | | | | 1,905.44 | 29,559.45 | -7,559.45 | 22,000.00 |
| 4190 · Marine Fuel | | | | | | | |
| 4191 · Diesel | | | | 2,630.56 | 8,360.98 | 1,639.02 | 10,000.00 |
| 4192 · Gas, Non-ethanol | | | | 437.44 | 46,549.28 | -1,549.28 | 45,000.00 |
| Total 4190 · Marine Fuel | | | | 3,068.00 | 54,910.26 | 89.74 | 55,000.00 |
| 4200 · Other Facility Income | | | | | | | |
| 4210 · Parking Income | | | | | | | |
| 4211 · Nopal Lot Long Term | | | | 0.00 | 0.00 | 300.00 | 300.00 |
| 4210 · Parking Income - Other | | | | 440.00 | 13,495.75 | -3,795.75 | 9,700.00 |
| Total 4210 · Parking Income | | | | 440.00 | 13,495.75 | -3,495.75 | 10,000.00 |
| 4220 · Dump Station Fees | | | | 55.00 | 4,679.02 | -679.02 | 4,000.00 |
| 4230 · Gazebo Rental | | | | 0.00 | 200.00 | -200.00 | 0.00 |

Port of Siuslaw Profit & Loss Budget Performance

June 2016

| | | | | Jun 16 | Jul '15 - Jun 16 | VARIANCE | Annual Budget |
|--|--|--|-------------------------------------|-----------------|-------------------|-------------------|-------------------|
| 4240 · Vending Sales | | | | | | | |
| | | | 4242 · Boat Flush | 54.75 | 1,081.45 | -431.45 | 650.00 |
| | | | 4243 · Laundry | 660.60 | 6,219.80 | -1,219.80 | 5,000.00 |
| | | | 4244 · Soap/Bleach | 33.00 | 236.00 | 64.00 | 300.00 |
| | | | 4245 · Tidebooks | 10.00 | 152.00 | -102.00 | 50.00 |
| Total 4240 · Vending Sales | | | | 758.35 | 7,689.25 | -1,689.25 | 6,000.00 |
| 4250 · Forklift & Hoist | | | | 25.00 | 305.00 | -305.00 | 0.00 |
| 4251 · Port Labor | | | | 0.00 | 1,030.00 | -1,030.00 | 0.00 |
| 4252 · Seafood Seller Permits | | | | 200.00 | 400.00 | -400.00 | 0.00 |
| 4253 · Charter/Guide Permit | | | | 0.00 | 450.00 | -450.00 | 0.00 |
| 4270 · Retail Sales | | | | | | | |
| | | | 4271 · Mugs | 5.00 | 30.00 | 30.00 | 60.00 |
| | | | 4272 · Clothing Sales | 32.00 | 806.00 | 134.00 | 940.00 |
| | | | 4273 · 2 Cycle Oil | 0.00 | 75.00 | -75.00 | 0.00 |
| | | | 4274 · Pins | 3.00 | 94.00 | -94.00 | 0.00 |
| | | | 4275 · LED Pocket lights | 0.00 | 40.00 | -40.00 | 0.00 |
| Total 4270 · Retail Sales | | | | 40.00 | 1,045.00 | -45.00 | 1,000.00 |
| 4300 · Cash Over/Short | | | | 357.92 | 427.84 | -427.84 | 0.00 |
| Total 4200 · Other Facility Income | | | | 1,876.27 | 29,721.86 | -8,721.86 | 21,000.00 |
| 4500 · Levied Taxes | | | | | | | |
| | | | 4510 · Current Levied Taxes | 7,423.76 | 280,401.21 | 19,598.79 | 300,000.00 |
| | | | 4520 · Prior Years Levied Taxes | 529.73 | 4,638.48 | -2,638.48 | 2,000.00 |
| | | | 4525 · Levied Tax Interest | 131.05 | 751.93 | -751.93 | 0.00 |
| Total 4500 · Levied Taxes | | | | 8,084.54 | 285,791.62 | 16,208.38 | 302,000.00 |
| 4515 · State Forest Sales | | | | 0.00 | 7,241.51 | -2,941.51 | 4,300.00 |
| 4540 · Interest Income | | | | 33.82 | 313.80 | 486.20 | 800.00 |
| 4550 · Maintenance Assistance Program | | | | 0.00 | 15,500.00 | 400.00 | 15,900.00 |
| 4600 · Miscellaneous Income | | | | | | | |
| | | | 4605 · NSF check service charge | 0.00 | 60.00 | -60.00 | 0.00 |
| | | | 4610 · Reimbursement Income | 81.84 | 11,837.34 | -11,837.34 | 0.00 |
| | | | 4615 · Late Fees | 44.13 | 1,358.56 | -1,358.56 | 0.00 |
| | | | 4625 · Other Income | 0.00 | 7,646.49 | -7,646.49 | 0.00 |
| | | | 4600 · Miscellaneous Income - Other | 0.00 | 535.00 | 9,465.00 | 10,000.00 |
| Total 4600 · Miscellaneous Income | | | | 125.97 | 21,437.39 | -11,437.39 | 10,000.00 |
| 4650 · Sale of Surplus Equipment | | | | 0.00 | 375.00 | -375.00 | 0.00 |
| 4840 · Grants | | | | | | | |
| | | | 4841 · OR State Marine Board Grant | 0.00 | 65,823.30 | 69,045.70 | 134,869.00 |
| | | | 4846 · IFA PPMF Grant | 2,485.00 | 9,332.69 | -9,332.69 | 0.00 |
| | | | 4840 · Grants - Other | 1,870.00 | 1,870.00 | -1,870.00 | 0.00 |

Port of Siuslaw Profit & Loss Budget Performance

June 2016

| | | | | Jun 16 | Jul '15 - Jun 16 | VARIANCE | Annual Budget |
|---------------------------------------|--|--|--|------------------|-------------------|------------------|-------------------|
| Total 4840 · Grants | | | | 4,355.00 | 77,025.99 | 57,843.01 | 134,869.00 |
| Total Income | | | | 85,648.15 | 1,235,245.26 | 325,623.74 | 1,560,869.00 |
| Gross Profit | | | | 85,648.15 | 1,235,245.26 | 325,623.74 | 1,560,869.00 |
| Expense | | | | | | | |
| 5000 · Personal Services | | | | | | | |
| 5020 · Port Manager | | | | 5,208.34 | 59,649.11 | 5,350.89 | 65,000.00 |
| 5021 · Interim Port Manager | | | | 0.00 | 17,080.00 | -17,080.00 | 0.00 |
| 5030 · Administrative Assistant | | | | 3,579.83 | 29,651.39 | 9,286.61 | 38,938.00 |
| 5036 · Project Coordinator | | | | 620.03 | 25,410.26 | -403.26 | 25,007.00 |
| 5045 · Services Lead | | | | 2,682.03 | 20,839.71 | -20,839.71 | 0.00 |
| 5050 · Office Assistant | | | | 0.00 | 7,709.78 | 16,929.22 | 24,639.00 |
| 5061 · Campground Staff | | | | 2,867.27 | 21,864.55 | 957.45 | 22,822.00 |
| 5065 · Fuel Attendant | | | | 0.00 | 2,337.00 | 1,663.00 | 4,000.00 |
| 5075 · Maintenance I Lead | | | | 3,842.96 | 42,894.27 | -363.27 | 42,531.00 |
| 5076 · Maintenance II | | | | 2,726.07 | 30,897.02 | -288.02 | 30,609.00 |
| 5077 · Maintenance III | | | | 2,210.87 | 21,431.11 | 6,733.89 | 28,165.00 |
| 5078 · Groundskeeper | | | | 1,597.05 | 14,547.00 | 13,337.00 | 27,884.00 |
| 5110 · Payroll taxes | | | | 3,177.59 | 27,156.57 | 4,431.43 | 31,588.00 |
| 5180 · Health Insurance | | | | 4,098.48 | 42,979.55 | 12,350.45 | 55,330.00 |
| 5181 · Life Insurance | | | | 17.20 | 178.45 | 1,711.55 | 1,890.00 |
| 5182 · Dental Insurance | | | | 376.51 | 3,882.95 | 1,074.05 | 4,957.00 |
| 5190 · Workers Compensation Insurance | | | | 0.00 | 7,608.76 | -608.76 | 7,000.00 |
| 5251 · Applicant Expenses | | | | 78.00 | 278.48 | -278.48 | 0.00 |
| 5270 · Retirement | | | | 5,365.64 | 5,365.64 | -365.64 | 5,000.00 |
| 5275 · Compensated absences | | | | 0.00 | 1,528.58 | 3,471.42 | 5,000.00 |
| 5280 · Overtime | | | | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| Total 5000 · Personal Services | | | | 38,447.87 | 383,290.18 | 40,069.82 | 423,360.00 |
| 5300 · Material and Services | | | | | | | |
| 5260 · Employee Training | | | | 20.00 | 1,609.00 | -379.00 | 1,230.00 |
| 5310 · Grant Expenses | | | | | | | |
| 5313 · Dredging Permit | | | | 0.00 | 3,979.00 | -3,979.00 | 0.00 |
| 5314 · Floating Restroom | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 5310 · Grant Expenses - Other | | | | 0.00 | 0.00 | 10,000.00 | 10,000.00 |
| Total 5310 · Grant Expenses | | | | 0.00 | 3,979.00 | 6,021.00 | 10,000.00 |
| 5340 · Advertising | | | | 905.17 | 11,112.53 | 1,887.47 | 13,000.00 |
| 5345 · Web Site | | | | 0.00 | 919.43 | -919.43 | 0.00 |
| 5350 · Office Supplies | | | | 199.35 | 4,630.20 | -630.20 | 4,000.00 |
| 5360 · Operation Supplies | | | | | | | |
| 5361 · Safety Supplies | | | | 1,138.25 | 3,477.07 | -1,377.07 | 2,100.00 |

Port of Siuslaw Profit & Loss Budget Performance

June 2016

| | | | | Jun 16 | Jul '15 - Jun 16 | VARIANCE | Annual Budget |
|--|--|--|--|-----------------|------------------|------------------|------------------|
| | | | 5362 · Vehicle fuel | 134.86 | 1,337.38 | 762.62 | 2,100.00 |
| | | | 5360 · Operation Supplies - Other | 1,125.21 | 10,698.27 | 5,101.73 | 15,800.00 |
| | | | Total 5360 · Operation Supplies | 2,398.32 | 15,512.72 | 4,487.28 | 20,000.00 |
| | | | 5370 · Marine Fuel | | | | |
| | | | 5371 · Non-ethanol Gas | 0.00 | 34,991.00 | 5,009.00 | 40,000.00 |
| | | | 5372 · Diesel | 3,923.80 | 7,666.92 | 2,333.08 | 10,000.00 |
| | | | Total 5370 · Marine Fuel | 3,923.80 | 42,657.92 | 7,342.08 | 50,000.00 |
| | | | 5410 · Audit | 0.00 | 7,750.00 | 250.00 | 8,000.00 |
| | | | 5420 · Accounting Service | 258.75 | 1,490.50 | 1,509.50 | 3,000.00 |
| | | | 5430 · Legal Services | 617.00 | 16,881.00 | -6,881.00 | 10,000.00 |
| | | | 5436 · Cost of Retail Items | 0.00 | 914.47 | 85.53 | 1,000.00 |
| | | | 5450 · Insurance - General | 0.00 | 47,217.00 | 7,783.00 | 55,000.00 |
| | | | 5455 · Insurance Claims Paid | 0.00 | 2,700.00 | -2,700.00 | 0.00 |
| | | | 5470 · Contracted Services | 991.85 | 12,969.49 | 7,230.51 | 20,200.00 |
| | | | 5510 · Travel & Meeting Expense | 196.19 | 4,720.18 | 5,279.82 | 10,000.00 |
| | | | 5520 · Dues/Subscriptions | 291.20 | 16,137.14 | 162.86 | 16,300.00 |
| | | | 5530 · Public Relations | 669.99 | 6,096.19 | -2,596.19 | 3,500.00 |
| | | | 5540 · Events | | | | |
| | | | 5544 · Wind Fest | 1,288.16 | 2,788.97 | -2,788.97 | |
| | | | 5540 · Events - Other | 500.00 | 500.00 | -500.00 | 0.00 |
| | | | Total 5540 · Events | 1,788.16 | 3,288.97 | -3,288.97 | 0.00 |
| | | | 5550 · Telephone Expense | 632.15 | 7,826.73 | 1,173.27 | 9,000.00 |
| | | | 5610 · Property Taxes | 0.00 | 13,224.82 | 775.18 | 14,000.00 |
| | | | 5620 · Transient Room Tax | 2,181.32 | 25,433.81 | -4,433.81 | 21,000.00 |
| | | | 5630 · Property | | | | |
| | | | 5631 · Wilbur Property | 0.00 | 11,177.98 | -2,177.98 | 9,000.00 |
| | | | 5630 · Property - Other | 1,250.00 | 2,550.00 | -2,550.00 | |
| | | | Total 5630 · Property | 1,250.00 | 13,727.98 | -4,727.98 | 9,000.00 |
| | | | 5700 · Facilities | 4,911.02 | 53,262.57 | 8,237.43 | 61,500.00 |
| | | | 5701 · MAP Repairs | 3,123.30 | 14,767.17 | -4,317.17 | 10,450.00 |
| | | | 5730 · Tool & Equipment Purchase | 0.00 | 3,706.91 | 1,293.09 | 5,000.00 |
| | | | 5750 · Equipment Rental | 701.00 | 8,349.96 | -349.96 | 8,000.00 |
| | | | 5790 · Equipment Repairs | 4,074.84 | 9,779.03 | -1,779.03 | 8,000.00 |
| | | | 5800 · Utilities | | | | |
| | | | 5810 · Electric | 18.70 | 40,243.83 | -2,243.83 | 38,000.00 |
| | | | 5820 · Water/Sewer | 2,024.96 | 31,877.41 | -1,877.41 | 30,000.00 |
| | | | 5830 · Trash Service | 1,767.31 | 20,892.92 | -2,892.92 | 18,000.00 |
| | | | 5840 · TV Cable | 2,121.27 | 24,577.29 | -577.29 | 24,000.00 |
| | | | 5850 · Propane | 0.00 | 530.22 | -530.22 | 0.00 |
| | | | 5870 · Sani-Star dump fee | 150.00 | 1,800.00 | -1,800.00 | 0.00 |

Port of Siuslaw Profit & Loss Budget Performance

June 2016

| | | | | Jun 16 | Jul '15 - Jun 16 | VARIANCE | Annual Budget |
|---|--|--|--|-----------|------------------|------------|---------------|
| Total 5800 · Utilities | | | | 6,082.24 | 119,921.67 | -9,921.67 | 110,000.00 |
| 5900 · State Lease Fees | | | | 76.00 | 16,723.73 | -2,723.73 | 14,000.00 |
| 5950 · Miscellaneous | | | | | | | |
| 5953 · Online Transaction Fees | | | | 187.46 | 1,265.56 | -1,265.56 | 0.00 |
| 5954 · Bank CC Charges | | | | 881.98 | 14,343.87 | -2,343.87 | 12,000.00 |
| 5955 · Employee Clothing | | | | 0.00 | 2,298.27 | -298.27 | 2,000.00 |
| 5950 · Miscellaneous - Other | | | | 0.00 | 6,181.19 | -1,181.19 | 5,000.00 |
| Total 5950 · Miscellaneous | | | | 1,069.44 | 24,088.89 | -5,088.89 | 19,000.00 |
| 5960 · NSF Check | | | | 0.00 | 60.00 | -60.00 | 0.00 |
| Total 5300 · Material and Services | | | | 36,361.09 | 511,459.01 | 2,720.99 | 514,180.00 |
| 6000 · Capital Outlay | | | | | | | |
| 6050 · Office Equipment | | | | 0.00 | 4,709.76 | -4,709.76 | 0.00 |
| 6060 · Operations Equipment | | | | | | | |
| 6064 · Security Cameras | | | | 983.95 | 3,664.96 | 135.04 | 3,800.00 |
| 6068 · CG & Marina Software | | | | 0.00 | 0.00 | 5,500.00 | 5,500.00 |
| Total 6060 · Operations Equipment | | | | 983.95 | 3,664.96 | 5,635.04 | 9,300.00 |
| 6130 · Land | | | | | | | |
| 6143 · Nopal Parking Lot Lights | | | | 2,098.00 | 7,954.00 | 6,046.00 | 14,000.00 |
| Total 6130 · Land | | | | 2,098.00 | 7,954.00 | 6,046.00 | 14,000.00 |
| 6170 · Marine Facilities | | | | | | | |
| 6178 · Floating Restroom | | | | 4,069.00 | 48,370.41 | 76,629.59 | 125,000.00 |
| 6181 · Security Cameras/Gates | | | | 0.00 | 0.00 | 4,369.00 | 4,369.00 |
| Total 6170 · Marine Facilities | | | | 4,069.00 | 48,370.41 | 80,998.59 | 129,369.00 |
| 6610 · Capital Reserve Future Exp's | | | | 0.00 | 0.00 | 15,000.00 | 15,000.00 |
| Total 6000 · Capital Outlay | | | | 7,150.95 | 64,699.13 | 102,969.87 | 167,669.00 |
| 6700 · Contingency | | | | 0.00 | 0.00 | 60,000.00 | 60,000.00 |
| 7000 · Debt Service | | | | | | | |
| 7215 · MNIF (Dredging) #524016 | | | | 0.00 | 5,876.15 | 3.85 | 5,880.00 |
| 7216 · PRLF (MSLTD) #525186 | | | | 0.00 | 46,399.72 | 0.28 | 46,400.00 |
| 7220 · PRLF (Nopal Devel) #520130 | | | | 0.00 | 29,509.44 | -49.44 | 29,460.00 |
| 7225 · Banner Bank (PVIP) 1000214241 | | | | 1,499.92 | 17,999.04 | 0.96 | 18,000.00 |
| 7230 · PRLF Loan (Wharf) #525196 | | | | 0.00 | 29,699.76 | 250.24 | 29,950.00 |
| 7270 · SPWF (Bdwk Prj) L0004 | | | | 0.00 | 15,961.07 | 8.93 | 15,970.00 |
| Total 7000 · Debt Service | | | | 1,499.92 | 145,445.18 | 214.82 | 145,660.00 |
| Total Expense | | | | 83,459.83 | 1,104,893.50 | 205,975.50 | 1,310,869.00 |

Port of Siuslaw Profit & Loss Budget Performance

June 2016

| | | | Jun 16 | Jul '15 - Jun 16 | VARIANCE |
|-------------------|--|--|----------|------------------|---------------|
| | | | | | Annual Budget |
| Net Income | | | 2,188.32 | 130,351.76 | 119,648.24 |
| | | | | | 250,000.00 |

| | Campground 2012/2013 | | | Campground 2013/2014 | | | Campground 2014/2015 | | | Campground 2015/2016 | | |
|---------|----------------------|-------|--------|----------------------|-------|--------|----------------------|-------|--------|----------------------|-------|--------|
| | % Occ. | YTD % | Nights | % Occ. | YTD % | Nights | % Occ. | YTD % | Nights | % Occ. | YTD % | 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 | 26% | 67% | 770 |
| DEC | 9% | 45% | 288 | 17% | 50% | 550 | 23% | 57% | 748 | 17% | 58% | 514 |
| JAN | 12% | 41% | 394 | 26% | 47% | 860 | 29% | 53% | 920 | 20% | 53% | 621 |
| FEB | 12% | 37% | 361 | 25% | 44% | 734 | 34% | 51% | 939 | 22% | 49% | 634 |
| MAR | 16% | 35% | 492 | 27% | 42% | 875 | 39% | 50% | 1211 | 23% | 46% | 729 |
| APR | 21% | 33% | 643 | 29% | 41% | 910 | 38% | 48% | 1134 | 28% | 44% | 838 |
| MAY | 26% | 33% | 835 | 34% | 40% | 1100 | 37% | 47% | 1130 | 36% | 44% | 1132 |
| JUN | 34% | 33% | 1070 | 39% | 40% | 1210 | 45% | 47% | 1362 | 46% | 44% | 1396 |
| TL YTD | 33% | 33% | 12320 | 40% | 40% | 15384 | 47% | 47% | 17662 | 44% | 44% | 16072 |
| REV YTD | \$301,812 | | | \$350,021 | | | \$408,911 | | | \$424,844 | | |

| | Hiker/Biker 2014/15 | | 2015/16 | |
|-------|---------------------|---------|---------|---------|
| | Guest | \$ | Guest | \$ |
| JULY | 40 | \$550 | 51 | \$677 |
| AUG | 48 | \$660 | 27 | \$372 |
| SEPT | 29 | \$324 | 19 | \$346 |
| OCT | 6 | \$60 | 26 | \$326 |
| NOV | 3 | \$32 | 2 | \$16 |
| DEC | 1 | \$16 | 2 | \$24 |
| JAN | 0 | \$0 | 6 | \$88 |
| FEB | 1 | \$8 | 1 | \$8 |
| MAR | 8 | \$80 | 0 | \$0 |
| APR | 9 | \$72 | 9 | \$88 |
| MAY | 21 | \$316 | 13 | \$136 |
| JUN | 20 | \$160 | 21 | \$256 |
| Total | 186 | \$2,278 | 177 | \$2,337 |

| | Moorage 2014/15 | | | Moorage 2015/16 | | |
|---------|-----------------|-------|--------|-----------------|-------|--------|
| | % Occ. | YTD % | Nights | % Occ. | YTD % | 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 | 32% | 64% | 1132 |
| DEC | 30% | 52% | 2804 | 31% | 58% | 1140 |
| JAN | 29% | 49% | 1104 | 31% | 54% | 1144 |
| FEB | 29% | 46% | 961 | 31% | 51% | 1052 |
| MAR | 31% | 45% | 1155 | 31% | 49% | 1153 |
| APR | 33% | 43% | 1174 | 30% | 47% | 1058 |
| MAY | 34% | 43% | 1245 | 31% | 46% | 1157 |
| JUN | 33% | 42% | 1187 | 35% | 45% | 1260 |
| TL YTD | 42% | 42% | 19404 | 45% | 42% | 19546 |
| REV YTD | \$69,337 | | | \$102,520 | | |

**Port of Siuslaw Board of Commissioners
Regular Meeting Schedule**

FY2016-17

Wednesday, 20 July 2016

Wednesday, 17 August 2016

Wednesday, 21 September 2016

Wednesday, 19 October 2016

Wednesday, 16 November 2016

Wednesday, 21 December 2016

Wednesday, 18 January 2017

Wednesday, 15 February 2017

Wednesday, 15 March 2017

Wednesday, 19 April 2017

Wednesday, 17 May 2017

Wednesday, 21 June 2017

Unless otherwise noted, all meetings begin at 7:00pm at the Port Office,
100 Harbor Street, Florence OR, Lane County.

2015-2016 Committee Assignments

| <u>Organization</u> | <u>Assigned</u> | <u>Alternate</u> | <u>Involvement / Issues</u> |
|---|-----------------|------------------|--|
| *City of Florence Urban Renewal Agency | Caputo | Buckwald | Voting board member for special district |
| *Lane Area Commission on Transportation | Rickard | Staff | Transportation issues affecting ODOT Region 2, Area 5 |
| *Lane Council of Governments, LCOG | Rickard | Caputo | Voting delegate for interagency cooperation |
| *Oregon Coastal Zone Management Assn, OCZMA | Caputo | Huntington | Voting delegate for coastal planning issues |
| **Siuslaw Watershed Council SWC | Rickard | Huntington | Executive council member |
| **Oregon Economic Development Assn, OEDA | | | Economic development training and cooperation |
| **Pacific NW Waterways Assn, PNWA | Caputo | Buckwald | Federal transportation & trade, dredging |
| **Oregon Public Ports Association, OPPIA | Rickard | Huntington | Lobby for state legislation and funding |
| Florence Area Chamber of Commerce | Staff | Caputo | Business retention & recruitment, community marketing |
| Pacific Coast Congress of Harbor Masters and Port Managers, PCC | Staff | | Practical marina operations training and development |
| Special Districts Association of Oregon, SDAO | Staff | Caputo | Representative contact |
| West Lane Emergency Operations Group, WLEOG | Staff | | Voting delegate for cooperative Emerg. Response planning |

*** Requires elected official representative**

**** Elected official recommended**

2016-2017 Committee Assignments

| <u>Organization</u> | <u>Assigned</u> | <u>Alternate</u> | <u>Involvement / Issues</u> |
|---|-----------------|------------------|--|
| *City of Florence Urban Renewal Agency | | | Voting board member for special district |
| *Lane Area Commission on Transportation | | | Transportation issues affecting ODOT Region 2, Area 5 |
| *Lane Council of Governments, LCOG | | | Voting delegate for interagency cooperation |
| *Oregon Coastal Zone Management Assn, OCZMA | | | Voting delegate for coastal planning issues |
| **Siuslaw Watershed Council SWC | | | Executive council member |
| **Oregon Economic Development Assn, OEDA | | | Economic development training and cooperation |
| **Pacific NW Waterways Assn, PNWA | | | Federal transportation & trade, dredging |
| **Oregon Public Ports Association, OPPIA | | | Lobby for state legislation and funding |
| Florence Area Chamber of Commerce | Staff | | Business retention & recruitment, community marketing |
| Pacific Coast Congress of Harbor Masters and Port Managers, PCC | Staff | | Practical marina operations training and development |
| Special Districts Association of Oregon, SDAO | Staff | | Representative contact |
| West Lane Emergency Operations Group, WLEOG | Staff | | Voting delegate for cooperative Emerg. Response planning |

*** Requires elected official representative**

**** Elected official recommended**

**Port of Siuslaw
Resolution 7-20-16A**

A Resolution to Require Moorage Insurance

WHEREAS, uninsured vessels represent a financial risk to the Port of Siuslaw, and,

WHEREAS, marine insurance will protect the Port against the financial risks of a boat sinking, collision or fuel spill, and,

WHEREAS, Washington State and numerous Oregon coastal ports require vessel insurance,

BE IT RESOLVED:

All vessels mooring at the Port must carry liability insurance that, at a minimum, meets the following criteria:

(a) Commercial Vessels

- (1) General Liability (protection and indemnity) insurance coverage, including wreck removal/salvage, with a minimum policy limit of \$250,000 and coverage for pollution in the amount of \$300,000.
- (2) Resident vessels shall name the Port of Siuslaw as an additional insured within 30 days of registration with the Port.
- (3) Transient vessels shall provide proof of coverage upon registration with the Port. Any transient vessel moored 72 hours or more will be considered a Resident vessel subject to subsection (a)(2).

(b) Recreational Vessels

- (1) Ocean/Marine liability insurance coverage, including wreck removal/salvage, with a minimum policy limit of \$100,000 and coverage for pollution in the amount of \$200,000.
- (2) Resident vessels shall have the Port of Siuslaw named as an additional insured with respect to such policies and provide proof thereof within 30 days of registration with the Port.
- (3) Transient vessels shall provide proof of coverage upon registration with the Port. Any transient vessel moored 72 hours or more will be considered a Resident vessel subject to subsection (b)(2).

Approved and adopted by the Port of Siuslaw Board of Commissioners on the 20th day of July 2016.

By: _____

Commission President Ron Caputo

Attest: _____

Commission Secretary David Huntington

**Port of Siuslaw
Resolution 7-20-16B**

**A Resolution Declaring Surplus Real Property
and
Authorizing Staff to Dispose of Surplus Real Property**

WHEREAS, the Port of Siuslaw is the owner of real property described as Tax Lot No. 1812341108803, and located at 1499 Bay Street (Property); and

WHEREAS, the Port obtained an appraisal of Property on May 28, 2015; and

WHEREAS, the Port Commission may declare real property as “surplus” if it is in the Port’s best interest to sell the property;

WHEREAS, the Port Commission has determined that sale of the Property is in the best interest of the Port; and

WHEREAS, the Property is no longer needed for Port purposes or any public use.

IT IS HEREBY RESOLVED that the Board of Commissioners declares the Property identified above as surplus and no longer needed by the Port. The Board, therefore, finds that the public interest will be furthered by the disposal and transfer of Property and further authorizes the Port Manager to dispose of the property in the manner that is most advantageous to the Port of Siuslaw.

Approved and adopted by the Port of Siuslaw Board of Commissioners on the 20th day of July 2016.

By: _____
Commission President Ron Caputo

Attest: _____
Commission Secretary David Huntington

**Port of Siuslaw
Resolution 7-20-16C**

A Resolution to Authorize Fuel Dock Repairs

WHEREAS, the fuel dock was constructed between 1998 and 2000;

WHEREAS, the fuel dock has had regular maintenance and annual inspections;

WHEREAS, the fuel dock now suffers significant corrosion in the electrical vaults in the lower electrical conduits and lower electrical dispenser requiring repair and replacement;

BE IT RESOLVED:

The Port Commission authorizes the repair and replace of electrical conduit, fuel sensors, re-routing telephone and electrical cabling, and isolating, tagging and metering existing electrical lines on the fuel dock, in an amount not to exceed \$15,000.

BE IT FURTHER RESOLVED:

Payment for repairs to the fuel dock shall be paid with funds in the Materials and Services Facility budget account.

Approved and adopted by the Port of Siuslaw Board of Commissioners on the 20th day of July 2016.

By: _____

Commission President Ron Caputo

Attest: _____

Commission Secretary David Huntington