

**MINUTES**  
 PORT OF SIUSLAW  
 Budget Committee Meeting  
 Monday, 4 May 2015  
 100 Harbor St, Florence, OR

**ATTENDANCE:**

Commission: Commissioner Jay Cable (Cable), Commissioner Nancy Rickard (Rickard), Commissioner David Huntington (Huntington), Absent: Commissioner Ron Caputo (Caputo), Commissioner Terry Duman (Duman)

Committee: Wesley Voth (Voth), Jay Nefcy (Nefcy), Karla Holloway (Holloway), Brien Mill (Mill); Absent: Rick Cox

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

**Budget Officer Robert Forsythe called the meeting to order at 5:30 p.m.**

- 1) Introductions were made.
- 2) Nomination of Budget Committee President: Mill nominated Nefcy. Nefcy accepted the nomination. There were no other nominations. Nefcy was appointed Budget Committee President.
- 3) Approval of the Minutes: The Minutes from 8 May 2014 will be incorporated into the record but unapproved due to a lack of a quorum from those who were present at the 2014 budget meeting.
- 4) The Budget Message (attached to these Minutes) was read by Budget Officer Forsythe.

**Budget Committee President Nefcy opened the Public Hearing.**

**There being no public comments, Budget Committee President Nefcy closed the Public Hearing.**

**Form LB 20 Review:** Rickard noted the income amounts budgeted for campground and moorage are based on the approval of the rate increase at the next board meeting. Rickard said it was the only way staff could present a balanced budget. Rickard stressed the importance of adopting the new rates on 20 May since it is the board's goal to find new revenue sources. Cable said raising rates wasn't justified and instead, they should think about decreasing costs. Cable said port business is seasonal and there is no need to retain all staff positions full time in the off season. Huntington agreed with Cable but hasn't had time to study the financials yet. Forsythe said the budget can be approved as is but if the board doesn't adopt the rate increase on 20 May, the board needs to reduce expenditures by \$20K in order to retain a balanced budget. Voth said he supports the current budget structure and said the Mapleton facility is year around, not seasonal. Forsythe said he needs staff year around for off season projects. Holloway said a business loses continuity when employees are laid off resulting in higher expenses to re-hire and train new employees the following season. Mill

agreed with Holloway. McClure asked if there were questions on any other income amounts. Holloway said the bottom line on the LB 20 form is consistent with historical numbers with the exception of not having as much grant income. Forsythe explained that the port doesn't have matching funds for grants and he doesn't want to add to the existing debt service.

**Form LB 30:** McClure explained this is just a summary page and the detail is listed in the LB 31 forms.

**LB 31 Personnel Services:** Mill asked about Applicant expenses and McClure said the expense is for posting a job opening in the newspaper.

**LB 31 Materials & Services:** Mill asked about Dues. McClure said Special Districts (SDAO), and fees for the reservation system take up a large portion. Nefcy asked about Hercules. McClure said the system is working well. Cable asked what MAP is. McClure said MAP is Maintenance Assistance Program expenses that get reimbursed by OSMB. Mill asked about Debris Booms. McClure said replacement is in this year's Capital Outlay budget but staff repaired the existing booms during the off season so the project is not high priority. There was discussion about repairing D Dock due to a debris boom issue. There was discussion about docks are uninsured for damage. Mill asked about Election expense. McClure said it costs \$1K to Lane County Elections to process election fees for each commissioner vacancy during a special election.

**LB 31 Capital Outlay:** Nefcy asked about Marine Facilities. McClure said it is for the grant funded Floating Restroom. Nefcy asked about Capital Reserves. McClure said there is a policy to put \$15K into an account every year for future expenditures.

**LB 31 Debt Service:** Forsythe said the port is still paying loans for previous dredging, the construction of the Maple Street Landing Transient Dock (MSLTD), the Nopal Lot and Boardwalk, the purchase of the Pacific View Industrial Property (PVIP), and the Wharf Improvement Project. Forsythe said Banner Bank is taking another look at consolidating loans and if the PVIP property sells, the PVIP loan can be paid off.

### **Profit & Loss Previous Year Comparison Report Review:**

**Income:** Mill was concerned about the FY13-14 Outdoor Storage and the percentage amounts. Voth said the percentages in the entire report don't make sense. McClure will follow up. There was discussion about indoor storage occupancy. Cable asked about the retail cost for fuel. McClure said the port needs to sell fuel purchased at the higher price before the price can be dropped. Mill asked why the car wash was taken down. Forsythe said it was old, repair parts were hard to find, and the cost to maintain it outweighed the income. Forsythe said another pressure washer is being installed. There was discussion about the gazebo and installing a flag pole. There was discussion about the amount of levied taxes the port gets annually. Mill asked about Docking Leases. Forsythe said they are leases for the Fishermen's Choice Market and the Cape Foulweather.

**Personal Services:** There was no discussion.

**Materials & Services:** There was discussion about fuel inventory and prices. Nefcy asked why the port pays property taxes. McClure said the port pays property taxes for ICM, Silver Sand Dollar, and Vintage Estate Sales (properties leased to a business) but Mo's pays their taxes according to their lease agreement.

**Capital Outlay:** Mill asked what happened to the money budgeted this year for debris booms. McClure explained when the current year's budget was prepared, money for the ending balance Cash on Hand was mistakenly put in Capital Outlay. When the error was discovered, projects including the debris booms had to be postponed. McClure said another reason for postponing projects was budgeting income for selling property and the property didn't sell.

**Debt Service:** Mill asked what the acronyms meant on each loan account. McClure said they are funding sources for Business Oregon loans (i.e PRLF means Port Revolving Loan Fund).

**On the Motion, made by Mill, and seconded by Voth, the Budget Committee voted unanimously to approve Port of Siuslaw budget for the 2015-16 fiscal year in the amount of \$1,566,000.**

**On the Motion, made by Rickard, and seconded by Voth, the Budget Committee voted unanimously to approve Port of Siuslaw property taxes for the 2015-16 fiscal year at the tax rate of \$0.1474 per \$1,000 of assessed value.**

**There being no further business to come before the Budget Committee, President Nefcy adjourned the Budget Committee meeting at 6:50pm.**

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Budget Committee President