

## AGENDA

**PORT OF SIUSLAW  
COMMISSION MEETING  
100 HARBOR STREET, FLORENCE OREGON  
July 19, 2017**

**6:00pm Work Session – FEMA Grant/C Row Erosion**

**7:00pm Regular Meeting**

1	Call to Order	Duman
2	Public Comment (limited to 15 minutes/5 minutes per speaker)	
3	Approval of Minutes by Consent	Board
4	Financial Statements by Consent	Staff
5	Elect Officers	Board
6	Approve Meeting Dates for FY2017-18	Board
7	Committee Assignments for FY2017-18	Board
8	Discuss FEMA Grant / C Row Erosion Project	Board
9	Discuss Moorage Insurance Policy	Staff
10	Commissioner & Manager Reports	Board/Staff
11	Public Comment (limited to 15 minutes/5 minutes per speaker)	
12	Adjournment	
13	Executive Session Per ORS 192.660(2)(e) Property	Board

Up Coming Events:

August 16, 2017

7:00 Commission Meeting, Port of Siuslaw  
Conference Room



**MINUTES**  
PORT OF SIUSLAW SPECIAL SESSION  
Tuesday, June 13, 2017 4:00pm  
Port Office at 100 Harbor Street, Florence, OR 97439

**ATTENDANCE:**

Commissioners: Ron Caputo, Terry Duman (via telephone), David Huntington, Nancy Rickard, Mike Buckwald

Staff: Dina McClure, Administrative Assistant

Media: Jack Davis, Siuslaw News

**The purpose of this meeting was to discuss Gordon Owen’s request for a refund.**

**President Caputo called the Special Meeting to order at 4:00pm.**

Rickard disagreed with refunding money to Owen. Caputo agreed with Rickard since Owen was late making payments and the attorney said staff did everything legally. Huntington said Owen should not have been charged daily rates. Buckwald said policies need to be specifically written and clear to everyone. Duman said all moorage contracts should have it in writing that we charge daily rates if an account becomes delinquent.

McClure shared a breakdown of Owen’s account history and read some of the rules off the Moorage Terms and Conditions. There was discussion about outdated policies and ordinances, and the application of policies not being consistent. The board calculated the difference between \$3,043 in daily rates and \$1,566 in monthly rates, and discussed giving Owen a refund of \$1,477.

**Motion:** Buckwald made a motion to change the fees Gordon Owen was charged for six months from daily to monthly rates, and refund the difference.

**Second:** Huntington.

**Vote:** Caputo, Huntington, Duman, Buckwald voted yes. Rickard voted no. Motion passed.

**President Caputo adjourned the session at 4:25pm to enter into Executive Session per ORS 192.660 (2) (e) to discuss property transactions, per ORS 192.660 (2) (f) to consider information exempt from disclosure by law, and per ORS 192.660 (2) (a) to consider employment of an interim manager.**

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**President Caputo reopened the Special Meeting at 4:50pm.**

- 1) **1499 Bay Street Property:** Caputo said an offer to purchase 1499 Bay Street had been received and called for a Motion on how to proceed.

**Motion:** Buckwald made a motion to have the port attorney draw up an agreement to sell the property for a 60 day period, giving the port the option to decline any offer for any reason, and to decline the recent offer they just received.

**Second:** Rickard.

**Vote:** All in favor. Motion passed.

2) **Appointing an Interim Manager:**

**Motion:** Rickard made a motion to appoint Dina McClure as the Interim Manager on a temporary basis, under the same terms she had on the previous contract, until such time the board decides otherwise.

**Second:** Buckwald.

**Vote:** All in favor. Motion passed.

**President Caputo adjourned the Special Meeting at 4:55pm.**

DRAFT

**MINUTES**  
PORT OF SIUSLAW COMMISSION MEETING  
Wednesday, June 21, 2017, 7:00pm  
100 Harbor Street, Florence, Oregon 97439

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

**Staff Attending:** Dina McClure, Interim Manager

1. **President Caputo called the meeting to order at 7:00pm.**
2. **Public Comments:**
  - Ron DeGroot said they have been coming to the Port for two months every summer for 20 years. They use all the facilities and spend money in the community. He heard the board was going to discuss December Members and wanted the board to know they are loyal customers and love it here.
  - Duman said December Members was on the agenda but there were no issues and he thanked DeGroot.
3. **Approval of the Minutes by Consent:** The Minutes were approved by Consent.
4. **Approval of the Financials by Consent:** McClure said bills paid in May were \$83,740.17. \$18K was received in state forest sales, Personnel Services are 82% of budget, and Materials and Services are 87% of budget. In the Capital Maintenance Fund, \$14K was spent on the C Row Erosion Project. The Financials were approved by Consent.
5. **Public Hearing for FY17-18 Budget:** There were no public speakers.
6. **Resolution 6-21-17A Adopting FY17-18 Budget, Making Appropriations and Levying Taxes:**

**Motion:** Rickard made a motion to adopt Resolution 6-21-17A.  
**Second:** Buckwald.  
**Vote:** All in favor. Motion passed.
7. **Discuss FEMA Grant for C Row Erosion Project:** McClure said \$38,724 has already been spent and she named all of the federal and state agencies who have put time into the project. The board agreed to schedule a work session.
8. **Discuss Marina Dredging for FY17-18:** McClure said some of the docks are sitting in the mud during minus tides and the board needed to start thinking about dredging. McClure shared information regarding cost, permits, and disposal.
  - **Cost:** It cost \$229K to dredge 30K cubic yards in 2009. The Port paid for it with grants and a loan which has an outstanding balance of \$56K. McClure said it could cost \$400K the next time the marina is dredged.

- **Permits:** The Port has a Corps permit that expires in two years and a DSL permit that expires in three years. There would be additional permits and the marina would need to be surveyed.
- **Disposal:** Site #19 behind the campground is full but the material could be excavated and sold. The Port must pay state fees on all material sold. Another disposal site is #22 upriver, but it would cost more to transport the material.

McClure asked the board to come to the marina during the minus tides that coming weekend. The board gave permission for McClure to schedule the dredge LAURA for the winter of 2018-19.

#### **9. Commissioner Reports:**

- Rickard attended meetings for the Siuslaw Watershed Council, City Council, and Lane Area Commission on Transportation.

#### **10. Manager Reports:**

- There will be a meeting at 4pm on June 30 to swear in Bill Meyer to Position 5.
- Staff will be monitoring the campground and marinas the evening of the 4th of July. Fireworks will be staged from a barge in the river. The Chamber is taking care of trash and toilets at the boardwalk.
- Mo's and 1499 parking lots will be resurfaced and restriped end of July.
- F Dock repairs will be completed in the next few weeks.
- Bids are coming in for a security camera and Wi-Fi equipment upgrade.
- The owner of the Frank F has not provided the office with the required insurance.

#### **11. Public Comments:**

- Ron Priesler encouraged the board to proceed with the engineer's recommendation for the C Row Erosion project.

#### **12. President Caputo adjourned the meeting at 7:28pm to go into Executive Session per ORS 192.660 (2) (e).**

**MINUTES**  
PORT OF SIUSLAW SPECIAL SESSION  
Friday, June 30, 2017 4:00pm  
Port Office at 100 Harbor Street, Florence, OR 97439

**ATTENDANCE:**

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

Absent: Mike Buckwald

Staff: Dina McClure, Interim Manager

President Caputo called the Special Meeting to order at 4:00pm.

McClure administered the Oath of Office to Bill Meyer for Port Commissioner Position #5.

McClure thanked Ron Caputo for four years of service to the Port and for being President all four years of his term.

President Caputo adjourned the meeting at 4:10pm.

**Port of Siuslaw**  
**Combined Balance Sheet**  
 As of June 30, 2017

	<b>Jun 30, 17</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · BB Checking - General Fund	54,151.74
1003 · BB SAV - Capital Reserve	33,107.51
1005 · BB MMA - General Fund	554,287.93
1050 · BB MMA - ICM	5,047.64
1070 · Petty Cash	850.00
<b>Total Checking/Savings</b>	647,444.82
<b>Other Current Assets</b>	
1130 · Inventory - Gas	3,586.30
1140 · Inventory - Diessel	5,533.10
1220 · Accounts Receivable	1,859.33
1250 · Taxes receivable	22,652.00
1450 · Prepaid insurance	23,608.50
1499 · Undeposited Funds	1,105.65
<b>Total Other Current Assets</b>	58,344.88
<b>Total Current Assets</b>	705,789.70
<b>Fixed Assets</b>	
1510 · Land	2,617,874.00
1515 · Land Improvements	1,368,652.50
1520 · Buildings & Docks	7,553,937.56
1525 · Equipment & Vehicles	751,461.71
1615 · Accum Depr - Land Improvements	-1,237,863.70
1620 · Accum Depr - Buildings & Docks	-4,101,052.33
1625 · Accum Depr - Equip & Vehicles	-689,511.44
<b>Total Fixed Assets</b>	6,263,498.30
<b>TOTAL ASSETS</b>	<b>6,969,288.00</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · *Accounts Payable	13,895.69
<b>Total Accounts Payable</b>	13,895.69
<b>Credit Cards</b>	
2021 · Port Credit Card 1	10,353.94
<b>Total Credit Cards</b>	10,353.94
<b>Other Current Liabilities</b>	
2030 · Deposits Held	7,740.00
2045 · Unearned CG Revenue (Hercules)	142,162.59
2050 · Deferred Compensation Plan NRS	9,281.63
2150 · Payroll related Liabilites	589.83
2160 · Accrued Interest	57,261.04
2495 · Current Ptn of Lon-Term Debt	58,673.90
<b>Total Other Current Liabilities</b>	275,708.99
<b>Total Current Liabilities</b>	299,958.62
<b>Long Term Liabilities</b>	
2380 · Long-Term Debt current portion	-58,673.90
2390 · OBD Loan L0004 Bdwk	108,562.42
2440 · OBD Loan 524016 Dredging	59,221.96
2491 · OBD Loan 525186 MSLTD	491,556.57
2492 · OBD Loan 525196 Wharf	339,269.69
2993 · BB Loan 1000214241 PVIP	225,867.26
<b>Total Long Term Liabilities</b>	1,165,804.00
<b>Total Liabilities</b>	1,465,762.62

2:37 PM  
07/13/17  
Accrual Basis

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of June 30, 2017

	<u>Jun 30, 17</u>
Equity	
3300 · Invested in Capital Assets	5,039,020.40
Net Income	<u>464,504.98</u>
Total Equity	<u>5,503,525.38</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>6,969,288.00</u></u></b>



**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - General Fund**  
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Year to Date	TOTAL Budget	Variance
<b>Income</b>															
<b>4100 - Available Beginning Cash</b>	345,420.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	345,420.28	385,000.00	-39,579.72
<b>4140 - Campground Revenue</b>															
<b>4141 - RV Sites- Taxable</b>	44,069.01	37,305.92	38,368.22	20,129.71	12,771.28	4,411.75	5,559.05	5,315.25	10,697.41	11,970.58	22,239.09	29,442.00	242,279.27	259,000.00	-16,720.73
<b>4142 - RV Sites -Non Taxable</b>	19,133.98	29,810.07	19,982.21	4,115.43	2,091.00	5,064.64	3,222.36	2,714.02	3,304.47	4,322.50	7,840.71	14,595.76	116,197.15	92,000.00	24,197.15
<b>4143 - RV Site - Add'l revenue</b>	1,517.01	980.04	735.49	172.88	200.50	459.00	-130.00	181.00	373.00	293.00	540.20	1,073.49	6,395.61	5,000.00	1,395.61
<b>4144 - Transient Room Tax</b>	5,335.71	4,551.05	4,698.06	2,478.09	982.50	450.00	596.56	574.15	1,142.96	1,292.91	2,570.88	3,201.16	27,874.03	27,500.00	374.03
<b>4145 - Reservation Fees</b>	4,260.00	3,750.00	4,410.00	1,670.00	480.00	360.00	180.00	240.00	750.00	630.00	2,410.00	2,780.00	21,920.00	16,500.00	5,420.00
<b>Total 4140 - Campground Revenue</b>	<b>74,315.71</b>	<b>76,397.08</b>	<b>68,193.98</b>	<b>28,566.11</b>	<b>16,525.28</b>	<b>10,745.39</b>	<b>9,427.97</b>	<b>9,024.42</b>	<b>16,267.84</b>	<b>18,508.99</b>	<b>35,600.88</b>	<b>51,092.41</b>	<b>414,666.06</b>	<b>400,000.00</b>	<b>14,666.06</b>
<b>4150 - Leases</b>															
<b>4151 - Building Lease - 1499 Bay St</b>	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	7,200.00	15,000.00	-7,800.00
<b>4152 - Building Lease - 080A Harbor</b>	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00	14,400.00	0.00
<b>4153 - Wharf lease - ICM</b>	4,129.90	4,129.90	4,129.90	4,129.90	4,129.90	4,129.90	4,129.90	4,542.08	4,542.08	4,542.08	4,542.08	4,542.08	51,619.70	49,560.00	2,059.70
<b>4154 - Wharf lease - Mo's</b>	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	8,640.00	8,640.00	102,095.90	102,040.00	55.90
<b>4155 - Concessions</b>	2,500.00	2,487.50	2,212.50	850.00	0.00	0.00	0.00	0.00	0.00	0.00	1,987.50	1,962.50	12,000.00	9,000.00	3,000.00
<b>4156 - Docking Lease</b>	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00	0.00	1,200.00
<b>Total 4150 - Leases</b>	<b>17,611.49</b>	<b>17,598.99</b>	<b>17,323.99</b>	<b>15,961.49</b>	<b>15,111.49</b>	<b>15,111.49</b>	<b>13,911.49</b>	<b>14,323.67</b>	<b>14,323.67</b>	<b>14,323.67</b>	<b>16,469.58</b>	<b>16,444.58</b>	<b>188,515.60</b>	<b>190,000.00</b>	<b>-1,484.40</b>
<b>4160 - Moorage</b>															
<b>4162 - Commercial Moorage</b>	1,383.38	1,752.64	1,684.69	2,789.48	-331.45	1,042.56	1,037.11	946.31	860.42	933.30	1,014.21	1,267.49	14,380.14	14,400.00	-19.86
<b>4163 - Sport Moorage</b>	6,851.30	14,276.38	19,444.48	9,784.15	2,943.55	3,281.47	2,872.77	3,647.25	3,626.86	2,720.23	2,667.86	4,396.08	76,512.38	64,600.00	11,912.38
<b>4165 - Liveaboard Fees</b>	120.00	120.00	120.00	40.00	80.00	80.00	63.31	123.33	-236.67	1,043.33	243.33	534.95	2,331.58	1,000.00	1,331.58
<b>Total 4160 - Moorage</b>	<b>8,354.68</b>	<b>16,149.02</b>	<b>21,249.17</b>	<b>12,613.63</b>	<b>2,692.10</b>	<b>4,404.03</b>	<b>3,973.19</b>	<b>4,716.89</b>	<b>4,250.61</b>	<b>4,696.86</b>	<b>3,925.40</b>	<b>6,198.52</b>	<b>93,224.10</b>	<b>80,000.00</b>	<b>13,224.10</b>
<b>4170 - Storage</b>															
<b>4171 - Outside storage</b>	223.09	173.09	173.09	173.09	148.36	148.36	148.36	148.36	148.36	148.36	148.36	148.24	1,929.12	2,000.00	-70.88
<b>4172 - Indoor Storage</b>	1,890.00	1,975.00	2,265.00	2,232.50	299.00	1,891.50	1,863.50	1,932.50	1,880.00	2,110.00	2,152.46	1,945.35	22,436.81	18,000.00	4,436.81
<b>Total 4170 - Storage</b>	<b>2,113.09</b>	<b>2,148.09</b>	<b>2,438.09</b>	<b>2,405.59</b>	<b>447.36</b>	<b>2,039.86</b>	<b>2,011.86</b>	<b>2,080.86</b>	<b>2,028.36</b>	<b>2,258.36</b>	<b>2,300.82</b>	<b>2,093.59</b>	<b>24,365.93</b>	<b>20,000.00</b>	<b>4,365.93</b>
<b>4190 - Marine Fuel</b>															
<b>4191 - Diesel</b>	3,074.37	496.09	1,126.47	591.47	122.33	0.00	0.00	66.30	0.00	0.00	0.00	1,435.94	6,912.97	6,000.00	912.97
<b>4192 - Gas, Non-ethanol</b>	1,058.03	6,029.72	12,736.12	-730.80	470.00	8,670.33	486.28	146.80	294.81	35.96	712.39	773.97	30,683.61	44,000.00	-13,316.39
<b>Total 4190 - Marine Fuel</b>	<b>4,132.40</b>	<b>6,525.81</b>	<b>13,862.59</b>	<b>-139.33</b>	<b>592.33</b>	<b>8,670.33</b>	<b>486.28</b>	<b>213.10</b>	<b>294.81</b>	<b>35.96</b>	<b>712.39</b>	<b>2,209.91</b>	<b>37,596.58</b>	<b>50,000.00</b>	<b>-12,403.42</b>

**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - General Fund**  
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Year to Date	TOTAL Budget	Variance
<b>4200 - Other Facility Income</b>															
<b>4210 - Parking Income</b>															
<b>4210 - Parking Income - Other</b>	849.76	3,207.10	4,019.13	1,348.25	151.85	33.00	65.00	1,429.37	16.85	26.00	431.35	582.81	12,160.47	12,000.00	160.47
<b>Total 4210 - Parking Income</b>	849.76	3,207.10	4,019.13	1,348.25	151.85	33.00	65.00	1,429.37	16.85	26.00	431.35	582.81	12,160.47	12,000.00	160.47
<b>4220 - Dump Station Fees</b>	90.00	1,093.50	60.00	2,154.25	15.00	25.00	1,157.00	0.00	10.00	25.00	416.50	45.00	5,091.25	4,000.00	1,091.25
<b>4230 - Gazebo Rental</b>	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00
<b>4240 - Vending Sales</b>	938.75	1,664.00	1,483.16	566.50	321.30	135.00	148.50	154.00	241.75	186.00	537.50	771.50	7,147.96	7,000.00	147.96
<b>4250 - Forklift &amp; Hoist</b>	75.00	0.00	0.00	0.00	25.00	0.00	0.00	-25.00	25.00	25.00	25.00	25.00	175.00	250.00	-75.00
<b>4252 - Seafood Seller Permits</b>	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	100.00	100.00
<b>4253 - Charter/Guide Permit</b>	100.00	700.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	1,200.00	150.00	1,050.00
<b>4260 - Events</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,850.00	0.00	1,850.00	0.00	1,850.00
<b>4270 - Retail Sales</b>	130.00	129.00	181.00	52.00	23.00	3.00	0.00	0.00	45.00	47.00	25.00	76.00	711.00	1,000.00	-289.00
<b>4300 - Cash Over/Short</b>	-52.00	169.62	-102.44	-42.20	2.60	86.66	-93.39	1.00	96.08	-90.09	62.91	-22.09	16.66	0.00	16.66
<b>Total 4200 - Other Facility Income</b>	2,356.51	6,963.22	5,840.85	4,078.80	538.75	282.66	1,277.11	1,559.37	434.68	218.91	3,348.26	1,678.22	28,577.34	24,500.00	4,077.34
<b>4500 - Levied Taxes</b>															
<b>4510 - Current Levied Taxes</b>	226.52	466.87	360.24	415.15	196,774.06	70,280.56	3,486.89	0.00	7,838.61	1,045.02	1,035.49	7,089.31	289,018.72	280,000.00	9,018.72
<b>4520 - Prior Years Levied Taxes</b>	169.87	386.75	276.23	307.03	778.54	237.44	414.21	200.40	222.68	320.72	330.36	825.58	4,469.81	4,000.00	469.81
<b>4525 - Levied Tax Interest</b>	41.12	110.08	80.32	96.38	81.10	52.57	61.13	142.45	49.42	59.02	64.23	187.01	1,024.83	0.00	1,024.83
<b>Total 4500 - Levied Taxes</b>	437.51	963.70	716.79	818.56	197,633.70	70,570.57	3,962.23	342.85	8,110.71	1,424.76	1,430.08	8,101.90	294,513.36	284,000.00	10,513.36
<b>4515 - State Forest Sales</b>	0.00	356.88	0.00	0.00	0.00	0.00	0.00	0.00	1,944.35	0.00	17,997.79	0.00	20,299.02	0.00	20,299.02
<b>4540 - Interest Income</b>	22.25	24.76	26.51	27.91	27.60	39.90	38.92	33.41	35.15	33.53	34.66	33.67	378.27	500.00	-121.73
<b>4550 - Maintenance Assistance Program</b>	0.00	0.00	19,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,000.00	19,000.00	0.00
<b>4600 - Miscellaneous Income</b>															
<b>4610 - Reimbursement Income</b>	973.42	3,762.25	1,072.60	316.02	-161.29	11.16	685.79	45.53	4,087.13	155.84	9.73	1,362.86	12,321.04	0.00	12,321.04
<b>4615 - Late Fees</b>	109.50	25.14	69.70	52.47	-761.10	143.89	440.43	82.62	39.68	77.28	76.54	57.70	413.85	0.00	413.85
<b>4625 - Other Income</b>	12.00	20.01	1.00	3,826.30	0.00	700.41	7.00	41.25	1.50	12.50	56.75	156.41	4,835.13	10,000.00	-5,164.87
<b>4600 - Miscellaneous Income - Other</b>	0.00	0.00	-20.00	0.00	73.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.00		
<b>Total 4600 - Miscellaneous Income</b>	1,094.92	3,807.40	1,123.30	4,194.79	-849.39	855.46	1,133.22	169.40	4,128.31	245.62	143.02	1,576.97	17,623.02	10,000.00	7,623.02
<b>4650 - Sale of Surplus Equipment</b>	400.00	0.00	806.64	0.00	226.00	0.00	4,610.10	250.00	0.00	0.00	0.00	0.00	6,292.74	0.00	6,292.74
<b>4840 - Grants</b>	0.00	4,381.05	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,881.05	0.00	4,881.05

**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - General Fund**  
July 2016 through June 2017

														TOTAL	
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Year to Date	Budget	Variance
<b>Total Income</b>	456,258.84	135,316.00	151,081.91	68,527.55	232,945.22	112,719.69	40,832.37	32,713.97	51,818.49	41,746.66	81,962.88	89,429.77	1,495,353.35	1,463,000.00	32,353.35
	456,258.84	135,316.00	151,081.91	68,527.55	232,945.22	112,719.69	40,832.37	32,713.97	51,818.49	41,746.66	81,962.88	89,429.77	1,495,353.35	1,463,000.00	32,353.35
<b>Expense</b>															
<b>5000 - Personal Services</b>															
<b>5020 - Port Manager</b>	5,208.34	5,208.34	8,201.79	2,708.33	5,416.66	5,416.66	5,416.66	5,416.66	8,124.99	2,708.33	5,416.66	8,124.99	67,368.41	65,000.00	2,368.41
<b>5030 - Administrative Assistant</b>	3,426.72	3,348.84	5,295.85	1,557.60	3,426.72	3,643.30	3,270.96	3,563.01	4,828.57	1,713.36	3,309.90	6,096.64	43,481.47	40,495.00	2,986.47
<b>5036 - Project Coordinator</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,246.00	-29,246.00
<b>5045 - Services Lead</b>	2,617.20	2,583.00	3,985.20	1,180.80	2,539.80	2,750.96	2,397.60	2,646.00	3,573.00	1,267.20	2,419.20	4,165.20	32,125.16	29,960.00	2,165.16
<b>5050 - Office Assistant</b>	0.00	0.00	1,137.00	891.00	2,059.50	2,141.06	1,995.48	2,188.50	2,920.50	1,024.50	2,037.00	3,457.50	19,852.04	0.00	19,852.04
<b>5061 - Campground Staff</b>	1,475.21	2,136.76	3,372.70	460.35	781.20	783.35	437.25	362.45	580.25	253.55	417.45	962.50	12,023.02	12,840.00	-816.98
<b>5075 - Maintenance I Lead</b>	3,686.00	3,686.00	5,529.00	1,843.00	3,686.00	3,956.71	3,686.00	3,686.00	5,529.00	1,843.00	3,686.00	5,952.80	46,769.51	44,230.00	2,539.51
<b>5076 - Maintenance II</b>	2,817.05	2,694.56	4,183.46	1,496.00	3,060.00	3,262.71	3,128.00	2,900.00	4,585.00	1,697.50	2,940.00	4,952.50	37,716.78	31,842.00	5,874.78
<b>5077 - Maintenance III</b>	1,816.08	1,895.04	1,752.91	0.00	0.00	0.00	0.00	0.00	1,828.50	1,006.25	1,932.00	3,128.00	13,358.78	23,471.00	-10,112.22
<b>5078 - Groundskeeper</b>	899.78	1,112.51	1,288.63	791.67	1,785.60	2,502.07	0.00	0.00	0.00	0.00	0.00	0.00	8,380.26	29,009.00	-20,628.74
<b>5110 - Payroll taxes</b>	1,962.61	2,026.35	3,059.60	944.05	1,932.27	2,027.79	1,898.06	1,939.23	2,982.56	1,073.36	2,064.68	4,114.81	26,025.37	31,220.00	-5,194.63
<b>5180 - Health Insurance</b>	3,600.02	3,605.81	3,594.98	2,567.85	3,081.42	4,622.13	3,594.99	2,054.27	3,081.42	3,081.42	3,081.42	3,297.12	39,262.85	49,303.00	-10,040.15
<b>5181 - Life Insurance</b>	15.05	15.05	15.05	10.75	12.90	19.35	15.05	8.60	12.90	12.90	12.90	12.90	163.40	1,500.00	-1,336.60
<b>5182 - Dental Insurance</b>	349.85	330.24	330.26	235.90	283.08	424.62	330.26	188.72	283.08	283.08	283.08	305.70	3,627.87	4,530.00	-902.13
<b>5190 - Workers Compensation Insur:</b>	6,952.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,952.57	8,000.00	-1,047.43
<b>5251 - Applicant Expenses</b>	29.70	0.00	29.00	50.00	10.00	96.00	45.00	7.00	0.00	0.00	0.00	0.00	266.70	154.00	112.70
<b>5270 - Retirement</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,103.85	4,103.85	5,000.00	-896.15
<b>5275 - Compensated absences</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
<b>5280 - Overtime</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
<b>Total 5000 - Personal Services</b>	34,856.18	28,642.50	41,775.43	14,737.30	28,075.15	31,646.71	26,215.31	24,960.44	38,329.77	15,964.45	27,600.29	48,674.51	361,478.04	413,800.00	-52,321.96
<b>5300 - Material and Services</b>															
<b>5260 - Employee Training</b>	0.00	0.00	50.00	100.00	0.00	128.00	150.00	0.00	0.00	0.00	0.00	0.00	428.00	1,500.00	-1,072.00
<b>5310 - Grant Expenses</b>	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	2,500.00	-2,000.00
<b>5340 - Advertising</b>	239.15	4,303.31	1,011.83	0.00	241.77	147.24	0.00	589.00	1,400.00	795.00	294.15	120.00	9,141.45	12,000.00	-2,858.55
<b>5345 - Web Site</b>	0.00	0.00	0.00	219.43	0.00	700.00	0.00	0.00	0.00	0.00	0.00	0.00	919.43	2,000.00	-1,080.57
<b>5350 - Office Supplies</b>	263.13	162.30	257.90	337.58	752.40	55.05	236.33	51.29	274.16	578.48	61.23	1,037.14	4,066.99	3,000.00	1,066.99
<b>5360 - Operation Supplies</b>	788.62	2,693.72	2,247.46	594.72	180.28	799.81	1,354.99	509.39	752.79	343.07	4,704.90	2,866.44	17,836.19	15,000.00	2,836.19

**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - General Fund**  
July 2016 through June 2017

														TOTAL	
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Year to Date	Budget	Variance
<b>5370 - Marine Fuel</b>	2,091.90	4,348.70	11,002.57	-52.85	-43.11	8,538.72	0.00	-72.95	-84.70	-54.47	-54.54	-29.40	25,589.87	45,000.00	-19,410.13
<b>5410 - Audit</b>	0.00	0.00	0.00	0.00	3,750.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	7,750.00	8,000.00	-250.00
<b>5420 - Accounting Service</b>	0.00	257.75	94.50	178.50	78.50	0.00	91.25	298.50	0.00	101.25	101.50	179.00	1,380.75	2,000.00	-619.25
<b>5430 - Legal Services</b>	1,455.50	710.00	500.00	0.00	117.00	368.69	429.74	0.00	250.00	87.50	243.50	0.00	4,161.93	5,000.00	-838.07
<b>5435 - Legal Publications</b>	0.00	0.00	0.00	36.88	166.15	43.37	30.98	30.98	39.24	105.31	441.15	39.09	933.15	0.00	933.15
<b>5436 - Cost of Retail Items</b>	0.00	125.00	0.00	0.00	264.83	147.25	0.00	0.00	0.00	0.00	0.00	0.00	537.08	1,000.00	-462.92
<b>5450 - Insurance - General</b>	0.00	0.00	0.00	0.00	0.00	0.00	31,837.00	0.00	0.00	0.00	0.00	0.00	31,837.00	50,000.00	-18,163.00
<b>5470 - Contracted Services</b>	2,964.69	1,876.36	891.00	1,758.06	644.00	2,968.98	1,986.18	786.18	676.00	1,768.16	936.18	959.96	18,215.75	13,000.00	5,215.75
<b>5510 - Travel &amp; Meeting Expense</b>	770.99	1,325.43	929.97	1,101.89	368.48	256.35	747.28	1,149.99	1,997.38	2,747.96	344.83	186.78	11,927.33	10,000.00	1,927.33
<b>5520 - Dues/Subscriptions</b>	2,245.58	1,256.20	5,705.63	292.20	1,410.10	705.00	100.00	0.00	0.00	0.00	196.00	824.50	12,735.21	17,000.00	-4,264.79
<b>5530 - Public Relations</b>	466.00	1,625.93	265.00	265.00	-378.53	465.00	265.00	265.00	415.00	289.36	615.00	265.00	4,822.76	3,500.00	1,322.76
<b>5540 - Events</b>	2,652.98	1,595.16	1,562.65	0.00	771.26	802.77	0.00	0.00	377.00	0.00	1,880.00	0.00	9,641.82	3,000.00	6,641.82
<b>5550 - Telephone Expense</b>	630.05	556.74	687.38	614.69	564.30	433.47	423.01	489.48	540.80	508.68	518.74	494.62	6,461.96	9,000.00	-2,538.04
<b>5610 - Property Taxes</b>	0.00	0.00	0.00	13,503.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,503.23	14,000.00	-496.77
<b>5620 - Transient Room Tax</b>	4,410.95	0.00	6,531.42	3,797.56	1,091.95	384.66	1,129.08	0.00	465.57	1,309.69	1,060.59	4,677.86	24,859.33	25,000.00	-140.67
<b>5700 - Facilities</b>	6,788.41	4,872.37	4,402.52	774.14	10,772.64	541.67	3,785.59	31,507.15	-21,991.84	5,619.81	-7,814.37	5,407.04	44,665.13	50,000.00	-5,334.87
<b>5701 - MAP Repairs</b>	543.51	723.71	329.71	185.48	565.71	947.24	171.72	629.56	365.32	146.02	257.21	2,317.78	7,182.97	14,000.00	-6,817.03
<b>5730 - Tool &amp; Equipment Purchase</b>	114.95	1,321.13	-19.51	436.37	-436.37	0.00	98.42	0.00	79.99	285.00	136.74	51.97	2,068.69	3,000.00	-931.31
<b>5750 - Equipment Rental</b>	91.00	1,752.78	887.06	1,049.70	178.73	52.48	52.48	0.00	659.96	73.69	1,040.05	1,910.10	7,748.03	9,000.00	-1,251.97
<b>5790 - Equipment Repairs</b>	2,162.00	0.00	111.95	237.00	1,050.00	905.00	0.00	0.00	1,723.19	314.05	209.79	67.99	6,780.97	8,000.00	-1,219.03
<b>5800 - Utilities</b>	7,046.67	15,462.61	13,708.68	10,423.83	6,825.31	7,404.74	8,486.57	7,938.50	7,495.22	7,440.07	9,329.21	10,250.29	111,811.70	120,000.00	-8,188.30
<b>5900 - State Lease Fees</b>	0.00	11,617.94	0.00	0.00	0.00	0.00	0.00	3,869.19	0.00	0.00	78.00	0.00	15,565.13	15,000.00	565.13
<b>5940 - Election Expense</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
<b>5950 - Miscellaneous</b>	1,492.73	2,523.64	2,850.83	1,987.88	4,636.20	1,789.46	1,233.77	573.26	1,700.01	3,310.08	1,112.34	1,393.43	24,603.63	19,500.00	5,103.63
<b>Total 5300 - Material and Services</b>	<b>37,218.81</b>	<b>59,610.78</b>	<b>54,008.55</b>	<b>37,841.29</b>	<b>33,571.60</b>	<b>32,584.95</b>	<b>52,609.39</b>	<b>48,614.52</b>	<b>-2,864.91</b>	<b>25,768.71</b>	<b>15,692.20</b>	<b>33,019.59</b>	<b>427,675.48</b>	<b>483,000.00</b>	<b>-55,324.52</b>
<b>6700 - Contingency</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	8,866.62	20,000.00	0.00	58,866.62	100,000.00	-41,133.38
<b>7000 - Debt Service</b>															
<b>7215 - MNIF (Dredging) #524016</b>	0.00	0.00	0.00	0.00	5,876.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,876.15	5,880.00	-3.85
<b>7216 - PRLF (MSLTD) #525186</b>	11,599.93	0.00	0.00	11,599.93	0.00	0.00	11,599.93	0.00	11,599.93	0.00	0.00	0.00	46,399.72	46,400.00	-0.28
<b>7225 - Banner Bank (PVIP) 10002142</b>	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	17,999.04	18,000.00	-0.96
<b>7230 - PRLF Loan (Wharf) #525196</b>	0.00	7,424.94	0.00	0.00	7,424.94	0.00	0.00	7,424.94	0.00	0.00	7,424.94	0.00	29,699.76	29,950.00	-250.24
<b>7270 - SPWF (Bdwb Prj) L0004</b>	0.00	0.00	0.00	0.00	15,961.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,961.07	15,970.00	-8.93

**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - General Fund**  
 July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Year to Date	TOTAL	
														Budget	Variance
<b>Total 7000 - Debt Service</b>	13,099.85	8,924.86	1,499.92	13,099.85	30,762.08	1,499.92	13,099.85	8,924.86	13,099.85	1,499.92	8,924.86	1,499.92	115,935.74	116,200.00	-264.26
<b>7600 - Unappropriated Ending Fund Bal</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	-250,000.00
<b>7700 - Transfer to other funds</b>	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	100,000.00	0.00
<b>Total Expense</b>	85,174.84	197,178.14	97,283.90	65,678.44	92,408.83	65,731.58	91,924.55	82,499.82	78,564.71	52,099.70	72,217.35	83,194.02	1,063,955.88	1,463,000.00	-399,044.12
	<b>371,084.00</b>	<b>-61,862.14</b>	<b>53,798.01</b>	<b>2,849.11</b>	<b>140,536.39</b>	<b>46,988.11</b>	<b>-51,092.18</b>	<b>-49,785.85</b>	<b>-26,746.22</b>	<b>-10,353.04</b>	<b>9,745.53</b>	<b>6,235.75</b>	<b>431,397.47</b>	<b>0.00</b>	<b>431,397.47</b>

**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - Capital Maint Fund**  
July 2016 through June 2017

														TOTAL	
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Year to Date	Budget	Variance
<b>Income</b>															
<b>4540 - Interest Income</b>	0.00	0.00	11.17	0.00	0.00	7.74	0.00	0.00	6.09	0.00	0.00	5.46	30.46	0.00	30.46
<b>4700 - Incoming Transfer</b>	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	100,000.00	0.00
<b>Total Income</b>	0.00	100,000.00	11.17	0.00	0.00	7.74	0.00	0.00	6.09	0.00	0.00	5.46	100,030.46	100,000.00	30.46
<b>Gross Profit</b>	0.00	100,000.00	11.17	0.00	0.00	7.74	0.00	0.00	6.09	0.00	0.00	5.46	100,030.46	100,000.00	30.46
<b>Expense</b>															
<b>6000 - Capital Outlay</b>															
<b>6130 - Land</b>															
<b>6138 - Nopal Parking Lot</b>	19,072.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,072.00	25,000.00	-5,928.00
<b>6144 - C Row Erosion</b>	0.00	0.00	11,570.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,180.00	0.00	25,750.95	50,000.00	-24,249.05
<b>Total 6130 - Land</b>	19,072.00	0.00	11,570.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,180.00	0.00	44,822.95	75,000.00	-30,177.05
<b>6150 - Facilities</b>															
<b>6155 - Wharf/Bdwk Fire System</b>	0.00	0.00	0.00	7,500.00	12,500.00	0.00	0.00	0.00	0.00	2,100.00	0.00	0.00	22,100.00	20,000.00	2,100.00
<b>Total 6150 - Facilities</b>	0.00	0.00	0.00	7,500.00	12,500.00	0.00	0.00	0.00	0.00	2,100.00	0.00	0.00	22,100.00	20,000.00	2,100.00
<b>Total 6000 - Capital Outlay</b>	19,072.00	0.00	11,570.95	7,500.00	12,500.00	0.00	0.00	0.00	0.00	2,100.00	14,180.00	0.00	66,922.95	95,000.00	-28,077.05
<b>7600 - Unappropriated Ending Fund Bal</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
<b>Total Expense</b>	19,072.00	0.00	11,570.95	7,500.00	12,500.00	0.00	0.00	0.00	0.00	2,100.00	14,180.00	0.00	66,922.95	100,000.00	-33,077.05
<b>Net Income</b>	<b>-19,072.00</b>	<b>100,000.00</b>	<b>-11,559.78</b>	<b>-7,500.00</b>	<b>-12,500.00</b>	<b>7.74</b>	<b>0.00</b>	<b>0.00</b>	<b>6.09</b>	<b>-2,100.00</b>	<b>-14,180.00</b>	<b>5.46</b>	<b>33,107.51</b>	<b>0.00</b>	<b>33,107.51</b>

	Campground 2013/2014			Campground 2014/2015			Campground 2015/2016			Campground 2016/2017		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	61%	61%	1989	72%	72%	2318	79%	79%	2448	74%	74%	2314
AUG	84%	73%	2728	90%	81%	2890	91%	85%	2812	88%	81%	2750
SEPT	83%	76%	2619	90%	84%	2795	88%	86%	2651	92%	85%	2776
OCT	38%	67%	1242	45%	74%	1462	49%	77%	1527	33%	72%	1027
NOV	18%	57%	567	24%	64%	753	26%	67%	770	15%	60%	466
DEC	17%	50%	550	23%	57%	748	17%	58%	514	12%	52%	361
JAN	26%	47%	860	29%	53%	920	20%	53%	621	15%	47%	480
FEB	25%	44%	734	34%	51%	939	22%	49%	634	14%	43%	401
MAR	27%	42%	875	39%	50%	1211	23%	46%	729	16%	40%	513
APR	29%	41%	910	38%	48%	1134	28%	44%	838	22%	38%	657
MAY	34%	40%	1100	37%	47%	1130	36%	44%	1132	35%	38%	1112
JUN	39%	40%	1210	45%	47%	1362	46%	44%	1396	43%	38%	3875
TL YTD	40%	40%	15384	47%	47%	17662	44%	44%	16072	38%	38%	16732
REV YTD	\$350,021			\$408,911			\$424,844			\$439,396		

	Hiker/Biker 2015/16		2016/17	
	Guest	\$	Guest	\$
JULY	51	\$677	31	\$388
AUG	27	\$372	41	\$590
SEPT	19	\$346	18	\$244
OCT	26	\$326	3	\$32
NOV	2	\$16	2	\$26
DEC	2	\$24	0	\$0
JAN	6	\$88	0	\$0
FEB	1	\$8	1	\$9
MAR	0	\$0	2	\$34
APR	9	\$88	3	\$27
MAY	13	\$136	11	\$121
JUN	21	\$256	22	\$344
Total	177	\$2,337	134	\$1,815

	Moorage 2015/16			Moorage 2016/17		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	45%	45%	1669	41%	41%	1528
AUG	71%	58%	2635	68%	55%	2496
SEPT	95%	70%	3394	93%	67%	3312
OCT	75%	72%	2752	55%	64%	2018
NOV	32%	64%	1132	27%	57%	964
DEC	31%	58%	1140	26%	52%	959
JAN	31%	54%	1144	25%	48%	931
FEB	31%	51%	1052	27%	45%	906
MAR	31%	49%	1153	27%	43%	992
APR	30%	47%	1058	27%	42%	965
MAY	31%	46%	1157	28%	40%	1025
JUN	35%	45%	1260	31%	40%	1091
TL YTD	45%	42%	19546	40%	40%	17187
REV YTD	\$102,520			\$97,656		

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

**FY2017-18**

Wednesday, 19 July 2017

Wednesday, 16 August 2017

Wednesday, 20 September 2017

Wednesday, 18 October 2017

Wednesday, 15 November 2017

Wednesday, 20 December 2017

Wednesday, 17 January 2018

Wednesday, 21 February 2018

Wednesday, 21 March 2018

Wednesday, 18 April 2018

Wednesday, 16 May 2018

Wednesday, 20 June 2018

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



2017-2018 Committee Assignments

<u>Organization</u>	<u>Assigned</u>	<u>Alternate</u>	<u>Involvement / Issues</u>
<b>*City of Florence Urban Renewal Agency</b>			Voting board member for special district
<b>*Lane Area Commission on Transportation</b>			Transportation issues affecting ODOT Region 2, Area 5
<b>*Lane Council of Governments, LCOG</b>			Voting delegate for interagency cooperation
<b>*Oregon Coastal Zone Management Assn, OCZMA</b>			Voting delegate for coastal planning issues
<b>**Siuslaw Watershed Council SWC</b>			Executive council member
<b>**Oregon Economic Development Assn, OEDA</b>			Economic development training and cooperation
<b>**Pacific NW Waterways Assn, PNWA</b>			Federal transportation & trade, dredging
<b>**Oregon Public Ports Association, OPPIA</b>	Staff		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**