

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 19 February 2014
Port Office, 100 Harbor Street,
Lane County, Florence, OR 97439

CALL TO ORDER

7:00 pm

PRESENTATION: Eldon Nordahl, Property Changes (Dredge Spoil Site #22)

APPROVAL OF MINUTES

Regular Meeting on 15 January and Special Meeting on 6 February 2014

REMARKS FROM CITIZENS/GROUPS

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

FINANCIALS

1. Financial Statements: Ratify Bills Paid in January \$ 144,914.53

OLD BUSINESS

1. Discuss Scheduling Commission Meetings Every Other Month
2. Update on Lane Community College Trade Scholarship
3. Update on Bringing Cash (Fish) Buyers to the Port of Siuslaw
4. Other Items by Commission

NEW BUSINESS

1. Adopt Port Manager Performance Evaluation Process
2. Other items by Commission

REPORTS President, Commission, Manager
Committee Reports

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, 19 March 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 16 April 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 21 May 2014, Regular Commission Meeting, 7:00pm

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 15 January 2014, 7:00pm
Port Office, 100 Harbor St, Florence OR 97439

ATTENDANCE:

Commission: Commissioner Terry Duman (Duman), Commissioner Jay Cable (Cable), Commissioner Bill Fleenor (Fleenor);

Absent: Commissioner Ron Caputo (Caputo), Commissioner Nancy Rickard (Rickard)

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

Audience: Alan Campbell, Jay Nefcy, Dave Huntington, Dave Swinney, Larry Barney, Brien Mill, Don Saxon, Harlan Springer, Chief Jim Landburg

Commission Vice-President Duman called the meeting to order at 7:00pm.

APPROVAL OF THE MINUTES: The approval of the minutes was tabled while a correction was made.

REMARKS FROM CITIZENS:

- David Swinney said at the last meeting McClure stated that he had looked at the wrong website for the Hercules reservation software and when he looked at the website she spoke of, it did have reservation software, plus a porn site pop-up at the bottom of the page. Swinney said the site he looked up initially was Hercules ERP which was not the wrong one. Swinney referred to Fleenor's suggestion to put out an RFP for bookkeeping services and said that is what Hercules ERP is. Swinney said he didn't understand why the port had paid so much money for the software when the state auditor said ERP bookkeeping is not being used in the US. Swinney said the port auditor was not happy with the Hercules reservation software until he spoke with the CEO of Hercules which is documented in the minutes. Changing the subject, Swinney said during his past employment he was taught to lead from a position of interacting with people, not with fear and antagonism. Swinney asked if the board had received a copy of his letter. The board questioned what letter Swinney was referring to. Fleenor said they had received a copy of the letter Swinney had written to the Oregon Ethics Commission, which was not being pursued due the complaint not being jurisdictional. Fleenor asked Swinney to state his reason for being here, why he keeps coming to the meetings with the same attitude, and said Swinney was doing a good job at demonstrating his lack of knowledge of how a port operates. The two of them started to argue and Fleenor again asked what Swinney wanted the board to do. Swinney said he wanted the port to run like a port and there wasn't a minimum of 30% water/marine related industries. Fleenor said that was not required and they started to argue again. Duman called for order and asked Swinney to state his point. Swinney said he had been intimidated and threatened into signing a moorage agreement that has not been voted on by the board. Swinney said staff had changed rules and Fleenor again asked what Swinney wanted the board to do. Swinney said he wanted the board to do what Fleenor was doing with Lane County, to stop covering up crimes. Fleenor asked Swinney if he wanted a welfare handout, they started to argue, and Duman called for an end to the conversation. Swinney said he would discontinue making public remarks but would monitor things from outside and ended by saying what goes around comes around.
- Chief Landburg introduced himself and asked if the board had any questions for him. Duman welcomed Landburg and said the Port and the Fire Department have always had a good working relationship. Duman asked about boat fires in the marina. Landburg

said he had experience with marinas and would like to arrange a drill for the port marina. There was discussion about length of hoses and creating a stand pipe connection. Fleenor thanked Landburg for coming and Forsythe complimented the staff at the SVFR.

APPROVAL OF THE MINUTES: On the Motion made by Cable, and seconded by Fleenor, the board voted unanimously to approve the Minutes of the Regular Meeting on 20 November 2013.

FINANCIALS: On the Motion made by Fleenor, and seconded by Cable, the board voted unanimously to ratify the bills in the amount of \$104,946.56 for November, and \$87,217.99 for December. Fleenor suggested adding a running three year average to the Campground Occupancy Report and Duman asked that moorage occupancy be added to the report.

OLD BUSINESS

1. **Harbor Maintenance Trust Fund Update:** Forsythe said \$3M has been set aside for ports with \$10M soon to be added. Forsythe said Representative DeFazio has been instrumental in the process. Forsythe said he and Caputo are going to the PNWA conference in Washington DC in March and plan to meet with legislators to discuss the issues further. Duman asked Springer, in the audience, if he wanted to comment. Springer asked for information about the trip to DC and Forsythe explained how they attend presentations and attend meetings with the Senators. Forsythe said he'd send more information to Springer. Springer asked what is being done to make the Port of Siuslaw stand out above the other ports for funding. Forsythe said he is in frequent contact with state legislators and staff from the Governor's office and it's an ongoing process. Duman agreed with Springer's emphasis on making Siuslaw stand out since state legislators represent other ports that Siuslaw is in competition with. Fleenor said a primary driver is homeland security and it helps to have a US Coast Guard station. Duman said the federal government has a responsibility to maintain the jetties they built and thanked Springer for his comments.
2. **RFP for Financials Update:** Forsythe said there was no formal solicitation since it was below the threshold to do so. Forsythe said he and McClure met with Holloway and Associates who are contracted to do the port's payroll. McClure said they are reconciling daily receipts and bank statements, making bank deposits, and doing the accounts payable. Fleenor said this makes the Port compliant with Section 2, Item 8 on the SDAO Best Practices checklist.

NEW BUSINESS

1. **Resolution 1-15-14A Adopt a Supplemental Budget and Re-Appropriate Funds:** McClure said the port received a Matching Safety Grant from SDAO in the amount of \$2,940 to pay for a network video recorder and three security cameras, and was also awarded a grant from Business Oregon in the amount of \$9,600 to pay for bulkhead repair technical drawings. **On the Motion, made by Fleenor, and seconded by Cable, the board unanimously voted to adopt Resolution 1-15-14A.**
2. **Other items by Commission:**
 - There was discussion about holding board meetings every other month instead of every month. Fleenor proposed the idea since some meetings are not productive and he doesn't want to waste staff time. Cable and Duman were against the idea stating they felt out of touch by not having a December meeting. Fleenor said the board should establish goals. Duman said the new board members needed time to get familiar with

port business and meetings will become more productive. Fleenor asked for the topic to be on the February agenda since two commissioners were not present.

- There was discussion about starting a trade scholarship with Lane Community College. Forsythe asked the board to consider letting LCC students learning diesel mechanics to work on boats in the marina. Thorsen, from the audience, asked to speak and Duman gave permission. Thorsen said commercial fishermen should be given the same opportunity. Fleenor asked Forsythe to bring a proposal to the next meeting.
- Fleenor said there is interest from a local company to bring a fiber optic cable landing through the port owned PVIP property. Fleenor said he has interest in this company and wants to hold an executive session next month. Fleenor said he wants the subject to be transparent, however at this stage there needs to be confidentiality due to competition.
- Duman asked Forsythe for an update on the fish buyer. Forsythe said Gunther is still working on starting a business in Florence but there is no solid plan yet. Duman said there are cash buyers buying smaller amounts of crab in Newport but it's so busy, boats have to wait to unload. There was discussion about bringing the boats and cash buyers to the Port of Siuslaw since the hoist is available and there is room to unload product. Thorsen, from the audience, said there is good fishing/crabbing just offshore and there are several boats out there now. Huntington, from the audience, cautioned that Siuslaw's bar can be hard to cross. Fleenor asked Thorsen how to market the Port of Siuslaw. Thorsen said the Port of Siuslaw has a bad image so we need to make them feel welcome, provide a scale and other equipment. Duman said cash buyers pay 5-6% to the Port of Newport and if we don't charge a percentage, they will come. Fleenor said the Port of Siuslaw needs to cover costs. Duman said he would give Forsythe a list of cash buyer contacts.

REPORTS

McClure asked the board to give monthly reports on their committee meeting assignments. Duman said he has not been to an Oregon Coastal Zone Management Association meeting yet. Fleenor said the Mapleton Commercial Owners Association do not have regular meetings. Cable said he is the alternate for the Chamber but has not been to a meeting since Forsythe attends. Forsythe said he attends the Chamber meetings, Lane County Transportation, Pacific NW Waterways Association, Pacific Coast Congress, Special Districts Association of Oregon, and Western Lane Emergency Operations Group. Forsythe said he plans to meet with Frannie Brindle, from ODOT, to discuss highway signage and training local authorities to open the Hwy 101 Bridge. Fleenor said SDAO conferences have good training sessions and encouraged all board members to attend. Forsythe said Caputo is planning to go and Fleenor said he'd like to attend also.

Vice-President Duman adjourned the meeting at 8:05pm.

President

AGENDA
PORT OF SIUSLAW
SPECIAL MEETING
Thursday, 6 February 2014
Port Office at 100 Harbor Street
Lane County, Florence, OR 97439

Call to Order 3:00pm

PURPOSE OF MEETING: Update Port Manager Performance Evaluation Form and Process

- 1) Review Job Description
- 2) Review and Revise Evaluation Form
- 3) Discuss Staff 360 Process and Criteria
- 4) Finalize Evaluation Process

Adoption of process will occur at the Regular Meeting on 19 February 2014

Adjourn

**MINUTES
PORT OF SIUSLAW
SPECIAL MEETING
Thursday, 6 February 2014, 3:00pm,
Port Office, 100 Harbor St, Florence OR 97439**

ATTENDANCE: Commission: Commissioner Ron Caputo (Caputo), Commissioner Terry Duman (Duman), Commissioner Jay Cable (Cable)

Absent: Commissioner Nancy Rickard (Rickard), Commissioner Bill Fleenor (Fleenor); Staff: Recording Secretary Dina McClure (McClure)

Audience: Robert Thorp (Thorp)

Commission President Caputo called the meeting to order at 3:00pm.

McClure explained the Port Manager Performance Evaluation form adopted in 2001 was updated in 2008 by changing the rating criteria from 5 levels to 4. McClure said last year's board had a special meeting and a new format was created by Commissioner Thorp but the formality of it getting adopted did not take place. McClure said the purpose of this meeting was to decide on a Port Manager Performance Evaluation form and process so it could be adopted at the 19 February meeting and the evaluation would occur at the 19 March meeting.

Review job description: The board decided the current job description needed to be used for the evaluation since it contained the criteria Forsythe was hired upon. McClure said, during his previous evaluation, Port Manager Forsythe suggested a performance evaluation should be based on the job description.

Review and Revise Evaluation Form: After review, the board agreed to use the revised 2008 form. There was discussion to include each section and to eliminate the overuse of the word "effectively". McClure said she would cross reference the evaluation form to the current job description. Thorp, who worked on last year's evaluation, was in the audience and asked to provide input. Thorp suggested to keep the process simple, base the evaluation on a position not an individual, decide on how often to evaluate, how the information is compiled, and who performs the evaluation. Thorp complimented the board for working on the process. The board discussed changing the criteria in Part II, then decided to leave it as is.

Discuss Staff 360 Process and Criteria: The board agreed they need staff input in order to evaluate the manager on personnel issues. McClure read a list of suggested questions. It was decided to have McClure compile staff input for Caputo to add to the evaluation process.

Finalize Evaluation Process: It was decided the board will fill out individual forms following the 19 February meeting, turn them in to Caputo within two weeks, and Caputo will perform the evaluation. The board discussed goals and it was decided to leave goals out of this evaluation. Caputo said the board needs to establish goals for the port. McClure said she would send revised forms to the board for review prior to the meeting.

Commission President Caputo adjourned the meeting at 4:00pm.

President

PORT OF SIUSLAW PORT MANAGER EVALUATION PROGRAM

The attached Port Manager evaluation program is more comprehensive than the typical employee performance review. There are several reasons for this. First, the Port Manager's job is more important and more complex than most. Thus, a greater number of factors need to be considered. Secondly, the Board of Commissioners has previously used a variety of forms in the past to evaluate the Port Manager. Thirdly, working for a five (5) member board made up of different individuals can be difficult. By making explicit each Commissioner's thoughts on a variety of performance parameters, this system can assist the Port Manager in responding to the needs and desires of the Commission.

This program is not quantitative. All performance factors are not of equal importance. This evaluation program requires Commissioners to express themselves on each performance parameter in a manner that can be understood by each Commissioner and the Port Manager.

The primary purpose of an evaluation is to help the Port Manager to do his/her best and consequently have the Commission have its goals and objectives put into practice by the Port Manager. This will only come about if the evaluation is undertaken with the utmost frankness in an atmosphere of mutual trust.

The results of the evaluation should also be used in setting compensation and to give the Port Manager a clear statement about his/her continued employment.

The sequence of events in the evaluation process is as follows:

1. The Commission adopts this system of evaluation and form.
2. Commissioners receive Part 1 to be completed by each Commissioner. Forms are submitted to the Port Commission President to compile information.
3. Staff members receive Part 2 to be completed by each staff member. Forms are submitted to the Administrative Assistant to compile information for the Port Commission President.
4. Port Manager completes Part 3.
5. Evaluation meeting is held where Commissioners and Port Manager review the consensus. The Port Commission President will be the spokesperson for the Board.

**PERFORMANCE REVIEW FORM
PORT MANAGER**

Form Completed by: _____

Date of Review: _____

Part 1: PERFORMANCE ACCORDING TO JOB DESCRIPTION

Ratings:

1=Needs Improvement 2=Fair 3=Good 4=Excellent

1 2 3 4	1. Develop and provide leadership in the Port's relationships with federal, state, and local governmental agencies and Special Districts, particularly as it relates to accessing funding opportunities for the Port.
1 2 3 4	2. Work with community leaders as necessary to improve the Port's relationships and represent the Port when needed. Participate in community activities which affect the Port district.
1 2 3 4	3. Ensure the Port Commission receives appropriate fiscal data related to financial resources and expenditures as needed.
1 2 3 4	4. Keep the Commission informed on personnel and relevant law changes.
1 2 3 4	5. Update information, plans, and materials needed by the Port Commissioners to help them make the best decisions.
1 2 3 4	6. Continually improve communication between management and Port Commission.
1 2 3 4	7. Be responsible for ongoing planning, development and maintenance of Port facilities.
1 2 3 4	8. Ensure budget is prepared and implemented as required.
1 2 3 4	9. Ensure the Port's adopted business plan is implemented to the best of the Port's ability and assets.
1 2 3 4	10. Review and assess Port facilities in person on at least a weekly basis; make recommendations or changes as required.
1 2 3 4	11. Maintain an awareness of and comply with all legal requirements as presented in the Oregon statutes and Port policies.
1 2 3 4	12. Carry out any additional assignments as requested by the Port Commission.

13. **STRENGTHS:** What are the Port Manager's strengths?

a. _____

b. _____

c. _____

14. **WEAKNESSES:** What are the Port Manager's weaknesses?

a. _____

b. _____

c. _____

15. **CONTRIBUTIONS TO PORT:** What unusual contributions has the Port Manager made to the Port?

a. _____

b. _____

c. _____

16. **FAILURES:** What things has the Port Manager failed to accomplish?

a. _____

b. _____

c. _____

17. **IMPROVEMENTS:** What aspects of the Port Manager's performance need to be improved?

a. _____

b. _____

c. _____

Part 2: STAFF OPINION OF PORT MANAGER PERFORMANCE

Ratings:

1=Needs Improvement 2=Fair 3=Good 4=Excellent

1 2 3 4	1. The manager effectively motivates, trains and supervises staff.
1 2 3 4	2. The manager schedules staff and approves leave requests based on Port needs.
1 2 3 4	3. The manager oversees safety training and compliance.
1 2 3 4	4. The manager is able to assess problems and propose solutions that are productive.
1 2 3 4	5. The manager creates a teamwork atmosphere.
1 2 3 4	6. The manager performs annual staff performance evaluations.
1 2 3 4	7. The manager treats all employees equally.
1 2 3 4	8. The manager conducts himself/herself in a professional manner.
1 2 3 4	9. The manager inspects port property and implements improvements.
1 2 3 4	10. This is my overall opinion of the Port Manager's performance.

Comments: _____

Part 4: CONCLUSIONS:

The Commission, having given careful consideration to all factors, gives the Port Manager the following overall rating:

Excellent

This rare individual is not only an asset to the Port of Siuslaw, but continuing in this position is very important to the Port.

Good

Performance is at a high level. The Port Manager has greatly contributed to the Port in this position. Continued employment is desired.

Fair

Important performance parameters are being met, but improvement in others is desired. Continued performance at this level will result in continued employment.

Needs Improvement

The job is getting done, but significant improvement in specific areas is possible. Although continued employment is more likely than not, improvement in performance is desired by the Commission.

Unsatisfactory

Plans for improvement, as outline below, must be achieved in the time agreed upon. After review of corrective actions, the Commission will consider salary modifications or possible termination.

Termination

The Port Manager has not performed the duties as Port Manager and is being terminated for the reasons listed below.

Port Manager

Date

Commission President

Date

Port of Siuslaw
Balance Sheet
As of January 31, 2014

	<u>Jan 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	37,826.20
1005 · SB MMA - General Fund	325,498.58
1050 · SB MMA - ICM	5,028.04
1070 · Petty Cash	550.00
Total Checking/Savings	<u>368,902.82</u>
Other Current Assets	
1220 · Accounts Receivable	10,705.37
1499 · Undeposited Funds	2,374.00
Total Other Current Assets	<u>13,079.37</u>
Total Current Assets	<u>381,982.19</u>
TOTAL ASSETS	<u><u>381,982.19</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	16,795.50
Total Accounts Payable	<u>16,795.50</u>
Credit Cards	
2021 · Port Credit Card 1	1,314.92
2022 · Port Credit Card 2	2,343.23
Total Credit Cards	<u>3,658.15</u>
Other Current Liabilities	
2030 · Deposits Held	8,070.00
2040 · Gift Certificates	-92.00
2045 · Unearned CG Revenue (Hercules)	79,671.95
2100 · Payroll Liabilities	2,604.49
2150 · Payroll related Liabilites	21.51
Total Other Current Liabilities	<u>90,275.95</u>
Total Current Liabilities	<u>110,729.60</u>
Total Liabilities	110,729.60
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	23,196.61
Net Income	143,346.32
Total Equity	<u>271,252.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>381,982.19</u></u>

Port of Siuslaw Profit & Loss Budget Performance January 2014

	Jan 14	Budget	% of Budget	Jul '13 - Jan 14	YTD Budget	% of Budget	Annual Budget
Income							
4140 · Campground Revenue	16,016.47	8,870.00	180.6%	251,957.53	228,960.00	110.0%	316,000.00
4150 · Leases	6,479.90	14,012.90	46.2%	99,080.68	106,586.30	93.0%	178,152.00
4160 · Moorage	3,998.53	2,880.00	138.8%	49,407.69	42,390.00	116.6%	57,000.00
4170 · Storage	1,868.00	1,350.00	138.4%	12,691.93	9,450.00	134.3%	16,000.00
4190 · Marine Fuel	463.69	0.00	100.0%	47,964.58	47,100.00	101.8%	58,500.00
4200 · Other Facility Income	796.00	115.00	692.2%	24,956.33	14,915.00	167.3%	17,850.00
4500 · Levied Taxes	3,645.36	3,350.00	108.8%	260,153.95	241,820.00	107.6%	313,000.00
4540 · Interest Income	94.65	50.00	189.3%	525.31	350.00	150.1%	600.00
4550 · Maintenance Assistance Program	0.00	0.00	0.0%	15,900.00	15,900.00	100.0%	15,900.00
4600 · Miscellaneous Income	1,000.00	150.00	666.7%	8,069.41	3,150.00	256.2%	4,000.00
4650 · Sale of Surplus Equipment	767.00	0.00	100.0%	1,092.00	0.00	100.0%	0.00
4670 · Sale of Surplus Property	0.00	0.00	0.0%	0.00	0.00	0.0%	125,000.00
4830 · Loans	0.00	0.00	0.0%	21,283.00	13,000.00	163.7%	13,000.00
4840 · Grants	0.00	0.00	0.0%	183,362.44	55,940.00	327.8%	213,690.00
Total Income	35,129.60	30,777.90	114.1%	976,444.85	779,561.30	125.3%	1,328,692.00
Gross Profit	35,129.60	30,777.90	114.1%	976,444.85	779,561.30	125.3%	1,328,692.00
Expense							
5000 · Personal Services	24,404.44	32,047.84	76.2%	239,264.53	244,054.76	98.0%	411,294.00
5300 · Material and Services	75,761.24	71,105.00	106.5%	336,872.76	311,768.00	108.1%	472,653.00
6000 · Capital Outlay	2,850.09	5,500.00	51.8%	142,540.77	81,975.00	173.9%	442,112.00
6700 · Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	100,000.00
7000 · Debt Service	20,464.21	20,464.00	100.0%	114,420.47	112,199.00	102.0%	152,633.00
Total Expense	123,479.98	129,116.84	95.6%	833,098.53	749,996.76	111.1%	1,578,692.00
Net Income	-88,350.38	-98,338.94	89.8%	143,346.32	29,564.54	484.9%	-250,000.00