

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

CALL TO ORDER

7:00 pm

PRESENTATION: Bill Trotter, Emerald CPA Group, FY2012-13 Audit

APPROVAL OF MINUTES

Regular Meeting on 19 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 February \$81,675.59

OLD BUSINESS

1. Response to Eldon Nordahl regarding Dredge Spoil Site #22 Property
2. Port Manager Performance Evaluation
3. Discuss Liability Insurance for Moorage Customers
4. Other Items by Commission

NEW BUSINESS

1. 2013-18 Strategic Business Plan Annual Review
2. Appoint Budget Committee Member
3. Other items by Commission

REPORTS President, Commission, Manager
Committee Reports

SCHEDULED MEETINGS

- Wednesday, 16 April 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 21 May 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 18 June 2014, Regular Commission Meeting, 7:00pm

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 19 February 2014, 7:00pm
Port Office, 100 Harbor St, Florence OR 97439

ATTENDANCE:

Commission: Commissioner Ron Caputo (Caputo), Commissioner Nancy Rickard (Rickard), Commissioner Terry Duman (Duman), Commissioner Jay Cable (Cable), Commissioner Bill Fleenor (Fleenor);

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

Audience: Alan Campbell, Jay Nefcy, Dave Huntington, Larry Barney, Don Saxon, Harlan Springer, Dwight Coon, Eldon Nordahl, Shelly Circle, Megan Gerber, Shane Burnham

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

PRESENTATION:

Eldon Nordahl introduced himself and his daughter, Shelly Circle. Nordahl said they own 10.76 acres located on the Siuslaw River, known as Site #22 in the Siuslaw River Dredge Material Plan. Nordahl asked the Commission to tell him at the next meeting if the board is interested in purchasing this property or not.

STATEMENT BY COMMISSIONER CABLE:

Cable said citizens have the right to voice their opinions in front of the board at a public meeting and commissioners should not engage in conversation or address their issues until the subject is an agenda item at a future meeting. Cable said the board should act as a group and not individually. Cable requested a letter of apology be written to David Swinney for the actions that occurred at the last meeting, and to let Swinney, and any other member of the community, know they are welcome to speak during the Remarks period at the board meetings. Cable then requested the Chair, on behalf of the Commission, admonish Commissioner Fleenor for his comments at the last meeting, and tell him that future actions of this nature will not be tolerated.

Caputo said he watched the video of the previous meeting and was surprised that Swinney was interrupted during his time to speak. Caputo said the public has the right to speak for five minutes, uninterrupted, during the designated time. Caputo reminded the board to not conduct conversation with the audience during the meetings.

APPROVAL OF THE MINUTES:

On the Motion, made by Fleenor and seconded by Rickard, the board voted unanimously to approve the Minutes from the Regular Meeting on 15 January 2014. On the Motion, made by Cable and seconded by Duman, the board voted unanimously to approve the Minutes from the Special Meeting on 6 February 2014.

FINANCIALS:

Fleenor moved to approve the Financials and Ratify Bills in the amount of \$144,914.53 with comment. Rickard seconded. Fleenor complimented staff on the year to date \$143K net profit. Fleenor added that he would like to see a resolution passed in the near future that would put net income into an operating reserve account for capital maintenance. **The board voted unanimously to approve the Financials.**

OLD BUSINESS

1. **Discuss Scheduling Commission Meetings Every Other Month:** Fleenor said he would pull this agenda item since staff informed him that ORS 777.140 states monthly meetings are required. Caputo added that the public elected them as Commissioners and they owe it to the public to meet at least once a month.
2. **Update on Lane Community College Trade Scholarship:** Forsythe said there are two items in process, one is a scholarship and the other is a work share combining education and training with hands on mechanical work on non-operational boats in the marina. Forsythe said he would make a presentation to the board when the projects are organized.
3. **Update on Bringing Cash (Fish) Buyers to the Port of Siuslaw:** Duman said he talked to three cash buyers. Two out of three are interested and one will be coming to Florence on Friday to meet with him.
4. **Other Items by Commission:** Fleenor pointed out the changes on the Occupancy Report including the addition of moorage and the average year to date percentage. Cable said good weather brings higher occupancy than bad weather and agreed the report shows the trend.

NEW BUSINESS

1. **Adopt Port Manager Performance Evaluation Process:** Caputo said this is the format three out of five commissioners came up with at the Special Meeting held on 6 February. Caputo said it's a 360 process that involves 1) the board evaluating the manager, 2) staff evaluating the manager for the commission, and 3) the manager evaluating the commission. Caputo said the forms will be given to him, he will meet with the manager, and the results will be given at the next Port Meeting. Rickard said she was sorry she was unable to attend the meeting where the process was discussed and feels the criteria on the form is too heavy handed for a new board to use. Rickard said they should either approve or disapprove the manager's performance. Fleenor suggested Rickard only fill out the criteria she feels comfortable with. Caputo said he would compile the information given to him and the numbers will not be totaled into a "score". Rickard said she would like to revisit the process next year. Fleenor suggested adding a Part IV where the commissioners evaluate themselves as a board. Fleenor gave an example: If there is an area where the manager is rated low, is it because a) the manager did not receive clear direction from the board, or b) the board gave clear direction and the manager did not perform to their expectation. Fleenor said for a true 360, the board needs to take a look at how they manage the manager. **Cable made a Motion to adopt the Port Manager Performance Evaluation Process as is. Duman seconded. The board all voted in favor.** Fleenor asked Forsythe if he agreed to the process and Forsythe said yes. Fleenor asked Forsythe if he wanted the evaluation to be held in open meeting or executive session and Forsythe said he would let them know prior to the next meeting.

REPORTS

- Caputo said he attended a Florence Urban Renewal Agency meeting and distributed copies of the FURA Annual Report and Financial Statement for 2012-13 to the board. Caputo said FURA will put up their interpretive signage in the coming months and the Infrastructure Improvement Project bringing sewer, water and storm water upgrades is complete.

- Caputo said he attended the SDAO conference along with Fleenor and Dreiling (staff). Caputo attended training on conducting public meetings and found the Port Caucus meeting informative. Caputo said all ports deal with the same problems, are searching for ways to increase revenue and provide economic development.
- Fleenor said the SDAO training provided him with information on open meetings laws and acquisition requirements.
- Rickard said she was unable to attend the Siuslaw Watershed Council meeting in January but will attend the February meeting.
- Duman asked who was going to write the apology letter to David Swinney. Caputo said he will ask staff to write the letter and Caputo will sign it.
- Duman said he has accepted a board position with the Siuslaw Watershed Council. Rickard said the SWC is a good organization and she stressed the importance of taking unused medications to the drop box at the Police station instead of disposing them in the landfill. Rickard said chemicals are leaching into waterways and affecting the fish. Cable referred to the recent tragedy of STEP losing all the baby coho due to a chemical leaching into Munsel Creek.

Caputo adjourned the meeting at 7:30pm to enter into Executive Session per ORS 192.660(2)(e).

The board did not return to Open Session.

President

**Port of Siuslaw
 Balance Sheet
 As of February 28, 2014**

	<u>Feb 28, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	36,663.65
1005 · SB MMA - General Fund	293,364.31
1050 · SB MMA - ICM	5,028.04
1070 · Petty Cash	750.00
Total Checking/Savings	<u>335,806.00</u>
Other Current Assets	
1220 · Accounts Receivable	12,280.56
1499 · Undeposited Funds	6,128.05
Total Other Current Assets	<u>18,408.61</u>
Total Current Assets	<u>354,214.61</u>
TOTAL ASSETS	<u><u>354,214.61</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	13,642.84
Total Accounts Payable	<u>13,642.84</u>
Credit Cards	
2021 · Port Credit Card 1	1,438.38
Total Credit Cards	<u>1,438.38</u>
Other Current Liabilities	
2030 · Deposits Held	8,270.00
2040 · Gift Certificates	-92.00
2045 · Unearned CG Revenue (Hercules)	74,593.76
2100 · Payroll Liabilities	2,528.85
2120 · 457 Plan Contribution	150.00
2150 · Payroll related Liabilites	21.09
Total Other Current Liabilities	<u>85,471.70</u>
Total Current Liabilities	<u>100,552.92</u>
Total Liabilities	100,552.92
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	23,196.61
Net Income	125,755.42
Total Equity	<u>253,661.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>354,214.61</u></u>

**Port of Siuslaw
Profit & Loss Budget Performance
February 2014**

	Feb 14	Budget	% of Budget	Jul '13 - Feb 14	YTD Budget	% of Budget	Annual Budget
Income							
4140 · Campground Revenue	12,925.23	8,680.00	148.9%	264,882.76	237,640.00	111.5%	316,000.00
4150 · Leases	21,545.36	14,012.90	153.8%	120,626.04	120,599.20	100.0%	178,152.00
4160 · Moorage	3,467.23	2,380.00	145.7%	52,874.92	44,770.00	118.1%	57,000.00
4170 · Storage	1,861.00	1,350.00	137.9%	14,552.93	10,800.00	134.7%	16,000.00
4190 · Marine Fuel	4.34	5,000.00	0.1%	47,968.92	52,100.00	92.1%	58,500.00
4200 · Other Facility Income	789.40	135.00	584.7%	25,745.73	15,050.00	171.1%	17,850.00
4500 · Levied Taxes	4,851.31	8,250.00	58.8%	265,005.26	250,070.00	106.0%	313,000.00
4540 · Interest Income	0.00	50.00	0.0%	525.31	400.00	131.3%	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	4,836.33	150.00	3,224.2%	12,905.74	3,300.00	391.1%	4,000.00
4650 · Sale of Surplus Equipment	25.00	0.00	100.0%	1,117.00	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	8,281.00	9,600.00	86.3%	191,643.44	65,540.00	292.4%	213,690.00
Total Income	58,586.20	49,607.90	118.1%	1,035,031.05	829,169.20	124.8%	1,328,692.00
Gross Profit	58,586.20	49,607.90	118.1%	1,035,031.05	829,169.20	124.8%	1,328,692.00
Expense							
5000 · Personal Services	28,600.49	32,047.84	89.2%	267,865.02	276,102.60	97.0%	411,294.00
5300 · Material and Services	21,262.58	32,885.00	64.7%	358,374.73	344,653.00	104.0%	472,653.00
6000 · Capital Outlay	24,574.72	21,300.00	115.4%	167,115.49	103,275.00	161.8%	442,112.00
6700 · Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	100,000.00
7000 · Debt Service	1,499.92	1,500.00	100.0%	115,920.39	113,699.00	102.0%	152,633.00
Total Expense	75,937.71	87,732.84	86.6%	909,275.63	837,729.60	108.5%	1,578,692.00
Net Income	-17,351.51	-38,124.94	45.5%	125,755.42	-8,560.40	-1,469.0%	-250,000.00

OCCUPANCY REPORT

	Campground 2010/2011			Campground 2011/2012			Campground 2012/2013			Campground 2013/2014		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	54%	54%	1797	54%	54%	1771	58%	58%	1835	61%	61%	1989
AUG	66%	60%	2151	65%	60%	2108	74%	58%	2326	84%	73%	2728
SEPT	66%	62%	2099	79%	66%	2502	86%	73%	2605	83%	76%	2619
OCT	29%	54%	946	26%	56%	851	33%	63%	1083	38%	67%	1242
NOV	13%	46%	415	8%	46%	245	12%	53%	388	18%	57%	567
DEC	8%	39%	281	7%	40%	221	9%	45%	288	17%	50%	550
JAN	10%	35%	320	9%	35%	300	12%	41%	394	26%	47%	860
FEB	9%	32%	257	12%	32%	354	12%	37%	361	25%	42%	734
MAR	11%	30%	349	11%	30%	365	16%	35%	492			
APR	14%	28%	448	12%	28%	389	21%	33%	643			
MAY	25%	28%	813	24%	28%	787	26%	33%	835			
JUN	29%	28%	937	31%	28%	992	34%	33%	1070			
TL YTD	28%	28%	10813	28%	28%	10885	33%	33%	12320	47%		11289
REV YTD		\$262,148			\$269,756			\$301,812			\$262,446	

Hiker/Biker 2013/14	#	\$
JULY	not open yet	
AUG	73	\$722
SEPT	65	\$600
OCT	20	\$176
NOV	17	\$168
DEC	0	\$0
JAN	14	\$130
FEB	0	\$0
MAR		
APR		
MAY		
JUN		
Total	189	\$1,796

	Moorage 2012/13			Moorage 2013/14		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	29%	29%	1099	27%	27%	1007
AUG	49%	39%	1812	47%	37%	1741
SEPT	72%	50%	2577	74%	49%	2679
OCT	37%	47%	1373	47%	49%	1729
NOV	21%	42%	740	23%	44%	834
DEC	20%	38%	729	23%	40%	837
JAN	21%	36%	771	21%	37%	795
FEB	20%	34%	676	21%	37%	713
MAR	19%	32%	719			
APR	19%	31%	668			
MAY	19%	30%	717			
JUN	19%	29%	698			
TL YTD	29%	29%	12579	37%		10335
REV YTD		\$60,490			\$53,563	