

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 16 April 2014
Port Office, 100 Harbor Street,
Lane County, Florence, OR 97439

CALL TO ORDER

7:00 pm

APPROVAL OF MINUTES

Regular Meeting on 19 March 2014

REMARKS FROM CITIZENS/GROUPS

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

FINANCIALS

- | | | | |
|---------------------------------|----------------------------|-------------|------------|
| 1. <u>Financial Statements:</u> | Ratify Bills Paid in March | \$62,724.95 | |
| 2. <u>New Bank Account:</u> | Capital Reserve | \$55,000.00 | (from MMA) |

OLD BUSINESS

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

NEW BUSINESS

1. Discuss Proposed Criteria for Commercial Moorage
2. Other items by Commission

REPORTS President, Commission, Manager
Committee Reports

SCHEDULED MEETINGS

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

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 19 March 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: Recording Secretary Dina McClure (McClure)

Absent: Port Manager Robert Forsythe (Forsythe)

Audience: Alan Campbell, Jay Nefcy, Dave Huntington, Larry Barney, Eldon Nordahl, Bill Trotter (Trotter), Emerald CPA Group

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

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

Trotter told the board he has given the FY2012-13 Audit a "clean opinion". Trotter called the board's attention to the Manager's Discussion & Analysis which includes extensive financial detail. Trotter said he submitted a letter to the State Division of Audits reporting the Port's compliance with rules and regulations. Trotter explained that no material weaknesses were found, however, there were a few deficiencies such as a small payroll issue, a few outstanding checks, and not enough staff to separate certain accounting functions. Trotter said he has seen positive improvements over the years including the Hercules reservation program, a new chart of accounts, and changing from cash to accrual accounting. Trotter said the Port is in a solid financial position with an increasing cash balance.

Fleenor complimented staff and asked for Trotter's advice on designating net profits into capital reserves. Trotter said designating funds is a matter of adopting procedures. There was discussion regarding updating the list of fixed assets. Trotter concluded that strengthening internal control leads to good things and the Port is going in the right direction.

APPROVAL OF MINUTES: On the Motion, made by Rickard and seconded by Cable, the board voted unanimously to approve the Minutes from the Regular Meeting on 19 February 2014.

FINANCIALS: On the Motion, made by Cable, and seconded by Fleenor, the board voted unanimously to approve the Financials and Ratify the Bills in the amount of \$81,675.59.

OLD BUSINESS

1. **Response to Eldon Nordahl regarding Dredge Spoil Site #22 Property:** Caputo told Nordahl the Port was not interested in purchasing this property. Nordahl asked the board to release the Dredge Spoil overlay on the property and asked for their answer at the next meeting. Fleenor said the Port Manager and the Port attorney should submit their recommendation to the board for consideration at the next meeting. Nordahl requested that both answers be put in writing for him.
2. **Port Manager Performance Evaluation:** To be discussed at the April meeting.
3. **Discuss Liability Insurance for Moorage Customers:** To be discussed at the April meeting.

NEW BUSINESS

1. **2013-18 Strategic Business Plan Annual Review:** Fleenor said this an annual review of the five year plan is an opportunity for the board to make changes in the event policies or projects need to be added or revised. Fleenor said the difference between this plan and the previous plan is that full cost recovery was implemented. Fleenor said the board should agree to direct staff to implement full cost recovery whenever possible, and if not, the plan should be revised. Caputo said he does not agree that full cost recovery should be used in certain situations and some operations may have to take a loss in order to keep the port a port. Caputo said he wants the port to be profitable but some areas may need to use other operating revenues to cover expenses. There was discussion that some projects in the plan are allowed in ORS 777 but are not being pursued by the port at this time. Cable said full cost recovery is a good goal whenever practical. Caputo said he'd look at the plan this month and if there are any other issues to be addressed, he will have it on next month's agenda.
2. **Appoint Budget Committee Member:** McClure said one application had been submitted earlier that day. The board agreed to extend the deadline for applications to 5pm 31 March.

REPORTS

- Caputo gave a recap of the trip to Washington DC for the Pacific Northwest Waterways convention. He said there were meetings with the American Association of Port Authorities and a review of the COE budget for FY2014-15. Caputo said they met with congressional staff and Oregon Ports Caucus. Caputo said the Senators are very upbeat about getting things done in DC this year. Traveling to these conferences supports the organization that brings funding to our ports. Fleenor asked about the Harbor Maintenance Trust Fund. Caputo said we may not see any money for our jetties for many years but the COE is aware of our issues.
- Caputo reported there are no new projects are on the table for the Florence Urban Renewal Agency at this time.
- Rickard said she attended the Siuslaw Watershed Council meeting. She said there are tensions in the management of the O&C lands within the watershed and it is important for the public to stay informed of these issues.

President Caputo adjourned the meeting at 7:50pm.

President

Port of Siuslaw
Balance Sheet
As of March 31, 2014

	<u>Mar 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	32,056.05
1005 · SB MMA - General Fund	287,367.04
1050 · SB MMA - ICM	5,030.07
1070 · Petty Cash	750.00
Total Checking/Savings	<u>325,203.16</u>
Other Current Assets	
1220 · Accounts Receivable	11,146.09
1499 · Undeposited Funds	2,050.00
Total Other Current Assets	<u>13,196.09</u>
Total Current Assets	<u>338,399.25</u>
TOTAL ASSETS	<u>338,399.25</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	7,960.53
Total Accounts Payable	<u>7,960.53</u>
Credit Cards	
2021 · Port Credit Card 1	2,039.08
2022 · Port Credit Card 2	4,895.11
Total Credit Cards	<u>6,934.19</u>
Other Current Liabilities	
2030 · Deposits Held	8,590.00
2040 · Gift Certificates	-92.00
2045 · Unearned CG Revenue (Hercules)	77,019.51
2100 · Payroll Liabilities	-200.00
2150 · Payroll related Liabilites	42.18
Total Other Current Liabilities	<u>85,359.69</u>
Total Current Liabilities	<u>100,254.41</u>
Total Liabilities	100,254.41
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	23,196.61
Net Income	110,238.57
Total Equity	<u>238,144.84</u>
TOTAL LIABILITIES & EQUITY	<u>338,399.25</u>

Port of Siuslaw Profit & Loss Budget Performance March 2014

	Mar 14	Budget	% of Budget	Jul '13 - Mar 14	YTD Budget	% of Budget	Annual Budget
Income							
4140 · Campground Revenue	15,322.12	11,000.00	139.3%	280,204.88	248,640.00	112.7%	316,000.00
4150 · Leases	14,012.63	14,012.90	100.0%	134,638.67	134,612.10	100.0%	178,152.00
4160 · Moorage	3,009.00	2,580.00	116.6%	55,883.92	47,350.00	118.0%	57,000.00
4170 · Storage	1,922.00	1,300.00	147.8%	16,474.93	12,100.00	136.2%	16,000.00
4190 · Marine Fuel	167.78	0.00	100.0%	48,136.70	52,100.00	92.4%	58,500.00
4200 · Other Facility Income	975.00	225.00	433.3%	26,720.73	15,275.00	174.9%	17,850.00
4500 · Levied Taxes	7,721.05	18,240.00	42.3%	272,726.31	268,310.00	101.6%	313,000.00
4540 · Interest Income	72.72	50.00	145.4%	669.26	450.00	148.7%	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	3.66	150.00	2.4%	12,909.40	3,450.00	374.2%	4,000.00
4650 · Sale of Surplus Equipment	777.00	0.00	100.0%	1,894.00	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%	191,643.44	65,540.00	292.4%	213,690.00
Total Income	43,982.96	47,557.90	92.5%	1,079,085.24	876,727.10	123.1%	1,328,692.00
Gross Profit	43,982.96	47,557.90	92.5%	1,079,085.24	876,727.10	123.1%	1,328,692.00
Expense							
5000 · Personal Services	20,147.50	32,047.85	62.9%	288,012.52	308,150.45	93.5%	411,294.00
5300 · Material and Services	28,870.63	32,290.00	89.4%	388,453.41	376,943.00	103.1%	472,653.00
6000 · Capital Outlay	-555.00	85,625.00	-0.6%	167,535.49	179,672.00	93.2%	442,112.00
6700 · Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	100,000.00
7000 · Debt Service	8,924.86	8,985.00	99.3%	124,845.25	122,684.00	101.8%	152,633.00
Total Expense	57,387.99	158,947.85	36.1%	968,846.67	987,449.45	98.1%	1,578,692.00
Net Income	-13,405.03	-111,389.95	12.0%	110,238.57	-110,722.35	-99.6%	-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%	44%	734
MAR	11%	30%	349	11%	30%	365	16%	35%	492	27%	42%	875
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	42%		12164
REV YTD	\$262,148			\$269,756			\$301,812			\$277,748		

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	3	\$24
APR		
MAY		
JUN		
Total	192	\$1,820

	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%	35%	713
MAR	19%	32%	719	20%	34%	759
APR	19%	31%	668			
MAY	19%	30%	717			
JUN	19%	29%	698			
TL YTD	29%	29%	12579	34%		11094
REV YTD	\$60,490			\$56,498		

To: Commissioners

From: Staff

Date: April 16, 2014

Re: Proposed Criteria to obtain Commercial Moorage Rates

The purpose is to update the criteria and documentation a customer needs to provide in order to receive commercial moorage rates in the marina. Once the criteria is established, a Resolution will be presented for approval at the next board meeting.

Commercial Vessel

Ordinance 4, Section 2, Item 4 currently states:

Shall mean any vessel used or engaged for any type of commercial venture, including but not limited to the display of advertising, commercial fishing, or the carrying of passengers for hire.

Proposed:

Shall mean any vessel used or engaged for any type of active commercial venture, including but not limited to tug boats, barges, tour boats, charters, and fishing vessels.

Commercial Fishing Vessel

No definitions were found in current Ordinances or Policies.

Proposed:

Shall mean a vessel which is engaged in a commercial fishing operation. Customer must provide the following licenses prior to receiving the commercial moorage rate:

- 1) A copy of a current ODFW Commercial Boat license*
- 2) A copy of a current ODFW Commercial Personal or Crew license*
- 3) A copy of current or previous season fish tickets. If boat is out of commission, arrangements need to be made with the Port Manager.*

Commercial Tour Boats/Charter Boats

No definitions were found in current Ordinances or Policies.

Proposed:

Shall mean a vessel which is engaged in a commercial tour boat or charter guide service. Customer must provide the following documentation prior to receiving the commercial moorage rate:

- 1) A copy of a current US Government issued TWIC (Transportation Worker Identification Credential) card*
- 2) A copy of current insurance certificate*
- 3) A copy of a current USCG issued Captains License*
- 4) A copy of OSMB issued Oregon Registered Guide*