

**AGENDA**  
**PORT OF SIUSLAW COMMISSION MEETING**  
Wednesday, 18 June 2014  
Port Office, 100 Harbor Street,  
Lane County, Florence, OR 97439

**CALL TO ORDER**

**7:00 pm**

**PRESENTATION: Liz Vollmer-Buhl, Siuslaw Watershed Council**

**APPROVAL OF MINUTES**

Regular Meeting on 21 May 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 April                      \$ 72,189.83
2. Budget Hearing  
**OPEN PUBLIC HEARING**  
Hear anyone wishing to speak on the Budget for FY2014-15 as approved by the Port of Siuslaw Budget Committee  
  
**CLOSE PUBLIC HEARING**  
Have Board Discussion to make revisions to approved Budget, if necessary
3. Resolution 061814A Adopting the Budget, Making Appropriations, and Levying Taxes

**OLD BUSINESS**

1. Other Items by Commission

**NEW BUSINESS**

1. Discuss and Update Agenda Format
2. Other Items by Commission

**REPORTS President, Commission, Manager**  
Committee Reports

**ADJOURN**

**SCHEDULED MEETINGS**

- Wednesday, 16 July 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 20 August 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 17 September 2014, Regular Commission Meeting, 7:00pm

**MINUTES**  
**PORT OF SIUSLAW COMMISSION MEETING**  
 Wednesday, 21 May 2014, 7:00pm  
 Port Office, 100 Harbor St, Florence OR 97439

**ATTENDANCE:**

Commission: Commissioner Ron Caputo (Caputo), Commissioner Nancy Rickard (Rickard), Commissioner Jay Cable (Cable), Commissioner Bill Fleenor (Fleenor);  
 Commissioner Terry Duman (Duman), Staff: Port Manager Robert Forsythe (Forsythe);  
 Recording Secretary Dina McClure (McClure); Audience: David Huntington, Matt Wagner,  
 Bianca & Rope Demers, Harlan Springer, Gary Thorsen, Jay Nefcy  
USCG: Senior Chief Petty Officer James Greenleaf, Operations Petty Officer Alan Veatch;  
USCG Auxiliary Flotilla 52 Members: Tony Rebello, Brad Hopper, Norm Huffman, Jonathan Yoder; Media: Alan Campbell, Jack Davis

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

**PRESENTATION**

The USCG Auxiliary presented the Port Manager with the following certificates:

- For outstanding cooperation and assistance in furthering the purposes and principles of the USCG Auxiliary
- Statement of Support for the Guard and Reserve
- Proclamation Commemorating 2014 to be a Safe Boating Season

**APPROVAL OF MINUTES: On the Motion, made by Cable and seconded by Rickard, the board voted unanimously to approve the Minutes from the Regular Meeting on 16 April 2014.**

**Remarks from Citizens:**

- Gary Thorsen said the Port has put a road in the tidelands and he has filed a complaint with the Department of State Lands.
- Bianca Demers asked for a list of properties the Port has for sale, and a list of any properties that have been sold since the new board has been in place.
- Rope Demers told the board to make sure they were following Oregon State Marine Board rules when changing the criteria for commercial moorage. Demers requested a copy of the Port's Strategic Business Plan.
- Harlan Springer asked what the Port is doing to establish high priority status with the Corps of Engineers to get funds allocated to small draft ports from the Harbor Maintenance Trust Fund. Springer said the Cape Foulweather is a great tourist attraction and he hopes she stays in the marina permanently.
- Bianca Demers said the Port should comply with Oregon State Marine Board rules when defining a commercial slip renter.

**FINANCIALS: On the Motion, Made by Fleenor and seconded by Cable, the board voted unanimously to Ratify Bills paid in the amount of \$80,178.84.**

## OLD BUSINESS

1. **Discuss Proposed Criteria for Commercial Moorage:** Fleenor said they had discussed the difference between an active and an inactive commercial vessel at last month's meeting. Caputo said if the board approves new compliance rules and a vessel status changes from commercial to recreational rates, the rate increase should be spread out over time. Cable suggested existing commercial vessels in the marina should be exempt from new rules since they are following current rules. Duman said he may have a potential conflict of interest since he has a commercial vessel in the marina. It was agreed he could be included in the discussion. Rickard asked how other ports handle commercial status. Duman said Newport gives commercial status to those who ask for it without having to provide documentation. Fleenor said the exempt inactive vessels that pay lower rates could have a financial impact on revenues that could be collected with higher paying rates. Duman said only a small percentage of commercial vessels are inactive and the active commercial vessels bring dollars into the local economy. There was discussion regarding exempt vessels and it was decided that if an exempt vessel transfers ownership or terminates their contract, their exempt status will end. Fleenor said there should be documentation of which vessels are to be exempt when the resolution comes before the board for approval at the June meeting.

## NEW BUSINESS

1. **Resolution 052114A Adopt an Intra-fund Transfer to Re-appropriate Funds:** **On the Motion, made by Cable and seconded by Fleenor, the board voted unanimously to approve Resolution 052114A.**
2. **Resolution 052114B Consolidating all of the Rates and Fees into one Document:** **Fleenor made a Motion to approve Resolution 052314B with comment. Cable seconded.** Fleenor said it should be documented that some of the moorage rates include water and electric. **The board voted unanimously to approve Resolution 052114B.**
3. **Resolution 052114C To Revise Moorage, Storage, and Dump Station Rates**
  - 3a. **Receive Public Comment:** **Caputo opened the Public Hearing.** David Huntington said he thought the commercial rates increased 20% last year. Fleenor stressed the importance of proposing a small increase in an annual rate review so rates don't experience a huge increase after years of no adjustment. The option of having seasonal rates was discussed. Revising the recreational rates to be competitive with neighboring marinas was discussed. Duman suggested adding a semi-annual recreational rate based on the lower annual recreational rate. Fleenor suggested having discounted rates during the off season but not during the peak season. Adding PUD meters for Liveaboards was discussed but it was decided it might be too expensive to have them installed. The board decided to revisit the rate schedule in a few months. **Caputo closed the Public Hearing.**

**3b. Take Action on Resolution 052114C:** Rickard moved to approve Resolution 052114C To Revise Moorage, Storage, and Dump Station Rates. Cable seconded. Duman requested the Motion be amended to add semi-annual recreational moorage rates, pricing the rates ½ of the new annual recreational rates. Fleenor seconded. Rickard and Cable agreed to the amendment and the board voted unanimously to approve Resolution 052114C as amended.

4. **Adopt SDIS Joinder of Trust Agreement:** Caputo said the port attorney had reviewed this document for other districts and didn't see any issues of concern. Caputo added the board should be aware of the Duties and Obligations listed on page 10, item 5.10. Cable expressed concern with the amount of authority it gives SDIS. Forsythe agreed and said the board needs to remain vigilant. Fleenor said the Port takes on additional risk since the membership includes other districts. **On the Motion, made by Fleenor, and seconded by Cable, the board voted unanimously to adopt the SDIS Joinder of Trust Agreement.**

## REPORTS

Forsythe mentioned the following projects:

- Working with the City on a property vacation and with STEP on a Fish Cleaning Station Grant
- Partially enclosing the gazebo and addressing invasive weeds on property
- Installing security cameras near west marina
- Getting bids for restriping parking lots and resurfacing the 1499 parking lot. Cable asked for striping at the boat launch
- Looking into installing new restrooms in the campground next year
- Installing a new RV dump station kiosk that will have a locking cap. It will accept credit/debit cards and have a keypad for guest codes. Duman said there should be no fee for this service.

Duman asked for weekly staff meeting notes to be sent to the board.

Caputo said he attended the Florence Urban Renewal Agency meeting.

Rickard said she, Fleenor, Caputo and McClure attended the SDAO training in Toledo.

Duman said he had checked out the SDAO training DVD's from the office.

McClure said there would be a presentation from the Siuslaw Watershed Council at the June meeting and a presentation from the Surfrider Foundation at the July meeting.

**President Caputo adjourned the meeting at 8:32pm to enter into Executive Session per ORS 192.220(2)(e).**

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President

Port of Siuslaw  
Balance Sheet  
As of May 31, 2014

	<u>May 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	18,584.41
1003 · SB SAV - Capital Reserve	55,000.00
1005 · SB MMA - General Fund	201,068.17
1050 · SB MMA - ICM	5,032.13
1070 · Petty Cash	800.00
Total Checking/Savings	<u>280,484.71</u>
Other Current Assets	
1220 · Accounts Receivable	11,086.21
1499 · Undeposited Funds	3,752.95
Total Other Current Assets	<u>14,839.16</u>
Total Current Assets	<u>295,323.87</u>
<b>TOTAL ASSETS</b>	<u><b>295,323.87</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	5,098.55
Total Accounts Payable	<u>5,098.55</u>
Credit Cards	
2021 · Port Credit Card 1	643.59
2022 · Port Credit Card 2	427.87
Total Credit Cards	<u>1,071.46</u>
Other Current Liabilities	
2030 · Deposits Held	8,990.00
2040 · Gift Certificates	-192.00
2045 · Unearned CG Revenue (Hercules)	84,495.49
2100 · Payroll Liabilities	36.00
2150 · Payroll related Liabilites	21.09
Total Other Current Liabilities	<u>93,350.58</u>
Total Current Liabilities	<u>99,520.59</u>
Total Liabilities	99,520.59
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	23,196.61
Net Income	67,897.01
Total Equity	<u>195,803.28</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>295,323.87</b></u>

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

	May 14	Budget	% of Budget	Jul '13 - May 14	YTD Budget	% of Budget	Annual Budget
<b>Income</b>							
4140 · Campground Revenue	28,452.46	24,180.00	117.7%	326,666.53	286,540.00	114.0%	316,000.00
4150 · Leases	16,807.96	14,512.90	115.8%	165,459.26	163,137.90	101.4%	178,152.00
4160 · Moorage	4,067.90	3,680.00	110.5%	63,793.84	54,210.00	117.7%	57,000.00
4170 · Storage	1,608.00	1,300.00	123.7%	20,098.93	14,700.00	136.7%	16,000.00
4190 · Marine Fuel	1,372.16	3,500.00	39.2%	49,818.23	56,800.00	87.7%	58,500.00
4200 · Other Facility Income	1,459.20	955.00	152.8%	28,920.58	16,535.00	174.9%	17,850.00
4500 · Levied Taxes	5,942.94	7,900.00	75.2%	279,989.66	286,450.00	97.7%	313,000.00
4540 · Interest Income	48.09	50.00	96.2%	773.65	550.00	140.7%	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	1,308.30	150.00	872.2%	14,536.92	3,750.00	387.7%	4,000.00
4650 · Sale of Surplus Equipment	0.00	0.00	0.0%	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
<b>Total Income</b>	<b>61,067.01</b>	<b>56,227.90</b>	<b>108.6%</b>	<b>1,180,778.04</b>	<b>977,112.90</b>	<b>120.8%</b>	<b>1,328,692.00</b>
<b>Gross Profit</b>	<b>61,067.01</b>	<b>56,227.90</b>	<b>108.6%</b>	<b>1,180,778.04</b>	<b>977,112.90</b>	<b>120.8%</b>	<b>1,328,692.00</b>
<b>Expense</b>							
5000 · Personal Services	31,599.27	32,047.85	98.6%	350,187.54	372,246.15	94.1%	411,294.00
5300 · Material and Services	27,916.43	62,995.00	44.3%	440,923.68	468,323.00	94.1%	505,653.00
6000 · Capital Outlay	0.00	2,000.00	0.0%	167,535.49	176,672.00	94.8%	405,112.00
6700 · Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	100,000.00
7000 · Debt Service	8,924.86	11,985.00	74.5%	154,234.32	155,133.00	99.4%	156,633.00
<b>Total Expense</b>	<b>68,440.56</b>	<b>109,027.85</b>	<b>62.8%</b>	<b>1,112,881.03</b>	<b>1,172,374.15</b>	<b>94.9%</b>	<b>1,578,692.00</b>
<b>Net Income</b>	<b>-7,373.55</b>	<b>-52,799.95</b>	<b>14.0%</b>	<b>67,897.01</b>	<b>-195,261.25</b>	<b>-34.8%</b>	<b>-250,000.00</b>

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	29%	41%	910
MAY	25%	28%	813	24%	28%	787	26%	33%	835	34%	40%	1100
JUN	29%	28%	937	31%	28%	992	34%	33%	1070			
TL YTD	<b>28%</b>	<b>28%</b>	<b>10813</b>	<b>28%</b>	<b>28%</b>	<b>10885</b>	<b>33%</b>	<b>33%</b>	<b>12320</b>	<b>40%</b>		<b>14174</b>
REV YTD			<b>\$262,148</b>			<b>\$269,756</b>			<b>\$301,812</b>			<b>\$295,557</b>

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	16 \$200
MAY	35 \$380
JUN	
Total	243 \$2,400

	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	21%	34%	759
APR	19%	31%	668	21%	33%	743
MAY	19%	30%	717	25%	32%	896
JUN	19%	29%	698			
TL YTD	<b>29%</b>	<b>29%</b>	<b>12579</b>	<b>32%</b>		<b>12733</b>
REV YTD			<b>\$60,490</b>			<b>\$60,340</b>

**Port of Siuslaw  
Resolution No. 06-18-14A**

Resolution Adopting Budget, Making Appropriations and Levying Taxes

**ADOPTING THE BUDGET**

RESOLVED: the Port of Siuslaw Board of Commissioners adopts the budget for FY 2014-15 in the total of \$1,540,952\*, on file at the Port office, 100 Harbor St, Florence Oregon.

**MAKING APPROPRIATIONS**

RESOLVED: the amounts for the fiscal year beginning July 1, 2014, and for the purposes shown below are hereby appropriated:

**General Fund**

Personal Services	\$ 424,593.
Materials & Services	\$ 494,150.
Capital Outlay	\$ 376,549.
Debt Service	\$ 145,660.
Contingency	\$ 100,000.
Total	\$1,540,952.

**Total Appropriations, All Funds \$1,540,952.**

**Total Unappropriated and Reserve Amounts, All Funds \$0.**

***TOTAL ADOPTED BUDGET: \$1,540,952. \* (\*amounts with asterisks must match)***

**IMPOSING THE TAX**

RESOLVED: the Port of Siuslaw Board of Commissioners imposes taxes provided for in the adopted budget, at the rate per \$1,000 of assessed value of \$0.1474 for operations, and that these taxes are imposed and categorized for tax year 2014–15 upon the assessed value of all taxable property within the district as follows:

**CATEGORIZING THE TAX, General Government Limitation Excluded from Limitation**  
General Fund ..... \$ 0.1474 / \$1,000

Approved and adopted on this 18th day of June 2014.

\_\_\_\_\_  
President

\_\_\_\_\_  
Attest



**AGENDA**  
PORT OF SIUSLAW COMMISSION MEETING  
(date)  
Port Office, 100 Harbor Street,  
Lane County, Florence, OR 97439

Proposed to Add

Proposed to Delete

**CALL TO ORDER**

**7:00 pm**

**APPROVAL OF THE AGENDA**

**PRESENTATION**

**APPROVAL OF MINUTES**

**REMARKS FROM CITIZENS/GROUPS**

**REMONSTRANCE**

**FINANCIALS**

**OLD BUSINESS**

1. Other Items by Commission

**NEW BUSINESS**

1. Other Items by Commission

**REPORTS** President, Commission, Manager  
Committee Reports

**ADJOURN**

**SCHEDULED MEETINGS**