

**AGENDA**  
PORT OF SIUSLAW COMMISSION MEETING  
Wednesday, 17 September 2014  
Port Office, 100 Harbor Street,  
Lane County, Florence, OR 97439  
Revised

**CALL TO ORDER**

**7:00 pm**

**APPROVAL OF THE AGENDA**

**APPROVAL OF MINUTES**

Regular Meeting on 20 August 2014

**REMARKS FROM CITIZENS/GROUPS**

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

**REMONSTRANCE FROM THE COMMISSION**

**FINANCIALS**

Financial Statements: Ratify Bills Paid in August                      \$ 117,069.08

**OLD BUSINESS**

**NEW BUSINESS**

1. Resolution 09-17-14A Adopting a Supplemental Budget and Appropriating Funds
2. ~~Resolution 09-17-14B Adopting a Communications and Software Policy~~
2. Receive iPad Policy Acknowledgement
3. Discuss Port Manager request for reimbursement for discontinuing port medical insurance.

**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, 15 October 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 19 November 2014, Regular Commission Meeting, 7:00pm
- Wednesday, 16 December 2014, Regular Commission Meeting, 7:00pm

**MINUTES**  
**PORT OF SIUSLAW COMMISSION MEETING**  
Wednesday, 20 August 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 Terry Duman (Duman),

Absent: Commissioner Bill Fleenor (Fleenor);

Staff: Port Manager Robert Forsythe (Forsythe); Recording Secretary Dina McClure (McClure); Media: Alan Campbell, Jack Davis

Audience: Jay Nefcy, Larry Barney, Harlan Springer, Erin & Rachel from Mo's, Megan Gerber

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

**APPROVAL OF THE AGENDA:** There were no changes to the agenda.

**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 16 July 2014.

**REMARKS FROM CITIZENS:** Harlan Springer said the federal money allocated to the port for dredging is great. Springer asked what the commissioners are doing about getting money to fix the jetties. Caputo said the COE said the Siuslaw Jetty repair will cost \$120M. Caputo said the COE will be spending \$300M on the Columbia and he has talked to them about bringing rock to us during that project but the chances are slim.

**FINANCIALS:** On the Motion, made by Cable, and seconded by Rickard, the board voted unanimously to Ratify Bills paid in the amount of \$88,947.19.

**OLD BUSINESS**

1. **Discuss Commercial Moorage:** Caputo said the commissioners could raise the rates further, decrease the rates, or leave the recent 3% increase as is. Caputo asked the commissioners for their input. Duman said he didn't want to see the commercial rates increased every year and agreed with the recent decrease in recreational rates. Rickard said Duman is a commercial fisherman, should declare a conflict of interest, and not be included in the discussion. Duman said he declared a potential conflict of interest a few months ago and the board gave him permission to speak. Duman said he agreed with the commercial moorage increase they voted on in May. Cable said they will revisit the rate structure annually. Rickard said the moorage rates should be comparable to other ports. Cable said Siuslaw is not like other ports and the rates should not be the same. Rickard said it's been documented that previous boards have tried to get the rates comparable. Duman agreed with Cable and said Siuslaw's rates should not be the same as other ports.

Duman added our marina doesn't have direct ocean access or the commercial facilities that other port marinas have. Caputo confirmed the commercial moorage rates will remain as they were approved in May.

## NEW BUSINESS

1. **Rotation of Officers:** No changes were made.

## REPORTS

Caputo reported:

- The Oregon Coastal Caucus is being held at Three Rivers Casino. Caputo said he was not pleased with the format since the presentations consist of discussions involving panel participants and not the audience. Caputo said he hopes to make contact with the legislators.

Forsythe reported:

- The Oregon Coastal Caucus is a good opportunity to network. Forsythe said he is talking to officials about why our port, as a district, has to abide by city codes, signage codes, etc. Forsythe said the Port of Siuslaw is one of six ports that was designated a municipal corporation in 1909 under House Bill 28 and Representative Roblan's office is going to request a legislative review. Forsythe said the results of the review may change the way the city and port work together.
- He will be doing personnel evaluations next week.
- Another pump-out station will be installed in the west basin.
- The Floating Restroom project hit a snag with ODFW's response to the permit application to drive pile. ODFW wants mitigation since the floating restroom will create shade (which is not good for the fish). OSMB, who is paying for the floating restroom (in order to help the fish by reducing boater sewage in the river) will respond to ODFW's concerns.

Rickard reported:

- The Siuslaw Watershed Council is addressing the bloom in the coastal lakes. The next meeting will be held the last Wednesday of the month in Mapleton.

**President Caputo adjourned the regular meeting at 7:23pm to enter into Executive Session per ORS 192.220(2)(e).**

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**President**

**Port of Siuslaw  
 Balance Sheet  
 As of August 31, 2014**

	<u>Aug 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · SB Checking - General Fund	27,961.63
1003 · SB SAV - Capital Reserve	70,006.12
1005 · SB MMA - General Fund	206,921.48
1050 · SB MMA - ICM	5,034.27
1070 · Petty Cash	850.00
<b>Total Checking/Savings</b>	<u>310,773.50</u>
<b>Other Current Assets</b>	
1220 · Accounts Receivable	17,411.90
1499 · Undeposited Funds	3,547.92
<b>Total Other Current Assets</b>	<u>20,959.82</u>
<b>Total Current Assets</b>	<u>331,733.32</u>
<b>TOTAL ASSETS</b>	<u><u>331,733.32</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · *Accounts Payable	14,832.63
<b>Total Accounts Payable</b>	<u>14,832.63</u>
<b>Credit Cards</b>	
2021 · Port Credit Card 1	825.75
<b>Total Credit Cards</b>	<u>825.75</u>
<b>Other Current Liabilities</b>	
2030 · Deposits Held	8,750.00
2040 · Gift Certificates	-327.00
2045 · Unearned CG Revenue (Hercules)	101,318.48
2100 · Payroll Liabilities	-200.00
2150 · Payroll related Liabilites	21.09
<b>Total Other Current Liabilities</b>	<u>109,562.57</u>
<b>Total Current Liabilities</b>	<u>125,220.95</u>
<b>Total Liabilities</b>	125,220.95
<b>Equity</b>	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	51,740.66
Net Income	50,062.05
<b>Total Equity</b>	<u>206,512.37</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>331,733.32</u></u>

## Port of Siuslaw Profit & Loss Budget Performance August 2014

	Aug 14	Budget	% of Budget	Jul - Aug 14	YTD Budget	% of Budget	Annual Budget
<b>Income</b>							
4100 · Available Beginning Cash	0.00	0.00	0.0%	0.00	0.00	0.0%	275,000.00
4140 · Campground Revenue	80,178.67	70,400.00	113.9%	146,566.91	125,000.00	117.3%	340,000.00
4150 · Leases	17,128.80	15,912.67	107.6%	33,907.60	31,825.34	106.5%	178,152.00
4160 · Moorage	12,038.94	9,450.00	127.4%	19,346.56	13,700.00	141.2%	60,000.00
4170 · Storage	2,107.88	1,600.00	131.7%	4,196.60	3,100.00	135.4%	20,000.00
4190 · Marine Fuel	12,485.74	11,000.00	113.5%	17,213.58	15,600.00	110.3%	50,000.00
4200 · Other Facility Income	4,327.33	3,875.00	111.7%	7,579.00	5,750.00	131.8%	20,300.00
4500 · Levied Taxes	25,108.96	10,000.00	251.1%	25,630.91	16,800.00	152.6%	307,000.00
4540 · Interest Income	0.00	50.00	0.0%	11.19	100.00	11.2%	600.00
4550 · Maintenance Assistance Program	0.00	0.00	0.0%	0.00	0.00	0.0%	15,900.00
4600 · Miscellaneous Income	1,951.88	500.00	390.4%	4,968.58	1,000.00	496.9%	4,000.00
4670 · Sale of Surplus Property	0.00	0.00	0.0%	0.00	0.00	0.0%	125,000.00
4840 · Grants	0.00	0.00	0.0%	0.00	0.00	0.0%	145,000.00
<b>Total Income</b>	<b>155,328.20</b>	<b>122,787.67</b>	<b>126.5%</b>	<b>259,420.93</b>	<b>212,875.34</b>	<b>121.9%</b>	<b>1,540,952.00</b>
<b>Gross Profit</b>	<b>155,328.20</b>	<b>122,787.67</b>	<b>126.5%</b>	<b>259,420.93</b>	<b>212,875.34</b>	<b>121.9%</b>	<b>1,540,952.00</b>
<b>Expense</b>							
5000 · Personal Services	37,135.69	34,382.75	108.0%	77,048.80	75,765.50	101.7%	424,593.00
5300 · Material and Services	50,109.69	50,080.00	100.1%	91,161.55	104,410.00	87.3%	494,150.00
6000 · Capital Outlay	7,265.95	0.00	100.0%	11,718.25	0.00	100.0%	376,549.00
6700 · Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	100,000.00
7000 · Debt Service	8,924.86	8,987.50	99.3%	29,389.07	29,452.50	99.8%	145,660.00
<b>Total Expense</b>	<b>103,436.19</b>	<b>93,450.25</b>	<b>110.7%</b>	<b>209,317.67</b>	<b>209,628.00</b>	<b>99.9%</b>	<b>1,540,952.00</b>
<b>Net Income</b>	<b>51,892.01</b>	<b>29,337.42</b>	<b>176.9%</b>	<b>50,103.26</b>	<b>3,247.34</b>	<b>1,542.9%</b>	<b>0.00</b>

	Campground 2011/2012			Campground 2012/2013			Campground 2013/2014			Campground 2014/2015		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	54%	54%	1771	58%	58%	1835	61%	61%	1989	72%	72%	2318
AUG	65%	60%	2108	74%	66%	2326	84%	73%	2728	90%	81%	2890
SEPT	79%	66%	2502	86%	73%	2605	83%	76%	2619			
OCT	26%	56%	851	33%	63%	1083	38%	67%	1242			
NOV	8%	46%	245	12%	53%	388	18%	57%	567			
DEC	7%	40%	221	9%	45%	288	17%	50%	550			
JAN	9%	35%	300	12%	41%	394	26%	47%	860			
FEB	12%	32%	354	12%	37%	361	25%	44%	734			
MAR	11%	30%	365	16%	35%	492	27%	42%	875			
APR	12%	28%	389	21%	33%	643	29%	41%	910			
MAY	24%	28%	787	26%	33%	835	34%	40%	1100			
JUN	31%	28%	992	34%	33%	1070	39%	40%	1210			
TL YTD	28%	28%	10885	33%	33%	12320	40%	40%	15384	81%	81%	5208
REV YTD	\$269,756			\$301,812			\$350,021			\$144,798		

	2014/15	
	#	\$
JULY	not open yet	\$550
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	23	\$248
Total	266	\$2,648
	40	\$1,210

	Moorage 2013/14			Moorage 2014/15		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	27%	27%	1007	39%	39%	1378
AUG	47%	37%	1741	61%	50%	2165
SEPT	74%	49%	2679			
OCT	47%	49%	1729			
NOV	23%	44%	834			
DEC	23%	40%	837			
JAN	21%	37%	795			
FEB	21%	35%	713			
MAR	21%	34%	759			
APR	21%	33%	743			
MAY	25%	32%	896			
JUN	27%	31%	923			
TL YTD	31%	31%	13656	39%	50%	3543
REV YTD	\$69,337			\$20,015		

**Port of Siuslaw  
RESOLUTION NO. 09-17-14A  
A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET  
AND APPROPRIATING FUNDS**

WHEREAS, the Port of Siuslaw has been awarded a grant from the Oregon State Marine Board using grant monies originating from the Oregon Business Development Department to pursue and obtain the necessary permits to dredge at the Port of Siuslaw's Sport and Commercial boat basins, and

WHEREAS, a maximum of \$28,125 will be provided to the Port of Siuslaw, in the form of a reimbursement, and

WHEREAS, the Port of Siuslaw agrees to contribute, without reimbursement, the total sum of \$9,375 to the project, and

WHEREAS, the Port of Siuslaw did not budget for this expense, and therefore must transfer the matching funds of \$9,375 from Contingency,

BE IT RESOLVED that for the fiscal year beginning 1 July 2014, a supplemental general fund budget is hereby adopted in the total sum of \$1,569,077 now on file at the Port office, and the amounts for the purposes shown below are hereby appropriated:

<u>General Fund</u>	<u>Budgeted</u>	<u>Add/Transfer</u>	<u>Total</u>
Grant Resources	\$145,000	\$28,125	\$ 173,125
Other Income			\$1,395,952
<b>Total Resources</b>			<b>\$1,569,077</b>

<u>General Fund</u>	<u>Add/Transfer</u>	<u>Total</u>
Personnel Services		\$424,593
Materials & Services		
Grant Expenses	\$28,125	
Grant Expenses	\$ 9,375	\$531,650
Capital Outlay		\$376,549
Debt Service		\$145,660
Contingency	-\$ 9,375	\$ 90,625
<b>Total Requirements</b>		<b>\$1,569,077</b>

ADOPTED by the Port of Siuslaw Board of Commissioners this 17<sup>th</sup> day of September 2014.

\_\_\_\_\_  
President

\_\_\_\_\_  
Attest

**FORM  
LB-20**

**RESOURCES  
General Fund**

**PORT OF SIUSLAW**

		Historical Data			INCOME	Supplemental Budget FY 2014-15	
		Actual	Adopted Budget This Year 2013-14	Proposed by Staff		Adopted By Governing Body	
		Second Preceding Year 2011-12	First Preceding Year 2012-13				
1							
2	\$	234,452	283,735	\$	250,000	\$	275,000
3	\$	273,165	304,330	\$	316,000	\$	340,000
4	\$	161,342	169,035	\$	178,152	\$	178,152
5	\$	50,199	58,773	\$	57,000	\$	60,000
6	\$	22,190	22,428	\$	16,000	\$	20,000
7	\$	60,195	59,897	\$	58,500	\$	50,000
8	\$	7,009	8,952	\$	9,100	\$	10,000
9	\$	1,130	1,314	\$	1,300	\$	2,000
10	\$	1,914	5,935	\$	5,300	\$	6,500
11	\$		560	\$	700	\$	700
12	\$			\$	400	\$	100
13	\$		1,896				
14	\$		833	\$	1,050	\$	1,000
15	\$	2,815	7,243	\$	7,000	\$	7,000
16	\$	9,501	830	\$	600	\$	600
17	\$	12,300	15,900	\$	15,900	\$	15,900
18	\$	11,578	19,461	\$	4,000	\$	4,000
19	\$		3,399				
20	\$		350,705	\$	13,000		
21	\$	20,000					
22	\$	149,708		\$	125,000	\$	125,000
23	\$	193,405	1,258,775	\$	213,690	\$	173,125
24							
25							
26							
27							
28							
29	\$	1,210,903	2,574,001	\$	1,272,692	\$	1,269,077
30	\$			\$	306,000	\$	300,000
31	\$	284,472	296,024				
<b>32</b>	<b>\$</b>	<b>1,495,375</b>	<b>2,870,025</b>	<b>\$</b>	<b>1,578,692</b>	<b>\$</b>	<b>1,569,077</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year



**REQUIREMENTS SUMMARY**  
**BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**  
 Port of Siuslaw

**FORM LB-30**

	Historical Data			REQUIREMENTS DESCRIPTION	Supplemental Budget FY 2014-15	
	Actual		Adopted Budget This Year		Proposed By Staff	Adopted By Governing Body
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013	Year 2013-2014			
1	\$ 322,874	\$ 351,507	\$ 411,294	PERSONNEL SERVICES	\$ 424,593	
2						
3						
4						
5						
6						
7	\$ 322,874	\$ 351,507	\$ 411,294	7 TOTAL PERSONNEL SERVICES	\$ 424,593	
				Total Full-Time Equivalent (FTE)	9	
				MATERIALS AND SERVICES		
8	\$ 395,669	\$ 448,510	\$ 472,653		\$ 494,150	
9				9 Resolution 09-17-14A	\$ 28,125	
10				10 Transfer from Contingency	\$ 9,375	
11				11		
12				12		
13				13		
14	\$ 395,669	\$ 448,510	\$ 472,653	14 TOTAL MATERIALS AND SERVICES	\$ 531,650	
				CAPITAL OUTLAY		
15	\$ 385,454	\$ 1,682,024	\$ 442,112		\$ 376,549	
16						
17						
18						
19						
20						
21	\$ 385,454	\$ 1,682,024	\$ 442,112	21 TOTAL CAPITAL OUTLAY	\$ 376,549	
				TRANSFERRED TO OTHER FUNDS		
22	\$ 109,005	\$ 108,974	\$ 152,633	22 Debt Service	\$ 145,660	
23	\$ 20,000		\$ 100,000	23 Transfers		
24				24 Contingency	\$ 90,625	
25	\$ 129,005	\$ 108,974	\$ 252,633	25 Total Debt Service and Transfers	\$ 236,285	
				26 OPERATING CONTINGENCY		
26	\$ 262,373	\$ 279,010		27 Ending balance (prior years)		
27				28 UNAPPROPRIATED ENDING FUND BALANCE		
28	\$ 1,495,375	\$ 2,870,025	\$ 1,578,692	29 TOTAL REQUIREMENTS	\$ 1,569,077	\$ -

**Port of Siuslaw iPad  
Policy Acknowledgement  
Commissioner**

The Port of Siuslaw, hereinafter called the "District", is offering the Port Commissioners the use of a District-owned iPad to conduct District business. In accepting use of the District-owned property, I agree to abide by the policies listed below. I am aware that a policy entitled Communications and Software Systems is anticipated to be adopted at a future Port Commission meeting, and I agree to abide by those policies if adopted. I understand that the District will provide me with a copy of those policies if and when they are adopted.

In addition to the District policy listed above, in using the iPad I acknowledge and agree:

1. All communications and stored information transmitted, received, or contained on the District iPad is the property of the District;
2. The iPad is to be used solely for District-related purposes;
3. The District specifically reserves the right to access, review, monitor and disclose all matters received, disseminated or stored on the iPad (including deleted material) at any time and for any reason, and may do so with or without notice;
4. I am strictly prohibited from using the iPad to send messages which may be interpreted as harassing, discriminatory, obscene, derogatory or defamatory;
5. I will not use the iPad to incur charges payable by the District without prior authorization;
6. I am not authorized to download any software. If I am interested in software, I will seek authorization from the Port Manager. If authorized, the Port Administrative Assistant will download the software for me.
7. The iPad may not be used for political activity in violation of state law;
8. If the iPad is lost or stolen, I will immediately report such occurrence to the District;
9. I will not use the iPad while operating a vehicle;
10. If I violate District policies in using the iPad, the Port Manager may terminate my use of the iPad and I will return the iPad;
11. At the conclusion of my tenure as a Port of Siuslaw Commissioner, I will return the iPad and accessories listed below.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Serial Number: _____	DATE ISSUED	DATE RETURNED
Apple iPad		
White iPad USB Plug		
White iPad Power Outlet		
Logitech Keyboard Case		
Black Logitech USB Cord		
Black Screen Cleaner Cloth		