AGENDA

PORT OF SIUSLAW COMMISSION MEETING Wednesday, 20 May 2015 Port Office, 100 Harbor Street, Lane County, Florence, OR 97439

CALL TO ORDER 7:00 pm

PRESENTATION: Bill Trotter, Emerald CPA Group, FY13-14 Audit

APPROVAL OF THE AGENDA

APPROVAL OF MINUTES

Regular Meeting on 15 April 2015

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 April \$52,312.11

Open Public Hearing

Hear Public Comment Regarding Campground and Moorage Rate Increases Close Public Hearing

OLD BUSINESS

- 1. Resolution 5-20-15A Revise Campground Reservation Policy
- 2. Resolution 5-20-15B Revise Campground Rates
- 3. Resolution 5-20-15C Revise Commercial Moorage Rates
- 4. Resolution 5-20-15D Revise West Basin Recreational Moorage Rates
- 5. Resolution 5-20-15E Revise East Basin Recreational Moorage Rates

NEW BUSINESS

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). The Board reserves the right to return to open session if action is needed.

SCHEDULED MEETINGS

- Wednesday, 17 June 2015, Regular Commission Meeting, 7:00pm
- Wednesday, 15 July 2015, Regular Commission Meeting, 7:00pm
- Wednesday, 19 August 2015, Regular Commission Meeting, 7:00pm

MINUTES

PORT OF SIUSLAW COMMISSION MEETING Wednesday, 15 April 2015, 7:00pm Port Office, 100 Harbor St, Florence OR 97439

ATTENDANCE:

<u>Commission</u>: Commissioner Ron Caputo (Caputo), Commissioner Nancy Rickard (Rickard), Commissioner Terry Duman (Duman),

<u>Absent:</u> Commissioner Jay Cable (Cable); Commissioner Bill Fleenor (resigned 3/27/15) <u>Staff:</u> Port Manager Robert Forsythe (Forsythe); Recording Secretary Dina McClure (McClure);

Media: Alan Campbell/Campbell Productions, Jack Davis/Siuslaw News

Commission President Caputo called the meeting to order at 7:00pm and noted Commissioner Fleenor had resigned and Commissioner Cable was absent.

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

APPROVAL OF MINUTES: On the Motion, made by Rickard, and seconded by Duman, the three board members present voted to approve the Minutes from the Regular Meeting on 18 March 2015.

REMARKS: Joe Holsonback reminded the board the original intent for the December Member program was for them to get their specific site each year. Holsonback said he compared the Ports proposed rate increase to other campground and moorage rates on the central coast and distributed a list. After a review of the comparisons, Holsonback said he did not see justification in raising the rates. There was discussion between Duman and Holsonback regarding the rates and where the December Members live.

FINANCIALS: On the Motion, made by Rickard, and seconded by Duman, the three board members present voted to ratify bills paid in the amount of \$78,019.35.

OLD BUSINESS

1. <u>Discuss Campground and Moorage Rate Increases</u>: Rickard said she sees the large amount of invoices the Port pays when she signs checks. Rickard said rates were not raised for several years, she is concerned about the Port's financial status, and supports the rate increase staff has proposed. Duman said everyone is paying more taxes so the Port is getting more tax money, and higher expenses is a result of increased occupancy. Duman said when private businesses run out of money they sell assets or reduce overhead. Duman said raising rates is going to drive customers away. Rickard said rates have not been changed in years. Duman said the Port is funded by tax payer money. Forsythe said the Port only receives \$220K tax money out of a \$1.6M budget. Caputo said rates need to be raised in order to pay for extra projects such as building additional restrooms in the campground. Rickard said upgrading the C Row to full service will generate additional income.

Forsythe said the C Row upgrade would cost \$50K and the return on investment would be 24 months. Forsythe said the board will have a better idea of the Port's financial picture after the Budget Committee meeting on 4 May. Duman commented on a letter McClure wrote about protecting tax payer's best interests and suggested tax payers vote on the rate increase. Rickard emphasized the importance of needing additional revenue for projects such as repairing F Dock and setting money aside for repairing the bulkhead. Duman said projects like building a new restroom do not come out of operational revenue and the board should look back to see how big projects were funded before. Forsythe said the Port is currently paying back loans for major repairs, dredging and development, and the board needs to make financial decisions that prevent the Port from having to take on more debt. McClure noted that staff has lowered some of the proposed increases from what was proposed at the last meeting and Resolutions will be presented next month.

2. <u>Discuss Campground Reservation Policy Proposed Changes</u>

- a. <u>Establish revised time period for advance reservations</u>: Forsythe said changing the two year advance reservation to nine months will generate reservation activity during the off season allowing staff to focus on customer service during the busy season. McClure said the change to nine months will not affect any existing reservations.
- b. <u>Discuss separate account for unearned revenue deposits</u>: McClure said the nine month reservation policy would use pre-paid deposits sooner so no separate account is needed.
- c. <u>Discuss future of December Members</u>: McClure suggested limiting the December Member's to the 36 existing members and allow them their one preferred site. McClure said membership would not be transferable and if they miss a season, their membership ends. McClure said the DM's take eight out of twelve sites on the waterfront. Upgrading the C Row would create additional full service waterfront sites for the general public and should be a priority project.
- 3. <u>Discuss Commissioner Position #4 Vacancy:</u> Caputo suggested appointing David Huntington to the vacancy. Forsythe said the appointment would fill the vacancy until 30 June 2015 and Huntington would need to be elected in May to serve the next term. On the Motion, made by Rickard, and seconded by Duman, the board voted to appoint David Huntington to Position #4. Huntington came forward, took the oath administered by McClure, and took a seat at the board table.

REPORTS

- Forsythe said he went to Salem to testify in favor of HB3104, which he and past Commissioner Fleenor wrote to revise ORS777 to give rural ports permission to partner with telecommunication companies on port property.
- Forsythe said Berkshire Hathaway was contracted to market the PVIP property.
- Forsythe said he, Mayor Henry, and Erin Reynolds met with Congressman DeFazio's Chief of Staff to discuss the relationship between the city and port.
- McClure confirmed the following committee assignments for the board:

- Caputo is assigned to Lane Council of Governments (LCOG), Lane Area Commission on Transportation (LACT), and Florence Urban Renewal Agency (FURA) but hasn't attended any meetings in the last month.
- Duman is assigned to Oregon Coastal Zone Management Assn (OCZMA) and has never attended a meeting.
- Rickard is assigned to the Siuslaw Watershed Council (SWC) and attends all of their meetings.

McClure said they would review and re-assign positions next month.

- Duman said it was his understanding the funding to build the boardwalk/grass area was contingent on economic development and asked what the status was.
 Forsythe said years ago a consultant was hired but no action was taken. Duman requested the topic be put on the agenda next month for discussion.
- Duman said a local person who goes clamming was told by staff he couldn't park
 at the east end of the campground. Duman asked if they could dedicate public
 parking to access clamming in that area. McClure said campground property is
 for paid guests. Rickard said they could pay \$2 to park in the Harbor lot and
 walk, park on the street, go to the park in Glenada, or go to the North Fork.
- Rickard thanked Bill Fleenor for his years of service as a Port Commissioner.
- Rickard said the last SWC meeting was informative on identifying fish and water quality/temperature. Next meeting is April 29 at the Bromley Room on salmon.
- Rickard said three members of the Surf Rider Foundation, who deal with different issues, would like to schedule presentations for future board meetings.

There being no further business to come before the board, President Caputo adjourned the meeting at 7:52pm.

President		

Port of Siuslaw Balance Sheet As of April 30, 2015

	Apr 30, 15
ASSETS	
Current Assets	
Checking/Savings 1001 · SB Checking - General Fund	27,951.66
1003 · SB SAV - Capital Reserve	70,032.38
1005 · SB MMA - General Fund	322,810.56
1050 · SB MMA - ICM	5,043.22
1070 · Petty Cash	750.00
Total Checking/Savings	426,587.82
Other Current Assets	
1220 · Accounts Receivable	10,087.42
1499 · Undeposited Funds	693.75
Total Other Current Assets	10,781.17
Total Current Assets	437,368.99
TOTAL ASSETS	437,368.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable 2000 · *Accounts Payable	17,837.66
Total Accounts Payable	17,837.66
Credit Cards	,
2021 · Port Credit Card 1	4,954.27
Total Credit Cards	4,954.27
Other Current Liabilities	
2030 · Deposits Held	8,710.00
2040 · Gift Certificates	-327.00
2045 · Unearned CG Revenue (Hercules) 2150 · Payroll related Liabilites	124,473.11 21.09
Total Other Current Liabilities	132,877.20
Total Other Current Liabilities	
Total Current Liabilities	155,669.13
Total Liabilities	155,669.13
Equity	
3000 · Opening Bal Equity 3900 · *Retained Earnings	104,709.66
Net Income	51,740.66 125,249.54
Total Equity	281,699.86
··· 1. 3	
TOTAL LIABILITIES & EQUITY	437,368.99

11:26 AM 05/15/15 Accrual Basis

Port of Siuslaw Profit & Loss Budget Performance April 2015

	Apr 15	Budget	% of Budget	Jul '14 - Apr 15	YTD Budget	% of Budget	Annual Budget
Income							
4100 · Available Beginning Cash	0.00	0.00	0.0%	0.00	0.00	0.0%	275,000.00
4140 · Campground Revenue	20,674.48	18,050.00	114.5%	345,492.79	286,000.00	120.8%	340,000.00
4150 · Leases	14,639.06	14,012.66	104.5%	152,998.26	146,526.68	104.4%	178,152.00
4160 · Moorage	3,627.48	3,350.00	108.3%	66,384.23	51,900.00	127.9%	60,000.00
4170 · Storage	2,661.35	1,800.00	147.9%	22,739.44	16,800.00	135.4%	20,000.00
4190 · Marine Fuel	1,306.96	400.00	326.7%	56,712.56	46,700.00	121.4%	50,000.00
4200 · Other Facility Income	1,204.88	600.00	200.8%	24,171.26	17,445.00	138.6%	20,300.00
4500 Levied Taxes	1,248.32	4,300.00	29.0%	325,466.62	291,200.00	111.8%	307,000.00
4540 · Interest Income	18.21	50.00	36.4%	610.37	500.00	122.1%	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	105.06	300.00	35.0%	13,389.07	3,200.00	418.4%	4,000.00
4650 · Sale of Surplus Equipment	75.00	0.00	100.0%	2,075.00	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
4840 · Grants	0.00	0.00	0.0%	0.00	0.00	0.0%	173,125.00
Total Income	45,560.80	42,862.66	106.3%	1,025,939.60	876,171.68	117.1%	1,569,077.00
Gross Profit	45,560.80	42,862.66	106.3%	1,025,939.60	876,171.68	117.1%	1,569,077.00
Expense							
5000 · Personal Services	33,247.70	33,382.75	99.6%	336,839.54	344,827.50	97.7%	424,593.00
5300 · Material and Services	26,251.15	24,630.00	106.6%	418,313.87	429,470.00	97.4%	531,650.00
6000 · Capital Outlay	0.00	0.00	0.0%	10,568.25	0.00	100.0%	376,549.00
6700 · Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	90,625.00
7000 · Debt Service	20,464.21	20,465.00	100.0%	134,968.40	135,172.50	99.8%	145,660.00
Total Expense	79,963.06	78,477.75	101.9%	900,690.06	909,470.00	99.0%	1,569,077.00
Net Income	-34,402.26	-35,615.09	96.6%	125,249.54	-33,298.32	-376.1%	0.00

Port of Siuslaw Profit & Loss Prev Year Comparison July 2014 through April 2015

\top	т т	1	July 2014 1	through April 20	15	1		1
_				Jul '14 - Apr 15		Jul '13 - Apr 14	\$ Change	% Change
	Income						, , , ,	1
	414	0 · C	ampground Revenue					
		414 ⁻	1 ⋅ RV Sites- Taxable	203,769.37		180,517.07	23,252.30	12.88%
		4142	2 · RV Sites -Non Taxable	103,435.58		86,041.16	17,394.42	20.22%
		4143	3 - RV Site - Add'l revenue	4,498.26		2,779.00	1,719.26	61.87%
		414	4 - Transient Room Tax	19,763.71		17,472.84	2,290.87	13.11%
		414	5 · Reservation Fees	14,025.87		11,350.00	2,675.87	23.58%
		4140	6 · Hercules Payments, CG office	0.00		54.00	-54.00	-100.0%
		4147	7 - Hercules Payments, Online	0.00		0.00	0.00	0.0%
	Tota	al 414	40 · Campground Revenue	345,492.79		298,214.07	47,278.72	15.85%
	415	0 - Le	eases					
-	 		1 · Building Lease - 1499 Bay St	11,500.00		11,500.00	0.00	0.0%
	 	1	2 · Building Lease - 080A Harbor St	12,000.00		12,000.00	0.00	0.0%
	 		3 · Wharf lease - ICM	41,299.00		41,299.00	0.00	0.0%
		4154	4 · Wharf lease - Mo's	77,780.60		75,327.30	2,453.30	3.26%
		415	5 · Concessions	9,150.00		8,525.00	625.00	7.33%
		4150	6 · Docking Lease	1,268.66		0.00	1,268.66	100.0%
	Tota	al 41	50 · Leases	152,998.26		148,651.30	4,346.96	2.92%
	416	0 - M	oorage					
			2 · Commercial Moorage	14,262.41		12,618.97	1,643.44	13.02%
		416	3 · Sport Moorage	50,749.42		45,724.21	5,025.21	10.99%
		416	5 · Liveaboard Fees	1,372.40		1,382.76	-10.36	-0.75%
	Tota	al 410	60 · Moorage	66,384.23		59,725.94	6,658.29	11.159
	417	0 · St	torage					
			1 · Outside storage	2,058.50		9.19	2,049.31	22,299.359
		4172	2 · Indoor Storage	20,680.94		18,481.74	2,199.20	11.99
	Tota	al 417	70 · Storage	22,739.44		18,490.93	4,248.51	22.98%
	419	0 - M	arine Fuel					
	 		1 · Diesel	8,559.84		7,424.07	1,135.77	15.3%
		4192	2 · Gas, Non-ethanol	48,152.72		41,022.00	7,130.72	17.389
	Tota	al 419	90 · Marine Fuel	56,712.56		48,446.07	8,266.49	17.06%
	420	0 - O	ther Facility Income					
\neg	 		0 · Parking Income					1
			4211 · Nopal Lot Long Term	0.00		300.00	-300.00	-100.0%
			4210 · Parking Income - Other	11,072.50		9,368.48	1,704.02	18.19%
		Tota	al 4210 · Parking Income	11,072.50		9,668.48	1,404.02	14.529
		4224	0 · Dump Station Fees	3,522.34		1,557.14	1,965.20	126.21%
	++-	_	0 · Gazebo Rental	50.00		0.00	50.00	100.09

Profit & Loss Prev Year Comparison July 2014 through April 2015

	July 2014	through April 20	15	1	Т	
		Jul '14 - Apr 15		Jul '13 - Apr 14	\$ Change	% Change
	4241 · Car Wash	887.78		3,307.11	-2,419.33	-73.16%
	4242 · Boat Flush	702.75		390.79	311.96	79.83%
	4243 · Laundry	5,811.50		4,286.75	1,524.75	35.57%
	4244 · Soap/Bleach	240.00		266.00	-26.00	-9.77%
	4245 · Tidebooks	58.00		54.00	4.00	7.41%
Tota	ıl 4240 · Vending Sales	7,700.03		8,304.65	-604.62	-7.28%
4250) · Forklift & Hoist	415.00		375.00	40.00	10.67%
425	I - Port Labor	140.00		10.00	130.00	1,300.0%
4252	2 · Seafood Seller Permits	75.00		100.00	-25.00	-25.0%
4260) · Events					
	4262 · Septoberfest	0.00		6,534.00	-6,534.00	-100.0%
Tota	ıl 4260 · Events	0.00		6,534.00	-6,534.00	-100.0%
4270)・Retail Sales					
	4271 · Mugs	30.00		55.00	-25.00	-45.46%
	4272 ⋅ Clothing Sales	919.00		651.00	268.00	41.17%
	4273 · 2 Cycle Oil	75.00		44.55	30.45	68.35%
	4274 · Pins	57.00		99.00	-42.00	-42.42%
	4275 · LED Pocket lights	40.00		0.00	40.00	100.0%
Tota	ıl 4270 · Retail Sales	1,121.00		849.55	271.45	31.95%
4300	O · Cash Over/Short	75.39		62.56	12.83	20.51%
4200	O · Other Facility Income - Other	0.00		0.00	0.00	0.0%
Total 420	00 · Other Facility Income	24,171.26		27,461.38	-3,290.12	-11.98%
4500 · Le	evied Taxes					
4510	O - Current Levied Taxes	263,669.34		253,713.48	9,955.86	3.92%
451	5 - State Forest Sales	57,515.15		13,606.92	43,908.23	322.69%
4520	O - Prior Years Levied Taxes	3,428.77		5,809.44	-2,380.67	-40.98%
452	5 - Levied Tax Interest	853.36		916.88	-63.52	-6.93%
Total 450	00 · Levied Taxes	325,466.62		274,046.72	51,419.90	18.76%
4540 · In	terest Income	610.37		725.56	-115.19	-15.88%
4550 · M	aintenance Assistance Program	15,900.00		15,900.00	0.00	0.0%
4600 · M	iscellaneous Income					
460	5 · NSF check service charge	0.00		95.00	-95.00	-100.0%
4610) · Reimbursement Income	11,225.10		1,806.73	9,418.37	521.29%
461	5 · Late Fees	299.80	\sqcup	115.65	184.15	159.23%
+ + + + - + + - + - + - + - + - + -	5 - Other Income	369.17	\vdash	10,740.83	-10,371.66	-96.56%
4600) · Miscellaneous Income - Other	1,495.00	Щ	470.41	1,024.59	217.81%
Total 460	00 · Miscellaneous Income	13,389.07	Щ	13,228.62	160.45	1.21%
4650 · Sa	ale of Surplus Equipment	2,075.00	Ш	1,894.00	181.00	9.56%
4830 · Lo	pans					

Profit & Loss Prev Year Comparison July 2014 through April 2015

			July 2014	through April 20	<u> 15</u>	1 1	1 1	1
				Jul '14 - Apr 15		Jul '13 - Apr 14	\$ Change	% Chang
		4834	4 · PRLF Loan Wharf	0.00		21,283.00	-21,283.00	-100.0
	Tota	ıl 483	30 ⋅ Loans	0.00		21,283.00	-21,283.00	-100.0
	4840	-	rants	0.00		177 070 44	477 070 44	-100.0
			2 - Connect Oregon Grant			177,272.44	-177,272.44	
			4 - SDAO Security Grant	0.00		2,940.00	-2,940.00	-100.0
			5 · Lane County Tourism Grant 6 · IFA PPMF Grant	0.00		3,150.00 8,281.00	-3,150.00 -8,281.00	-100.0 -100.0
	Tota		40 · Grants	0.00		191,643.44	-191,643.44	-100.
	100	11 404	io · Grants	0.00		191,643.44	-191,043.44	-100.
	Total Inc	omo		1 025 030 60		1 110 711 02	02 771 /2	-8.3
	Total Inc	ome		1,025,939.60		1,119,711.03	-93,771.43	-0.3
Grad	ss Profit			1,025,939.60		1 110 711 02	02 771 42	-8.3
Gios	SS PIOIIL			1,025,959.60		1,119,711.03	-93,771.43	-0.3
	Expense							
			ersonal Services					
	3000) · Port Manager	56,472.37		54,166.60	2,305.77	4.2
			5 · Services Coordinator	0.00		12,561.30	-12,561.30	-100.
			Administrative Assistant	30,911.55		37,023.60	-6,112.05	-16.5
			Research/Archive position	0.00		6,503.09	-6,503.09	-100.
			6 · Project Coordinator	19,832.84		10,153.92	9,678.92	95.3
			O · Office Assistant	19,632.84		821.23	18,693.72	2,276.3
			Campground Lead	8,304.33		17,777.22	-9,472.89	-53.2
			- Campground Staff	10,910.87		0.00	10,910.87	100.
			5 · Fuel Attendant	3,010.94		3,310.00	-299.06	-9.0
			5 · Maintenance I Lead	33,687.26		33,878.31	-191.05	-0.5
			6 · Maintenance II	24,471.03		23,554.57	916.46	3.8
			7 · Maintenance III	22,490.16		21,468.73	1,021.43	4.7
			3 · Groundskeeper	22,480.23		20,442.69	2,037.54	9.9
) · Payroll taxes	25,396.86		25,131.08	265.78	1.0
			O · Health Insurance	44,687.20		35,796.78	8,890.42	24.8
			I · Life Insurance	1,322.50		932.60	389.90	41.8
			2 · Dental Insurance	3,917.05		3,062.91	854.14	27.8
			O · Workers Compensation Insurance	9,126.28		5,812.00	3,314.28	57.0
			I · Applicant Expenses	0.00		55.00	-55.00	-100.
			5 · Compensated absences	303.12		6,136.64	-5,833.52	-95.0
\vdash	Tota	ai 500	00 · Personal Services	336,839.54		318,588.27	18,251.27	5.7
	5300) - M	aterial and Services					
		5260) · Employee Training	498.90		608.00	-109.10	-17.9
		5310) - Grant Expenses					
			5311 · Hiker Biker Advertising	1,330.00		1,430.00	-100.00	-6.9
			5313 - Dredging Permit	1,080.00		0.00	1,080.00	100.
			5314 - Floating Restroom	1,150.00		0.00	1,150.00	100.
			5315 · STEP Fish Clean Station	1,315.22		0.00	1,315.22	100.0

Port of Siuslaw Profit & Loss Prev Year Comparison July 2014 through April 2015

	\top	July 2014 th	rough April 201	5	\top	1
	+	++	Jul '14 - Apr 15	Jul '13 - Apr 14	\$ Change	% Change
		Total 5310 · Grant Expenses	4,875.22	1,430.00	3,445.22	240.92%
		·				
		5340 · Advertising	13,788.40	10,516.71	3,271.69	31.11%
		5345 · Web Site	634.43	919.43	-285.00	-31.0%
		5350 · Office Supplies	2,308.90	2,677.38	-368.48	-13.76%
		5360 · Operation Supplies				
	$\perp \perp \perp$	5361 · Safety Supplies	1,968.39	760.91	1,207.48	158.69%
		5362 · Vehicle fuel	1,924.44	2,504.80	-580.36	-23.17%
	+	5360 · Operation Supplies - Other	8,119.35	12,006.96	-3,887.61	-32.38%
		Total 5360 · Operation Supplies	12,012.18	15,272.67	-3,260.49	-21.35%
	+	5370 · Marine Fuel				
	++	5371 · Non-ethanol Gas	38,082.07	34,340.11	3,741.96	10.9%
	++	5372 · Diesel	9,010.35	5,796.71	3,213.64	55.44%
	++	Total 5370 · Marine Fuel	47,092.42	40,136.82	6,955.60	17.33%
		5410 · Audit	7 750 00	6.250.00	1 500 00	24.00/
		5420 · Accounting Service	7,750.00 1,051.75	6,250.00 2,392.00	1,500.00 -1,340.25	24.0% -56.03%
	++	5430 · Legal Services	9,504.50	5,945.75	3,558.75	59.85%
		5435 · Legal Publications	438.79	0.00	438.79	100.0%
		5436 · Cost of Retail Items	676.60	572.05	104.55	18.28%
		5450 · Insurance - General	47,135.00	50,758.58	-3,623.58	-7.14%
		5455 · Insurance Claims Paid	0.00	1,644.00	-1,644.00	-100.0%
		5470 · Contracted Services	16,612.44	16,318.95	293.49	1.8%
		5510 · Travel & Meeting Expense				
		5511 · F/V Otter Research Trip	0.00	1,853.10	-1,853.10	-100.0%
		5510 · Travel & Meeting Expense - Other	9,058.30	14,169.51	-5,111.21	-36.07%
		Total 5510 · Travel & Meeting Expense	9,058.30	16,022.61	-6,964.31	-43.47%
		5520 · Dues/Subscriptions	12,256.44	7,843.09	4,413.35	56.27%
		5530 · Public Relations	2,651.95	2,872.49	-220.54	-7.68%
		5540 · Events				
	\bot	5543 · Septoberfest	0.00	6,846.34	-6,846.34	-100.0%
	\perp	5540 · Events - Other	0.00	140.21	-140.21	-100.0%
		Total 5540 · Events	0.00	6,986.55	-6,986.55	-100.0%
		Essa Tulanhana San	7 004 50	2 224 25	0.40.00	0.500
	++	5550 · Telephone Expense	7,064.32	6,821.33	242.99	3.56%
-+	++	5610 · Property Taxes 5620 · Transient Room Tax	13,084.87 20,920.71	24,524.94 17,264.12	-11,440.07 3,656.59	-46.65% 21.18%
	+	5700 · Facilities	34,784.90	39,770.24	-4,985.34	-12.54%
+	++	5700 · Facilities 5701 · MAP Repairs	7,210.69	9,484.13	-2,273.44	-12.54%
	++	5730 · Tool & Equipment Purchase	2,381.10	2,675.10	-294.00	-10.99%
	+	5750 · Equipment Rental	5,275.25	5,223.47	51.78	0.99%
		5790 · Equipment Repairs	9,303.79	3,175.97	6,127.82	192.94%
	++	5800 · Utilities	5,300.70	5,170.07	5,.27.02	.52.5170
		1		<u> </u>		

Port of Siuslaw Profit & Loss Prev Year Comparison July 2014 through April 2015

		July 2014	through April 20	<u>15</u>	1		1
	++		Jul '14 - Apr 15		Jul '13 - Apr 14	\$ Change	% Change
		5810 · Electric	33,619.82		33,243.64	376.18	1.13%
		5820 · Water/Sewer	25,624.60		22,540.79	3,083.81	13.68%
		5830 · Trash Service	21,543.32		19,950.12	1,593.20	7.99%
		5840 · TV Cable	18,693.68		14,250.90	4,442.78	31.18%
		5850 · Propane	490.45		414.38	76.07	18.36%
		5860 · Internet	850.00		752.08	97.92	13.02%
		5870 · Sani-Star dump fee	1,500.00		0.00	1,500.00	100.0%
	То	otal 5800 · Utilities	102,321.87		91,151.91	11,169.96	12.25%
		00 · State Lease Fees	14,933.56		12,886.14	2,047.42	15.89%
	59	50 · Miscellaneous					
	\bot	5954 · Bank CC Charges	12,044.12		10,157.95	1,886.17	18.57%
		5955 · Employee Clothing	412.47		1,029.72	-617.25	-59.94%
	++	5950 · Miscellaneous - Other	150.00		2,694.46	-2,544.46	-94.43%
	To	etal 5950 · Miscellaneous	12,606.59		13,882.13	-1,275.54	-9.19%
		60 · NSF Check	80.00		112.00	-32.00	-28.57%
	l otal 5	300 · Material and Services	418,313.87		416,138.56	2,175.31	0.52%
	6000	Conital Outlay					
	\rightarrow	Capital Outlay 50 · Office Equipment	3,422.65		0.00	3,422.65	100.0%
		60 · Operations Equipment	3,422.03		0.00	3,422.03	100.076
	+	6063 · Vehicle Replacement	0.00		10,000.00	-10,000.00	-100.0%
		6064 · Security Cameras	0.00		2,265.78	-2,265.78	-100.0%
		6065 · Picnic Tables	0.00		3,284.50	-3,284.50	-100.0%
	То	otal 6060 · Operations Equipment	0.00		15,550.28	-15,550.28	-100.0%
	61	50 · Facilities					
		6151 · Mo's Building	0.00		25,860.89	-25,860.89	-100.0%
		6153 · 080A Harbor	0.00		0.00	0.00	0.0%
	To	otal 6150 · Facilities	0.00		25,860.89	-25,860.89	-100.0%
							1
	61	70 · Marine Facilities					
	++	6171 · Wharf Improvement Project	0.00		112,131.68	-112,131.68	-100.0%
	++	6176 · Boardwalk	0.00		2,950.65	-2,950.65	-100.0%
	++	6177 · Bulkhead	0.00		11,041.99	-11,041.99	-100.0%
	++	6178 · Floating Restroom	0.00		0.00	0.00	0.0%
		6179 · East Moorage Basin	7,145.60		0.00	7,145.60	100.0%
igwdap	To	otal 6170 · Marine Facilities	7,145.60		126,124.32	-118,978.72	-94.33%
	T-1 1-	000 Camital Outless	40.500.05		407.505.40	450 007 04	00.0001
	l otal 6	000 · Capital Outlay	10,568.25		167,535.49	-156,967.24	-93.69%
	7000	Dahi Samiaa					
\vdash		Debt Service	E 076 4F		E 070 1F	0.00	0.00/
		15 · MNIF (Dredging) #524016	5,876.15		5,876.15	_	0.0%
	/2	16 · PRLF (MSLTD) #525186	46,399.72		46,399.72	0.00	0.0%

Profit & Loss Prev Year Comparison

		July 2014	through April 201	5		
			Jul '14 - Apr 15	Jul '13 - Apr 14	\$ Change	% Change
		7220 · PRLF (Nopal Devel) #520130	29,457.44	29,457.44	0.00	0.0%
		7225 · Banner Bank (PVIP) 1000214241	14,999.20	23,466.01	-8,466.81	-36.08%
		7230 · PRLF Loan (Wharf) #525196	22,274.82	24,149.07	-1,874.25	-7.76%
		7270 · SPWF (Bdwk Prj) L0004	15,961.07	15,961.07	0.00	0.0%
	To	otal 7000 · Debt Service	134,968.40	145,309.46	-10,341.06	-7.12%
	Total I	Expense	900,690.06	1,047,571.78	-146,881.72	-14.02%
Net In	ocome		125 249 54	72 139 25	53 110 29	73 62%

	Campg	round 201	1/2012	Campg	round 201	2/2013	Campg	round 201	3/2014	Campg	round 201	4/2015
	% 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	90%	84%	2795
ОСТ	26%	56%	851	33%	63%	1083	38%	67%	1242	45%	74%	1462
NOV	8%	46%	245	12%	53%	388	18%	57%	567	24%	64%	753
DEC	7%	40%	221	9%	45%	288	17%	50%	550	23%	57%	748
JAN	9%	35%	300	12%	41%	394	26%	47%	860	29%	53%	920
FEB	12%	32%	354	12%	37%	361	25%	44%	734	34%	51%	939
MAR	11%	30%	365	16%	35%	492	27%	42%	875	39%	47%	1211
APR	12%	28%	389	21%	33%	643	29%	41%	910	38%	40%	1134
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	48%	48%	15170
REV YTD		\$269,756			\$301,812			\$350,021			\$248,211	_

Hike	r/Biker 201	.3/14	2014/15	
	#	\$	#	\$
JULY	not op	en yet	40	\$550
AUG	73	\$722	48	\$660
SEPT	65	\$600	29	\$324
ОСТ	20	\$176	6	\$60
NOV	17	\$168	3	\$32
DEC	0	\$0	1	\$16
JAN	14	\$130	0	\$0.00
FEB	0	\$0	1	\$8.00
MAR	3	\$24	8	\$80.00
APR	16	\$200	9	\$72.00
MAY	35	\$380		
JUN	23	\$248		
Total	266	\$2,648	145	\$1,802

	Mod	orage 2013	3/14	Mod	orage 2014	1/15		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights		
JULY	27%	27%	1007	39%	39%	1378		
AUG	47%	37%	1741	61%	50%	2165		
SEPT	74%	49%	2679	82%	61%	2842		
OCT	47%	49%	1729	67%	62%	2268		
NOV	23%	44%	834	33%	56%	1121		
DEC	23%	40%	837	30%	52%	2804		
JAN	21%	37%	795	29%	49%	1104		
FEB	21%	35%	713	29%	47%	961		
MAR	21%	34%	759	31%	43%	1155		
APR	21%	33%	743	33%	36%	1174		
MAY	25%	32%	896					
JUN	27%	31%	923					
TL YTD	31%	31%	13656	43%	43%	16972		
REV YTD		\$69,337		\$49,214				

Port of Siuslaw Resolution No. 5-20-15A

A Resolution Amending the Adopted 20 November 2013 Campground and Moorage Reservation Policy

WHEREAS, the Port of Siuslaw Board of Commissioners adopted this policy without a Resolution at the 20 November 2013 regular Commission meeting, and

WHEREAS, the Port of Siuslaw Board of Commissioners discussed changes to this policy at the 18 March and 15 April 2015 regular Commission meetings,

NOW THEREFORE, BE IT RESOLVED

PART I: The Port of Siuslaw Commission amends the Campground and Moorage Reservation Policy as follows:

Campground & Moorage Reservation Policy

Definitions:

- Reservation: To set aside a campground site or moorage slip for future use.
- Reservation Fee: \$10 non-refundable fee for holding a reservation.
- <u>Deposit:</u> Money paid in advance in addition to the reservation fee, the amount depending on length of stay, to hold a site or slip for future use.
- <u>Cancellation</u>: When a guest is unable to use a reserved site or slip and releases the reservation.
- Early Departure: When a guest is unable to fulfill the pre-paid length of stay.
- Refund: When pre-paid money is returned to guest due to cancellation or early departure.
- Rain Check: When pre-paid money is retained for future use within one year due to cancellation or early departure. A rain check is transferable.
- <u>December Member</u>: Specific guests listed on Exhibit A, who have returned for a month or more
 for over three consecutive years or more, have permission to make reservations for one
 specific campground site and/or East Basin moorage slip, for themselves only, in advance of
 the general public. The membership is non-transferable and will remain valid based on
 consecutive annual occupancy.

Reservations for the General Public

• Commencing 1 July 2015, reservations may be made nine (9) months in advance of arrival.

Reservations for December Members

• Commencing 1 December 2015, and every December 1st thereafter, "December Members" may make two year advanced reservations (e.g., 12/1/15 for 2017).

Reservation Fees

- A \$10 non-refundable fee is charged for each campground site reservation.
- A \$10 non-refundable fee is charged for each moorage slip reservation.
- If a guest makes a reservation for a campground site and a moorage slip in the same reservation, only one \$10 non-refundable fee is charged.

Deposits

- For reservations staying less than one month, a deposit in the amount of one night's stay per week is required.
- For reservations staying one month, payment for first week deposit is required.
- For reservations staying two or more months, payment for one week deposit per month is required.
- Online reservations are paid in full plus a reservation fee.

Payment Due upon Arrival

- Payment in full is due upon arrival.
- For consecutive monthly stays, payment for the first month is due upon arrival. Monthly payments must be made on the anniversary of arrival for the following month. If monthly payment cannot be made in full, rates drop to the weekly or daily rate.

Cancellations/Refunds

• Cancelled reservations get charged the non-refundable reservation fee and deposits become a rain check. No refunds will be made. See Rain Check.

Changing a Reservation

No fees are charged to change a reservation.

Rain Check

- A pre-paid reservation cancelled at least 48 hours prior to arrival qualifies for a rain check.
- A pre-paid reservation cancelled less than 48 hours prior to arrival does not qualify for a rain check and pre-payment is forfeited.
- In the event of an emergency, a rain check will be issued upon approval of the port manager.
- A rain check must be used within one year of the date issued and another reservation fee will be applied to the new reservation.

Early Departure

There will be no refunds for early departures. If office is notified prior to noon, unused payment will qualify for a rain check.

PART II: In the future, the Port Manager may modify these policies for the efficient operation of the Campground and Marina.

PART III: This Resolution shall take effect on Ju	uly 1, 2015.
ADOPTED by the Port of Siuslaw Board of Con	nmissioners on the 20 th day of May 2015.
President	Attest

Resolution 5-20-15A Exhibit A

December Members

1 Austin, Gerald 76 2 Bearheart-Demers, Bianca B4 (not available) 3 Burnett, Richard 7 F3 4 Champlin, Thomas B7 G18 5 Crom, Mike 75 F1 6 Cummin, Charles F23 7 Degroot, Ron 28 G7 8 Devera, Sue B8 9 Duzy, Joe 8 10 Dyer, Joe 30 F20 11 Franks, Nick 32 ST4 12 Gregg, Jim 11 F21 13 Holsonback, Joe 27 G9 14 Hundtof, Palmer G17 15 Jones, Terry B10 (not available) 16 Judge, Don B6 F22 17 Krebs, Frank 22 G6 18 Lingo, Jim F24 19 Mason, Alan B3 20 Moore, Barbara 31 21 Neet, Rick 29 G3 22 Neffew, Jac		December Members		-
2 Bearheart-Demers, Bianca B4 (not available) 3 Burnett, Richard 7 F3 4 Champlin, Thomas B7 G18 5 Crom, Mike 75 F1 6 Cummin, Charles F23 7 Degroot, Ron 28 G7 8 Devera, Sue B8 G7 9 Duzy, Joe 30 F20 11 Franks, Nick 32 ST4 12 Gregg, Jim 11 F21 13 Holsonback, Joe 27 G9 14 Hundtof, Palmer G17 G17 15 Jones, Terry B10 (not available) 16 Judge, Don B6 F22		NAME	RV SITE #	MOORAGE SITE #
3 Burnett, Richard 7 F3 4 Champlin, Thomas B7 G18 5 Crom, Mike 75 F1 6 Cummin, Charles F23 7 Degroot, Ron 28 G7 8 Devera, Sue B8 G7 9 Duzy, Joe 8 G7 10 Dyer, Joe 30 F20 11 Franks, Nick 32 ST4 12 Gregg, Jim 11 F21 13 Holsonback, Joe 27 G9 14 Hundtof, Palmer G17 G17 15 Jones, Terry B10 (not available) 16 Judge, Don B6 F22 17 Krebs, Frank 22 G6 18 Lingo, Jim F24 19 Mason, Alan B3 20 Moore, Barbara 31 21 Neet, Rick 29 G3 22 Neffew, Jack </td <td></td> <td>· · · · · · · · · · · · · · · · · · ·</td> <td>76</td> <td></td>		· · · · · · · · · · · · · · · · · · ·	76	
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12 Gregg, Jim 11 F21 13 Holsonback, Joe 27 G9 14 Hundtof, Palmer G17 15 Jones, Terry B10 (not available) 16 Judge, Don B6 F22 17 Krebs, Frank 22 G6 18 Lingo, Jim F24 19 Mason, Alan B3 20 Moore, Barbara 31 21 Neet, Rick 29 G3 22 Neffew, Jack 73 23 Norton, Linda 6 G8 24 Pepitone, Milt G15 25 Phillips, Karen B4 G1 26 Regan, Jim 5 27 Rutter, Brian/Suzanne B12 28 Scott, Bill 24 29 Shelton, Pete G16 30 Strain, Janie G8 31 Talbert, John 71 32 Thompson, Robert B9 33 Wickum, Tom 4 G1 34	10	Dyer, Joe		
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24 Pepitone, Milt G15 25 Phillips, Karen B4 G1 26 Regan, Jim 5 5 27 Rutter, Brian/Suzanne B12 28 Scott, Bill 24 29 Shelton, Pete G16 30 Strain, Janie G8 31 Talbert, John 71 32 Thompson, Robert B9 33 Wickum, Tom 4 G1 34 Wise, Nels 9 35 Young, Ron B1	22	Neffew, Jack	73	
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30 Strain, Janie G8 31 Talbert, John 71 32 Thompson, Robert B9 33 Wickum, Tom 4 G1 34 Wise, Nels 9 35 Young, Ron B1	28	Scott, Bill	24	
31 Talbert, John 71 32 Thompson, Robert B9 33 Wickum, Tom 4 G1 34 Wise, Nels 9 35 Young, Ron B1				G16
31 Talbert, John 71 32 Thompson, Robert B9 33 Wickum, Tom 4 G1 34 Wise, Nels 9 35 Young, Ron B1	30	Strain, Janie		G8
33 Wickum, Tom 4 G1 34 Wise, Nels 9 35 Young, Ron B1	31		71	
34 Wise, Nels 9 35 Young, Ron B1	32	Thompson, Robert	В9	
35 Young, Ron B1	33	Wickum, Tom	4	G1
9	34	Wise, Nels	9	
36 Zurn, Richard 74	35	Young, Ron	B1	
,	36	Zurn, Richard	74	

Port of Siuslaw Resolution No. 5-20-15B

A Resolution Revising Campground Rates and Amending the Rate and Fee Schedule

WHEREAS, the Port of Siuslaw Board of Commissioners were presented rate increase proposals at the Commission meeting held 18 February 2015, and

WHEREAS, the public was given the opportunity for comment per ORS 294.160, at the Commission meeting held 18 March 2015, and

WHEREAS, and the Port of Siuslaw Board of Commissioners did not adopt Resolution 3-18-15B to Revise Structure and Rates to the Rate and Fee Schedule at the Commission meeting on 18 March 2015, and

WHEREAS, the Port of Siuslaw Board of Commissioners were presented a revised rate increase proposal at the Commission meeting held 15 April 2015, and

WHEREAS, the public was given opportunity for comment per ORS 294.160 at the meeting this Resolution was reviewed.

NOW THEREFORE, BE IT RESOLVED

PART I: The Port of Siuslaw Commission amends the Rate and Fee Schedule as follows:

Section 1 Campground A. Campground Rates

Site Type	Daily	Weekly	Summer Monthly	Winter Monthly
			(June 1 – Oct 31)	(Nov 1 – May 31)
C Row, Dry	\$25	\$150	n/a	n/a
Water/Electric	\$29	\$174	\$667	\$467
Full Service	\$31	\$186	\$713	\$513
B Row, Full Svc	\$35	\$210	\$805	\$605

B. Additional Campground Fees

Extra Persons	\$5 per day per person (maximum of 6 per site, 2 included in basic fee)
Extra Vehicles	\$5 per day per vehicle (1 towing and towed vehicle included in basic fee)
Extra Pets	\$2 per day per additional pet (1 pet included in basic fee)

PART II: All previous resolutions governing campground rates are hereby repealed.

PART III: This Resolution shall take effect on July 1, 2015.

ADOPTED by the Port of Siuslaw Board of Commissioners on the 20th day of May 2015.

By:	By:	
President	Attest	
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Resolution 5-20-15B Revising Campground Rates

Port of Siuslaw Resolution No. 5-20-15C

A Resolution Revising Commercial Moorage Rate Structure and Rates, Amending the Rate and Fee Schedule

WHEREAS, the Port of Siuslaw Board of Commissioners were presented the revised Commercial moorage **rate structure** at the Commission meeting held 21 January, and

WHEREAS, the Port of Siuslaw Board of Commissioners were presented a 3% Commercial moorage **rate increase** proposal at the Commission meeting held 15 April 2015, and

WHEREAS, the public was given opportunity for comment per ORS 294.160 at the meeting this Resolution was reviewed,

NOW THEREFORE, BE IT RESOLVED

PART I: The Port of Siuslaw Commission amends the Rate and Fee Schedule as follows:

Section 4 Moorage A. Commercial Moorage Rates

Vessel length	DAY	MONTH	QUARTER	<u>SEMI-</u> ANNUAL	<u>ANNUAL</u>
Up to 24'	\$15	\$98	n/a	n/a	\$791
25'-31'	\$15	\$108	n/a	n/a	\$849
32'-36'	\$15	\$116	n/a	n/a	\$911
37'-40'	\$15	\$123	n/a	n/a	\$997
41'-44'	\$19	\$133	n/a	n/a	\$1,060
45'-48'	\$19	\$146	n/a	n/a	\$1,125
49'-60'	\$19	\$164	n/a	n/a	\$1,231
61'-70'	\$19	\$187	n/a	n/a	\$1,431
71'-80'	\$21	\$213	n/a	n/a	\$1,466
81'-90'	\$21	\$239	n/a	n/a	\$1,502
91'+'	\$26	\$265	n/a	n/a	\$1,538

PART II: All previous resolutions governing Commercial moorage rates are hereby repealed.

PART III: This Resolution shall take effect on July 1, 2015.

ADOPTED by the Port of Siuslaw Board of Commissioners on the 20th day of May 2015.

By:	By:
President	Attest

Port of Siuslaw Resolution No. 5-20-15D

A Resolution Revising West Basin Recreational Moorage Rates and Amending the Rate and Fee Schedule

WHEREAS, the Port of Siuslaw Board of Commissioners were presented rate increase proposals at the Commission meetings held 21 January and 18 February 2015, and

WHEREAS, the public was given the opportunity for comment per ORS 294.160, at the Commission meeting held 18 March 2015, and

WHEREAS, and the Port of Siuslaw Board of Commissioners did not adopt Resolution 3-18-15B to Revise Structure and Rates to the Rate and Fee Schedule at the Commission meeting on 18 March 2015, and

WHEREAS, the Port of Siuslaw Board of Commissioners were presented a revised rate increase proposal at the Commission meeting held 15 April 2015, and

WHEREAS, the public was given opportunity for comment per ORS 294.160 at the meeting this Resolution was reviewed,

NOW THEREFORE, BE IT RESOLVED

PART I: The Port of Siuslaw Commission amends the Rate and Fee Schedule as follows:

Section 4 Moorage B. Recreational Moorage Rates (West Marina)

Vessel length	Day	Week	Month	Semi-Annual	Annual
Up to 20'	\$15	\$48	\$132	n/a	\$840
21'-24'	\$15	\$60	\$176	n/a	\$1,122
25'-28'	\$15	\$66	\$182	n/a	\$1,177
29'-31'	\$15	\$75	\$206	n/a	\$1,345
32'-36'	\$19	\$84	\$231	n/a	\$1,513
37'-40'	\$19	\$91	\$261	n/a	\$1,680
41'-44'	\$19	\$94	\$291	n/a	\$1,848
45'-48'	\$19	\$97	\$321	n/a	\$2,015
49'-60'	\$19	\$100	\$351	n/a	\$2,182
61'-70'	\$19	\$105	\$391	n/a	\$2,396
71'-80'	\$21	\$110	\$421	n/a	\$2,632
81'-90'	\$21	\$120	\$460	n/a	\$2,925
91'-100'	\$26	\$140	\$510	n/a	\$3,300
Side Ties 1 - 3	\$12	\$60	\$180		
& TD 1 - 10					

Resolution 5-20-15D Revising West Basin Recreational Moorage Rates

are hereby repealed.	est basin Recreational Moorage rates
PART III: This Resolution shall take effect on	July 1, 2015.
ADOPTED by the Port of Siuslaw Board of Co 2015.	mmissioners on the 20th day of May
By: President	By: Attest

Port of Siuslaw Resolution No. 5-20-15E

A Resolution Revising East Basin Recreational Moorage Rates and Amending the Rate and Fee Schedule

WHEREAS, the Port of Siuslaw Board of Commissioners were presented rate increase proposals at the Commission meetings held 21 January and 18 February 2015, and

WHEREAS, the public was given the opportunity for comment per ORS 294.160, at the Commission meeting held 18 March 2015, and

WHEREAS, and the Port of Siuslaw Board of Commissioners did not adopt Resolution 3-18-15B to Revise Structure and Rates to the Rate and Fee Schedule at the Commission meeting on 18 March 2015, and

WHEREAS, the Port of Siuslaw Board of Commissioners were presented a revised rate increase proposal at the Commission meeting held 15 April 2015, and

WHEREAS, the public was given opportunity for comment per ORS 294.160 at the meeting this Resolution was reviewed,

NOW THEREFORE, BE IT RESOLVED

PART I: The Port of Siuslaw Commission amends the Rate and Fee Schedule as follows:

Section 4 Moorage C. Recreational Moorage Rates (East Marina)

Priced according to LOCATION	DAY	WEEK	MONTH	
E Dock	\$12	\$60	\$180	No utilities
F Dock	\$13	\$65	\$195	Water only
G Dock	\$15	\$75	\$225	Water/Elect
_		_		
Side Ties	\$12	\$60	\$180	No utilities

PART II: All previous resolutions governing East Basin Moorage rates are hereby repealed.

PART III: This Resolution shall take effect on July 1, 2015.

ADOPTED by the Port of Siuslaw Board of Commissioners on the 20th day of May 2015.

By:	By:
President	Attest