

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 19 August 2015
Port Office, 100 Harbor Street,
Lane County, Florence, OR 97439

CALL TO ORDER

7:00 pm

APPROVAL OF THE AGENDA

REMARKS FROM CITIZENS/GROUPS

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

REMONSTRANCE FROM THE COMMISSION

FINANCIALS

1. Financial Statements: Ratify Bills Paid in July \$ 130,299.17

OLD BUSINESS

1. Resolution 8-19-15A Adopting a Supplemental Budget and Appropriating Funds
2. Designate Alternate Representatives for 2015-16 Committee Assignments

NEW BUSINESS

1. Resolution 8-19-15B Amending the Public Records Policy Adopted 21 January 2004
2. Review 2015 SDIS Better and Best Practices Checklist
3. Discuss Commission Duties and Goals

REPORTS President, Commission, Manager
Committee Reports

ADJOURN

SCHEDULED MEETINGS

- Wednesday, 16 September 2015, Regular Commission Meeting, 7:00pm
- Wednesday, 21 October 2015, Regular Commission Meeting, 7:00pm
- Wednesday, 18 November 2015, Regular Commission Meeting, 7:00pm

MINUTES

PORT OF SIUSLAW COMMISSION MEETING

Wednesday, 17 June 2015, 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 David Huntington (Huntington)

Staff: Port Manager Robert Forsythe (Forsythe);

Absent: 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.

APPROVAL OF MINUTES: Duman said the written Minutes are biased. There was discussion about adopting the meeting recording as an alternative to written minutes.

On the Motion, made by Rickard, and seconded by Huntington, the board voted unanimously to approve the Regular Meeting Minutes of 20 May 2015. Caputo said the meeting on 26 May 2015 was for the board to reduce \$15K in budget expenses for FY15-16. **On the Motion, made by Rickard, and seconded by Huntington, the board voted unanimously to approve the Special Meeting Minutes of 26 May 2015.**

REMARKS FROM CITIZENS:

- Bianca Hein asked for the board to identify projects for the coming fiscal year.
- Harlan Springer thanked the Port for their support for public art.
- Jay Nefcy thanked the board and Forsythe for getting HB3104 passed.

FINANCIALS:

1. **Financial Statements: On the Motion, made by Rickard, and seconded by Huntington, the board voted unanimously to ratify bills paid in the amount of \$83,030.63.**

2. **Budget Hearing**

Caputo opened the Public Hearing for anyone wishing to speak on the FY2015-16 Budget.

Bill Fleenor said the board should work on a long term financial plan for the future maintenance of Port assets.

Caputo closed the Public Hearing.

3. **Resolution 061715A Adopting the Budget, Making Appropriations, and Levying Taxes: On the Motion, made by Duman, and seconded by Huntington, three commissioners (Caputo, Huntington, and Duman) voted to approve Resolution 061715A. Rickard voted against.**

OLD BUSINESS – none

NEW BUSINESS

1. **Resolution 06715B A Resolution authorizing an OSMB Grant and Appropriating Funds:** Resolution 061715B was postponed to the July meeting.

REPORTS

Forsythe reported:

- HB3104 was signed by the Governor.
- New LED lights have been installed in the Harbor Street parking lot.
- The office changed network and Wi-Fi providers.

Caputo reported:

- He has not attended recent LACT meetings.
- He plans to attend the Pacific Northwest Waterways conference next week.

There was more discussion about using video for minutes instead of written. **Duman made a Motion to approve future meeting minutes in the form of a video recording instead of written. Huntington seconded. Three commissioners (Duman, Huntington, and Caputo) voted yes, and Rickard voted no.**

Caputo adjourned the meeting at 7:25pm.

President

MINUTES
PORT OF SIUSLAW
SPECIAL MEETING
Wednesday, 8 July 2015, 3:00pm
Port Office at 100 Harbor Street
Lane County, Florence, OR 97439

ATTENDANCE: Commissioners: Ron Caputo, Nancy Rickard, Terry Duman

Absent: David Huntington

Staff: Dina McClure

Media: Jack Davis, Siuslaw News

Purpose: To interview Jeff Hale for Port Commissioner Position 3 vacancy

President Caputo called the meeting to order at 3:00pm.

The board interviewed Jeff Hale.

President Caputo adjourned the meeting at 3:30pm.

President

MINUTES
PORT OF SIUSLAW
SPECIAL MEETING
Thursday, 9 July 2015, 3:00pm
Port Office at 100 Harbor Street
Lane County, Florence, OR 97439

ATTENDANCE: Commissioners: Ron Caputo, Nancy Rickard, Terry Duman,
David Huntington
Staff: Dina McClure
Audience: Jay Nefcy
Media: Jack Davis, Siuslaw News

**Purpose: To interview Maurice Sanders, Larry Barney, and Mike Buckwald for
Port Commissioner Position 3 vacancy**

President Caputo called the meeting to order at 2:55pm.

The board interviewed Maurice Sanders.
The board interviewed Larry Barney.
The board interviewed Mike Buckwald.

The board had a brief discussion about the interviews.

**On the Motion, made by Duman, and seconded by Rickard, the board voted
unanimously to appoint Mike Buckwald to Position 3.**

President Caputo adjourned the meeting at 3:50pm.

President

MINUTES

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

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

APPROVAL OF THE AGENDA – The board approved the agenda.

OATH OF OFFICE – Mike Buckwald took the oath of office for Port Commissioner.

ROLL CALL –Commissioner Nancy Rickard (Rickard), Commissioner Terry Duman (Duman), Commissioner Ron Caputo (Caputo), Commissioner Mike Buckwald (Buckwald); **Absent:** Commissioner David Huntington (Huntington);

ELECTION OF OFFICERS (taped at 2:48):

- Rickard nominated and Duman seconded, **Caputo for President.**
All commissioners voted in favor.
- Duman nominated and Caputo seconded, **Duman for 1st Vice-President.**
All commissioners voted in favor.
- Duman nominated, and Buckwald seconded, **Rickard for 2nd Vice-President.**
All commissioners voted in favor.
- Duman nominated, and Rickard seconded, **Buckwald for Treasurer.**
All commissioners voted in favor.
- Rickard nominated, and Duman seconded, **Huntington for Secretary.**
All commissioners voted in favor.

REMARKS FROM CITIZENS (taped at 5:00):

- Larry Barney spoke regarding the new commissioner selection.
- Markus Tipler spoke regarding port policies.
- Gary Lizzo spoke regarding river dredging.

FINANCIALS (13:30): On the Motion, made by Duman, and seconded by Rickard, the board voted unanimously to ratify bills paid in the amount of \$83,009.08.

OLD BUSINESS

1. **Resolution 7-15-15A Amend Port of Siuslaw Rules, Regulations, Duties, and Responsibilities Pertaining to Meeting Minutes Procedures (taped at 15:30):**
Rickard moved to adopt Resolution 7-15-15A and Caputo seconded. Discussion.
All voted in favor of adopting Resolution 7-15-15A.

NEW BUSINESS (tape stopped due to low battery)

1. **Resolution 7-15-15B Resolution Authorizing an OSMB Grant and Appropriating Funds:** Resolution was postponed to August meeting due to inaccuracy.

2. **Approve FY2015-16 Meeting Dates:** Submitted meeting dates were approved.

3. **Assign FY2015-16 Committee Representatives:**
 - City of Florence Urban Renewal Agency = Caputo
 - Lane Area Commission on Transportation = Captuo
 - Lance Council of Governments = Rickard
 - Oregon Coastal Zone Management Assn = Duman
 - Siuslaw Watershed Council = Rickard
 - Pacific NW Waterways Assn = Caputo/Buckwald
 - Oregon Public Ports Assn = Rickard

REPORTS

Forsythe reported:

- Fuel Spill in the marina on 7/10/15.
- Boardwalk Market port-a-potties are getting additional service and are locked at night.
- Floating fish market has new owners.

Duman reported:

- Newport marina does not allow bilges turned on and requires spill kits on all vessels.

Rickard reported:

- There is a “Planning in Oregon-Building Successful Communities” meeting on August 29 at the FEC sponsored by the City.
- The need to discuss Bianca Demers request from June meeting regarding upcoming projects for the new fiscal year.

The board discussed additional campground sites, new restrooms, and paving gravel to reduce dust. There was discussion about getting bonds to finance projects but need more information in order to proceed. Forsythe suggested an electronic survey for customer feedback.

Caputo adjourned the meeting at 7:50pm.

President

Note: There is no video recording of this meeting. The audio recording ended mid-meeting due to low battery. The Recording Secretary was not present to take notes. Thanks to Jack Davis from the Siuslaw News for the use of his tape recording, and Megan Gerber from Wilbur Limited, LLC for the use of her hand written notes.

Port of Siuslaw Commission Meeting 15 July 2015

**Port of Siuslaw
Balance Sheet
As of July 31, 2015**

	<u>Jul 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	12,789.08
1003 · SB SAV - Capital Reserve	85,041.59
1005 · SB MMA - General Fund	294,848.12
1050 · SB MMA - ICM	5,042.81
1070 · Petty Cash	800.00
Total Checking/Savings	<u>398,521.60</u>
Other Current Assets	
1220 · Accounts Receivable	15,949.61
1499 · Undeposited Funds	147.00
Total Other Current Assets	<u>16,096.61</u>
Total Current Assets	<u>414,618.21</u>
TOTAL ASSETS	<u>414,618.21</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	28,814.66
Total Accounts Payable	<u>28,814.66</u>
Credit Cards	
2021 · Port Credit Card 1	3,675.97
Total Credit Cards	<u>3,675.97</u>
Other Current Liabilities	
2030 · Deposits Held	8,750.00
2040 · Gift Certificates	-277.00
2045 · Unearned CG Revenue (Hercules)	129,499.34
2150 · Payroll related Liabilites	55.65
Total Other Current Liabilities	<u>138,027.99</u>
Total Current Liabilities	<u>170,518.62</u>
Total Liabilities	170,518.62
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	120,912.65
Net Income	18,477.28
Total Equity	<u>244,099.59</u>
TOTAL LIABILITIES & EQUITY	<u>414,618.21</u>

12:16 PM

08/13/15

Accrual Basis

Port of Siuslaw Profit & Loss Budget Performance July 2015

	Jul 15	Budget	% of Budget	Jul 15	YTD Budget	% of Budget	Annual Budget
Income							
4100 · Available Beginning Cash	0.00	0.00	0.0%	0.00	0.00	0.0%	350,000.00
4140 · Campground Revenue	70,482.65	59,700.00	118.1%	70,482.65	59,700.00	118.1%	385,000.00
4150 · Leases	18,024.18	17,298.10	104.2%	18,024.18	17,298.10	104.2%	190,000.00
4160 · Moorage	7,816.44	6,280.00	124.5%	7,816.44	6,280.00	124.5%	70,000.00
4170 · Storage	2,762.16	1,850.00	149.3%	2,762.16	1,850.00	149.3%	22,000.00
4190 · Marine Fuel	4,352.52	4,500.00	96.7%	4,352.52	4,500.00	96.7%	55,000.00
4200 · Other Facility Income	4,080.17	2,760.00	147.8%	4,080.17	2,760.00	147.8%	21,000.00
4500 · Levied Taxes	566.30	1,000.00	56.6%	566.30	1,000.00	56.6%	306,300.00
4540 · Interest Income	13.58	60.00	22.6%	13.58	60.00	22.6%	800.00
4550 · Maintenance Assistance Program	0.00	0.00	0.0%	0.00	0.00	0.0%	15,900.00
4600 · Miscellaneous Income	6,545.74	0.00	100.0%	6,545.74	0.00	100.0%	10,000.00
4840 · Grants	25,381.99	25,000.00	101.5%	25,381.99	25,000.00	101.5%	125,000.00
Total Income	140,025.73	118,448.10	118.2%	140,025.73	118,448.10	118.2%	1,551,000.00
Gross Profit	140,025.73	118,448.10	118.2%	140,025.73	118,448.10	118.2%	1,551,000.00
Expense							
5000 · Personal Services	54,578.23	41,279.96	132.2%	54,578.23	41,279.96	132.2%	423,360.00
5300 · Material and Services	39,356.01	31,647.50	124.4%	39,356.01	31,647.50	124.4%	491,980.00
6000 · Capital Outlay	7,150.00	0.00	100.0%	7,150.00	0.00	100.0%	140,000.00
6700 · Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%	100,000.00
7000 · Debt Service	20,464.21	20,465.00	100.0%	20,464.21	20,465.00	100.0%	145,660.00
Total Expense	121,548.45	93,392.46	130.1%	121,548.45	93,392.46	130.1%	1,301,000.00
Net Income	18,477.28	25,055.64	73.7%	18,477.28	25,055.64	73.7%	250,000.00

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

July 2015

		Jul 15	YTD	Variance	Annual Budget
	Income				
	4140 · Campground Revenue				
	4141 · RV Sites- Taxable	44,693.80	44,693.80	192,306.20	237,000.00
	4142 · RV Sites -Non Taxable	16,979.40	16,979.40	88,020.60	105,000.00
	4143 · RV Site - Add'l revenue	850.59	850.59	3,149.41	4,000.00
	4144 · Transient Room Tax	4,358.86	4,358.86	18,641.14	23,000.00
	4145 · Reservation Fees	3,600.00	3,600.00	12,400.00	16,000.00
	Total 4140 · Campground Revenue	70,482.65	70,482.65	314,517.35	385,000.00
	4150 · Leases				
	4151 · Building Lease - 1499 Bay St	1,150.00	1,150.00	12,650.00	13,800.00
	4152 · Building Lease - 080A Harbor St	1,200.00	1,200.00	13,200.00	14,400.00
	4153 · Wharf lease - ICM	4,129.90	4,129.90	45,429.10	49,559.00
	4154 · Wharf lease - Mo's	8,418.20	8,418.20	92,599.80	101,018.00
	4155 · Concessions	2,550.00	2,550.00	8,673.00	11,223.00
	4156 · Docking Lease	576.08	576.08	-576.08	0.00
	Total 4150 · Leases	18,024.18	18,024.18	171,975.82	190,000.00
	4160 · Moorage				
	4162 · Commercial Moorage	1,427.77	1,427.77	12,612.23	14,040.00
	4163 · Sport Moorage	6,295.34	6,295.34	48,704.66	55,000.00
	4165 · Liveaboard Fees	93.33	93.33	866.67	960.00
	Total 4160 · Moorage	7,816.44	7,816.44	62,183.56	70,000.00
	4170 · Storage				
	4171 · Outside storage	309.16	309.16	1,490.84	1,800.00
	4172 · Indoor Storage	2,453.00	2,453.00	17,747.00	20,200.00
	Total 4170 · Storage	2,762.16	2,762.16	19,237.84	22,000.00
	4190 · Marine Fuel				
	4191 · Diesel	1,666.73	1,666.73	8,333.27	10,000.00
	4192 · Gas, Non-ethanol	2,685.79	2,685.79	42,314.21	45,000.00
	Total 4190 · Marine Fuel	4,352.52	4,352.52	50,647.48	55,000.00
	4200 · Other Facility Income				
	4210 · Parking Income				
	4211 · Nopal Lot Long Term	0.00	0.00	300.00	300.00
	4210 · Parking Income - Other	1,448.29	1,448.29	8,251.71	9,700.00
	Total 4210 · Parking Income	1,448.29	1,448.29	8,551.71	10,000.00
	4220 · Dump Station Fees	1,129.63	1,129.63	2,870.37	4,000.00
	4230 · Gazebo Rental	75.00	75.00	-75.00	
	4240 · Vending Sales			0.00	
	4242 · Boat Flush	160.75	160.75	489.25	650.00
	4243 · Laundry	960.25	960.25	4,039.75	5,000.00

	Campground 2012/2013			Campground 2013/2014			Campground 2014/2015			Campground 2015/2016		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	58%	58%	1835	61%	61%	1989	72%	72%	2318	79%	79%	2448
AUG	74%	66%	2326	84%	73%	2728	90%	81%	2890			
SEPT	86%	73%	2605	83%	76%	2619	90%	84%	2795			
OCT	33%	63%	1083	38%	67%	1242	45%	74%	1462			
NOV	12%	53%	388	18%	57%	567	24%	64%	753			
DEC	9%	45%	288	17%	50%	550	23%	57%	748			
JAN	12%	41%	394	26%	47%	860	29%	53%	920			
FEB	12%	37%	361	25%	44%	734	34%	51%	939			
MAR	16%	35%	492	27%	42%	875	39%	50%	1211			
APR	21%	33%	643	29%	41%	910	38%	48%	1134			
MAY	26%	33%	835	34%	40%	1100	37%	47%	1130			
JUN	34%	33%	1070	39%	40%	1210	45%	47%	1362			
TL YTD	33%	33%	12320	40%	40%	15384	47%	47%	17662	79%		2448
REV YTD	\$301,812			\$350,021			\$408,911			\$69,876		

	Hiker/Biker 2014/15		2015/16	
	#	\$	#	\$
JULY	40	\$550	51	\$677
AUG	48	\$660		
SEPT	29	\$324		
OCT	6	\$60		
NOV	3	\$32		
DEC	1	\$16		
JAN	0	\$0		
FEB	1	\$8		
MAR	8	\$80		
APR	9	\$72		
MAY	21	\$316		
JUN	20	\$160		
Total	186	\$2,278	51	\$677

	Moorage 2014/15			Moorage 2015/16		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	39%	39%	1378	45%	45%	1669
AUG	61%	50%	2165			
SEPT	82%	61%	2842			
OCT	67%	62%	2268			
NOV	33%	56%	1121			
DEC	30%	52%	2804			
JAN	29%	49%	1104			
FEB	29%	46%	961			
MAR	31%	45%	1155			
APR	33%	43%	1174			
MAY	34%	43%	1245			
JUN	33%	42%	1187			
TL YTD	42%	42%	19404	45%		1669
REV YTD	\$69,337			\$13,969		

**Port of Siuslaw
RESOLUTION 8-19-15A
A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET
AND APPROPRIATING FUNDS**

WHEREAS, on 18 May 2015, the Port of Siuslaw was awarded a reimbursable small grant from the Oregon State Marine Board (OSMB) to replace twenty-two shoebox light fixtures and retrofit three fixtures with LED lighting in the Harbor Street parking lot, and

WHEREAS, funds were available in the FY2014-15 budget to purchase the materials and complete the project by the 30 June 2015 deadline, and

WHEREAS, the OSMB reimbursed the Port of Siuslaw for the project on 1 July 2015, and

WHEREAS, the Port of Siuslaw needs to upgrade its Campground & Marina Software and add Security Cameras,

BE IT RESOLVED that for the fiscal year beginning 1 July 2015, a supplemental budget is hereby adopted in the total sum of \$1,560,869 now on file at the Port office, and the amounts for the purposes shown below are hereby appropriated:

<u>General Fund</u>	<u>Add/Transfer</u>	<u>Total</u>
Personnel Services		\$ 423,360
Materials & Services		\$ 491,980
Capital Outlay		
Campground/Marina Software	\$5,500	
Security Cameras/Gates	\$4,369	\$ 149,869
Debt Service		\$ 145,660
Contingency		\$ 100,000
Unappropriated Funds		\$ 250,000
Total Requirements		\$1,560,869

ADOPTED by the Port of Siuslaw Board of Commissioners this 19th day of August 2015.

President

Secretary

LB-20

General Fund

PORT OF SIUSLAW

	Historical Data		Adopted Budget This Year 2014-15 Supplemental 11-19-14	INCOME	Supplemental Budget FY2015-16			
					Resolution 8-19-15A			
	Actual				Adopted By Governing Body	Proposed By Staff		
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
1				1 Available cash on hand* (cash basis) or				1
2	\$ 283,735	\$ 216,188	\$ 275,000	2 Net working capital (accrual basis)	\$ 350,000	\$ 350,000		2
3	\$ 304,330	\$ 354,480	\$ 340,000	3 Campground Revenue	\$ 385,000	\$ 385,000		3
4	\$ 169,035	\$ 182,180	\$ 178,152	4 Leases	\$ 190,000	\$ 190,000		4
5	\$ 58,773	\$ 68,746	\$ 60,000	5 Moorage	\$ 70,000	\$ 70,000		5
6	\$ 22,428	\$ 21,972	\$ 20,000	6 Storage	\$ 22,000	\$ 22,000		6
7	\$ 59,897	\$ 51,489	\$ 50,000	7 Marine Fuel	\$ 55,000	\$ 55,000		7
8	\$ 8,952	\$ 10,376	\$ 10,000	8 Parking Income	\$ 10,000	\$ 10,000		8
9	\$ 1,314	\$ 1,984	\$ 2,000	9 Dump Station Fees	\$ 4,000	\$ 4,000		9
10	\$ 5,935	\$ 9,986	\$ 6,500	10 Vending Sales	\$ 6,000	\$ 6,000		10
11	\$ 560	\$ 500	\$ 700	11 Forklift, Hoist, Labor				11
12		\$ 100	\$ 100	12 Seafood Seller Permits				12
13	\$ 1,896	\$ 6,534		13 Events				13
14	\$ 833	\$ 1,078	\$ 1,000	14 Retail Sales	\$ 1,000	\$ 1,000		14
15	\$ 7,243	\$ 6,707	\$ 7,000	15 Prior Years Levied Taxes	\$ 6,300	\$ 6,300		15
16	\$ 830	\$ 828	\$ 600	16 Interest Income	\$ 800	\$ 800		16
17	\$ 15,900	\$ 15,900	\$ 15,900	17 Maintenance Assistance Program	\$ 15,900	\$ 15,900		17
18	\$ 19,461	\$ 14,690	\$ 4,000	18 Miscellaneous Income	\$ 10,000	\$ 10,000		18
19	\$ 3,399	\$ 1,894		19 Sale of Surplus Equipment				19
20	\$ 350,705	\$ 21,283		20 PRLF Loan Wharf				20
21		\$ -		21 Transfer from other Funds				21
22		\$ -	\$ 125,000	22 Sale of Surplus Property				22
23	\$ 1,258,775	\$ 191,643	\$ 173,125	23 Grant Resources	\$ 125,000	\$ 134,869		23
24	\$ 2,574,001	\$ 1,178,558	\$ 1,269,077	24 Total resources, except taxes to be levied	\$ 1,251,000	\$ 1,260,869		24
25			\$ 300,000	25 Taxes estimated to be received	\$ 300,000	\$ 300,000		25
26	\$ 296,024	\$ 281,494		26 Taxes collected in year levied				26
27	\$ 2,870,025	\$ 1,460,052	\$ 1,569,077	27. TOTAL RESOURCES	\$ 1,551,000	\$ 1,560,869		27

REQUIREMENTS SUMMARY								
FORM		BY FUND, ORGANIZATIONAL UNIT OR PROGRAM						
LB-30		Port of Siuslaw						
Historical Data				REQUIREMENTS DESCRIPTION	Supplemental Budget FY2015-2016 Resolution 8-19-15A			
Actual		Adopted Budget			Adopted By Governing Body	Proposed By Staff		
Second Preceding Year 2012-2013	First Preceding Year 2013-2014	This Year Year 2014-2015						
				PERSONNEL SERVICES				
1	\$ 351,507	\$ 385,400	\$ 424,593	1	\$ 423,360	\$ 423,360		1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7	\$ 351,507	\$ 385,400	\$ 424,593	7 TOTAL PERSONNEL SERVICES	\$ 423,360	\$ 423,360		7
7	7	9	9	Total Full-Time Equivalent (FTE)	9	9		
				MATERIALS AND SERVICES				
8	\$ 448,510	\$ 487,186	\$ 531,650	8	\$ 491,980	\$ 491,980		8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14	\$ 448,510	\$ 487,186	\$ 531,650	14 TOTAL MATERIALS AND SERVICES	\$ 491,980	\$ 491,980		14
				CAPITAL OUTLAY				
15	\$ 1,682,024	\$ 187,034	\$ 361,549	15 Floating Restroom	\$ 125,000	\$ 125,000		15
16			\$ 15,000	16 Transfer to Capital Maint Fund	\$ 15,000	\$ 15,000		16
17				17 Supplemental Budget 8-19-15A		\$ 9,869		17
18				18				18
19				19				19
20				20				20
21	\$ 1,682,024	\$ 187,034	\$ 376,549	21 TOTAL CAPITAL OUTLAY	\$ 140,000	\$ 149,869		21
				TRANSFERRED TO OTHER FUNDS				
22	\$ 108,974	\$ 155,734	\$ 145,660	22 Debt Service	\$ 145,660	\$ 145,660		22
23				23 Transfers				23
24			\$ 90,625	24 Contingency	\$ 100,000	\$ 100,000		24
25	\$ 108,974	\$ 155,734	\$ 236,285	25 Total Debt Service and Transfers	\$ 245,660	\$ 245,660		25
26				26 OPERATING CONTINGENCY				26
27	\$ 279,010	\$ 286,194		27 Ending balance (prior years)				27
28				28 UNAPPROPRIATED ENDING FUND BALANCE	\$ 250,000	\$ 250,000		28
29	\$ 2,870,025	\$ 1,501,548	\$ 1,569,077	29 TOTAL REQUIREMENTS	\$ 1,551,000	\$ 1,560,869	\$ -	29

2015-2016 Committee Assignments

<u>Organization</u>	<u>Assigned</u>	<u>Alternate</u>	<u>Involvement / Issues</u>
*City of Florence Urban Renewal Agency	Caputo		Voting board member for special district
*Lane Area Commission on Transportation	Caputo		Transportation issues affecting ODOT Region 2, Area 5
*Lane Council of Governments, LCOG	Rickard		Voting delegate for interagency cooperation
*Oregon Coastal Zone Management Assn, OCZMA	Duman		Voting delegate for coastal planning issues
**Siuslaw Watershed Council SWC	Rickard		Executive council member
**Oregon Economic Development Assn, OEDA			Economic development training and cooperation
**Pacific NW Waterways Assn, PNWA	Caputo	Buckwald	Federal transportation & trade, dredging
**Oregon Public Ports Association, OPPIA	Rickard		Lobby for state legislation and funding
Florence Area Chamber of Commerce	Staff		Business retention & recruitment, community marketing
Pacific Coast Congress of Harbor Masters and Port Managers, PCC	Staff		Practical marina operations training and development
Special Districts Association of Oregon, SDAO	Staff		Representative contact
West Lane Emergency Operations Group, WLEOG	Staff		Voting delegate for cooperative Emerg. Response planning

*** Requires elected official representative**

**** Elected official recommended**

PORT OF SIUSLAW
RESOLUTION 8-19-15B
ADOPTING A PUBLIC RECORDS POLICY AND REPEALING THE PUBLIC
RECORDS POLICY ADOPTED 21 JANUARY 2004

WHEREAS, the Port of Siuslaw participates in the Special Districts Insurance Services Best Practices program which provides an opportunity for districts to earn an annual discount on property/casualty contributions;

WHEREAS, this year's Best Practices Checklist includes adopting a Public Records Policy; and

WHEREAS, the Port of Siuslaw wishes to comply with Oregon's Public Records Laws;

NOW, THEREFORE, the Port of Siuslaw Board of Commissioners resolves as follows:

Section 1. The Port of Siuslaw Board of Commissioners hereby adopts the following public records policy:

Public Records Policy

Compliance

The Port of Siuslaw shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

- **Specificity of Request:** In order to facilitate the public's access to records in the Port of Siuslaw's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable Port of Siuslaw personnel to readily locate the records sought.
- **Access:** The Port of Siuslaw shall permit inspection and examination of its non-exempt public records during regular business hours in the Port's offices, or such other locations as the Port Manager may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).

Fees for Public Records

Fees must be limited to no more than \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the Port of Siuslaw to proceed.

In order to recover its costs for responding to public records requests the following fee schedule is adopted by the Port of Siuslaw:

- **Copies of Public Records; Certified Copies:** Copies of public records shall be .25 cents per page for standard, letter size copies. Copies shall be certified upon request for an additional charge of \$5.00.
- **Copies of Sound Recordings:** Copies of sound recordings of meetings shall be charged in accordance with the actual costs incurred by the Port of Siuslaw.
- **Copies of Maps and Other Nonstandard Documents:** Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the Port of Siuslaw.
- **Research and Copying Fees:** If a request for records requires Port of Siuslaw personnel to spend more than 15 minutes searching for, reviewing, or copying records prior to their review or release, the requester shall be charged a fee to reimburse the Port of Siuslaw for use of staff time. Staff time in excess of 15 minutes shall be charged at the rate of \$35.00 per hour and shall be charged in 1/4 hour increments. The Port of Siuslaw shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
- **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the Port of Siuslaw's normal operation, the Port of Siuslaw may impose such additional charges as are necessary to reimburse the Port of Siuslaw for its actual costs of producing the records.
- **Reduced Fee or Free Copies:** Whenever the Board or Port Manager determines that furnishing copies of public records in the Port of Siuslaw's possession at a reduced fee or without costs would be in the public interest,

the Board or Port Manager may waive all or any portion of the fees and costs associated with a public records request. ORS 192.440(4).

Authorization Required for Removal of Original Records

At no time shall an original record of the Port of Siuslaw be removed from the Port's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or the Manager of the Port of Siuslaw.

On-Site Review of Original Records

If a request to review original records is made, the Port of Siuslaw shall permit such a review provided that any applicable search and review fees are paid in advance in accordance with the Fees for Public Records section, above. A representative of the Port of Siuslaw shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove or destroy any Port of Siuslaw record, the Port representative shall immediately terminate such person's review, and notify the attorney for the Port of Siuslaw.

Section 2. The public records policy adopted by the Port of Siuslaw Board of Commissioners on January 21, 2004, is hereby repealed.

Section 3. This resolution takes effect upon adoption.

ADOPTED by the Port of Siuslaw Board of Commissioners this 19th day of August 2015.

Board President

Board Secretary

2015 SDIS Best Practices Program

Your district can receive up to a 10% discount on your general liability, auto liability, and property insurance contributions. There are five opportunities to earn 2% toward your total discount. To receive credit, please submit all requirements by **November 13, 2015**. Credit opportunities include the following:

1. Online Training – Credit: 2%

To receive credit for this category, you must have at least *one* person from your district complete one of the following online classes available through SafePersonnel:

- Public Meetings and Public Records (*available spring of 2015*)
- Emergency & Disaster Preparedness
- Workplace Bullying: Awareness & Prevention

SDAO uses SafePersonnel to facilitate our online training program. If your district does not have a personalized training website set up through this program, please contact SDAO Member Services to get started. You can contact us at 800-285-5461 or send an email with your name, district, and email address to memberservices@sdao.com.

SafePersonnel will send monthly reports to SDAO with a list of courses each district has completed and credit will be recorded accordingly.

2. SDAO/SDIS Training *or* Board Practices Assessment (BPA) – Credit: 2%

At least *one* board member or district staff member from your district must attend/complete *one* of the following during 2015:

- SDAO/SDIS regional training
- 2015 SDAO Annual Conference
- SDAO/SDIS on-site risk management training

OR

Your district's board may also complete an SDAO Board Practices Assessment (BPA). To learn more or to schedule, contact George Dunkel at gdunkel@sdao.com.

A list of available trainings is posted throughout the year on the Events page at www.sdao.com. To receive credit, please fill out the enclosed form (also located at <http://ref.sdao.com/bestpractices/training.pdf>) and return to SDAO by mail, email, or fax.

3. **Affiliate Organization Membership – Credit: 2%**

You will receive a 2% credit for being a district member of any of the following affiliated organizations:

- Oregon Fire District Directors Association
- Oregon Fire Chiefs Association
- Oregon Water Resources Congress
- Oregon Mosquito and Vector Control Association
- Oregon Recreation and Park Association
- Oregon Public Ports Association
- Oregon Association of Clean Water Agencies
- Oregon Association of Conservation Districts
- Cemetery Association of Oregon
- Oregon APCO-NENA
- Oregon Transit Association
- Oregon People’s Utility Districts Association
- Oregon Association of Water Utilities
- Oregon Library Association (individual memberships qualify)
- Oregon PRIMA

Each affiliate organization will notify SDAO of your district’s membership. If you receive a best practices update form that does not reflect your district’s membership, please let us know right away and we will record that for you. Also, if you need contact information for any of these organizations or if you are a member of an organization that you feel is qualified and is not listed, please contact SDAO Member Services at 800-285-5461.

4. **Best Practices Checklist – Credit: 2%**

In order to receive credit in this category, you must complete the enclosed checklist. To receive credit, please submit the completed checklist and signed form certifying that the checklist has been reviewed by the district’s board of directors. You can send this by mail, fax, or complete online.

5. **Public Records and Public Meetings Policy – Credit: 2%**

Your district must submit a copy of its public meetings and records policy to SDAO to receive the 2% credit. If you do not have one in place, visit <http://ref.sdao.com/bestpractices/policy.pdf> to download information and a sample policy.

Public Meetings and Records Best Practices Checklist

** To be completed by the Board of Directors**

District Name: PORT OF SIUSLAW

Below is the Best Practices Checklist for you to complete and return. Unlike prior years, your answers will not be scored but are to be used for self-assessment. Submission of your complete and signed checklist verifying review from your board of directors (signature line on page 2) will result in a 2% credit to your 2016 insurance contributions.

Steps to receive this credit to your 2016 general liability, auto liability, and property insurance contributions:

- Board of Directors and District Manager (if applicable) complete all questions on checklist.
- Board of Directors review and approve answers.
- Representative of the Board fill out and sign page 2 of the checklist.
- After filling out and signing page 2, return **entire checklist** (OR complete online) to SDAO by **November 13, 2015**.

You can return the checklist to us by mail, email, fax, or **complete it online**. Completing the checklist online saves time and gives you immediate access to valuable resources. To complete the checklist online follow these steps:

- Go to www.sdao.com
- Click the Sign In button and enter your user credentials. If you are using Internet Explorer, please be sure to add www.sdao.com to your compatibility view websites prior to signing in. For instructions, please visit www.sdao.com/s2/resources/compatibility_mode.aspx.
- After signing in, click on the Insurance Site tab.
- Click on the Best Practices tab, then click on the Take Survey button, and complete the survey.
- If your board has reviewed and approved the checklist, click the box verifying their review and click Submit.

Public Meetings

		Yes	No
1.	Adopt public meetings policy.	✓	
2.	Adopt board duties and responsibilities of officers.	✓	
3.	Adopt parliamentary procedure rules including rules for public participation.	✓	
4.	Distribute copy of Oregon Government Ethics Law to each board member.	✓	
5.	Obtain a copy of the <i>Attorney General's Public Records and Meetings Manual</i> from the Department of Justice.	✓	
6.	The frequency of board meetings complies with the Oregon statute regulating your type of district.	✓	
7.	Ensure that committees, subcommittees or advisory groups appointed by the Board to bring recommendations back to the Board comply with Public Meeting Law.	✓	
8.	Meetings are held within your district boundaries and the meeting place is accessible to all, including people with disabilities.	✓	
9.	Provide an interpreter for hearing-impaired persons and are familiar with the ADA, which may impose requirements beyond state law.	✓	
10.	Circulate materials/minutes in advance of board meeting.	✓	
11.	Provide adequate notice of the time, location and agenda of meetings.	✓	
12.	Meetings are open to the public unless an executive session is authorized by statute.	✓	
13.	Aware of the permissible statutory provisions authorizing an executive session.	✓	

Public Meetings (continued)

		Yes	No
14.	When convening an executive session, the chair cites the specific reason(s) and statute(s) authorizing the executive session for each subject being discussed.	✓	
15.	Media are invited to attend executive sessions subject to the understanding that they not report on certain matters.	✓	
16.	No final decisions are reached in an executive session.	✓	
17.	All official actions of the Board are taken by public vote and a majority of all members of the Board concur in order to make a decision.	✓	
18.	All board members are aware of the requirements for declaring an actual or potential conflict of interest under Oregon Ethics Law.	✓	
19.	Minutes, whether written or electronically recorded, are taken that contain members present, matters or documents discussed or acted upon, and the results of every vote including the vote of every member.	✓	
20.	Minutes are made available to the public within a reasonable after a meeting.	✓	
21.	Minutes are retained forever.	✓	

Public Records

		Yes	No
22.	Adopt public records policy.	✓	
23.	Aware of the statutory provisions exempting certain public records.	✓	
24.	Aware that Public Records Law does not require public bodies to create public records.	✓	
25.	Adopt fees for responding to public records requests.	✓	
26.	Designate one person to coordinate response to public records requests.	✓	
27.	Provide Request for Disclosure of Public Records form to individual requesting records.	✓	
28.	Provide Response Acknowledging Public Records Request to individual requesting records.	✓	
29.	Certify that the information provided is a true copy of the paper or electronic record.	✓	
30.	Cite the specific exemption(s) when denying a public records request. <i>ORS 192.501</i>	✓	

Filling out the form below certifies that your Board of Directors has reviewed and approved all answers:

District Name: _____

Your Name: _____ **Your Title:** _____

Signature: _____ **Date:** _____

Return the signed checklist (OR complete online) by **November 13, 2015** to receive a 2% credit to your 2016 general liability, auto liability, and property insurance contributions.

How to submit your Best Practices Checklist

Mail

SDIS
PO Box 12613
Salem, OR 97309-0613

Email

memberservices@sdao.com

Fax

(503) 371-4781

Online

www.sdao.com

If you have any questions, please contact SDAO Member Services at 800-285-5461 or by email at memberservices@sdao.com.