

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 21 October 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 September \$ 84,590.81

OLD BUSINESS

NEW BUSINESS

1. Discuss New Restroom Project

REPORTS President, Commission, Staff
Committee Reports

ADJOURN

SCHEDULED MEETINGS

- Wednesday, 18 November 2015, Regular Commission Meeting, 7:00pm
- Wednesday, 16 December 2015, Regular Commission Meeting, 7:00pm
- Wednesday, 20 January 2016, Regular Commission Meeting, 7:00pm

MINUTES

PORT OF SIUSLAW COMMISSION MEETING

Wednesday, 16 September 2015, 7:00pm

Port Office, 100 Harbor St, Florence OR 97439

Commissioners Attending: Ron Caputo, Terry Duman, Nancy Rickard, David Huntington, Mike Buckwald

Staff Attending: Robert Forsythe, Port Manager

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

APPROVAL OF THE AGENDA – No changes were made.

REMARKS FROM CITIZENS (7:00:52)

- Harlen Springer spoke about the public art unveiling ceremony 9/18 at 4:00pm.
- Dorothy Gregg spoke about having inadequate restrooms, inadequate utility hook-ups for RV's, un-level RV sites, and December Members shouldn't have to pay an annual fee of \$50.
- Joe Holsonback said campground improvements should come before raising rates.

REMONSTRANCE FROM THE COMMISSION (7:08:44)

- Caputo said there would be no December Member fee of \$50, said staff would address leveling RV sites, and they are aware of needed upgrades to the park.

FINANCIALS (7:09:53) On the Motion, made by Buckwald, and seconded by Rickard, the board voted unanimously to ratify bills in the amount of \$70,146.33.

Caputo opened the Public Hearing at 7:10pm.

There was public and board discussion about how much the rates would increase (daily and monthly). Buckwald said the board represents the tax payers and needs to find ways to fund the entire port facility and increasing costs. Ron DeGroot, Ron Young, and Dorothy Gregg offered their input.

Caputo closed the Public Hearing at 7:25pm.

OLD BUSINESS

1. **Resolution 9-16-15A Increase Campground Rates: (7:25:50)** On the Motion, made by Rickard, and seconded by Buckwald, the board voted unanimously to adopt Resolution 9-16-15A.
2. **Decide Future of December Member Program: (7:28:13)** Caputo suggested the board keep the December Member Program. On the Motion, made by Buckwald, and seconded by Rickard, the board voted unanimously to keep the DM Program.

NEW BUSINESS (7:30:00)

Duman said he was misquoted in the minutes of 15 July 2015 regarding bilge pumps and asked for a correction.

REPORTS (7:31:29)

Forsythe reported:

- Starting to update Ordinance 4 one section at a time.
- Looking into knotweed removal.
- Dredging permit should be done this month.
- Working on Pacific Landings contract.
- Pilings for the Floating Restroom will be installed this winter.
- Planning to move the Hiker/Biker tent area this winter.
- Sending staff to ALICE (Active Shooter) training.
- Waiting on estimates for storage building removal.

Caputo reported:

- Attended the Coastal Caucus at Spirit Mountain Casino.
- Not planning to attend PNWA conference in October.
- Nancy and Dina will attend OPPA conference in Bandon.
- Attended Lane ACT via conference call.

Buckwald asked:

- For clarification regarding Caputo's assignment (last month) to look for grant funding. Caputo said funding is administrative but the board will help look.
- For Forsythe to give the board a monthly update on his search for funding opportunities for the new restroom.

Rickard reported that she attended the following meetings:

- City Economic Development Committee meeting on 8/25.
- Siuslaw Watershed Council meeting on 8/26.
- City Council meeting 9/8.
- Siuslaw Bridge Repair Open House on 9/9.
- Florence Urban Renewal on 9/15. Rickard asked to be appointed as a representative for this group.

President Caputo adjourned the meeting at 7:48pm.

MINUTES
PORT OF SIUSLAW
SPECIAL MEETING
Tuesday, 29 September 2015, 7:00pm
Port Office at 100 Harbor Street
Lane County, Florence, OR 97439

ATTENDANCE:

Commissioners: Ron Caputo, Nancy Rickard, Terry Duman, David Huntington, Mike Buckwald

Staff: Dina McClure

Purpose: To review the current Port Manager job description, make changes, and discuss the job announcement and recruitment process.

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

The following addition was made under the Job Responsibilities section:

- Attend monthly Port Commission meetings and include a monthly project report in the meeting packet.

The following changes were made under the Minimum Requirements section:

- Successfully pass a pre-employment physical, drug test, background check, ~~and be bondable.~~
- Ability to Possess a valid Oregon driver's license
- ~~Within six months of employment, must obtain CPR/First Aid certification and Oregon Boater Education Card~~
- ~~Within twelve months of employment must be certified in the Incident Command System.~~

The following changes were made under the Qualifications Preferred section:

- ~~Successful~~ experience in procurement of grants ~~writing.~~

McClure said she would do a press release that includes an Announcement, the Job Description, and an application form with an application deadline of 30 October. After deadline, the board will meet to choose a short list. The finalists would be instructed to submit a Power Point presentation, complete a skill assessment, and an interview.

President Caputo adjourned the meeting at 8:00pm.

**Port of Siuslaw
 Balance Sheet
 As of September 30, 2015**

	<u>Sep 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SB Checking - General Fund	36,372.66
1003 · SB SAV - Capital Reserve	85,052.30
1005 · SB MMA - General Fund	354,339.90
1050 · SB MMA - ICM	5,043.23
1070 · Petty Cash	800.00
Total Checking/Savings	<u>481,608.09</u>
Other Current Assets	
1220 · Accounts Receivable	18,140.56
1499 · Undeposited Funds	948.15
Total Other Current Assets	<u>19,088.71</u>
Total Current Assets	<u>500,696.80</u>
TOTAL ASSETS	<u>500,696.80</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	35,579.12
Total Accounts Payable	<u>35,579.12</u>
Credit Cards	
2021 · Port Credit Card 1	3,310.42
Total Credit Cards	<u>3,310.42</u>
Other Current Liabilities	
2030 · Deposits Held	8,790.00
2040 · Gift Certificates	-277.00
2045 · Unearned CG Revenue (Hercules)	106,808.20
2150 · Payroll related Liabilites	22.45
Total Other Current Liabilities	<u>115,343.65</u>
Total Current Liabilities	<u>154,233.19</u>
Total Liabilities	154,233.19
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	120,502.99
Net Income	121,250.96
Total Equity	<u>346,463.61</u>
TOTAL LIABILITIES & EQUITY	<u>500,696.80</u>

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

September 2015

		Sep 15	Jul - Sep 15	Variance	Annual Budget
	5430 - Legal Services	617.00	2,436.00	7,564.00	10,000.00
	5436 - Cost of Retail Items	255.86	590.26	409.74	1,000.00
	5450 - Insurance - General	0.00	2,500.00	52,500.00	55,000.00
	5470 - Contracted Services	741.12	2,921.48	10,078.52	13,000.00
	5510 - Travel & Meeting Expense	16.99	303.77	9,696.23	10,000.00
	5520 - Dues/Subscriptions	6,070.59	7,975.24	8,324.76	16,300.00
	5530 - Public Relations	1,275.00	1,673.00	1,827.00	3,500.00
	5550 - Telephone Expense	677.55	2,056.36	6,943.64	9,000.00
	5610 - Property Taxes	0.00	0.00	14,000.00	14,000.00
	5620 - Transient Room Tax	3,884.74	11,707.22	9,292.78	21,000.00
	5700 - Facilities	2,179.23	8,451.64	47,048.36	55,500.00
	5701 - MAP Repairs	830.05	3,511.03	6,938.97	10,450.00
	5730 - Tool & Equipment Purchase	830.48	974.82	4,025.18	5,000.00
	5750 - Equipment Rental	1,166.00	2,883.64	5,116.36	8,000.00
	5790 - Equipment Repairs	0.00	613.48	7,386.52	8,000.00
	5800 - Utilities				
	5810 - Electric	4,415.10	12,954.35	25,045.65	38,000.00
	5820 - Water/Sewer	4,225.23	13,357.22	16,642.78	30,000.00
	5830 - Trash Service	3,269.96	9,248.92	8,751.08	18,000.00
	5840 - TV Cable	1,948.96	5,846.88	18,153.12	24,000.00
	5870 - Sani-Star dump fee	150.00	450.00	0.00	0.00
	Total 5800 - Utilities	14,009.25	41,857.37	68,592.63	110,000.00
	5900 - State Lease Fees	0.00	0.00	14,000.00	14,000.00
	5950 - Miscellaneous				
	5953 - Online Transaction Fees	123.88	276.29	-276.29	0.00
	5954 - Bank CC Charges	1,855.67	5,332.41	6,667.59	12,000.00
	5955 - Employee Clothing	0.00	390.09	1,609.91	2,000.00
	5950 - Miscellaneous - Other	-10.28	6,166.22	-1,166.22	5,000.00
	Total 5950 - Miscellaneous	1,969.27	12,165.01	6,834.99	19,000.00
	Total 5300 - Material and Services	59,413.39	142,698.13	341,599.60	491,980.00
	6000 - Capital Outlay				
	6060 - Operations Equipment				
	6067 - Broadband Wi-Fi	0.00	214.19	-214.19	0.00
	6068 - CG & Marina Software	0.00	0.00	5,500.00	5,500.00
	Total 6060 - Operations Equipment	0.00	214.19	5,285.81	5,500.00
	6170 - Marine Facilities				
	6178 - Floating Restroom	0.00	325.56	124,674.44	125,000.00
	6180 - West Basin Repairs	0.00	7,150.00	-7,150.00	0.00
	6181 - Security Cameras/Gates	0.00	0.00	4,369.00	4,369.00
	Total 6170 - Marine Facilities	0.00	7,475.56	121,893.44	129,369.00

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

September 2015

					Sep 15	Jul - Sep 15	Variance	Annual Budget
				6610 · Capital Reserve Future Exp's	0.00	0.00	15,000.00	15,000.00
				Total 6000 · Capital Outlay	0.00	7,689.75	142,179.25	149,869.00
				6700 · Contingency	0.00	0.00	100,000.00	100,000.00
				7000 · Debt Service				
				7215 · MNIF (Dredging) #524016	0.00	0.00	5,880.00	5,880.00
				7216 · PRLF (MSLTD) #525186	0.00	11,599.93	34,800.07	46,400.00
				7220 · PRLF (Nopal Devel) #520130	0.00	7,364.36	22,095.64	29,460.00
				7225 · Banner Bank (PVIP) 1000214241	1,499.92	4,499.76	13,500.24	18,000.00
				7230 · PRLF Loan (Wharf) #525196	0.00	7,424.94	22,525.06	29,950.00
				7270 · SPWF (Bdwb Prj) L0004	0.00	0.00	15,970.00	15,970.00
				Total 7000 · Debt Service	1,499.92	30,888.99	114,771.01	145,660.00
				Total Expense	91,775.05	285,724.75	1,017,461.98	1,310,869.00
				Net Income	42,738.50	120,674.96	-212,543.34	250,000.00

	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	91%	85%	2812
SEPT	86%	73%	2605	83%	76%	2619	90%	84%	2795	88%	86%	2651
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	86%		7911
REV YTD	\$301,812			\$350,021			\$408,911			\$206,381		

	Hiker/Biker 2014/15		2015/16	
	#	\$	#	\$
JULY	40	\$550	51	\$677
AUG	48	\$660	27	\$372
SEPT	29	\$324	19	\$346
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	97	\$1,395

	Moorage 2014/15			Moorage 2015/16		
	% Occ.	Avg %	Nights	% Occ.	Avg %	Nights
JULY	39%	39%	1378	45%	45%	1669
AUG	61%	50%	2165	71%	58%	2635
SEPT	82%	61%	2842	95%	70%	3394
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	70%		7698
REV YTD	\$69,337			\$50,475		