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)

REMONSTRACE FROM THE COMMISSION

FINANCIALS

1. Financial Statements: Ratify Bills Paid in September \$84,590.81

OLD BUSINESS

NEW BUSINESS

1. <u>Discuss New Restroom Project</u>

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

- 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. <u>Decide Future of December Member Program: (7:28:13)</u> 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:

<u>Commissioners</u>: 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 <u>Job Responsibilities</u> 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

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

		П		Se	ptember 20	15		т т	1
-	+	H			Sep 15		Jul - Sep 15	Variance	Annual Budget
\neg	Inc	ome							
		4100) · A	/ailable Beginning Cash	0.00		0.00	0.00	350,000.00
		4140	· Ca	ampground Revenue					
			4141	I ⋅ RV Sites- Taxable	38,587.93		123,507.92	113,492.08	237,000.00
			4142	2 · RV Sites -Non Taxable	17,088.92		59,214.67	45,785.33	105,000.00
			4143	3 - RV Site - Add'l revenue	1,068.49		2,835.00	1,165.00	4,000.00
			4144	I ⋅ Transient Room Tax	3,717.87		11,977.55	11,022.45	23,000.00
			4145	5 · Reservation Fees	4,133.28		11,368.72	4,631.28	16,000.0
_		Tota	I 414	40 - Campground Revenue	64,596.49		208,903.86	176,096.14	385,000.0
		4150) · Le	eases					
			4151	I - Building Lease - 1499 Bay St	1,150.00		3,450.00	10,350.00	13,800.0
			4152	2 · Building Lease - 080A Harbor St	1,200.00		3,600.00	10,800.00	14,400.00
			4153	3 · Wharf lease - ICM	4,129.90		12,389.70	37,169.30	49,559.0
			4154	↓ · Wharf lease - Mo's	8,418.20		25,254.60	75,763.40	101,018.0
			4155	5 - Concessions	2,450.00		7,250.00	3,973.00	11,223.0
			4156	6 - Docking Lease	-751.16		-751.16	0.00	0.0
		Tota	l 415	50 · Leases	16,596.94		51,193.14	138,055.70	190,000.0
		4160) - M	oorage					
		1 1		2 · Commercial Moorage	1,802.46		5,828.88	8,211.12	14,040.00
		1		3 · Sport Moorage	18,606.71		37,342.97	17,657.03	55,000.00
		-		5 · Liveaboard Fees	133.36		320.02	639.98	960.0
		+		60 · Moorage	20,542.53		43,491.87	26,508.13	70,000.0
				·	,		,		,
_		+		orage					
\bot		-		- Outside storage	160.72		630.60	1,169.40	1,800.0
\bot		Ш	4172	2 · Indoor Storage	2,223.39		7,311.89	12,888.11	20,200.0
+		Tota	I 417	70 · Storage	2,384.11		7,942.49	14,057.51	22,000.0
		4190) - M	arine Fuel					
			4191	l · Diesel	0.00		2,428.90	7,571.10	10,000.0
			4192	2 ⋅ Gas, Non-ethanol	22,498.82		32,944.00	12,056.00	45,000.0
		Tota	I 419	00 · Marine Fuel	22,498.82		35,372.90	19,627.10	55,000.0
		4200	۱. ۵	ther Facility Income					
\dashv	+	4200 · Other Facility Income 4210 · Parking Income		1			+ +		
\dashv	+	\vdash	(4211 · Nopal Lot Long Term	0.00		0.00	300.00	300.0
+	+	$\vdash \vdash$		4210 · Parking Income - Other	4,542.27		9,310.59	389.41	9,700.0
+		\vdash	Tota	Il 4210 · Parking Income	4,542.27		9,310.59	689.41	10,000.0
\dashv	+	H	1010	TETO - I GINING INCOME	7,042.21		0,010.08	009.41	10,000.0
			4220) - Dump Station Fees	55.00		1,289.63	2,710.37	4,000.0
\dashv	\dashv	+ +) · Gazebo Rental	50.00		150.00	-150.00	0.0
+		1) · Vending Sales					
+		\Box		4242 · Boat Flush	334.75		713.75	-63.75	650.00

1 1	1 1	S	<u>eptember 201</u>	<u>5</u>	1 1	1	
++			Sep 15	Jul - Sep 15	Variance	Annual Budge	
† †	11	4243 · Laundry	723.50	2,869.95	2,130.05	5,000.0	
		4244 · Soap/Bleach	27.00	109.00	191.00	300.0	
	11	4245 · Tidebooks	23.00	55.00	15.00	50.0	
	Tot	al 4240 · Vending Sales	1,108.25	3,747.70	2,272.30	6,000.0	
++	11	<u> </u>	,	1,	, , ,		
	425	0 · Forklift & Hoist	0.00	20.00	0.00	0.0	
	425	1 · Port Labor	0.00	100.00	0.00	0.0	
	425	2 · Seafood Seller Permits	25.00	200.00	0.00	0.0	
	425	3 - Charter/Guide Permit	425.00	450.00			
	427	0 · Retail Sales					
		4271 · Mugs	0.00	5.00	55.00	60.0	
	11	4272 · Clothing Sales	209.00	455.00	485.00	940.0	
		4273 · 2 Cycle Oil	12.50	37.50	-37.50	0.0	
		4274 · Pins	3.00	43.00	0.00	0.0	
	Tot	al 4270 · Retail Sales	224.50	540.50	502.50	1,000.0	
	430	0 · Cash Over/Short	-75.49	-7.49	0.00	0.0	
	Total 42	00 - Other Facility Income	6,354.53	15,800.93	6,024.58	21,000.0	
	4500 · L	evied Taxes					
	451	0 · Current Levied Taxes	352.88	1,227.70	298,772.30	300,000.0	
	451	4515 · State Forest Sales	4515 · State Forest Sales 0.00	0.00	4,296.57	-4,296.57	0.0
	452	0 · Prior Years Levied Taxes	305.27	986.56	5,313.44	6,300.0	
	452	5 - Levied Tax Interest	90.21	258.92	-258.92	0.0	
	Total 45	00 · Levied Taxes	748.36	6,769.75	299,530.25	306,300.0	
	4540 · Ir	nterest Income	25.71	53.38	746.62	800.0	
	4550 · N	laintenance Assistance Program	0.00	0.00	15,900.00	15,900.0	
	4600 · N	liscellaneous Income					
	460	5 · NSF check service charge	0.00	60.00	-60.00	0.0	
	461	0 - Reimbursement Income	300.00	4,794.36	-4,794.36	0.0	
	461	5 · Late Fees	87.06	202.55	-202.55	0.0	
	462	5 - Other Income	4.00	6,057.49	-6,057.49	0.0	
	460	0 · Miscellaneous Income - Other	0.00	0.00	10,000.00	10,000.	
	Total 46	00 · Miscellaneous Income	391.06	11,114.40	-1,114.40	10,000.	
	4650 · S	ale of Surplus Equipment	375.00	375.00	0.00	0.	
11		4840 · Grants 4841 · OR State Marine Board Grant Total 4840 · Grants		1			
11	484			25,381.99	109,487.01	134,869.	
	+ +			25,381.99	109,487.01	134,869.	
\dagger	-		0.00			,	
To	otal Income	9	134,513.55	406,399.71	804,918.64	1,560,869.	
				1	† †		
Gross	Profit		134,513.55	406,399.71	804,918.64	1,560,869.0	

		September 2015								
-				Sep 15	Jul - Sep 15	Variance	Annual Budget			
				Зер 13	ои - Зер 13	Variance	Ailliuai Buuget			
	Exp	ense								
			Personal Services							
			20 · Port Manager	5,771.24	17,313.72	47,686.28	65,000.00			
		 	0 · Administrative Assistant	2,985.84	9,354.60	29,583.40	38,938.00			
			66 - Project Coordinator	2,115.52	6,282.04	18,724.96	25,007.00			
			60 · Office Assistant	2,167.08	6,358.54	18,280.46	24,639.0			
			1 - Campground Staff	1,341.00	6,124.13	16,697.87	22,822.0			
	1	 	5 · Fuel Attendant	717.50	1,650.25	2,349.75	4,000.0			
		507	75 · Maintenance I Lead	3,544.00	10,563.96	31,967.04	42,531.0			
	1	507	6 · Maintenance II	2,590.72	7,722.00	22,887.00	30,609.0			
	1	507	7 · Maintenance III	2,383.04	7,046.49	21,118.51	28,165.0			
\top		507	8 - Groundskeeper	1,176.73	4,748.45	23,135.55	27,884.0			
\top	\top		0 · Payroll taxes	2,205.84	6,972.64	24,615.36	31,588.0			
	1		60 · Health Insurance	3,524.43	11,226.78	44,103.22	55,330.0			
	1	518	1 · Life Insurance	15.05	47.30	1,842.70	1,890.0			
	1	518	22 · Dental Insurance	323.75	1,017.50	3,939.50	4,957.0			
		519	0 · Workers Compensation Insurance	0.00	7,608.76	-608.76	7,000.0			
			70 · Retirement	0.00	0.00	5,000.00	5,000.0			
	1	527	75 · Compensated absences	0.00	410.72	4,589.28	5,000.0			
			30 · Overtime	0.00	0.00	3,000.00	3,000.0			
		Total 50	000 · Personal Services	30,861.74	104,447.88	318,912.12	423,360.0			
			laterial and Services							
-			0 - Employee Training	0.00	665.00	565.00	1,230.0			
	_	531	0 · Grant Expenses							
		igspace	5313 · Dredging Permit	1,282.50	2,819.00	-2,819.00	0.0			
	_	\vdash	5310 · Grant Expenses - Other	0.00	0.00	10,000.00	10,000.0			
	_	Tot	al 5310 · Grant Expenses	1,282.50	2,819.00	7,181.00	10,000.0			
	_		0 - Advertising	2,673.84	5,477.22	7,522.78	13,000.0			
			0 - Office Supplies	128.61	360.47	3,639.53	4,000.0			
		536	60 · Operation Supplies							
		\vdash	5361 · Safety Supplies	121.30	1,405.48	694.52	2,100.0			
_		\vdash	5362 · Vehicle fuel	141.77	435.45	1,664.55	2,100.0			
			5360 · Operation Supplies - Other	819.08	3,367.73	4,300.00	15,800.0			
_		Tot	al 5360 · Operation Supplies	1,082.15	5,208.66	6,659.07	20,000.0			
		537	0 ⋅ Marine Fuel							
			5371 · Non-ethanol Gas	19,723.16	23,108.06	16,891.94	40,000.0			
			5372 · Diesel	0.00	2,101.90	7,898.10	10,000.0			
		Tot	al 5370 · Marine Fuel	19,723.16	25,209.96	24,790.04	50,000.0			
T										
		541	0 - Audit	0.00	0.00	8,000.00	8,000.0			
		542	20 - Accounting Service	0.00	337.50	2,662.50	3,000.00			

	1		S ₍	eptember 201	<u>5</u>		1
+	+	++		Sep 15	Jul - Sep 15	Variance	Annual Budget
		543	B0 · Legal Services	617.00	2,436.00	7,564.00	10,000.00
			36 · Cost of Retail Items	255.86	590.26	409.74	1,000.00
			50 · Insurance - General	0.00	2,500.00	52,500.00	55,000.00
		547	70 · Contracted Services	741.12	2,921.48	10,078.52	13,000.00
		551	0 · Travel & Meeting Expense	16.99	303.77	9,696.23	10,000.00
		+ +	20 · Dues/Subscriptions	6,070.59	7,975.24	8,324.76	16,300.00
			30 · Public Relations	1,275.00	1,673.00	1,827.00	3,500.00
		555	60 · Telephone Expense	677.55	2,056.36	6,943.64	9,000.00
		1 1	0 · Property Taxes	0.00	0.00	14,000.00	14,000.00
		+ +	20 · Transient Room Tax	3,884.74	11,707.22	9,292.78	21,000.00
		570	00 · Facilities	2,179.23	8,451.64	47,048.36	55,500.00
		570	01 · MAP Repairs	830.05	3,511.03	6,938.97	10,450.00
		+ +	30 · Tool & Equipment Purchase	830.48	974.82	4,025.18	5,000.00
_	+	+ + -	50 · Equipment Rental	1,166.00	2,883.64	5,116.36	8,000.00
		+ + -	90 · Equipment Repairs	0.00	613.48	7,386.52	8,000.00
		1 1	00 · 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
1		1 1	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
		Tot	al 5800 · Utilities	14,009.25	41,857.37	68,592.63	110,000.00
		590	00 - State Lease Fees	0.00	0.00	14,000.00	14,000.00
		595	50 · 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
		Tot	al 5950 · Miscellaneous	1,969.27	12,165.01	6,834.99	19,000.00
		Total 53	800 · Material and Services	59,413.39	142,698.13	341,599.60	491,980.00
		+	Capital Outlay				
_		606	60 · Operations Equipment		+		1
		++	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
		Tot	al 6060 · Operations Equipment	0.00	214.19	5,285.81	5,500.00
		617	70 · Marine Facilities				
+		 	6178 · Floating Restroom	0.00	325.56	124,674.44	125,000.00
\dashv		++	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
+		Tot	al 6170 · Marine Facilities	0.00	7,475.56	121,893.44	129,369.00

10:16 AM 10/20/15 Accrual Basis

	September 2015										
		Sep 15	Jul - Sep 15	Variance	Annual Budget						
	6610 · Capital Resverve 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 (Bdwk 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 Inco	ome	42,738.50	120.674.96	-212,543.34	250,000.00						

	Campground 2012/2013		Campg	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
ОСТ	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	

Hike	r/Biker 201	4/15	201	5/16
	#	\$	#	\$
JULY	40	\$550	51	\$677
AUG	48	\$660	27	\$372
SEPT	2 9	\$324	19	\$346
ОСТ	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

	Mod	orage 2014	1/15	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	
ОСТ	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			