

## AGENDA

**PORT OF SIUSLAW  
COMMISSION MEETING  
100 HARBOR STREET, FLORENCE OREGON  
June 15, 2016 • 7:00pm Regular Meeting**

1	Call to Order	Caputo
2	Public Comment (limited to 15 minutes/5 minutes per speaker)	
3	Approval of Minutes by Consent	Caputo
4	Financial Statements by Consent	McClure
5	Resolution 6-15-16A Creating a Capital Maintenance Fund	Leskin
6	Public Hearing for FY2016-17 Budget	Public
7	Resolution 6-15-16B Adopting FY2016-17 Budget, Making Appropriations and Levying Taxes	Leskin
8	Resolution 6-15-16C Distribution of Literature and Public Gatherings on Port Property	Leskin
9	Resolution 6-15-16D Revising Personnel Policies	McClure
10	Commissioner Reports	Board
11	Port News from around Oregon	Informational
12	Adjournment	Caputo
13	Executive Session per ORS 192.660(2)(e) 1499 Bay Street Property	Board

### Up Coming Events:

July 20, 2016

7:00 Commission Meeting, Port of Siuslaw



## MINUTES

PORT OF SIUSLAW COMMISSION MEETING  
Wednesday, 18 May 2016, 5:30pm  
Triangle Lake School Library, Blachley OR 97412

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

**Staff Attending:** Dina McClure, Administrative Assistant

1. **Commission President Caputo called the meeting to order at 5:30pm.**
2. **There were no public comments.**
3. **The Minutes were approved by consent.**
4. **The Financials were approved by consent.** (7:00:50) McClure reviewed the financial reports. Personnel Services are 91% of budget and Materials & Services are 99%. The Nopal Development loan was paid off in April. McClure explained the port received forest sale revenue, which is a sub-item of levied taxes, in FY14-15. It was agreed to put forest sale income as a separate line item on future financial reports.
5. **There were no public comments for Resolution 5-18-16A.**
6. **Resolution 5-18-16A Seafood Seller & Guide Rates:** (7:10:25) McClure said the proposal is to change the \$25 per month fee to a \$100 annual fee. The proposed fee structure will reduce staff time and eliminate permit holder monthly renewals. Commissioners Huntington and Duman declared conflicts of interest. **On the Motion, made by Commissioner Rickard, and seconded by Commissioner Buckwald, the Motion passed with a yes vote from Commissioners Buckwald, Rickard, and Caputo.**
7. **Resolution 5-18-16B Oregon Ethics Law Policy:** (7:14:05) McClure said adopting this policy would give the port 2% off insurance as a part of SDAO's Best Practices. Commissioner Buckwald was not in favor of adopting a Resolution that agreed to future statutory amendments. **Commissioner Buckwald made the Motion to adopt Resolution 5-18-16B, deleting the words "and as it may be from time to time amended". Commissioner Duman seconded, and the Motion passed unanimously.**

- 8. Resolution 5-18-16C Surplus Items:** (7:20:22) McClure said the items proposed for surplus were the 2002 Nissan Altima, a port vehicle rarely used, and the SS Bean, an artistic boat structure purchased three years ago to be used in the Rhody Days parade. **On the Motion, made by Commissioner Buckwald, and seconded by Commissioner Huntington, the board voted unanimously to adopt Resolution 5-18-16C.**
- 9. Resolution 5-18-16D Distribution of Literature and Public Gatherings on Port Property:** (7:23:16) The board discussed items 7 and 8 referring to leaflets versus literature and erring on the side of inclusion. It was decided to table Resolution 5-18-16D until the June 15 meeting when the Port Manager is present to answer questions.
- 10. Commissioner Reports:** (7:32:02)
- Commissioner Caputo attended the Florence Urban Renewal Agency meeting and a Corps of Engineers (COE) site visit at the port office.
  - Commissioner Rickard also attended the COE site visit, two city council meetings, and the Lane Area Council on Transportation meeting.

There was discussion about the COE dredging schedule which led to discussion about the estimated \$120M cost of fixing the Siuslaw River jetties, and the jetties have a better chance of getting repaired if Siuslaw had more boat traffic. Having an ice machine would draw more commercial boats and a fish buyer. The board agreed to direct staff to research the feasibility of acquiring another ice machine and give a short report at the June 15 meeting.

**Commission President Caputo adjourned the meeting at 7:47pm.**

Port of Siuslaw  
Balance Sheet  
As of June 8, 2016

	<u>Jun 8, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1001 · BB Checking - General Fund	24,526.56
1003 · BB SAV - Capital Reserve	85,073.60
1005 · BB MMA - General Fund	397,200.87
1050 · BB MMA - ICM	5,044.92
1070 · Petty Cash	800.00
Total Checking/Savings	<u>512,645.95</u>
Other Current Assets	
1220 · Accounts Receivable	6,884.48
1499 · Undeposited Funds	1,086.60
Total Other Current Assets	<u>7,971.08</u>
Total Current Assets	<u>520,617.03</u>
<b>TOTAL ASSETS</b>	<b><u>520,617.03</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	8,793.02
Total Accounts Payable	<u>8,793.02</u>
Credit Cards	
2021 · Port Credit Card 1	3,501.25
2022 · Port Credit Card 2	114.66
Total Credit Cards	<u>3,615.91</u>
Other Current Liabilities	
2030 · Deposits Held	8,940.00
2040 · Gift Certificates	-327.00
2045 · Unearned CG Revenue (Hercules)	128,409.61
2150 · Payroll related Liabilites	541.18
Total Other Current Liabilities	<u>137,563.79</u>
Total Current Liabilities	<u>149,972.72</u>
Total Liabilities	149,972.72
Equity	
3000 · Opening Bal Equity	104,709.66
3900 · *Retained Earnings	120,444.84
Net Income	145,489.81
Total Equity	<u>370,644.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>520,617.03</u></b>

5:01 PM

06/08/16

Accrual Basis

**Port of Siuslaw**  
**Profit & Loss Prev Year Comparison**  
**July 2015 through May 2016**

	<u>Jul '15 - May 16</u>	<u>Jul '14 - May 15</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
4140 · Campground Revenue	386,016.20	376,847.05	9,169.15	2.4%
4150 · Leases	175,367.49	170,417.03	4,950.46	2.9%
4160 · Moorage	85,365.58	70,487.95	14,877.63	21.1%
4170 · Storage	27,654.01	25,300.79	2,353.22	9.3%
4190 · Marine Fuel	51,842.26	57,639.31	-5,797.05	-10.1%
4200 · Other Facility Income	27,845.59	25,199.37	2,646.22	10.5%
4500 · Levied Taxes	277,707.08	269,487.02	8,220.06	3.1%
4515 · State Forest Sales	7,241.51	59,566.02	-52,324.51	-87.8%
4540 · Interest Income	279.98	632.90	-352.92	-55.8%
4550 · Maintenance Assistance Program	15,500.00	15,900.00	-400.00	-2.5%
4600 · Miscellaneous Income	21,311.42	12,868.44	8,442.98	65.6%
4650 · Sale of Surplus Equipment	375.00	2,075.00	-1,700.00	-81.9%
4840 · Grants	72,670.99	0.00	72,670.99	100.0%
<b>Total Income</b>	<u>1,149,177.11</u>	<u>1,086,420.88</u>	<u>62,756.23</u>	<u>5.8%</u>
<b>Gross Profit</b>	<u>1,149,177.11</u>	<u>1,086,420.88</u>	<u>62,756.23</u>	<u>5.8%</u>
<b>Expense</b>				
5000 · Personal Services	344,842.31	368,821.77	-23,979.46	-6.5%
5300 · Material and Services	470,573.90	453,044.93	17,528.97	3.9%
6000 · Capital Outlay	53,598.58	24,480.06	29,118.52	119.0%
6700 · Contingency	0.00	0.00	0.00	0.0%
7000 · Debt Service	142,445.34	143,893.26	-1,447.92	-1.0%
<b>Total Expense</b>	<u>1,011,460.13</u>	<u>990,240.02</u>	<u>21,220.11</u>	<u>2.1%</u>
<b>Net Income</b>	<u><u>137,716.98</u></u>	<u><u>96,180.86</u></u>	<u><u>41,536.12</u></u>	<u><u>43.2%</u></u>

**Port of Siuslaw**  
**Profit & Loss Budget Performance**  
May 2016

	<u>May 16</u>	<u>Jul '15 - May 16</u>	<u>VARIANCE</u>	<u>Annual Budget</u>
<b>Income</b>				
4100 · Available Beginning Cash	0.00	0.00		350,000.00
<b>4140 · Campground Revenue</b>				
4141 · RV Sites- Taxable	26,345.62	242,980.14	-5,980.14	237,000.00
4142 · RV Sites -Non Taxable	4,603.84	95,662.63	9,337.37	105,000.00
4143 · RV Site - Add'l revenue	499.00	4,875.28	-875.28	4,000.00
4144 · Transient Room Tax	2,557.97	23,577.43	-577.43	23,000.00
4145 · Reservation Fees	2,700.00	19,760.72	-3,760.72	16,000.00
4146 · Hercules Payments, CG office	-420.00	-420.00	420.00	0.00
<b>Total 4140 · Campground Revenue</b>	<u>36,286.43</u>	<u>386,436.20</u>	<u>-1,436.20</u>	<u>385,000.00</u>
<b>4150 · Leases</b>				
4151 · Building Lease - 1499 Bay St	1,150.00	12,650.00	1,150.00	13,800.00
4152 · Building Lease - 080A Harbor St	1,200.00	13,200.00	1,200.00	14,400.00
4153 · Wharf lease - ICM	4,129.90	45,428.90	4,130.10	49,559.00
4154 · Wharf lease - Mo's	8,481.59	92,663.59	8,354.41	101,018.00
4155 · Concessions	1,925.00	10,925.00	298.00	11,223.00
4156 · Docking Lease	100.00	500.00	-500.00	0.00
<b>Total 4150 · Leases</b>	<u>16,986.49</u>	<u>175,367.49</u>	<u>14,632.51</u>	<u>190,000.00</u>
<b>4160 · Moorage</b>				
4162 · Commercial Moorage	1,690.54	18,335.56	-4,295.56	14,040.00
4163 · Sport Moorage	2,147.60	65,750.96	-10,750.96	55,000.00
4165 · Liveaboard Fees	119.96	1,279.06	-319.06	960.00
<b>Total 4160 · Moorage</b>	<u>3,958.10</u>	<u>85,365.58</u>	<u>-15,365.58</u>	<u>70,000.00</u>
<b>4170 · Storage</b>				
4171 · Outside storage	260.72	2,311.36	-511.36	1,800.00
4172 · Indoor Storage	1,979.86	25,342.65	-5,142.65	20,200.00
<b>Total 4170 · Storage</b>	<u>2,240.58</u>	<u>27,654.01</u>	<u>-5,654.01</u>	<u>22,000.00</u>
<b>4190 · Marine Fuel</b>				
4191 · Diesel	257.39	5,730.42	4,269.58	10,000.00
4192 · Gas, Non-ethanol	1,096.24	46,111.84	-1,111.84	45,000.00
<b>Total 4190 · Marine Fuel</b>	<u>1,353.63</u>	<u>51,842.26</u>	<u>3,157.74</u>	<u>55,000.00</u>
<b>4200 · Other Facility Income</b>				
<b>4210 · Parking Income</b>				
4211 · Nopal Lot Long Term	0.00	0.00	300.00	300.00
4210 · Parking Income - Other	502.22	13,055.75	-3,355.75	9,700.00
<b>Total 4210 · Parking Income</b>	<u>502.22</u>	<u>13,055.75</u>	<u>-3,055.75</u>	<u>10,000.00</u>
4220 · Dump Station Fees	70.00	4,624.02	-624.02	4,000.00
4230 · Gazebo Rental	25.00	200.00	-200.00	0.00

**Port of Siuslaw**  
**Profit & Loss Budget Performance**  
May 2016

	<u>May 16</u>	<u>Jul '15 - May 16</u>	<u>VARIANCE</u>	<u>Annual Budget</u>
<b>4240 - Vending Sales</b>				
4242 - Boat Flush	26.00	1,026.70	-376.70	650.00
4243 - Laundry	274.00	5,559.20	-559.20	5,000.00
4244 - Soap/Bleach	16.00	203.00	97.00	300.00
4245 - Tidebooks	19.00	142.00	-92.00	50.00
<b>Total 4240 - Vending Sales</b>	<u>335.00</u>	<u>6,930.90</u>	<u>-930.90</u>	<u>6,000.00</u>
<b>4250 - Forklift &amp; Hoist</b>	60.00	280.00	-280.00	0.00
<b>4251 - Port Labor</b>	0.00	1,030.00	-1,030.00	0.00
<b>4252 - Seafood Seller Permits</b>	0.00	200.00	-200.00	0.00
<b>4253 - Charter/Guide Permit</b>	0.00	450.00	-450.00	0.00
<b>4270 - Retail Sales</b>				
4271 - Mugs	0.00	25.00	35.00	60.00
4272 - Clothing Sales	0.00	774.00	166.00	940.00
4273 - 2 Cycle Oil	0.00	75.00	-75.00	0.00
4274 - Pins	3.00	91.00	-91.00	0.00
4275 - LED Pocket lights	0.00	40.00	-40.00	0.00
<b>Total 4270 - Retail Sales</b>	<u>3.00</u>	<u>1,005.00</u>	<u>-5.00</u>	<u>1,000.00</u>
<b>4300 - Cash Over/Short</b>	97.24	69.92	-69.92	0.00
<b>Total 4200 - Other Facility Income</b>	<u>1,092.46</u>	<u>27,845.59</u>	<u>-6,845.59</u>	<u>21,000.00</u>
<b>4500 - Levied Taxes</b>				
4510 - Current Levied Taxes	638.10	272,977.45	27,022.55	300,000.00
4520 - Prior Years Levied Taxes	251.75	4,108.75	-2,108.75	2,000.00
4525 - Levied Tax Interest	49.54	620.88	-620.88	0.00
<b>Total 4500 - Levied Taxes</b>	<u>939.39</u>	<u>277,707.08</u>	<u>24,292.92</u>	<u>302,000.00</u>
<b>4515 - State Forest Sales</b>	2,517.53	7,241.51	-2,941.51	4,300.00
<b>4540 - Interest Income</b>	23.36	279.98	520.02	800.00
<b>4550 - Maintenance Assistance Program</b>	0.00	15,500.00	400.00	15,900.00
<b>4600 - Miscellaneous Income</b>				
4605 - NSF check service charge	0.00	60.00	-60.00	0.00
4610 - Reimbursement Income	1,557.42	11,755.50	-11,755.50	0.00
4615 - Late Fees	41.49	1,314.43	-1,314.43	0.00
4625 - Other Income	0.00	7,646.49	-7,646.49	0.00
4600 - Miscellaneous Income - Other	0.00	535.00	9,465.00	10,000.00
<b>Total 4600 - Miscellaneous Income</b>	<u>1,598.91</u>	<u>21,311.42</u>	<u>-11,311.42</u>	<u>10,000.00</u>
<b>4650 - Sale of Surplus Equipment</b>	0.00	375.00	-375.00	0.00
<b>4840 - Grants</b>				
4841 - OR State Marine Board Grant	23,610.75	65,823.30	69,045.70	134,869.00
4846 - IFA PPMF Grant	0.00	6,847.69	-6,847.69	0.00
<b>Total 4840 - Grants</b>	<u>23,610.75</u>	<u>72,670.99</u>	<u>62,198.01</u>	<u>134,869.00</u>

**Port of Siuslaw**  
**Profit & Loss Budget Performance**  
May 2016

	<u>May 16</u>	<u>Jul '15 - May 16</u>	<u>VARIANCE</u>	<u>Annual Budget</u>
<b>Total Income</b>	90,607.63	1,149,597.11	411,271.89	1,560,869.00
<b>Gross Profit</b>	90,607.63	1,149,597.11	411,271.89	1,560,869.00
<b>Expense</b>				
<b>5000 · Personal Services</b>				
5020 · Port Manager	5,208.34	54,440.77	10,559.23	65,000.00
5021 · Interim Port Manager	0.00	17,080.00	-17,080.00	0.00
5030 · Administrative Assistant	2,995.20	26,071.56	12,866.44	38,938.00
5036 · Project Coordinator	2,149.68	24,790.23	216.77	25,007.00
5045 · Services Lead	2,216.00	18,157.68	-18,157.68	0.00
5050 · Office Assistant	0.00	7,709.78	16,929.22	24,639.00
5061 · Campground Staff	2,778.10	18,997.28	3,824.72	22,822.00
5065 · Fuel Attendant	0.00	2,337.00	1,663.00	4,000.00
5075 · Maintenance I Lead	3,544.00	39,051.31	3,479.69	42,531.00
5076 · Maintenance II	2,590.72	28,170.95	2,438.05	30,609.00
5077 · Maintenance III	1,779.40	19,220.24	8,944.76	28,165.00
5078 · Groundskeeper	1,294.08	12,949.95	14,934.05	27,884.00
5110 · Payroll taxes	2,197.55	23,978.98	7,609.02	31,588.00
5180 · Health Insurance	3,524.44	38,881.07	16,448.93	55,330.00
5181 · Life Insurance	15.05	161.25	1,728.75	1,890.00
5182 · Dental Insurance	323.75	3,506.44	1,450.56	4,957.00
5190 · Workers Compensation Insurance	0.00	7,608.76	-608.76	7,000.00
5251 · Applicant Expenses	0.00	200.48	-200.48	0.00
5270 · Retirement	0.00	0.00	5,000.00	5,000.00
5275 · Compensated absences	0.00	1,528.58	3,471.42	5,000.00
5280 · Overtime	0.00	0.00	3,000.00	3,000.00
<b>Total 5000 · Personal Services</b>	<u>30,616.31</u>	<u>344,842.31</u>	<u>78,517.69</u>	<u>423,360.00</u>
<b>5300 · Material and Services</b>				
5260 · Employee Training	0.00	1,589.00	-359.00	1,230.00
5310 · Grant Expenses				
5313 · Dredging Permit	0.00	3,979.00	-3,979.00	0.00
5310 · Grant Expenses - Other	0.00	0.00	10,000.00	10,000.00
<b>Total 5310 · Grant Expenses</b>	<u>0.00</u>	<u>3,979.00</u>	<u>6,021.00</u>	<u>10,000.00</u>
5340 · Advertising	1,235.00	10,207.36	2,792.64	13,000.00
5345 · Web Site	0.00	919.43	-919.43	0.00
5350 · Office Supplies	980.72	4,430.85	-430.85	4,000.00
5360 · Operation Supplies				
5361 · Safety Supplies	9.98	2,338.82	-238.82	2,100.00
5362 · Vehicle fuel	111.01	1,202.52	897.48	2,100.00
5360 · Operation Supplies - Other	1,418.16	9,549.18	6,250.82	15,800.00



**Port of Siuslaw**  
**Profit & Loss Budget Performance**  
May 2016

	<u>May 16</u>	<u>Jul '15 - May 16</u>	<u>VARIANCE</u>	<u>Annual Budget</u>
<b>Total 5360 - Operation Supplies</b>	1,539.15	13,090.52	6,909.48	20,000.00
<b>5370 - Marine Fuel</b>				
5371 - Non-ethanol Gas	2,908.00	34,991.00	5,009.00	40,000.00
5372 - Diesel	1,748.41	3,743.12	6,256.88	10,000.00
<b>Total 5370 - Marine Fuel</b>	4,656.41	38,734.12	11,265.88	50,000.00
<b>5410 - Audit</b>	0.00	7,750.00	250.00	8,000.00
<b>5420 - Accounting Service</b>	79.00	1,231.75	1,768.25	3,000.00
<b>5430 - Legal Services</b>	0.00	13,190.00	-3,190.00	10,000.00
<b>5436 - Cost of Retail Items</b>	0.00	914.47	85.53	1,000.00
<b>5450 - Insurance - General</b>	0.00	47,217.00	7,783.00	55,000.00
<b>5455 - Insurance Claims Paid</b>	0.00	2,700.00	-2,700.00	0.00
<b>5470 - Contracted Services</b>	1,761.32	11,977.64	8,222.36	20,200.00
<b>5510 - Travel &amp; Meeting Expense</b>	646.17	4,523.99	5,476.01	10,000.00
<b>5520 - Dues/Subscriptions</b>	721.20	15,845.94	454.06	16,300.00
<b>5530 - Public Relations</b>	277.20	5,426.20	-1,926.20	3,500.00
<b>5540 - Events</b>				
5544 - Wind Fest	46.37	46.37	-46.37	0.00
<b>Total 5540 - Events</b>	46.37	46.37	-46.37	0.00
<b>5550 - Telephone Expense</b>	608.88	7,194.58	1,805.42	9,000.00
<b>5610 - Property Taxes</b>	0.00	13,224.82	775.18	14,000.00
<b>5620 - Transient Room Tax</b>	2,252.55	23,252.49	-2,252.49	21,000.00
<b>5630 - Property</b>				
5631 - Wilbur Property	0.00	11,177.98	-2,177.98	9,000.00
5632 - Port Rhody Property	0.00	1,300.00	-1,300.00	0.00
<b>Total 5630 - Property</b>	0.00	12,477.98	-3,477.98	9,000.00
<b>5700 - Facilities</b>	3,139.45	48,351.55	13,148.45	61,500.00
<b>5701 - MAP Repairs</b>	890.04	11,643.87	-1,193.87	10,450.00
<b>5730 - Tool &amp; Equipment Purchase</b>	222.67	3,706.91	1,293.09	5,000.00
<b>5750 - Equipment Rental</b>	1,672.12	7,648.96	351.04	8,000.00
<b>5790 - Equipment Repairs</b>	26.95	5,704.19	2,295.81	8,000.00
<b>5800 - Utilities</b>				
5810 - Electric	3,046.89	40,225.13	-2,225.13	38,000.00
5820 - Water/Sewer	1,433.60	29,852.45	147.55	30,000.00
5830 - Trash Service	1,728.29	19,125.61	-1,125.61	18,000.00
5840 - TV Cable	2,121.27	22,456.02	1,543.98	24,000.00
5850 - Propane	0.00	530.22	-530.22	0.00
5870 - Sani-Star dump fee	150.00	1,650.00	-1,650.00	0.00
<b>Total 5800 - Utilities</b>	8,480.05	113,839.43	-3,839.43	110,000.00
<b>5900 - State Lease Fees</b>	0.00	16,647.73	-2,647.73	14,000.00

**Port of Siuslaw**  
**Profit & Loss Budget Performance**  
May 2016

	<u>May 16</u>	<u>Jul '15 - May 16</u>	<u>VARIANCE</u>	<u>Annual Budget</u>
<b>5950 - Miscellaneous</b>				
5953 - Online Transaction Fees	248.49	1,106.40	-1,106.40	0.00
5954 - Bank CC Charges	593.70	13,461.89	-1,461.89	12,000.00
5955 - Employee Clothing	59.98	2,298.27	-298.27	2,000.00
5950 - Miscellaneous - Other	0.00	6,181.19	-1,181.19	5,000.00
<b>Total 5950 - Miscellaneous</b>	<u>902.17</u>	<u>23,047.75</u>	<u>-4,047.75</u>	<u>19,000.00</u>
<b>5960 - NSF Check</b>	0.00	60.00	-60.00	0.00
<b>Total 5300 - Material and Services</b>	<u>30,137.42</u>	<u>470,573.90</u>	<u>43,606.10</u>	<u>514,180.00</u>
<b>6000 - Capital Outlay</b>				
6050 - Office Equipment	0.00	4,709.76	-4,709.76	0.00
6060 - Operations Equipment				
6064 - Security Cameras	1,314.67	2,437.41	1,362.59	3,800.00
6068 - CG & Marina Software	0.00	0.00	5,500.00	5,500.00
<b>Total 6060 - Operations Equipment</b>	<u>1,314.67</u>	<u>2,437.41</u>	<u>6,862.59</u>	<u>9,300.00</u>
6130 - Land				
6143 - Nopal Parking Lot Lights	5,856.00	5,856.00	8,144.00	14,000.00
<b>Total 6130 - Land</b>	<u>5,856.00</u>	<u>5,856.00</u>	<u>8,144.00</u>	<u>14,000.00</u>
6170 - Marine Facilities				
6178 - Floating Restroom	0.00	40,595.41	84,404.59	125,000.00
6181 - Security Cameras/Gates	0.00	0.00	4,369.00	4,369.00
<b>Total 6170 - Marine Facilities</b>	<u>0.00</u>	<u>40,595.41</u>	<u>88,773.59</u>	<u>129,369.00</u>
6610 - Capital Reserve Future Exp's	0.00	0.00	15,000.00	15,000.00
<b>Total 6000 - Capital Outlay</b>	<u>7,170.67</u>	<u>53,598.58</u>	<u>114,070.42</u>	<u>167,669.00</u>
6700 - Contingency	0.00	0.00	60,000.00	60,000.00
<b>7000 - Debt Service</b>				
7215 - MNIF (Dredging) #524016	0.00	5,876.15	3.85	5,880.00
7216 - PRLF (MSLTD) #525186	0.00	46,399.72	0.28	46,400.00
7220 - PRLF (Nopal Devel) #520130	0.00	29,509.44	-49.44	29,460.00
7225 - Banner Bank (PVIP) 1000214241	1,499.92	16,499.12	1,500.88	18,000.00
7230 - PRLF Loan (Wharf) #525196	7,424.94	29,699.76	250.24	29,950.00
7270 - SPWF (Bdwk Prj) L0004	0.00	15,961.07	8.93	15,970.00
<b>Total 7000 - Debt Service</b>	<u>8,924.86</u>	<u>143,945.26</u>	<u>1,714.74</u>	<u>145,660.00</u>
<b>Total Expense</b>	<u>76,849.26</u>	<u>1,012,960.05</u>	<u>297,908.95</u>	<u>1,310,869.00</u>
<b>Net Income</b>	<u><u>13,758.37</u></u>	<u><u>136,637.06</u></u>	<u><u>113,362.94</u></u>	<u><u>250,000.00</u></u>

	Campground 2012/2013			Campground 2013/2014			Campground 2014/2015			Campground 2015/2016		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	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	49%	77%	1527
NOV	12%	53%	388	18%	57%	567	24%	64%	753	26%	67%	770
DEC	9%	45%	288	17%	50%	550	23%	57%	748	17%	58%	514
JAN	12%	41%	394	26%	47%	860	29%	53%	920	20%	53%	621
FEB	12%	37%	361	25%	44%	734	34%	51%	939	22%	49%	634
MAR	16%	35%	492	27%	42%	875	39%	50%	1211	23%	46%	729
APR	21%	33%	643	29%	41%	910	38%	48%	1134	28%	44%	838
MAY	26%	33%	835	34%	40%	1100	37%	47%	1130	36%	44%	1132
JUN	34%	33%	1070	39%	40%	1210	45%	47%	1362		44%	
TL YTD	33%	33%	12320	40%	40%	15384	47%	47%	17662	44%		14676
REV YTD	\$301,812			\$350,021			\$408,911			\$382,917		

	Hiker/Biker 2014/15		2015/16	
	Guest	\$	Guest	\$
JULY	40	\$550	51	\$677
AUG	48	\$660	27	\$372
SEPT	29	\$324	19	\$346
OCT	6	\$60	26	\$326
NOV	3	\$32	2	\$16
DEC	1	\$16	2	\$24
JAN	0	\$0	6	\$88
FEB	1	\$8	1	\$8
MAR	8	\$80	0	\$0
APR	9	\$72	9	\$88
MAY	21	\$316	13	\$136
JUN	20	\$160		
Total	186	\$2,278	156	\$2,081

	Moorage 2014/15			Moorage 2015/16		
	% Occ.	YTD %	Nights	% Occ.	YTD %	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	75%	72%	2752
NOV	33%	56%	1121	32%	64%	1132
DEC	30%	52%	2804	31%	58%	1140
JAN	29%	49%	1104	31%	54%	1144
FEB	29%	46%	961	31%	51%	1052
MAR	31%	45%	1155	31%	49%	1153
APR	33%	43%	1174	30%	47%	1058
MAY	34%	43%	1245	31%	46%	1157
JUN	33%	42%	1187		46%	
TL YTD	42%	42%	19404	46%		18286
REV YTD	\$69,337			\$95,964		

**Port of Siuslaw**  
**Resolution No. 06-15-16A**  
Resolution Creating a Capital Maintenance Fund

WHEREAS, the Port of Siuslaw has a Capital Maintenance Policy dated October 14, 1998, to protect the value of its capital assets through adequate funding of repairs; and,

WHEREAS, the Port adopts an annual budget that transfers a portion of the operating resources, not less than \$15,000 to a Capital Maintenance Reserve Fund; and,

WHEREAS, the Capital Maintenance Reserve Fund was merged into the General Fund at the end of fiscal year 2011-2012, at the recommendation of the Port's auditor for reasons of simplicity; and,

WHEREAS, a separate Capital Maintenance Fund improves transparency, simplifies accounting, and helps public track the Port's capital spending,

BE IT RESOLVED that a Capital Maintenance Fund is created for funding capital projects, and the Port continues to transfer a portion of the operating resources, not less than \$15,000 to this fund in the annual budget, effective July 1, 2016, and each year hereafter.

Adopted on this 15<sup>th</sup> day of June, 2016.

By: \_\_\_\_\_  
Ron Caputo, Commission President

Attest: \_\_\_\_\_  
David Huntington, Commission Secretary

**Port of Siuslaw  
Resolution No. 06-15-16B**

Resolution Adopting Budget, Making Appropriations and Levying Taxes

**ADOPTING THE BUDGET**

BE IT RESOLVED that the Port of Siuslaw Board of Commissioners hereby adopts the budget for fiscal year 2016-17 in the total of \$1,463,000\*. This budget is now on file at the Port office, 100 Harbor St, Florence Oregon.

**MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2016, and for the purposes shown below are hereby appropriated:

**General Fund**

Personal Services	\$ 413,800.
Materials & Services	\$ 483,000.
Capital Outlay	\$ 95,000.
Debt Service	\$ 116,200.
Contingency	\$ 100,000.

Total Appropriations, All Funds \$1,208,000.

Total Unappropriated and Reserve Amounts, All Funds \$255,000.

**TOTAL ADOPTED BUDGET:** \$1,463,000.\*

**IMPOSING THE TAX**

BE IT RESOLVED that the Port of Siuslaw Board of Commissioners imposes taxes provided for in the adopted budget, at the rate of \$0.1474 per \$1,000 of assessed value for operations, and that these taxes are imposed and categorized for tax year 2016–17 upon the assessed value of all taxable property within the district as follows:

**CATEGORIZING THE TAX, General Government Limitation**

General Fund ..... \$ 0.1474 / \$1,000

Approved and adopted on this 15th day of June 2016.

By: \_\_\_\_\_  
Ron Caputo, Commission President

Attest: \_\_\_\_\_  
David Huntington, Commission Secretary

\*amounts with asterisks must match

**LB-20**

**General Fund**

**PORT OF SIUSLAW**

	Historical Data		Adopted Budget This Year 2015-16	INCOME	Budget for Next Year 2016-2017			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15						
1				1 Available cash on hand* (cash basis) or				1
2	\$ 286,194	\$ 390,252	\$ 350,000	2 Net working capital (accrual basis)	\$ 385,000	\$ 385,000		2
3	\$ 354,480	\$ 412,475	\$ 385,000	3 Campground Revenue	\$ 400,000	\$ 400,000		3
4	\$ 182,180	\$ 187,661	\$ 190,000	4 Leases	\$ 190,000	\$ 190,000		4
5	\$ 68,746	\$ 65,538	\$ 70,000	5 Moorage	\$ 80,000	\$ 80,000		5
6	\$ 21,972	\$ 27,877	\$ 22,000	6 Storage	\$ 20,000	\$ 20,000		6
7	\$ 51,489	\$ 58,051	\$ 55,000	7 Marine Fuel	\$ 50,000	\$ 50,000		7
8	\$ 10,376	\$ 11,796	\$ 10,000	8 Parking Income	\$ 12,000	\$ 12,000		8
9	\$ 1,984	\$ 3,762	\$ 4,000	9 Dump Station Fees	\$ 4,000	\$ 4,000		9
10	\$ 9,986	\$ 8,934	\$ 6,000	10 Vending Sales	\$ 7,000	\$ 7,000		10
11	\$ 500	\$ 595		11 Forklift, Hoist, Labor	\$ 250	\$ 250		11
12	\$ 100	\$ 75		12 Seafood Seller/Charter/Guide Permits	\$ 250	\$ 250		12
13	\$ 6,534			13 Events				13
14	\$ 1,078	\$ 1,257	\$ 1,000	14 Retail Sales	\$ 1,000	\$ 1,000		14
15	\$ 6,707	\$ 4,657	\$ 6,300	15 Prior Years Levied Taxes	\$ 4,000	\$ 4,000		15
16	\$ 828	\$ 645	\$ 800	16 Interest Income	\$ 500	\$ 500		16
17	\$ 15,900	\$ 15,900	\$ 15,900	17 Maintenance Assistance Program	\$ 19,000	\$ 19,000		17
18	\$ 14,690	\$ 13,980	\$ 10,000	18 Miscellaneous Income	\$ 10,000	\$ 10,000		18
19	\$ 1,894	\$ 2,075		19 Sale of Surplus Equipment/Property				19
20	\$ 21,283	-		20 PRLF Loan Wharf				20
21	-	-		21 Transfer from other Funds				21
22	\$ 191,643	-	\$ 125,000	22 Grant Resources				22
23	\$ 1,248,564	\$ 1,205,530	\$ 1,251,000	23 Total resources, except taxes to be levied	\$ 1,183,000	\$ 1,183,000		23
24			\$ 300,000	24 Taxes estimated to be received	\$ 280,000	\$ 280,000		24
25	\$ 262,493	\$ 272,085		25 Taxes collected in year levied				25
26	<b>\$ 1,511,057</b>	<b>\$ 1,477,615</b>	<b>\$ 1,551,000</b>	<b>26. TOTAL RESOURCES</b>	<b>\$ 1,463,000</b>	<b>\$ 1,463,000</b>		<b>26</b>

REQUIREMENTS SUMMARY								
FORM			BY FUND, ORGANIZATIONAL UNIT OR PROGRAM					
LB-30			Port of Siuslaw General Fund					
Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-17			
Actual		Adopted Budget			Proposed By	Approved By	Adopted By	
Second Preceding	First Preceding	This Year						
Year 2013-14	Year 2014-15	Year 2015-16			Budget Officer	Budget Committee	Governing Body	
PERSONNEL SERVICES								
1	\$ 385,400	\$ 405,561	\$ 423,360	1	\$ 413,800	\$ 413,800		1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7	\$ 385,400	\$ 405,561	\$ 423,360	7 TOTAL PERSONNEL SERVICES	\$ 413,800	\$ 413,800		7
	\$ 9	\$ 9	\$ 9	Total Full-Time Equivalent (FTE)	9	9		
MATERIALS AND SERVICES								
8	\$ 487,186	\$ 494,422	\$ 506,980	8	\$ 483,000	\$ 483,000		8
9			\$ (15,000)	9				9
10				10				10
11				11				11
12				12				12
13				13				13
14	\$ 487,186	\$ 494,422	\$ 491,980	14 TOTAL MATERIALS AND SERVICES	\$ 483,000	\$ 483,000		14
CAPITAL OUTLAY								
15	\$ 187,034	\$ 361,549	\$ 125,000	15 Floating restroom				15
16		\$ 15,000	\$ 15,000	16 Transfer to Capital Maint Fund				16
17			\$ 9,869	17 Supplemental 8-14-15				17
18				18				18
19				19				19
20	\$ 187,034	\$ 376,549	\$ 149,869	20 TOTAL CAPITAL OUTLAY	\$ -			20
TRANSFERRED TO OTHER FUNDS								
21	\$ 155,734	\$ 145,394	\$ 145,660	21 Debt Service	\$ 116,200	\$ 116,200		21
22				22 Annual Transfer to Capital Maintenance Fund	\$ 15,000	\$ 15,000		22
23				23 Transfer from General Fund to start CM Fund	\$ 85,000	\$ 85,000		23
24		\$ 90,625	\$ 100,000	24 Contingency	\$ 100,000	\$ 100,000		24
25	\$ 155,734	\$ 236,285	\$ 245,660	25 Total Debt Service and Transfers	\$ 316,200	\$ 316,200		25
26				26				26
27	\$ 286,194	\$ 390,252		27 Ending balance (prior years)				27
28			\$ 250,000	28 UNAPPROPRIATED ENDING FUND BALANCE	\$ 250,000	\$ 250,000		28
29	\$ 1,501,548	\$ 1,903,069	\$ 1,560,869	29 TOTAL REQUIREMENTS	\$ 1,463,000	\$ 1,463,000		29

**Port of Siuslaw  
Resolution 6-15-16C**

A Resolution for the Distribution of Literature and  
Public Gatherings on Port Property

WHEREAS, the Port of Siuslaw does not have guidelines for people or organizations who wish to distribute literature or conduct public gatherings on Port property,

BE IT RESOLVED that the Board of Commissioners hereby adopt the following guidelines:

**Covering Distribution of Literature and Public Gatherings on Port Property**

- 1) Any person or organization which wishes to distribute literature on Port Property must obtain a Use Permit.
- 2) Any person or organization which wishes to conduct a public gathering, rally, demonstration, assembly or meeting must obtain a Use Permit.
- 3) The Use Permit must contain a specific day, time and location for the distribution of literature and for public gatherings.
- 4) Port hours for the distribution of literature and for public gatherings are 8:00 AM to 8:00 PM every day.
- 5) Any public gathering must comply with City of Florence noise regulations.
- 6) For public gatherings, the Use Permit must contain the anticipated number of attendees. In situations which require additional staff time, a condition for the approval of the Use Permit maybe the pre-payment for reimbursement of Port staffing fees.
- 7) Individuals or organizations which espouse hatred, bigotry, or call for harm directed towards any particular ethnic, political, religious, racial, or gender group shall not be permitted to use Port Property for public gatherings or as a place from which to distribute literature. Any candidate for public office which has the endorsement of a major Oregon political party shall presumptively not be considered to engage in hate speech. The Port shall err on the side of inclusion.
- 8) In no event may literature of any kind be distributed in the parking lots or in the RV campground directly or left on vehicle windshields.

Approved and adopted by the Port of Siuslaw Board of Commissioners on the 15<sup>th</sup> day of June 2016.

By: \_\_\_\_\_

Ron Caputo, Commission President

Attest: \_\_\_\_\_

David Huntington, Commission Secretary



**Port of Siuslaw**  
**Resolution 6-15-16D**  
Amending Port of Siuslaw Personnel Policies

WHEREAS, it is in the best interests of the citizens of the Port and the employees of the Port that the personnel policies of the Port be clearly set forth; and

WHEREAS, it is important that the Port's adopted Personnel Policies be reviewed and revised from time to time; and

WHEREAS, the Port Commission has reviewed the revised personnel policies attached to this Resolution; and

WHEREAS, the adoption of these personnel policies appears to be in the best interest of the Port and its employees;

NOW, THEREFORE, the Port Commission of the Port of Siuslaw resolves as follows:

Section 1. The Personnel Policies attached to this Resolution as Exhibit A are hereby approved and adopted, and shall be made a part of the Policy and Procedure Manual of the Port.

Section 2. The Personal Policies adopted pursuant to Section 1 of this Resolution shall replace and supersede all previously adopted personnel policies or handbooks.

Section 3. This Resolution shall take effect immediately upon adoption.

ADOPTED BY THE PORT COMMISSION THIS 15<sup>th</sup> day of June, 2016.

By: \_\_\_\_\_  
Commission President Ron Caputo

Attest: \_\_\_\_\_  
Commission Secretary David Huntington

**Port of Siuslaw**  
**Resolution 6-15-16D Exhibit A**  
Amending Port of Siuslaw Personnel Policies

2.5 FRINGE BENEFIT STATUS DURING PROBATIONARY PERIOD

- C. Insurance Plans. Probationary employees may enroll in the group health and dental plans available through the Port effective the first of the ~~second~~ ~~third~~ calendar month following the date of hiring, provided he or she is a Port employee at that time.

3.1 REGULAR FULL-TIME, PART-TIME AND TEMPORARY EMPLOYMENT

- A. Regular Full-Time Employees. An employee who regularly works a minimum of forty (40) hours a week on a continuing basis, who is not a temporary employee, and who has completed the probationary period, is considered a regular full-time employee.

- B. Regular Part-Time Employees. An employee who regularly works less than forty (40) hours a week is considered a regular part-time employee once the probationary period has successfully been completed.

- ~~C. Regular Seasonal Employees. An employee who regularly works a minimum of forty (40) hours a week, from April to October, who is not a temporary employee, and who has completed the probationary period, is considered a regular seasonal employee.~~

- ~~D. Regular Salaried Employees. An employee who is exempt from the overtime pay requirements under federal and state laws. Exempt employees generally include supervisors and professional staff who are paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.~~

- ~~EG. Temporary Employees. Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal work load or emergencies. Temporary employees are ineligible for employer-paid benefits.~~

- ~~FD. Duration of Employment. All employees except temporary employees are hired for an unspecified duration. The Port does not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the Port. Accordingly, either the employee or the Port may end the employment relationship at any time.~~

- ~~GE. Anniversary Dates. The anniversary date used to determine vacation, sick leave, and eligibility for retirement and other fringe benefits, shall be the first day of the month for an employee hired before the 15th of the month. The anniversary date of an employee hired on or after the 15th shall be the first day of the following month.~~

## 5.1 WRITTEN LETTER OF RESIGNATION REQUIRED

To voluntarily resign in good standing, an employee must submit a written letter of resignation to the Port Manager allowing at least ten working days advance notice. The Port Manager must give ~~thirtyninety (30)-(90)~~ days advance written notice of resignation. Failure to submit a timely written resignation may preclude the individual from future employment opportunities with the Port, and may be noted in any future letters of reference.

## 6.0 PERSONNEL RECORD

### 6.1 RECORD CONFIDENTIALITY

Personnel records are confidential. Only the Port Manager and Human Resources Representative have access to personnel records. The only information that may be released by the Human Resources Representative following separation is start date, end date, and wage. Additional information may be disclosed upon written authorization from a current or former employee.

### 6.2+ MAINTENANCE OF FILE

Employee's Official personnel records ~~of employees~~ shall be maintained by the Port's Human Resources Representative~~Manager~~. Employee's shall promptly notify tThe Human Resources Representative ~~Port Manager shall promptly be notified~~ in writing of any change of name, address, telephone number, or new emergency contact information~~marital status, or number of dependents~~.

## 9.0 TIME OFF

### 9.1 VACATION BENEFITS

Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day if eligible for such pay, and will not be charged for vacation benefits for the day.

Accrued and unused vacation benefits shall be paid upon termination of Port employment. Vacation credits shall not accrue during any unpaid leave of absence.

The Port provides vacation benefits to its regular part-time, regular salaried, and full-time employees. Regular Seasonal employees are not eligible for vacation benefits. Vacation credits will be posted monthly as follows for employees:

<u>Years of Continuous Service</u>	<u>Monthly Accrual</u>	<u>Yearly Accrual</u>
0 through 5	<b>0.8333 days</b>	<b>10 days</b>
After 5 through 10	<b>1.25 days</b>	<b>15 days</b>
After 10 years	<b>1.67 days</b>	<b>20 days</b>

**After 20 years**

**2.09 days**

**25 days**

Part-time employees will accrue vacation pro rata based on hours worked in relation to full-time.

Employees can donate unused vacation time to another employee at the discretion of their immediate supervisor. Donated vacation time will be paid at the receiver's hourly rate, not the hourly rate of the donator.

### 9.3 SICK LEAVE

A. Notification of Inability to Work. Employees who are unable to report to work due to personal illness shall inform their supervisor of such illness at or before the employee's scheduled starting time. If an employee becomes ill during a work shift, the employee shall contact their immediate supervisor prior to leaving work. If their immediate supervisor is not available, the employee shall leave a message at the Port office informing the Port Manager of the illness.

B. Use of Sick Leave. Sick leave may be used for personal illness or, at the discretion of the Port Manager, for the illness of an employee's child, stepchild, spouse, parent, stepparent, grandparent, step-grandparent, or other member of the employee's immediate household. When the Port Manager permits sick leave to be taken to care for such other persons, the Port expects the employee to make other care arrangements as soon as possible, so that the employee may return to work. Sick leave may also be used for health related appointments with a health care professional. Paid sick leave shall not be allowed for illness occurring during an employee's scheduled vacation or during any paid holiday, nor shall the Port pay an employee sick leave for time off from employment which time off is caused by sickness or Injury resulting from outside employment. ~~Sick time is not transferable to another employee.~~ Employees can donate unused sick time to another employee at the discretion of their immediate supervisor. Donated sick time will be paid at the receiver's hourly rate, not the hourly rate of the donator.

#### D. Accrual of Sick Leave.

1. Probationary Employees. Probationary employees shall accrue sick leave as set forth in this policy, but no paid sick leave shall be taken during the probationary period.

2. Salaried Employees. Salaried employees shall accrue sick leave on the basis of one (1) working day for each full month of service.

3. Hourly Full Time and Seasonal Employees. Hourly employees shall accrue sick leave at the rate of one (1) working day for each one and one-half (1½) months of service. Regular part-time employees who are scheduled to work twenty (20) hours or more per week shall accrue sick leave pro rata based on hours worked in relation to

## 10.0 MEDICAL AND DENTAL INSURANCE

The Port provides employee medical and dental insurance for employees who are regularly scheduled to work at least thirty (30) hours per week who are not otherwise covered by a medical and/or dental insurance plan. Coverage begins the first of the second calendar month following the date of hire~~enrollment period following the 90 day probation period of employment~~. Information regarding specific benefits is available from the Administrative Assistant. The Port reserves the right to terminate insurance coverage at any time, consistent with the requirements of law, or to require employees to pay all or a portion of the premiums to maintain insurance in effect.

## 16.0 PERFORMANCE EVALUATION

### 16.1 EMPLOYEE PERFORMANCE REVIEWS

#### C. Review Process

2. Employee Reviews. The Port Manager, his or her designee, or the Human Resources Representative shall conduct the performance reviews of all other employees.

## Steve Leskin

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**From:** Heather Stebbings <heather.stebbing@pnwa.net>  
**Sent:** Thursday, June 02, 2016 11:29 AM  
**To:** manager@portofsiuslaw.com  
**Subject:** PNWA small port update

Dear Members,

There has been a lot of activity at the federal level over the last few months, and we want to let you know that we are fighting hard on your behalf, both here in the region and in Washington, DC. We just returned from our latest advocacy trip, and were able highlight the needs of our small port members in meetings with Corps Headquarters, as well as Members of the Northwest Congressional delegation. We can assure you that small ports were at the top of our list of priorities, and that our colleagues in Washington, DC are committed to making sure the needs of our Northwest ports are met in both the appropriations and authorization process.

In recent weeks, we've been particularly busy responding to the House and Senate versions of the Water Resources Development Act (WRDA) of 2016, which is legislation that authorizes projects and policies relating to the Corps of Engineers. You'll recall that the last WRDA bill, passed in 2014, authorized a 10% set aside of annual Harbor Maintenance Trust Fund (HMTF) spending to be directed to small ports through FY2022. PNWA has been leading the charge to make this permanent in the next WRDA and we've seen a great deal of support around the nation. Earlier this year, we worked with Sen. Jeff Merkley and Rep. Jamie Herrera Beutler to send letters to their respective authorizing committees in support of this effort, and a total of 31 Members of Congress from around the U.S. joined them to request permanence of this important provision.

This national support has resulted in steps forward for small ports in both the House and Senate WRDA bills. The Senate bill which passed out of the Environment and Public Works Committee on April 28th includes extending the small ports set aside through FY2025, as well as providing a new base level of funding which would increase the set aside by approximately \$20M annually. The House bill, drafted in part by Ranking Member Peter DeFazio (D, OR-4), provides full permanence for the set aside. In addition, the House bill would also take the HMTF "off-budget" in fiscal year 2027, meaning all HMTF revenues would be provided directly to the Corps of Engineers for operations & maintenance of deep draft and coastal navigation projects.

There has also been a lot of action in the last few months on the FY2017 Energy & Water Development Appropriations bill. This bill is meant to fund the Corps of Engineers from October 1, 2016 through September 30, 2017. The Senate bill, which includes \$48M in additional funding for small ports and \$250M for deep draft navigation, has passed the full

Senate. The House bill, which includes \$50M for small harbors and \$258M for deep draft navigation, has passed out of Committee but has stalled on the House floor. Controversial amendments unrelated to the Corps are blocking any movement, so it will be interesting to see if things move forward in June or July. Rumors are already swirling that we'll see a continuing resolution (CR) when the federal fiscal year rolls over on October 1st, and it is likely that the funding outlook will remain unknown until after the November elections.

We'll be reaching out to all of our small port members in the next week or two, to make sure we have the latest economic data to support our funding requests for the upcoming fiscal year. In the meantime, if you have any questions for us, please don't hesitate to contact me.

Sincerely,

Heather Stebbings  
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