

AGENDA

**PORT OF SIUSLAW
COMMISSION MEETING
100 HARBOR STREET, FLORENCE OREGON
September 21, 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	Capital Asset Report Update	Leskin
6	Moorage Policy Review	Stewart
7	Commissioner & Port Manager Reports	
8	Port News from around Oregon	Informational
9	Public Comment (limited to 15 minutes/5 minutes per speaker)	
10	Adjournment	Caputo
11	Executive Session Per ORS 192.660 (2) (e) Real Property	

Up Coming Events:

October 19, 2016

7:00 Commission Meeting, Port of Siuslaw Conference Room



MINUTES

PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 17 August 2016, 7:00pm
Mapleton High School, 10878 E. Mapleton Rd, Mapleton, Oregon

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

Staff Attending: Steven Leskin, Port Manager; Dina McClure, Administrative Assistant

1. **Commission President Caputo called the meeting to order at 7:00pm.**
2. **Public Comments:** James Freeman presented Port Manager Leskin four Public Record Requests. Freeman shared concerns that he had been denied annual recreational moorage for a 21' boat in the West Basin after being told there were four spaces available. Freeman was also concerned that he had emailed all of the commissioners and had not gotten a response. The board said they did not receive Freeman's email. It was agreed that Freeman's concerns and the Public Record Requests would be addressed by staff.
3. **Approval of the Minutes by Consent:** (7:18:20) There were no comments from the board regarding the Minutes.
4. **Financial Statements by Consent:** There was discussion about the new LED lights in the parking lots. There were no other comments from the board regarding the Financials.
5. **Capital Asset Report Update:** To be reviewed at the 9/17/16 meeting.
6. **Resolution 8-17-16A Declaring Surplus Items:** (7:21:48) Manager Leskin described the surplus items. **On the Motion, made by Commissioner Duman, and seconded by Commissioner Buckwald, the board voted unanimously to adopt Resolution 8-17-16A.**
7. **Commissioner & Port Manager Reports:** (7:23:48)

Commissioners Caputo and Rickard attended the Siuslaw Watershed Council meeting.

Commissioner Rickard also attended a City Council meeting, the Coastal Caucus in North Bend, the Lane ACT in Springfield, and all of the WindFest concerts.

Manager Leskin reported:

- Met with the South Coast Development Council Director and Business Oregon to discuss Pacific View property marketing.
- Is on the organizing committee for the October 7 USCG Dinner to establish Florence as a USCG City.

- Making an effort to diagnose frequent internet outages.
- South Coast Port's Coalition dredge THE LAURA is now in Gold Beach. Port of Coos Bay now oversees dredge schedule and will enter into an IGA with the State. THE LAURA is scheduled for Port of Alsea this fall.
- C Row Erosion update: Since this project qualifies for a FEMA grant, it falls under FEMA's permit process which includes approval from NMFS and NOAA. This process may take time and we might miss this years "in water work" period (Nov 1 – Feb 15) for construction. Engineer Jack Aiken will present two proposals at an upcoming meeting.

8. Port News from around Oregon: There were no comments.

9. Public Comments: There were no comments.

10. Adjournment: Commission President Caputo adjourned the meeting at 7:35pm.

The Port of Siuslaw Board of Commissioners entered into Executive Session per ORS 192.660 (2) (e) to discuss real property transactions, and per ORS 192.660 (2) (i) for the Port Manager's six month performance evaluation.

Commission President Caputo re-opened the meeting at 8:10pm.

On the Motion, made by Commissioner Buckwald, and seconded by Commissioner Rickard, the board voted unanimously to increase Manager Leskin's salary from \$62,500 per year to \$65,000 per Leskin's contract and a good to excellent six month performance evaluation.

Commission President Caputo adjourned the meeting at 8:12pm.

Port of Siuslaw Combined Balance Sheet As of August 31, 2016

	<u>Aug 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · BB Checking - General Fund	38,689.71
1003 · BB SAV - Capital Reserve	80,928.00
1005 · BB MMA - General Fund	418,199.26
1050 · BB MMA - ICM	5,045.55
1070 · Petty Cash	850.00
Total Checking/Savings	<u>543,712.52</u>
Other Current Assets	
1220 · Accounts Receivable	8,349.91
1499 · Undeposited Funds	4,389.23
Total Other Current Assets	<u>12,739.14</u>
Total Current Assets	<u>556,451.66</u>
TOTAL ASSETS	<u>556,451.66</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	14,202.38
Total Accounts Payable	<u>14,202.38</u>
Credit Cards	
2021 · Port Credit Card 1	5,874.95
2022 · Port Credit Card 2	1,084.05
Total Credit Cards	<u>6,959.00</u>
Other Current Liabilities	
2030 · Deposits Held	8,860.00
2040 · Gift Certificates	-327.00
2045 · Unearned CG Revenue (Hercules)	120,724.72
2150 · Payroll related Liabilites	874.86
Total Other Current Liabilities	<u>130,132.58</u>
Total Current Liabilities	<u>151,293.96</u>
Total Liabilities	<u>151,293.96</u>
Equity	
Net Income	<u>405,157.70</u>
Total Equity	<u>405,157.70</u>
TOTAL LIABILITIES & EQUITY	<u>556,451.66</u>

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July through August 2016

	TOTAL				
	Jul 16	Aug 16	Year to Date	Budget	Variance
Income					
4100 · Available Beginning Cash	356,583.05	0.00	356,583.05	385,000.00	-28,416.95
4140 · Campground Revenue					
4141 · RV Sites- Taxable	44,069.01	37,305.92	81,374.93	259,000.00	-177,625.07
4142 · RV Sites -Non Taxable	19,133.98	29,810.07	48,944.05	92,000.00	-43,055.95
4143 · RV Site - Add'l revenue	1,517.01	980.04	2,497.05	5,000.00	-2,502.95
4144 · Transient Room Tax	5,335.71	4,551.05	9,886.76	27,500.00	-17,613.24
4145 · Reservation Fees	4,260.00	3,750.00	8,010.00	16,500.00	-8,490.00
Total 4140 · Campground Revenue	74,315.71	76,397.08	150,712.79	400,000.00	-249,287.21
4150 · Leases					
4151 · Building Lease - 1499 Bay St	1,200.00	1,200.00	2,400.00	15,000.00	-12,600.00
4152 · Building Lease - 080A Harbor St	1,200.00	1,200.00	2,400.00	14,400.00	-12,000.00
4153 · Wharf lease - ICM	4,129.90	4,129.90	8,259.80	49,560.00	-41,300.20
4154 · Wharf lease - Mo's	8,481.59	8,481.59	16,963.18	102,040.00	-85,076.82
4155 · Concessions	2,500.00	2,487.50	4,987.50	9,000.00	-4,012.50
4156 · Docking Lease	100.00	100.00	200.00	0.00	200.00
Total 4150 · Leases	17,611.49	17,598.99	35,210.48	190,000.00	-154,789.52
4160 · Moorage					
4162 · Commercial Moorage	1,383.38	1,752.64	3,136.02	14,400.00	-11,263.98
4163 · Sport Moorage	6,851.30	14,276.38	21,127.68	64,600.00	-43,472.32
4165 · Liveaboard Fees	120.00	120.00	240.00	1,000.00	-760.00
Total 4160 · Moorage	8,354.68	16,149.02	24,503.70	80,000.00	-55,496.30
4170 · Storage					
4171 · Outside storage	223.09	173.09	396.18	2,000.00	-1,603.82
4172 · Indoor Storage	1,890.00	1,975.00	3,865.00	18,000.00	-14,135.00
Total 4170 · Storage	2,113.09	2,148.09	4,261.18	20,000.00	-15,738.82
4190 · Marine Fuel					
4191 · Diesel	3,074.37	496.09	3,570.46	6,000.00	-2,429.54
4192 · Gas, Non-ethanol	1,058.03	6,029.72	7,087.75	44,000.00	-36,912.25
Total 4190 · Marine Fuel	4,132.40	6,525.81	10,658.21	50,000.00	-39,341.79
4200 · Other Facility Income					
4210 · Parking Income	849.76	3,207.10	4,056.86	12,000.00	-7,943.14
4220 · Dump Station Fees	90.00	1,093.50	1,183.50	4,000.00	-2,816.50
4230 · Gazebo Rental	25.00	0.00	25.00	0.00	25.00
4240 · Vending Sales	938.75	1,664.00	2,602.75	7,000.00	-4,397.25
4250 · Forklift & Hoist	75.00	0.00	75.00	250.00	-175.00
4252 · Seafood Seller Permits	200.00	0.00	200.00	100.00	100.00
4253 · Charter/Guide Permit	100.00	700.00	800.00	150.00	650.00
4270 · Retail Sales	130.00	129.00	259.00	1,000.00	-741.00

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July through August 2016

	TOTAL				
	Jul 16	Aug 16	Year to Date	Budget	Variance
4300 · Cash Over/Short	-52.00	130.62	78.62		
Total 4200 · Other Facility Income	2,356.51	6,924.22	9,280.73	24,500.00	-15,219.27
4500 · Levied Taxes					
4510 · Current Levied Taxes	226.52	466.87	693.39	280,000.00	-279,306.61
4520 · Prior Years Levied Taxes	169.87	386.75	556.62	4,000.00	-3,443.38
4525 · Levied Tax Interest	41.12	110.08	151.20	0.00	151.20
Total 4500 · Levied Taxes	437.51	963.70	1,401.21	284,000.00	-282,598.79
4515 · State Forest Sales	0.00	356.88	356.88	0.00	356.88
4540 · Interest Income	22.25	24.76	47.01	500.00	-452.99
4550 · Maintenance Assistance Program	0.00	0.00	0.00	19,000.00	-19,000.00
4600 · Miscellaneous Income	1,094.92	3,807.40	4,902.32	10,000.00	-5,097.68
4650 · Sale of Surplus Equipment	400.00	0.00	400.00	0.00	400.00
4840 · Grants					
4841 · OR State Marine Board Grant	0.00	4,381.05	4,381.05	0.00	4,381.05
Total 4840 · Grants	0.00	4,381.05	4,381.05	0.00	4,381.05
Total Income	467,421.61	135,277.00	602,698.61	1,463,000.00	-860,301.39
	467,421.61	135,277.00	602,698.61	1,463,000.00	-860,301.39
Expense					
5000 · Personal Services					
5020 · Port Manager	5,208.34	5,208.34	10,416.68	65,000.00	-54,583.32
5030 · Administrative Assistant	3,426.72	3,348.84	6,775.56	40,495.00	-33,719.44
5036 · Project Coordinator	0.00	0.00	0.00	29,246.00	-29,246.00
5045 · Services Lead	2,617.20	2,583.00	5,200.20	29,960.00	-24,759.80
5061 · Campground Staff	1,475.21	2,136.76	3,611.97	12,840.00	-9,228.03
5075 · Maintenance I Lead	3,686.00	3,686.00	7,372.00	44,230.00	-36,858.00
5076 · Maintenance II	2,817.05	2,694.56	5,511.61	31,842.00	-26,330.39
5077 · Maintenance III	1,816.08	1,895.04	3,711.12	23,471.00	-19,759.88
5078 · Groundskeeper	899.78	1,112.51	2,012.29	29,009.00	-26,996.71
5110 · Payroll taxes	1,962.61	2,026.35	3,988.96	31,220.00	-27,231.04
5180 · Health Insurance	3,600.02	0.00	3,600.02	49,303.00	-45,702.98
5181 · Life Insurance	15.05	0.00	15.05	1,500.00	-1,484.95
5182 · Dental Insurance	349.85	0.00	349.85	4,530.00	-4,180.15
5190 · Workers Compensation Insurance	6,952.57	0.00	6,952.57	8,000.00	-1,047.43
5251 · Applicant Expenses	29.70	10.00	39.70	154.00	-114.30
5270 · Retirement	0.00	0.00	0.00	5,000.00	-5,000.00
5275 · Compensated absences	0.00	0.00	0.00	5,000.00	-5,000.00
5280 · Overtime	0.00	0.00	0.00	3,000.00	-3,000.00
Total 5000 · Personal Services	34,856.18	24,701.40	59,557.58	413,800.00	-354,242.42

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July through August 2016

	TOTAL				
	Jul 16	Aug 16	Year to Date	Budget	Variance
5300 · Material and Services					
5260 · Employee Training	0.00	0.00	0.00	1,500.00	-1,500.00
5310 · Grant Expenses	0.00	500.00	500.00	2,500.00	-2,000.00
5340 · Advertising	200.00	4,470.06	4,670.06	12,000.00	-7,329.94
5345 · Web Site	0.00	0.00	0.00	2,000.00	-2,000.00
5350 · Office Supplies	263.13	162.30	425.43	3,000.00	-2,574.57
5360 · Operation Supplies	788.62	2,914.75	3,703.37	15,000.00	-11,296.63
5370 · Marine Fuel	2,091.90	4,348.70	6,440.60	45,000.00	-38,559.40
5410 · Audit	0.00	0.00	0.00	8,000.00	-8,000.00
5420 · Accounting Service	0.00	178.75	178.75	2,000.00	-1,821.25
5430 · Legal Services	1,455.50	710.00	2,165.50	5,000.00	-2,834.50
5435 · Legal Publications	39.15	44.25	83.40	0.00	83.40
5436 · Cost of Retail Items	0.00	125.00	125.00	1,000.00	-875.00
5450 · Insurance - General	0.00	0.00	0.00	50,000.00	-50,000.00
5470 · Contracted Services	2,964.69	1,876.36	4,841.05	13,000.00	-8,158.95
5510 · Travel & Meeting Expense	779.99	1,265.43	2,045.42	10,000.00	-7,954.58
5520 · Dues/Subscriptions	2,245.58	1,256.20	3,501.78	17,000.00	-13,498.22
5530 · Public Relations	466.00	1,626.03	2,092.03	3,500.00	-1,407.97
5540 · Events	2,652.98	1,617.14	4,270.12	3,000.00	1,270.12
5550 · Telephone Expense	630.05	556.74	1,186.79	9,000.00	-7,813.21
5610 · Property Taxes	0.00	0.00	0.00	14,000.00	-14,000.00
5620 · Transient Room Tax	4,410.95	0.00	4,410.95	25,000.00	-20,589.05
5700 · Facilities	6,788.41	4,961.81	11,750.22	50,000.00	-38,249.78
5701 · MAP Repairs	543.51	723.71	1,267.22	14,000.00	-12,732.78
5730 · Tool & Equipment Purchase	114.95	1,075.05	1,190.00	3,000.00	-1,810.00
5750 · Equipment Rental	91.00	1,752.78	1,843.78	9,000.00	-7,156.22
5790 · Equipment Repairs	2,162.00	0.00	2,162.00	8,000.00	-5,838.00
5800 · Utilities	7,046.67	15,462.61	22,509.28	120,000.00	-97,490.72
5900 · State Lease Fees	0.00	11,617.94	11,617.94	15,000.00	-3,382.06
5940 · Election Expense	0.00	0.00	0.00	3,000.00	-3,000.00
5950 · Miscellaneous	1,492.73	2,413.20	3,905.93	19,500.00	-15,594.07
Total 5300 · Material and Services	37,227.81	59,658.81	96,886.62	483,000.00	-386,113.38
6700 · Contingency	0.00	0.00	0.00	100,000.00	-100,000.00
7000 · Debt Service					
7215 · MNIF (Dredging) #524016	0.00	0.00	0.00	5,880.00	-5,880.00
7216 · PRLF (MSLTD) #525186	11,599.93	0.00	11,599.93	46,400.00	-34,800.07
7225 · Banner Bank (PVIP) 1000214241	1,499.92	1,499.92	2,999.84	18,000.00	-15,000.16
7230 · PRLF Loan (Wharf) #525196	0.00	7,424.94	7,424.94	29,950.00	-22,525.06
7270 · SPWF (Bdwrk Prj) L0004	0.00	0.00	0.00	15,970.00	-15,970.00
Total 7000 · Debt Service	13,099.85	8,924.86	22,024.71	116,200.00	-94,175.29
7600 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	250,000.00	-250,000.00

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July through August 2016

	TOTAL				
	Jul 16	Aug 16	Year to Date	Budget	Variance
7700 · Transfer to other funds	0.00	100,000.00	100,000.00	100,000.00	0.00
Total Expense	85,183.84	193,285.07	278,468.91	1,463,000.00	-1,184,531.09
CURRENT SURPLUS	382,237.77	-58,008.07	324,229.70	0.00	324,229.70

Port of Siuslaw
Profit & Loss Budget vs. Actual - Capital Maint Fund
July through August 2016

	TOTAL				
	Jul 16	Aug 16	Year to Date	Budget	Variance
Income					
4700 · Incoming Transfer	0.00	100,000.00	100,000.00	100,000.00	0.00
Total Income	0.00	100,000.00	100,000.00	100,000.00	0.00
Gross Profit	0.00	100,000.00	100,000.00	100,000.00	0.00
Expense					
6000 · Capital Outlay					
6130 · Land					
6138 · Nopal Parking Lot	19,072.00	0.00	19,072.00	25,000.00	-5,928.00
6144 · C Row Erosion	0.00	0.00	0.00	50,000.00	-50,000.00
Total 6130 · Land	19,072.00	0.00	19,072.00	75,000.00	-55,928.00
6150 · Facilities					
6155 · Wharf/Bdwk Fire System	0.00	0.00	0.00	20,000.00	-20,000.00
Total 6150 · Facilities	0.00	0.00	0.00	20,000.00	-20,000.00
Total 6000 · Capital Outlay	19,072.00	0.00	19,072.00	95,000.00	-75,928.00
7600 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	5,000.00	-5,000.00
Total Expense	19,072.00	0.00	19,072.00	100,000.00	-80,928.00
CURRENT SURPLUS	-19,072.00	100,000.00	80,928.00	0.00	80,928.00

	Campground 2013/2014			Campground 2014/2015			Campground 2015/2016			Campground 2016/2017		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	61%	61%	1989	72%	72%	2318	79%	79%	2448	74%	74%	2314
AUG	84%	73%	2728	90%	81%	2890	91%	85%	2812	88%	81%	2750
SEPT	83%	76%	2619	90%	84%	2795	88%	86%	2651			
OCT	38%	67%	1242	45%	74%	1462	49%	77%	1527			
NOV	18%	57%	567	24%	64%	753	26%	67%	770			
DEC	17%	50%	550	23%	57%	748	17%	58%	514			
JAN	26%	47%	860	29%	53%	920	20%	53%	621			
FEB	25%	44%	734	34%	51%	939	22%	49%	634			
MAR	27%	42%	875	39%	50%	1211	23%	46%	729			
APR	29%	41%	910	38%	48%	1134	28%	44%	838			
MAY	34%	40%	1100	37%	47%	1130	36%	44%	1132			
JUN	39%	40%	1210	45%	47%	1362	46%	44%	1396			
TL YTD	40%	40%	15384	47%	47%	17662	44%	44%	16072			
REV YTD	\$350,021			\$408,911			\$424,844			\$149,005		

Hiker/Biker 2015/16			2016/17	
	Guest	\$	Guest	\$
JULY	51	\$677	31	\$388
AUG	27	\$372	41	\$590
SEPT	19	\$346		
OCT	26	\$326		
NOV	2	\$16		
DEC	2	\$24		
JAN	6	\$88		
FEB	1	\$8		
MAR	0	\$0		
APR	9	\$88		
MAY	13	\$136		
JUN	21	\$256		
Total	177	\$2,337		

	Moorage 2015/16			Moorage 2016/17		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	45%	45%	1669	41%	41%	1528
AUG	71%	58%	2635	68%	55%	2496
SEPT	95%	70%	3394			
OCT	75%	72%	2752			
NOV	32%	64%	1132			
DEC	31%	58%	1140			
JAN	31%	54%	1144			
FEB	31%	51%	1052			
MAR	31%	49%	1153			
APR	30%	47%	1058			
MAY	31%	46%	1157			
JUN	35%	45%	1260			
TL YTD	45%	42%	19546			
REV YTD	\$102,520			\$25,449		



Via Digital Transfer Only

Judy.I.linton@usace.army.mil

September 16, 2016

Ms. Judy Linton
Regulatory Project Manager
United States Corp of Engineers
PO Box 2946
Portland, OR 97207

Re: Corps of Engineers No: NWP 2015-402
Public Comment

Ms. Linton:

The Port of Siuslaw renews its request to be included within the geographic boundaries of the proposed *Regional General Permit for Maintenance Activities along the South Coast of Oregon*.

As drafted presently, the proposed RGP's northern boundary is the Umpqua River. I am unaware of any natural, environmental, ecological, or economic reason why this particular river should form the RGP's northern boundary. I am likewise unware of any meaningful differences between the Siuslaw and the Umpqua which would exclude the Siuslaw from being a part of this RGP.

Conversely, there are multiple valid, meaningful reasons to make the Siuslaw the northern most included river. This river has an active and growing commercial and recreational marina. Our marina hosts over one hundred boat slips. At the height of fishing season, the Port's facilities serve several hundred fishermen daily. USCG Siuslaw Station is located on this river, and it is an active (and valued) federal presence here. The basin requires consistent periodic dredging to make this economic activity possible.

The Port of Siuslaw is now a member of the South Coasts Port Coalition. The current draft includes every port in the coalition, but excludes the Siuslaw. It would be immensely beneficial to have access to the same other federal benefits which the other coalition ports enjoy. Including the Port of Siuslaw in the RGP would be recognition of the importance of the Coalition in maintaining local river and waterways and would be an immense help with dredging logistics and scheduling if all of the Ports in the coalition had access to the same federal law.

There are in fact several environmental reasons to include the Siuslaw. The next major waterway north is the Alsea. Although the Alsea requires periodic dredging, it is not a commercial port, and it, in fact, lacks jetties for channel stabilization. The next port north is

Newport which is a large commercial port with significant federal assets. These two ports do constitute the central coastal ports and the bottom portion of a north coast coalition.

The Umpqua and the Siuslaw are twenty miles apart. I am told by a staff person for Congressmen DeFazio that a study to move the proposed boundary would take a year or so- according to her conversations with the Corp. Yet, this project was commenced in October 2015 and the boundaries were established by January 2016. If there were in fact studies done to support a Reedsport boundary, the undersigned would be curious as to what they were. Otherwise, the Corps current draft appears somewhat arbitrary.

It is my fear that a future RGP for the northern Ports might not be as applicable to our needs if a future RGP is written to address a different set of needs and concerns. This particular RGP will work for this port into the future. I have concerns that a second RGP might not be as applicable, or might not come to fruition.

The Port of Siuslaw again renews its request to be included as part of the proposed regional general permit. The Port appreciates that the Corp is attempting to streamline the permit process for dredging and other maintenance activities. The Port of Siuslaw would like to take advantage of those benefits in a way which makes sense for us.

Yours most sincerely,

Steven Leskin
General Manager

Cc: Liz Cooney