

AGENDA

**PORT OF SIUSLAW
COMMISSION MEETING
100 HARBOR STREET, FLORENCE OREGON
January 18, 2017 • 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	State of the Port Message	Caputo
6	Adopt Changes to Manager Evaluation Process	McClure
7	Blue Storage Buildings Proposal (Informational)	Leskin
8	Meeting Schedule for 2017	Leskin
9	Commissioner & Port Manager Reports	
10	Port News from around Oregon	Informational
11	Public Comment (limited to 15 minutes/5 minutes per speaker)	
12	Adjourn	

Up Coming Events:

January 30, 2017 1:00 Work Session, Port of Siuslaw Conference Room
February 15, 2017 7:00 Commission Meeting, Port of Siuslaw Conference Room



MINUTES
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 21 December 2016, 7:00pm
100 Harbor Street, Florence, Oregon 97439

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

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

1. **Commission President Caputo called the meeting to order at 7:00pm.**
2. **Public Comment:** There were no public comments.
3. **Approval of Minutes by Consent:** There were no comments from the board and the Minutes were approved by consent.
4. **Financial Statements by Consent:** Admin McClure reported bills paid in November were \$110,636.44. On the Profit and Loss reports, McClure reported \$197K in tax revenue received in November and the completion of Phase I to replace the fire suppression system under the Wharf. McClure concluded by naming the customers who are in various stages of collections. There were no comments from the board and the Financials were approved by consent.
5. **Audit Report FY15-16, Connie Huntsman, CPA:** Auditor Huntsman gave a 35 minute presentation of the Audit for year ending June 30, 2016 and reviewed 25 pages of the Audited Financial Statements. Huntsman concluded that she found no deficiencies in internal control and the Port had no excess of expenses over budgeted appropriations for FY15-16. Huntsman reported that the Port experienced a loss in net position in the amount of \$189,420 which she attributed to depreciation.
6. **President Caputo changed the order of the agenda to discuss Item 9 Bid Procurement Procedures (7:41:26):** Commissioner Duman asked for the current Bid Procurement Policy. Manager Leskin described the current procedure. Following discussion, it was decided to schedule a work session to discuss Bid Procurement Procedures in January.
7. **President Caputo followed Item 9 with Item 10 Meeting Agenda Schedule (7:53:03):** President Caputo said Commissioners should contact him if they want to request an item for the meeting agenda.
8. **Resolution 12-21-16A Insurance Agent of Record (7:53:23):** Commissioner Buckwald declared a conflict of interest since Coast Insurance was being considered for the Agent of Record. There was discussion between Commissioners Rickard and

Duman regarding the recommendation and voting process, and which agent was local with experience. **Commissioner Duman made a Motion to appoint Coast Insurance as Insurance Agent of Record. Commissioner Huntington seconded. A roll call was taken and Commissioners Duman, Caputo, and Huntington voted yes. Commissioner Rickard voted no.**

9. Resolution 12-21-16B Bank Loan Consolidation (8:04:55): Manager Leskin said out of seven RFPs, two proposals were submitted by Oregon Pacific Bank and Banner Bank. Leskin gave highlights of the two proposals and said there were questions that needed to be addressed before making a recommendation to the board.

10. Resolution 12-21-16C State Mandated Whistleblower Policy (8:10:00): Manager Leskin said the State wants all public agencies and non-profits to have a Whistleblower Policy in place by January 1. **On the Motion, made by Commissioner Buckwald, and seconded by Commissioner Huntington, the board voted unanimously to adopt Resolution 12-21-16C.**

11. Commissioner & Port Manager Reports (8:12:32):

- President Caputo attended two Chamber meetings, one City Council meeting, Rotary and STEP meetings.
- Commissioner Rickard attended Tsunami conferences, three City Council meetings, Lane ACT, and Siuslaw Watershed Council.
- Commissioner Duman reported commercial crab season opens January 1.
- Manager Leskin reported:
 - Realtor Brown said there were nine hits on the PVIP web site listing.
 - FEMA is still processing the approval for the C Row Erosion project. Staff is documenting additional erosion from seasonal storms and king tides.
 - Ordinance revisions continue. Campground and Moorage chapters are done. Copies are in the office for review.
 - Leskin attended the Tsunami conference. Staff is acquiring emergency supplies to have on site.
 - Carrie Martin, long time employee, passed away. A memorial is being considered on port property.
 - The Holiday Dinner was a success with 21 attendees.

12. Port News from around Oregon: Manager Leskin said Congress voted to set aside 10% of Harbor Maintenance Trust Fund dollars for small port maintenance.

13. Public Comment (8:21:25): Bill Fleenor expressed concern with the port's financial picture and encouraged the Commissioners to promote economic development and create jobs.

14. Commission President Caputo adjourned the meeting at 8:27pm.

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

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
1001 · BB Checking - General Fund	28,095.62
1003 · BB SAV - Capital Reserve	49,375.96
1005 · BB MMA - General Fund	663,913.60
1050 · BB MMA - ICM	5,046.39
1070 · Petty Cash	850.00
Total Checking/Savings	747,281.57
Other Current Assets	
1130 · Inventory - Gas	3,586.30
1140 · Inventory - Diessel	5,533.10
1220 · Accounts Receivable	7,492.11
1250 · Taxes receivable	22,652.00
1450 · Prepaid insurance	23,608.50
1499 · Undeposited Funds	492.43
Total Other Current Assets	63,364.44
Total Current Assets	810,646.01
Fixed Assets	
1510 · Land	2,617,874.00
1515 · Land Improvements	1,368,652.50
1520 · Buildings & Docks	7,553,937.56
1525 · Equipment & Vehicles	751,461.71
1615 · Accum Depr - Land Improvements	-1,237,863.70
1620 · Accum Depr - Buildings & Docks	-4,101,052.33
1625 · Accum Depr - Equip & Vehicles	-689,511.44
Total Fixed Assets	6,263,498.30
TOTAL ASSETS	7,074,144.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	9,111.58
Total Accounts Payable	9,111.58
Credit Cards	
2021 · Port Credit Card 1	2,660.48
2022 · Port Credit Card 2	171.85
Total Credit Cards	2,832.33
Other Current Liabilities	
2030 · Deposits Held	8,860.00
2045 · Unearned CG Revenue (Hercules)	119,444.67
2050 · Deferred Compensation Plan NRS	9,281.63
2150 · Payroll related Liabilites	295.22
2160 · Accrued Interest	57,261.04
2495 · Current Ptn of Lon-Term Debt	58,673.90
Total Other Current Liabilities	253,816.46
Total Current Liabilities	265,760.37
Long Term Liabilities	
2380 · Long-Term Debt current portion	-58,673.90
2390 · OBD Loan L0004 Bdwk	108,562.42
2440 · OBD Loan 524016 Dredging	59,221.96
2491 · OBD Loan 525186 MSLTD	491,556.57
2492 · OBD Loan 525196 Wharf	339,269.69
2993 · BB Loan 1000214241 PVIP	225,867.26
Total Long Term Liabilities	1,165,804.00

2:47 PM
01/10/17
Accrual Basis

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

	<u>Dec 31, 16</u>
Total Liabilities	1,431,564.37
Equity	
3000 · Opening Bal Equity	-104,709.66
3300 · Invested in Capital Assets	5,039,020.40
3900 · Fund Balance	93,546.89
Net Income	614,722.31
Total Equity	<u>5,642,579.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,074,144.31</u></u>

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

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Year to Date	Budget	Variance
Income									
4100 - Available Beginning Cash	356,583.05	0.00	0.00	0.00	0.00	0.00	356,583.05	385,000.00	-28,416.95
4140 - Campground Revenue									
4141 - RV Sites- Taxable	44,069.01	37,305.92	38,368.22	20,129.71	12,771.28	4,411.75	157,055.89	259,000.00	-101,944.11
4142 - RV Sites -Non Taxable	19,133.98	29,810.07	19,982.21	4,115.43	2,091.00	5,064.64	80,197.33	92,000.00	-11,802.67
4143 - RV Site - Add'l revenue	1,517.01	980.04	735.49	172.88	200.50	459.00	4,064.92	5,000.00	-935.08
4144 - Transient Room Tax	5,335.71	4,551.05	4,698.06	2,478.09	982.50	450.00	18,495.41	27,500.00	-9,004.59
4145 - Reservation Fees	4,260.00	3,750.00	4,410.00	1,670.00	480.00	360.00	14,930.00	16,500.00	-1,570.00
Total 4140 - Campground Revenue	74,315.71	76,397.08	68,193.98	28,566.11	16,525.28	10,745.39	274,743.55	400,000.00	-125,256.45
4150 - Leases									
4151 - Building Lease - 1499 Bay St	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	7,200.00	15,000.00	-7,800.00
4152 - Building Lease - 080A Harbor St	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	7,200.00	14,400.00	-7,200.00
4153 - Wharf lease - ICM	4,129.90	4,129.90	4,129.90	4,129.90	4,129.90	4,129.90	24,779.40	49,560.00	-24,780.60
4154 - Wharf lease - Mo's	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	50,889.54	102,040.00	-51,150.46
4155 - Concessions	2,500.00	2,487.50	2,212.50	850.00	0.00	0.00	8,050.00	9,000.00	-950.00
4156 - Docking Lease	100.00	100.00	100.00	100.00	100.00	100.00	600.00	0.00	600.00
Total 4150 - Leases	17,611.49	17,598.99	17,323.99	15,961.49	15,111.49	15,111.49	98,718.94	190,000.00	-91,281.06
4160 - Moorage									
4162 - Commercial Moorage	1,383.38	1,752.64	1,684.69	2,789.48	-331.45	1,042.56	8,321.30	14,400.00	-6,078.70
4163 - Sport Moorage	6,851.30	14,276.38	19,444.48	9,784.15	2,943.55	3,281.47	56,581.33	64,600.00	-8,018.67
4165 - Liveaboard Fees	120.00	120.00	120.00	40.00	80.00	80.00	560.00	1,000.00	-440.00
Total 4160 - Moorage	8,354.68	16,149.02	21,249.17	12,613.63	2,692.10	4,404.03	65,462.63	80,000.00	-14,537.37
4170 - Storage									
4171 - Outside storage	223.09	173.09	173.09	173.09	148.36	148.36	1,039.08	2,000.00	-960.92
4172 - Indoor Storage	1,890.00	1,975.00	2,265.00	2,232.50	299.00	1,891.50	10,553.00	18,000.00	-7,447.00
Total 4170 - Storage	2,113.09	2,148.09	2,438.09	2,405.59	447.36	2,039.86	11,592.08	20,000.00	-8,407.92
4190 - Marine Fuel									
4191 - Diesel	3,074.37	496.09	1,126.47	591.47	122.33	0.00	5,410.73	6,000.00	-589.27
4192 - Gas, Non-ethanol	1,058.03	6,029.72	12,736.12	-730.80	470.00	8,670.33	28,233.40	44,000.00	-15,766.60
Total 4190 - Marine Fuel	4,132.40	6,525.81	13,862.59	-139.33	592.33	8,670.33	33,644.13	50,000.00	-16,355.87

Port of Siuslaw Profit & Loss Budget vs. Actual - General Fund

July through December 2016

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Year to Date	Budget	Variance
4200 - Other Facility Income									
4210 - Parking Income	849.76	3,207.10	4,019.13	1,348.25	151.85	33.00	9,609.09	12,000.00	-2,390.91
4220 - Dump Station Fees	90.00	1,093.50	60.00	2,154.25	15.00	25.00	3,437.75	4,000.00	-562.25
4230 - Gazebo Rental	25.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00
4240 - Vending Sales	938.75	1,664.00	1,483.16	566.50	321.30	135.00	5,108.71	7,000.00	-1,891.29
4250 - Forklift & Hoist	75.00	0.00	0.00	0.00	25.00	0.00	100.00	250.00	-150.00
4252 - Seafood Seller Permits	200.00	0.00	0.00	0.00	0.00	0.00	200.00	100.00	100.00
4253 - Charter/Guide Permit	100.00	700.00	200.00	0.00	0.00	0.00	1,000.00	150.00	850.00
4270 - Retail Sales	130.00	129.00	181.00	52.00	23.00	3.00	518.00	1,000.00	-482.00
4300 - Cash Over/Short	-52.00	169.62	-102.44	-42.20	2.60	86.66	62.24	0.00	62.24
Total 4200 - Other Facility Income	2,356.51	6,963.22	5,840.85	4,078.80	538.75	282.66	20,060.79	24,500.00	-4,439.21
4500 - Levied Taxes									
4510 - Current Levied Taxes	226.52	466.87	360.24	415.15	196,774.06	70,280.56	268,523.40	280,000.00	-11,476.60
4520 - Prior Years Levied Taxes	169.87	386.75	276.23	307.03	778.54	237.44	2,155.86	4,000.00	-1,844.14
4525 - Levied Tax Interest	41.12	110.08	80.32	96.38	81.10	52.57	461.57	0.00	461.57
Total 4500 - Levied Taxes	437.51	963.70	716.79	818.56	197,633.70	70,570.57	271,140.83	284,000.00	-12,859.17
4515 - State Forest Sales	0.00	356.88	0.00	0.00	0.00	0.00	356.88	0.00	356.88
4540 - Interest Income	22.25	24.76	26.51	27.91	27.60	39.90	168.93	500.00	-331.07
4550 - Maintenance Assistance Program	0.00	0.00	19,000.00	0.00	0.00	0.00	19,000.00	19,000.00	0.00
4600 - Miscellaneous Income	1,094.92	3,807.40	1,123.30	4,194.79	-849.39	855.46	10,226.48	10,000.00	226.48
4650 - Sale of Surplus Equipment	400.00	0.00	806.64	0.00	226.00	0.00	1,432.64	0.00	1,432.64
4840 - Grants	0.00	4,381.05	500.00	0.00	0.00	0.00	4,881.05	0.00	4,881.05
Total Income	467,421.61	135,316.00	151,081.91	68,527.55	232,945.22	112,719.69	1,168,011.98	1,463,000.00	-294,988.02
	467,421.61	135,316.00	151,081.91	68,527.55	232,945.22	112,719.69	1,168,011.98	1,463,000.00	-294,988.02
Expense									
5000 - Personal Services									
5020 - Port Manager	5,208.34	5,208.34	8,201.79	2,708.33	5,416.66	5,416.66	32,160.12	65,000.00	-32,839.88
5030 - Administrative Assistant	3,426.72	3,348.84	5,295.85	1,557.60	3,426.72	3,643.30	20,699.03	40,495.00	-19,795.97
5036 - Project Coordinator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,246.00	-29,246.00

Port of Siuslaw Profit & Loss Budget vs. Actual - General Fund

July through December 2016

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Year to Date	Budget	Variance
5045 · Services Lead	2,617.20	2,583.00	3,985.20	1,180.80	2,539.80	2,750.96	15,656.96	29,960.00	-14,303.04
5050 · Office Assistant	0.00	0.00	1,137.00	891.00	2,059.50	2,141.06	6,228.56	0.00	6,228.56
5061 · Campground Staff	1,475.21	2,136.76	3,372.70	460.35	781.20	783.35	9,009.57	12,840.00	-3,830.43
5075 · Maintenance I Lead	3,686.00	3,686.00	5,529.00	1,843.00	3,686.00	3,956.71	22,386.71	44,230.00	-21,843.29
5076 · Maintenance II	2,817.05	2,694.56	4,183.46	1,496.00	3,060.00	3,262.71	17,513.78	31,842.00	-14,328.22
5077 · Maintenance III	1,816.08	1,895.04	1,752.91	0.00	0.00	0.00	5,464.03	23,471.00	-18,006.97
5078 · Groundskeeper	899.78	1,112.51	1,288.63	791.67	1,785.60	2,502.07	8,380.26	29,009.00	-20,628.74
5110 · Payroll taxes	1,962.61	2,026.35	3,059.60	944.05	1,932.27	2,027.79	11,952.67	31,220.00	-19,267.33
5180 · Health Insurance	3,600.02	3,605.81	3,594.98	2,567.85	3,081.42	4,622.13	21,072.21	49,303.00	-28,230.79
5181 · Life Insurance	15.05	15.05	15.05	10.75	12.90	19.35	88.15	1,500.00	-1,411.85
5182 · Dental Insurance	349.85	330.24	330.26	235.90	283.08	424.62	1,953.95	4,530.00	-2,576.05
5190 · Workers Compensation Insurance	6,952.57	0.00	0.00	0.00	0.00	0.00	6,952.57	8,000.00	-1,047.43
5251 · Applicant Expenses	29.70	0.00	29.00	50.00	10.00	14.00	132.70	154.00	-21.30
5270 · Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
5275 · Compensated absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
5280 · Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
Total 5000 · Personal Services	34,856.18	28,642.50	41,775.43	14,737.30	28,075.15	31,564.71	179,651.27	413,800.00	-234,148.73
5300 · Material and Services									
5260 · Employee Training	0.00	0.00	50.00	100.00	0.00	128.00	278.00	1,500.00	-1,222.00
5310 · Grant Expenses	0.00	500.00	0.00	0.00	0.00	0.00	500.00	2,500.00	-2,000.00
5340 · Advertising	239.15	4,303.31	1,011.83	0.00	241.77	147.24	5,943.30	12,000.00	-6,056.70
5345 · Web Site	0.00	0.00	0.00	219.43	0.00	700.00	919.43	2,000.00	-1,080.57
5350 · Office Supplies	263.13	162.30	257.90	337.58	752.40	55.05	1,828.36	3,000.00	-1,171.64
5360 · Operation Supplies	788.62	2,693.72	2,247.46	594.72	180.28	799.81	7,304.61	15,000.00	-7,695.39
5370 · Marine Fuel	2,091.90	4,348.70	11,002.57	-52.85	-43.11	8,538.72	25,885.93	45,000.00	-19,114.07
5410 · Audit	0.00	0.00	0.00	0.00	3,750.00	4,000.00	7,750.00	8,000.00	-250.00
5420 · Accounting Service	0.00	257.75	94.50	178.50	78.50	0.00	609.25	2,000.00	-1,390.75
5430 · Legal Services	1,455.50	710.00	500.00	0.00	117.00	231.19	3,013.69	5,000.00	-1,986.31
5435 · Legal Publications	0.00	0.00	0.00	36.88	166.15	0.00	203.03	0.00	203.03
5436 · Cost of Retail Items	0.00	125.00	0.00	0.00	264.83	147.25	537.08	1,000.00	-462.92
5450 · Insurance - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	-50,000.00
5470 · Contracted Services	2,964.69	1,876.36	891.00	1,758.06	644.00	3,118.98	11,253.09	13,000.00	-1,746.91
5510 · Travel & Meeting Expense	770.99	1,325.43	929.97	1,101.89	368.48	256.35	4,753.11	10,000.00	-5,246.89

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund

July through December 2016

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Year to Date	Budget	Variance
5520 · Dues/Subscriptions	2,245.58	1,256.20	5,705.63	292.20	1,410.10	705.00	11,614.71	17,000.00	-5,385.29
5530 · Public Relations	466.00	1,625.93	265.00	265.00	-378.53	465.00	2,708.40	3,500.00	-791.60
5540 · Events	2,652.98	1,595.16	1,562.65	0.00	771.26	802.77	7,384.82	3,000.00	4,384.82
5550 · Telephone Expense	630.05	556.74	687.38	614.69	564.30	422.22	3,475.38	9,000.00	-5,524.62
5610 · Property Taxes	0.00	0.00	0.00	13,503.23	0.00	0.00	13,503.23	14,000.00	-496.77
5620 · Transient Room Tax	4,410.95	0.00	6,531.42	3,797.56	1,091.95	0.00	15,831.88	25,000.00	-9,168.12
5700 · Facilities	6,788.41	4,872.37	4,402.52	774.14	10,772.64	340.78	27,950.86	50,000.00	-22,049.14
5701 · MAP Repairs	543.51	723.71	329.71	185.48	565.71	866.81	3,214.93	14,000.00	-10,785.07
5730 · Tool & Equipment Purchase	114.95	1,321.13	-19.51	436.37	-436.37	0.00	1,416.57	3,000.00	-1,583.43
5750 · Equipment Rental	91.00	1,752.78	887.06	1,049.70	178.73	52.48	4,011.75	9,000.00	-4,988.25
5790 · Equipment Repairs	2,162.00	0.00	111.95	237.00	1,050.00	905.00	4,465.95	8,000.00	-3,534.05
5800 · Utilities	7,046.67	15,462.61	13,708.68	10,423.83	6,825.31	7,404.74	60,871.84	120,000.00	-59,128.16
5900 · State Lease Fees	0.00	11,617.94	0.00	0.00	0.00	0.00	11,617.94	15,000.00	-3,382.06
5940 · Election Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
5950 · Miscellaneous	1,492.73	2,523.64	2,850.83	1,987.88	4,636.20	1,789.46	15,280.74	19,500.00	-4,219.26
Total 5300 · Material and Services	37,218.81	59,610.78	54,008.55	37,841.29	33,571.60	31,876.85	254,127.88	483,000.00	-228,872.12
6700 · Contingency	0.00	0.00	0.00	0.00	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	0.00	5,876.15	0.00	5,876.15	5,880.00	-3.85
7216 · PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	0.00	0.00	23,199.86	46,400.00	-23,200.14
7225 · Banner Bank (PVIP) 1000214241	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	8,999.52	18,000.00	-9,000.48
7230 · PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	0.00	7,424.94	0.00	14,849.88	29,950.00	-15,100.12
7270 · SPWF (Bdwb Prj) L0004	0.00	0.00	0.00	0.00	15,961.07	0.00	15,961.07	15,970.00	-8.93
Total 7000 · Debt Service	13,099.85	8,924.86	1,499.92	13,099.85	30,762.08	1,499.92	68,886.48	116,200.00	-47,313.52
7600 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	-250,000.00
7700 · Transfer to other funds	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00	100,000.00	0.00
Total Expense	85,174.84	197,178.14	97,283.90	65,678.44	92,408.83	64,941.48	602,665.63	1,463,000.00	-860,334.37
	382,246.77	-61,862.14	53,798.01	2,849.11	140,536.39	47,778.21	565,346.35	0.00	565,346.35

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

	TOTAL							
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Year to Date	Variance
Income								
4540 - Interest Income	0.00	0.00	11.17	0.00	0.00	7.74	18.91	18.91
4700 - Incoming Transfer	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0.00
Total Income	0.00	100,000.00	11.17	0.00	0.00	7.74	100,018.91	18.91
Gross Profit	0.00	100,000.00	11.17	0.00	0.00	7.74	100,018.91	18.91
Expense								
6000 - Capital Outlay								
6130 - Land								
6138 - Nopal Parking Lot	19,072.00	0.00	0.00	0.00	0.00	0.00	19,072.00	-5,928.00
6144 - C Row Erosion	0.00	0.00	11,570.95	0.00	0.00	0.00	11,570.95	-38,429.05
Total 6130 - Land	19,072.00	0.00	11,570.95	0.00	0.00	0.00	30,642.95	-44,357.05
6150 - Facilities								
6155 - Wharf/Bdwk Fire System	0.00	0.00	0.00	7,500.00	12,500.00	0.00	20,000.00	0.00
Total 6150 - Facilities	0.00	0.00	0.00	7,500.00	12,500.00	0.00	20,000.00	0.00
Total 6000 - Capital Outlay	19,072.00	0.00	11,570.95	7,500.00	12,500.00	0.00	50,642.95	-44,357.05
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,000.00
Total Expense	19,072.00	0.00	11,570.95	7,500.00	12,500.00	0.00	50,642.95	-49,357.05
Net Income	-19,072.00	100,000.00	-11,559.78	-7,500.00	-12,500.00	7.74	49,375.96	49,375.96

	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	92%	85%	2776
OCT	38%	67%	1242	45%	74%	1462	49%	77%	1527	33%	72%	1027
NOV	18%	57%	567	24%	64%	753	26%	67%	770	15%	60%	466
DEC	17%	50%	550	23%	57%	748	17%	58%	514	12%	52%	361
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			\$271,260		

	Hiker/Biker 2015/16		2016/17	
	Guest	\$	Guest	\$
JULY	51	\$677	31	\$388
AUG	27	\$372	41	\$590
SEPT	19	\$346	18	\$244
OCT	26	\$326	3	\$32
NOV	2	\$16	2	\$26
DEC	2	\$24	0	\$0
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	93%	67%	3312
OCT	75%	72%	2752	55%	64%	2018
NOV	32%	64%	1132	27%	57%	964
DEC	31%	58%	1140	26%	52%	959
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			\$67,360		

PORT OF SIUSLAW PORT MANAGER EVALUATION PROGRAM

The attached Port Manager evaluation program is more comprehensive than the typical employee performance review. ~~There are several reasons for this. First, the Port Manager's job is more important and more complex than most. Thus, a greater number of factors need to be considered. Secondly, the Board of Commissioners has previously used a variety of forms in the past to evaluate the Port Manager. Thirdly, working for a five (5) member board made up of different individuals can be difficult. By making explicit each Commissioner's thoughts on a variety of performance parameters, this system can assist the Port Manager in responding to the needs and desires of the Commission.~~

~~This program is not quantitative. All performance factors are not of equal importance. This evaluation program requires Commissioners to express themselves on each performance parameter in a manner that can be understood by each Commissioner and the Port Manager.~~

The primary purpose of an evaluation is to help the Port Manager to do his/her best and consequently have the Commission have its goals and objectives put into practice by the Port Manager. This will only come about if the evaluation is undertaken with the utmost frankness in an atmosphere of mutual trust.

The results of the evaluation should also be used in setting compensation and to give the Port Manager a clear statement about his/her continued employment.

The sequence of events in the evaluation process is as follows:

1. The Commission adopts this system of evaluation and form.
2. Commissioners receive Part 1 to be completed by each Commissioner. Forms are submitted to the Port Commission President to compile information.
3. Staff members receive Part 2 to be completed by each staff member. Forms are submitted to the Administrative Assistant to compile information for the Port Commission President.
- ~~4. Port Manager completes Part 3.~~
- 4.5. Evaluation meeting is held where Commissioners and Port Manager review the consensus. The Port Commission President will be the spokesperson for the Board.

PERFORMANCE REVIEW FORM PORT MANAGER

Form Completed by: _____ Date of Review: _____

Part 1: PERFORMANCE ACCORDING TO JOB DESCRIPTION

Ratings:

1=Needs Improvement 2=~~Meets Expectations~~Fair 3=~~Good~~ 4=~~Excellent~~

1 2 3-4	1. Develop and provide leadership in the Port's relationships with federal, state, and local governmental agencies and Special Districts, particularly as it relates to accessing funding opportunities for the Port.
1 2 3-4	2. Work with community leaders as necessary to improve the Port's relationships and represent the Port when needed. Participate in community activities which affect the Port district.
1 2 3-4	3. Ensure the Port Commission receives appropriate fiscal data related to financial resources and expenditures as needed.
1 2 3-4	4. Keep the Commission informed on personnel and relevant law changes.
1 2 3-4	5. Update information, plans, and materials needed by the Port Commissioners to help them make the best decisions.
1 2 3-4	6. Continually improve communication between management and Port Commission.
1 2 3-4	7. Be responsible for ongoing planning, development and maintenance of Port facilities.
1 2 3-4	8. Ensure budget is prepared and implemented as required.
1 2 3-4	9. Ensure the Port's adopted business plan is implemented to the best of the Port's ability and assets.
1 2 3-4	10. Review and assess Port facilities in person on at least a weekly basis; make recommendations or changes as required.
1 2 3-4	11. Maintain an awareness of and comply with all legal requirements as presented in the Oregon statutes and Port policies.
1 2 3-4	12. Carry out any additional assignments as requested by the Port Commission.

13. Comment on all items marked Needs Improvement:

~~13. **STRENGTHS:** What are the Port Manager's strengths?~~

~~a. _____~~
~~b. _____~~
~~c. _____~~

~~14. **WEAKNESSES:** What are the Port Manager's weaknesses?~~

~~a. _____~~
~~b. _____~~
~~c. _____~~

~~15. **CONTRIBUTIONS TO PORT:** What unusual contributions has the Port Manager made to the Port?~~

~~a. _____~~
~~b. _____~~
~~c. _____~~

~~16. **FAILURES:** What things has the Port Manager failed to accomplish?~~

~~a. _____~~
~~b. _____~~
~~c. _____~~

~~17. IMPROVEMENTS: What aspects of the Port Manager's performance need to be improved?~~

~~a~~

~~b~~

~~c~~

Part 2: STAFF OPINION OF PORT MANAGER PERFORMANCE

Ratings:

1=Needs Improvement 2=Meets Expectations ~~Fair~~ 3=~~Good~~ 4=~~Excellent~~

1 2 3-4	1. The manager effectively motivates, trains and supervises staff.
1 2 3-4	2. The manager schedules staff and approves leave requests based on Port needs.
1 2 3-4	3. The manager oversees safety training and compliance.
1 2 3-4	4. The manager is able to assess problems and propose solutions that are productive.
1 2 3-4	5. The manager creates a teamwork atmosphere.
1 2 3-4	6. The manager performs annual staff performance evaluations.
1 2 3-4	7. The manager treats all employees equally.
1 2 3-4	8. The manager conducts himself/herself in a professional manner.
1 2 3-4	9. The manager inspects port property and implements improvements.
1 2 3-4	10. This is my overall opinion of the Port Manager's performance.

Comments: _____

Part 3: ~~MANAGER'S EVALUATION OF THE COMMISSION~~

~~The Port Manager shall set forth his thoughts on each performance parameter prior to the evaluation meeting. He will review these thoughts at the meeting.~~

~~1. **Roles.** Does the Commission set policy and handle politics while allowing the Manager to administer without interference?~~

~~2. **Direction.** Does the Commission give clear direction?~~

~~3. **Consistency.** Does the Commission act in a way that allows the Manager to operate with the reasonable assurance that the Commission will not suddenly change its mind?~~

~~4. **Support.** Does the Commission provide appropriate public support?~~

~~5. **Help.** Does the Commission provide the Manager with help and advice when needed?~~

~~6. Assistance. What can the Commission do to further assist the Manager?~~

Part ~~3:4~~ CONCLUSIONS:

The Commission, having given careful consideration to all factors, gives the Port Manager the following overall rating:

Excellent

This rare individual is not only an asset to the Port of Siuslaw, but continuing in this position is very important to the Port.

Good

Performance is at a high level. The Port Manager has greatly contributed to the Port in this position. Continued employment is desired.

Fair

Important performance parameters are being met, but improvement in others is desired. Continued performance at this level will result in continued employment.

Needs Improvement

The job is getting done, but significant improvement in specific areas is possible. Although continued employment is more likely than not, improvement in performance is desired by the Commission.

Unsatisfactory

Plans for improvement, as outline below, must be achieved in the time agreed upon. After review of corrective actions, the Commission will consider salary modifications or possible termination.

Termination

The Port Manager has not performed the duties as Port Manager and is being terminated for the reasons listed below.

Port Manager

Date

Commission President

Date

**Port of Siuslaw Board of Commissioners
Regular Meeting Schedule**

FY2016-17

Wednesday, 20 July 2016

Wednesday, 17 August 2016

Wednesday, 21 September 2016

Wednesday, 19 October 2016

Wednesday, 16 November 2016

Wednesday, 21 December 2016

Wednesday, 18 January 2017

Wednesday, 15 February 2017

Wednesday, 15 March 2017

**Wednesday, 19 April 2017 7:00pm
Mapleton High School, Mapleton, OR**

Wednesday, 17 May 2017

Wednesday, 21 June 2017

Unless otherwise noted, all meetings begin at 7:00pm at the Port Office,
100 Harbor Street, Florence OR, Lane County.



Committee on Transportation and Infrastructure
U.S. House of Representatives

Bill Shuster
Chairman

Washington, DC 20515

Peter A. DeFazio
Ranking Member

Mathew M. Sturges, Staff Director

January 4, 2017

Katherine W. Dedrick, Democratic Staff Director

The Honorable Donald J. Trump
The President-elect
1717 Pennsylvania Avenue, NW
Washington, D.C. 20006

Dear President-elect Trump:

As you consider actions to take in the first weeks of your presidency, I urge you to make an immediate down payment on your commitment to invest \$1 trillion in infrastructure.

Today, approximately \$9 billion in already collected tax revenues sits idle in the Harbor Maintenance Trust Fund in the U.S. Treasury. At the same time, the U.S. Army Corps of Engineers (Corps) estimates that full channels at the Nation's 59 busiest ports are available less than 35 percent of the time. With the opening of the expanded Panama Canal in June 2016, larger container ships will increasingly call on East and Gulf Coast ports, and the dredging needs of our ports will continue to grow. I urge you to take action to make the \$9 billion balance of the Harbor Maintenance Trust Fund immediately available to dredge our ports and inland harbors. These funds will better enable U.S. businesses to export goods, level the playing field with our foreign competitors, and create and sustain family-wage jobs in the United States.

In 1986, Congress enacted the Harbor Maintenance Tax to recover the operation and maintenance dredging costs for commercial ports from maritime shippers. The Harbor Maintenance Tax is directly levied on importers and domestic shippers using coastal or inland ports as a 0.125 percent *ad valorem* tax on the value of imported cargo (e.g., \$1.25 per \$1,000 value).¹ These tax revenues are deposited into a Harbor Maintenance Trust Fund within the U.S. Treasury from which Congress appropriates funds to the Corps for harbor dredging.

The Harbor Maintenance Trust Fund collects far more revenues from shippers than Congress has appropriated to the Corps to maintain our harbors. As a result, shippers continue to honor their commitment to pay for promised maintenance activities that the Federal Government

¹ *United States v. United States Shoe Corp.*, 523 U.S. 360 (1998). The Harbor Maintenance Tax initially applied to both imported and exported goods; however, the U.S. Supreme Court unanimously held that imposition of the tax on exported goods was a violation of the Export Clause of the U.S. Constitution.

then fails to carry out. To be clear, there are sufficient funds in the Trust Fund to meet the maintenance dredging needs of all Federally-authorized ports. The problem is that these funds, which were collected for this express purpose, are diverted to hide the size of the budget deficit.

Without change, this problem will only grow. According to the Congressional Budget Office (CBO), the balance in the Harbor Maintenance Trust Fund is approximately \$9 billion. As the bar chart below demonstrates, if the rate of tax collections and inadequate expenditures continue on their current trend, CBO forecasts that the balance of the Trust Fund will almost double to more than **\$17 billion** within a decade.



At the same time, the very real needs of ports continue to go unmet. According to the American Society of Civil Engineers, our domestic ports serve as a critical link for U.S. manufacturers, farmers, and businesses to access foreign markets and compete in a global economy. Approximately 76 percent of America's exports accessed global markets by water in 2010, valued at more than \$460 billion.

Over the next decade, the total volume of U.S. exports is expected to surpass imports for the first time in a generation. Yet, if ports are not adequately maintained, the costs of shipping products to and from the U.S. will increase, diminishing the competitiveness of U.S. industry, and ultimately hurting the U.S. economy.

In recognition of our common desire to increase Federal investment in our Nation's infrastructure, I urge you to take this easy first step and take the necessary actions to make the \$9 billion balance of the Harbor Maintenance Trust Fund immediately available to dredge our ports and inland harbors.

The Honorable Donald J. Trump
January 4, 2017
Page 3

Thank you for your consideration.

Sincerely,



PETER DeFAZIO
Ranking Member