

## AGENDA

**PORT OF SIUSLAW  
COMMISSION MEETING  
100 HARBOR STREET, FLORENCE OREGON  
December 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	Audit Report FY15-16, Connie Huntsman, CPA	Huntsman
6	Resolution 12-21-16A Insurance Agent of Record	Leskin
7	Resolution 12-21-16B Bank Loan Consolidation	Leskin
8	Resolution 12-21-16C State Mandated Whistleblower Policy	Leskin
9	Bid Procurement Procedures	Duman
10	Meeting Agenda Scheduling	Duman
11	Commissioner & Port Manager Reports	
12	Port News from around Oregon	Informational
13	Public Comment (limited to 15 minutes/5 minutes per speaker)	
14	Adjourn	

### Up Coming Events:

January 18, 2017

7:00 Commission Meeting, Port of Siuslaw Conference Room



**MINUTES**  
PORT OF SIUSLAW COMMISSION MEETING  
Wednesday, 16 November 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 said the auditor will give a report at the December meeting. Bills paid in October were \$94,278.72. Phase 1 of replacing the fire suppression system on the Capital Maintenance Fund budget has started. Occupancy was down in October due to poor weather. There were no comments from the board and the Financials were approved by consent.
5. **Appoint Insurance Agent of Record for 2017-2019:** (7:03:15) Manager Leskin described how staff sent out RFP's, received four proposals, and each agent was interviewed. Leskin recommended the board appoint Abel Insurance as Agent of Record. Commissioner Duman voiced discontent with the process and made a **Motion to appoint Coast Insurance as Agent of Record. Commissioner Buckwald seconded.** Following discussion, the board took a vote. **Commissioners Duman, Buckwald, and Huntington voted to appoint Coast Insurance as Agent of Record, and Commissioners Rickard and Caputo voted no.**
6. **Resolution 11-16-16A F/V ESTER Demolition:** (7:08:45) Manager Leskin described how the ESTER arrived in port, and the history of trying to sell or salvage the vessel. Leskin said he received a quote to remove all fluids and demolish the vessel for \$8K. Leskin recommended this procedure to the board. **On the Motion, made by Commissioner Buckwald, and seconded by Commissioner Rickard, the board voted unanimously to adopt Resolution 11-16-16A F/V ESTER Demolition.**

**Resolution 11-16-16B Repair Nopal St. Gangway:** (7:11:33) Manager Leskin explained the condition of the area that needs to be replaced. Leskin recommended

awarding the project to the lesser of two bids he received, in the amount of \$6,250.

**On the Motion, made by Commissioner Rickard, and seconded by Commissioner Buckwald, the board voted unanimously to adopt Resolution 11-16-16B Repair Nopal St. Gangway.**

**Resolution 11-16-16C Repair F Dock:** (7:13:41) Manager Leskin showed pictures on the monitor of a submerged vertical log's damage to F Dock. Leskin recommended awarding the project to the lesser of two bids he received, in the amount of \$13,960. Commissioner Buckwald asked how these projects were getting paid for. Leskin said they would be paid from the General Fund Facilities budget account. **On the Motion, made by Commissioner Rickard, and seconded by Commissioner Buckwald, the board voted unanimously to adopt Resolution 11-16-16C Repair F Dock.**

7. **Moorage Rate Review:** (7:20:29) Manager Leskin gave an informational presentation on moorage rate structures. Leskin explained how most marinas discount moorage for longer periods of time. Leskin is concerned that our port discounts moorage during periods of highest demand. There was discussion how moorage revenue pays for most moorage related expenses, but not for port labor or future dock replacement. Leskin is working on projections and will come back to the board with recommendations.
8. **Commissioner & Port Manager Reports:** (7:43:20)
  - Commissioner Caputo attended a Florence Chamber meeting, a training class for non-profit board members, and an Oregon Coastal Zone Management meeting.
  - Commissioner Rickard attended two city council meetings, Lane ACT, Vision Florence on Health Care, and a Surfrider symposium in Yachats.
  - Manager Leskin contracted Shutter Creek Correctional inmates who worked on a variety of projects at minimal cost. Leskin is working on a RFP for bank loan consolidation. Leskin will attend a meeting with SDIS regarding the claim for the damage done to F Dock and a mishandled workers comp claim from 2015. Leskin hopes to have a speaker at the next board meeting to explain how NMFS is trying to inhibit development in the 100 year flood plain for salmon recovery.
9. **Port News from around Oregon:** There was no discussion.
10. **Public Comment:** City Councilor Ron Preisler said the city recently refinanced debt at 3% and now is a good time to refinance.
11. **Commission President Caputo adjourned the meeting at 7:50pm to enter into Executive Session per ORS 192.660(2) (e) to discuss real property. The board did not return to open session following the executive session.**

**Port of Siuslaw**  
**Combined Balance Sheet**  
 As of November 30, 2016

	<b>Nov 30, 16</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · BB Checking - General Fund	39,782.70
1003 · BB SAV - Capital Reserve	49,368.22
1005 · BB MMA - General Fund	593,334.43
1050 · BB MMA - ICM	5,046.18
1070 · Petty Cash	850.00
<b>Total Checking/Savings</b>	688,381.53
<b>Other Current Assets</b>	
1130 · Inventory - Gas	3,586.30
1140 · Inventory - Diessel	5,533.10
1220 · Accounts Receivable	5,153.77
1250 · Taxes receivable	22,652.00
1450 · Prepaid insurance	23,608.50
1499 · Undeposited Funds	2,076.13
<b>Total Other Current Assets</b>	62,609.80
<b>Total Current Assets</b>	750,991.33
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	6,263,498.30
<b>TOTAL ASSETS</b>	<b>7,014,489.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · *Accounts Payable	16,132.59
<b>Total Accounts Payable</b>	16,132.59
<b>Credit Cards</b>	
2021 · Port Credit Card 1	2,752.38
2022 · Port Credit Card 2	101.55
<b>Total Credit Cards</b>	2,853.93
<b>Other Current Liabilities</b>	
2030 · Deposits Held	8,860.00
2045 · Unearned CG Revenue (Hercules)	100,454.83
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
<b>Total Other Current Liabilities</b>	234,826.62
<b>Total Current Liabilities</b>	253,813.14
<b>Long Term Liabilities</b>	
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
<b>Total Long Term Liabilities</b>	1,165,804.00

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of November 30, 2016

	<u>Nov 30, 16</u>
<b>Total Liabilities</b>	1,419,617.14
<b>Equity</b>	
3000 · Opening Bal Equity	-104,709.66
3300 · Invested in Capital Assets	5,039,020.40
3900 · Fund Balance	93,546.89
Net Income	567,014.86
<b>Total Equity</b>	<u>5,594,872.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,014,489.63</u></u>

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

							TOTAL	
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Year to Date	Budget	Variance
<b>Income</b>								
4100 - Available Beginning Cash	356,583.05	0.00	0.00	0.00	0.00	356,583.05	385,000.00	-28,416.95
<b>4140 - Campground Revenue</b>								
4141 - RV Sites- Taxable	44,069.01	37,305.92	38,368.22	20,129.71	12,771.28	152,644.14	259,000.00	-106,355.86
4142 - RV Sites -Non Taxable	19,133.98	29,810.07	19,982.21	4,115.43	2,091.00	75,132.69	92,000.00	-16,867.31
4143 - RV Site - Add'l revenue	1,517.01	980.04	735.49	172.88	200.50	3,605.92	5,000.00	-1,394.08
4144 - Transient Room Tax	5,335.71	4,551.05	4,698.06	2,478.09	982.50	18,045.41	27,500.00	-9,454.59
4145 - Reservation Fees	4,260.00	3,750.00	4,410.00	1,670.00	480.00	14,570.00	16,500.00	-1,930.00
<b>Total 4140 - Campground Revenue</b>	<b>74,315.71</b>	<b>76,397.08</b>	<b>68,193.98</b>	<b>28,566.11</b>	<b>16,525.28</b>	<b>263,998.16</b>	<b>400,000.00</b>	<b>-136,001.84</b>
<b>4150 - Leases</b>								
4151 - Building Lease - 1499 Bay St	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	6,000.00	15,000.00	-9,000.00
4152 - Building Lease - 080A Harbor St	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	6,000.00	14,400.00	-8,400.00
4153 - Wharf lease - ICM	4,129.90	4,129.90	4,129.90	4,129.90	4,129.90	20,649.50	49,560.00	-28,910.50
4154 - Wharf lease - Mo's	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	42,407.95	102,040.00	-59,632.05
4155 - Concessions	2,500.00	2,487.50	2,212.50	850.00	0.00	8,050.00	9,000.00	-950.00
4156 - Docking Lease	100.00	100.00	100.00	100.00	100.00	500.00	0.00	500.00
<b>Total 4150 - Leases</b>	<b>17,611.49</b>	<b>17,598.99</b>	<b>17,323.99</b>	<b>15,961.49</b>	<b>15,111.49</b>	<b>83,607.45</b>	<b>190,000.00</b>	<b>-106,392.55</b>
<b>4160 - Moorage</b>								
4162 - Commercial Moorage	1,383.38	1,752.64	1,684.69	2,789.48	-331.45	7,278.74	14,400.00	-7,121.26
4163 - Sport Moorage	6,851.30	14,276.38	19,444.48	9,784.15	2,943.55	53,299.86	64,600.00	-11,300.14
4165 - Liveaboard Fees	120.00	120.00	120.00	40.00	80.00	480.00	1,000.00	-520.00
<b>Total 4160 - Moorage</b>	<b>8,354.68</b>	<b>16,149.02</b>	<b>21,249.17</b>	<b>12,613.63</b>	<b>2,692.10</b>	<b>61,058.60</b>	<b>80,000.00</b>	<b>-18,941.40</b>
<b>4170 - Storage</b>								
4171 - Outside storage	223.09	173.09	173.09	173.09	148.36	890.72	2,000.00	-1,109.28
4172 - Indoor Storage	1,890.00	1,975.00	2,265.00	2,232.50	299.00	8,661.50	18,000.00	-9,338.50
<b>Total 4170 - Storage</b>	<b>2,113.09</b>	<b>2,148.09</b>	<b>2,438.09</b>	<b>2,405.59</b>	<b>447.36</b>	<b>9,552.22</b>	<b>20,000.00</b>	<b>-10,447.78</b>
<b>4190 - Marine Fuel</b>								
4191 - Diesel	3,074.37	496.09	1,126.47	591.47	122.33	5,410.73	6,000.00	-589.27

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

							TOTAL	
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Year to Date	Budget	Variance
4192 · Gas, Non-ethanol	1,058.03	6,029.72	12,736.12	-730.80	470.00	19,563.07	44,000.00	-24,436.93
<b>Total 4190 · Marine Fuel</b>	<b>4,132.40</b>	<b>6,525.81</b>	<b>13,862.59</b>	<b>-139.33</b>	<b>592.33</b>	<b>24,973.80</b>	<b>50,000.00</b>	<b>-25,026.20</b>
<b>4200 · Other Facility Income</b>								
4210 · Parking Income	849.76	3,207.10	4,019.13	1,348.25	151.85	9,576.09	12,000.00	-2,423.91
4220 · Dump Station Fees	90.00	1,093.50	60.00	2,154.25	15.00	3,412.75	4,000.00	-587.25
4230 · Gazebo Rental	25.00	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	4,973.71	7,000.00	-2,026.29
4250 · Forklift & Hoist	75.00	0.00	0.00	0.00	25.00	100.00	250.00	-150.00
4252 · Seafood Seller Permits	200.00	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	1,000.00	150.00	850.00
4270 · Retail Sales	130.00	129.00	181.00	52.00	23.00	515.00	1,000.00	-485.00
4300 · Cash Over/Short	-52.00	169.62	-102.44	-42.20	2.60	-24.42	0.00	-24.42
<b>Total 4200 · Other Facility Income</b>	<b>2,356.51</b>	<b>6,963.22</b>	<b>5,840.85</b>	<b>4,078.80</b>	<b>538.75</b>	<b>19,778.13</b>	<b>24,500.00</b>	<b>-4,721.87</b>
<b>4500 · Levied Taxes</b>								
4510 · Current Levied Taxes	226.52	466.87	360.24	415.15	196,774.06	198,242.84	280,000.00	-81,757.16
4520 · Prior Years Levied Taxes	169.87	386.75	276.23	307.03	778.54	1,918.42	4,000.00	-2,081.58
4525 · Levied Tax Interest	41.12	110.08	80.32	96.38	81.10	409.00	0.00	409.00
<b>Total 4500 · Levied Taxes</b>	<b>437.51</b>	<b>963.70</b>	<b>716.79</b>	<b>818.56</b>	<b>197,633.70</b>	<b>200,570.26</b>	<b>284,000.00</b>	<b>-83,429.74</b>
4515 · State Forest Sales	0.00	356.88	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	129.03	500.00	-370.97
4550 · Maintenance Assistance Program	0.00	0.00	19,000.00	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	9,371.02	10,000.00	-628.98
4650 · Sale of Surplus Equipment	400.00	0.00	806.64	0.00	226.00	1,432.64	0.00	1,432.64
4840 · Grants	0.00	4,381.05	500.00	0.00	0.00	4,881.05	0.00	4,881.05
<b>Total Income</b>	<b>467,421.61</b>	<b>135,316.00</b>	<b>151,081.91</b>	<b>68,527.55</b>	<b>232,945.22</b>	<b>1,055,292.29</b>	<b>1,463,000.00</b>	<b>-407,707.71</b>
<b>Gross Profit</b>	<b>467,421.61</b>	<b>135,316.00</b>	<b>151,081.91</b>	<b>68,527.55</b>	<b>232,945.22</b>	<b>1,055,292.29</b>	<b>1,463,000.00</b>	<b>-407,707.71</b>

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

							TOTAL	
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Year to Date	Budget	Variance
<b>Expense</b>								
<b>5000 - Personal Services</b>								
5020 - Port Manager	5,208.34	5,208.34	8,201.79	2,708.33	5,416.66	26,743.46	65,000.00	-38,256.54
5030 - Administrative Assistant	3,426.72	3,348.84	5,295.85	1,557.60	3,426.72	17,055.73	40,495.00	-23,439.27
5036 - Project Coordinator	0.00	0.00	0.00	0.00	0.00	0.00	29,246.00	-29,246.00
5045 - Services Lead	2,617.20	2,583.00	3,985.20	1,180.80	2,539.80	12,906.00	29,960.00	-17,054.00
5050 - Office Assistant	0.00	0.00	1,137.00	891.00	2,059.50	4,087.50	0.00	4,087.50
5061 - Campground Staff	1,475.21	2,136.76	3,372.70	460.35	781.20	8,226.22	12,840.00	-4,613.78
5075 - Maintenance I Lead	3,686.00	3,686.00	5,529.00	1,843.00	3,686.00	18,430.00	44,230.00	-25,800.00
5076 - Maintenance II	2,817.05	2,694.56	4,183.46	1,496.00	3,060.00	14,251.07	31,842.00	-17,590.93
5077 - Maintenance III	1,816.08	1,895.04	1,752.91	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	5,878.19	29,009.00	-23,130.81
5110 - Payroll taxes	1,962.61	2,026.35	3,059.60	944.05	1,932.27	9,924.88	31,220.00	-21,295.12
5180 - Health Insurance	3,600.02	3,605.81	3,594.98	2,567.85	3,081.42	16,450.08	49,303.00	-32,852.92
5181 - Life Insurance	15.05	15.05	15.05	10.75	12.90	68.80	1,500.00	-1,431.20
5182 - Dental Insurance	349.85	330.24	330.26	235.90	283.08	1,529.33	4,530.00	-3,000.67
5190 - Workers Compensation Insurance	6,952.57	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	118.70	154.00	-35.30
5270 - Retirement	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	5,000.00	-5,000.00
5280 - Overtime	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
<b>Total 5000 - Personal Services</b>	<b>34,856.18</b>	<b>28,642.50</b>	<b>41,775.43</b>	<b>14,737.30</b>	<b>28,075.15</b>	<b>148,086.56</b>	<b>413,800.00</b>	<b>-265,713.44</b>



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

							TOTAL	
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Year to Date	Budget	Variance
<b>5300 - Material and Services</b>								
5260 - Employee Training	0.00	0.00	50.00	100.00	0.00	150.00	1,500.00	-1,350.00
5310 - Grant Expenses	0.00	500.00	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	5,796.06	12,000.00	-6,203.94
5345 - Web Site	0.00	0.00	0.00	219.43	0.00	219.43	2,000.00	-1,780.57
5350 - Office Supplies	263.13	162.30	257.90	337.58	752.40	1,773.31	3,000.00	-1,226.69
5360 - Operation Supplies	788.62	2,693.72	2,247.46	594.72	180.28	6,504.80	15,000.00	-8,495.20
5370 - Marine Fuel	2,091.90	4,348.70	11,002.57	-52.85	-43.11	17,347.21	45,000.00	-27,652.79
5410 - Audit	0.00	0.00	0.00	0.00	3,750.00	3,750.00	8,000.00	-4,250.00
5420 - Accounting Service	0.00	257.75	94.50	178.50	0.00	530.75	2,000.00	-1,469.25
5430 - Legal Services	1,455.50	710.00	500.00	0.00	117.00	2,782.50	5,000.00	-2,217.50
5435 - Legal Publications	0.00	0.00	0.00	36.88	166.15	203.03	0.00	203.03
5436 - Cost of Retail Items	0.00	125.00	0.00	0.00	264.83	389.83	1,000.00	-610.17
5450 - Insurance - General	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	8,134.11	13,000.00	-4,865.89
5510 - Travel & Meeting Expense	770.99	1,325.43	935.47	1,101.89	362.98	4,496.76	10,000.00	-5,503.24
5520 - Dues/Subscriptions	2,245.58	1,256.20	5,705.63	292.20	1,631.30	11,130.91	17,000.00	-5,869.09
5530 - Public Relations	466.00	1,625.93	265.00	265.00	-378.53	2,243.40	3,500.00	-1,256.60
5540 - Events	2,652.98	1,595.16	1,562.65	0.00	783.25	6,594.04	3,000.00	3,594.04
5550 - Telephone Expense	630.05	556.74	687.38	614.69	564.30	3,053.16	9,000.00	-5,946.84
5610 - Property Taxes	0.00	0.00	0.00	13,503.23	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	15,831.88	25,000.00	-9,168.12
5700 - Facilities	6,788.41	4,872.37	4,402.52	774.14	10,760.65	27,598.09	50,000.00	-22,401.91
5701 - MAP Repairs	543.51	723.71	329.71	185.48	565.71	2,348.12	14,000.00	-11,651.88
5730 - Tool & Equipment Purchase	114.95	1,321.13	-19.51	436.37	-436.37	1,416.57	3,000.00	-1,583.43
5750 - Equipment Rental	91.00	1,752.78	887.06	1,049.70	178.73	3,959.27	9,000.00	-5,040.73
5790 - Equipment Repairs	2,162.00	0.00	111.95	237.00	1,050.00	3,560.95	8,000.00	-4,439.05
5800 - Utilities	7,046.67	15,462.61	13,708.68	10,423.83	6,825.31	53,467.10	120,000.00	-66,532.90
5900 - State Lease Fees	0.00	11,617.94	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	3,000.00	-3,000.00
5950 - Miscellaneous	1,492.73	2,523.64	2,850.83	1,987.88	4,415.00	13,270.08	19,500.00	-6,229.92
<b>Total 5300 - Material and Services</b>	<b>37,218.81</b>	<b>59,610.78</b>	<b>54,014.05</b>	<b>37,841.29</b>	<b>33,487.60</b>	<b>222,172.53</b>	<b>483,000.00</b>	<b>-260,827.47</b>

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

							TOTAL	
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Year to Date	Budget	Variance
6700 - Contingency	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00
<b>7000 - Debt Service</b>								
7215 - MNIF (Dredging) #524016	0.00	0.00	0.00	0.00	5,876.15	5,876.15	5,880.00	-3.85
7216 - PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	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	7,499.60	18,000.00	-10,500.40
7230 - PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	0.00	7,424.94	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	15,961.07	15,970.00	-8.93
<b>Total 7000 - Debt Service</b>	<b>13,099.85</b>	<b>8,924.86</b>	<b>1,499.92</b>	<b>13,099.85</b>	<b>30,762.08</b>	<b>67,386.56</b>	<b>116,200.00</b>	<b>-48,813.44</b>
7600 - Unappropriated Ending Fund Bal	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	100,000.00	100,000.00	0.00
<b>Total Expense</b>	<b>85,174.84</b>	<b>197,178.14</b>	<b>97,289.40</b>	<b>65,678.44</b>	<b>92,324.83</b>	<b>537,645.65</b>	<b>1,463,000.00</b>	<b>-925,354.35</b>
<b>Net Income</b>	<b>382,246.77</b>	<b>-61,862.14</b>	<b>53,792.51</b>	<b>2,849.11</b>	<b>140,620.39</b>	<b>517,646.64</b>	<b>0.00</b>	<b>517,646.64</b>

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

							TOTAL	
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Year to Date	Budget	Variance
<b>Income</b>								
4540 - Interest Income	0.00	0.00	11.17	0.00	0.00	11.17	0.00	11.17
4700 - Incoming Transfer	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100,000.00	0.00
<b>Total Income</b>	<b>0.00</b>	<b>100,000.00</b>	<b>11.17</b>	<b>0.00</b>	<b>0.00</b>	<b>100,011.17</b>	<b>100,000.00</b>	<b>11.17</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>100,000.00</b>	<b>11.17</b>	<b>0.00</b>	<b>0.00</b>	<b>100,011.17</b>	<b>100,000.00</b>	<b>11.17</b>
<b>Expense</b>								
<b>6000 - Capital Outlay</b>								
<b>6130 - Land</b>								
6138 - Nopal Parking Lot	19,072.00	0.00	0.00	0.00	0.00	19,072.00	25,000.00	-5,928.00
6144 - C Row Erosion	0.00	0.00	11,570.95	0.00	0.00	11,570.95	50,000.00	-38,429.05
<b>Total 6130 - Land</b>	<b>19,072.00</b>	<b>0.00</b>	<b>11,570.95</b>	<b>0.00</b>	<b>0.00</b>	<b>30,642.95</b>	<b>75,000.00</b>	<b>-44,357.05</b>
<b>6150 - Facilities</b>								
6155 - Wharf/Bdwk Fire System	0.00	0.00	0.00	7,500.00	12,500.00	20,000.00	20,000.00	0.00
<b>Total 6150 - Facilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>12,500.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>
<b>Total 6000 - Capital Outlay</b>	<b>19,072.00</b>	<b>0.00</b>	<b>11,570.95</b>	<b>7,500.00</b>	<b>12,500.00</b>	<b>50,642.95</b>	<b>95,000.00</b>	<b>-44,357.05</b>
<b>7600 - Unappropriated Ending Fund Bal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>
<b>Total Expense</b>	<b>19,072.00</b>	<b>0.00</b>	<b>11,570.95</b>	<b>7,500.00</b>	<b>12,500.00</b>	<b>50,642.95</b>	<b>100,000.00</b>	<b>-49,357.05</b>
<b>Net Income</b>	<b>-19,072.00</b>	<b>100,000.00</b>	<b>-11,559.78</b>	<b>-7,500.00</b>	<b>-12,500.00</b>	<b>49,368.22</b>	<b>0.00</b>	<b>49,368.22</b>

	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			
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			\$260,515		

	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		
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			
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			\$62,866		

**Port of Siuslaw  
Resolution 12-21-16A**

**RESOLUTION APPOINTING INSURANCE AGENT OF RECORD**

**WHEREAS**, the Port purchases general liability and workers compensation insurance through Special District Insurance Services; and,

**WHEREAS**, Special District Insurance Services requires the appointment of an Insurance Agent of Record; and,

**WHEREAS**, the Port issued four Request for Proposals to local agents, and received back four proposals,

**BE IT HEREBY RESOLVED:**

The Port Commission selects \_\_\_\_\_ Insurance has its Agent of Record, effective January 1, 2017 through December 31, 2019.

**ADOPTED** by the Port of Siuslaw Board of Commissioners this 21st day of December 2016.

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

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

**Port of Siuslaw  
Resolution 12-21-16B**

**A Resolution for Bank Loan Consolidation**

**WHEREAS**, the Port of Siuslaw has five loans with a current total outstanding balance of \$1,224,476;

**WHEREAS**, the interest rates on the five loans range from 3.75 percent to 6 percent;

**WHEREAS**, interest rates have decreased significantly and refinancing and consolidating the Port's debt would result in significant costs savings;

**WHEREAS**, a Request for Proposals was issued on November 29, 2016 to six lending institutions for a loan to consolidate the Port's debt and responded to by \_\_\_\_\_ lenders; and,

**WHEREAS**, staff reviewed the responsive proposals and made recommendations to the Commission based on the lowest total cost of the loan,

**BE IT RESOLVED:**

The Port of Siuslaw authorizes the Commission President to sign a loan agreement with \_\_\_\_\_ under the following terms:

Principal: \_\_\_\_\_

Interest: \_\_\_\_\_

Amortization: 20 years

Collateral: \_\_\_\_\_

Fees: \_\_\_\_\_

**ADOPTED** by the Port of Siuslaw Board of Commissioners this 21st day of December 2016.

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

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

**Port of Siuslaw  
Resolution 12-21-16C**

**A Resolution to Adopt a State Mandated Whistleblower Policy**

**WHEREAS**, during the 2015 legislative session, House Bill 4067 was passed to protect employees who act on good faith and objectively reasonable belief to report a violation of federal, state, or local law, rule, or regulation by their employer, and;

**WHEREAS**, beginning January 1, 2017, all public and nonprofit employers must establish and implement a whistleblower policy. The policy must delineate all rights and remedies provided to employees and employers will need to deliver a written or electronic copy of the policy to each employee;

**NOW, THEREFORE**, the Board resolves as follows:

**Section 1.** The following Whistleblower Policy is hereby adopted:

**Purpose**

To provide reporting procedures should a Port employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.

- I. The Port encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent Port activity to report it to the Human Resources Director or designee. The employee may also provide the information to another manager, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Human Resources Director.
- II. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.
- III. Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action

such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director or designee immediately. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

IV. All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Director or designee who is responsible for investigating and coordinating corrective action.

This Policy will be evaluated and revised regularly to maintain compliance with state records retention requirements and applicable Port policies.

**Section 2.** The following acknowledgment shall be provided to individuals required to comply with the Whistleblower Policy:

**Acknowledgement of Receipt of the Whistleblower Policy**

1. I have received a copy of the Port of Siuslaw Whistleblower Policy.
2. I understand that I am responsible for becoming and remaining familiar with the policies, procedures, requirements, and other information contained in this Policy and in other applicable Port policies and procedures.
3. The policies, procedures, requirements, and other information contained in this Policy may be modified, deleted, or added to, at any time.
4. I understand that I will receive a copy of any significant change in this Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

**Section 3.** This resolution shall take effect immediately upon adoption.

ADOPTED by the Port of Siuslaw Board of Commissioners this 21st day of December 2016.

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

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



Resolution 10-16-13A Buy Local Guidelines to be reviewed with Item #9  
Bid Procurement Procedures on 12-21-16 Agenda, per request by  
Commissioner Duman

Port of Siuslaw  
Resolution No. 10-16-13A  
Buy Local Guidelines

WHEREAS, the Port of Siuslaw's primary mission is to enhance local economic development under ORS 777; and

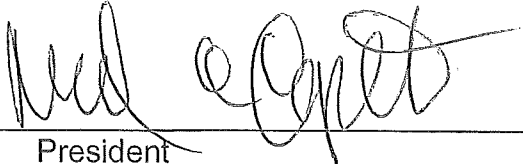
WHEREAS, the Port of Siuslaw commissioners realize the port manager is the authorized purchasing agent for the Port; and

WHEREAS, the commissioners of the Port of Siuslaw desire to support locally owned business as one tool to enhance local economic development;

WHEREAS, a locally owned business is a business whose headquarters or majority owner reside within the Port of Siuslaw District.

IT IS HEREBY RESOLVED the Port of Siuslaw commissioners request the port manager to consider purchasing from locally owned businesses whenever all aspects of a given purchase are essentially equal.

ADOPTED by the Port of Siuslaw Board of Commissioners on this 16th day of October 2013.

By:   
President

Attest:

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

Steve Leskin

---

**From:** Pacific Northwest Waterways Association <peter.godlewski@pnwa.net>  
**Sent:** Wednesday, December 07, 2016 3:47 PM  
**To:** manager@portofsiuslaw.com  
**Subject:** Nor'wester: FY2017 and WRDA update



## Nor'wester Newsletter

Issue # 567 | December 7, 2016

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### Update: FY2017 funding and WRDA

A continuing resolution (CR) funding the government through April 28, 2017 has been introduced and will be voted on by both the House and Senate by the end of the week. The current CR expires on Friday, December 9th, and passage of the bill is needed to avoid a government shutdown. The CR extends current federal funding levels, and also provides additional funding to the Corps including \$54.8M for the Construction account and \$259.5M for operations and maintenance (O&M). The CR would also require the Corps to provide monthly reports to the Appropriations Committees detailing how the additional funds are spent.

[WRDA](#) also continues to move forward. The bill, which is included in Title I and Title IV of the comprehensive "Water Infrastructure Improvements for the Nation (WIIN) Act," was considered by the House Rules Committee today and will be voted on by the full House tomorrow. The Senate will hopefully follow suit and take the legislation up on Friday. PNWA [provided our thoughts on the bill](#) earlier this week, and has urged Members of the Northwest Congressional delegation to support passage of the bill. We have also sent letters to the Committees noting our support for this critical legislation,

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which not only puts WRDA back on a biennial schedule but also has many provisions which would benefit the Northwest.

There is still controversy surrounding WRDA, particularly with regard to drought provisions, and the bill could be delayed. We encourage all PNWA members to reach out to their House and Senate offices to voice your support. If you have any questions, please contact [Heather Stebbings](#).

**Pacific Northwest Waterways Association**  
516 SE Morrison Street | Suite 1000 | Portland, OR 97214  
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[www.pnwa.net](http://www.pnwa.net)

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Sent by [peter.godlewski@pnwa.net](mailto:peter.godlewski@pnwa.net) in collaboration with

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