

AGENDA

**PORT OF SIUSLAW
COMMISSION MEETING
100 HARBOR STREET, FLORENCE OREGON
February 15, 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	Port Manager Evaluation Protest	Rickard
6	Resolution 2-15-17A To Clarify the Meaning of a Commercial Vessel	Leskin
7	Resolution 2-15-17B To Declare Surplus Items	Leskin
8	Commissioner & Port Manager Reports	
9	Port News from around Oregon	Informational
10	Public Comment (limited to 15 minutes/5 minutes per speaker)	
11	Adjourn	

Up Coming Events:

March 15, 2017

7:00 Commission Meeting, Port of Siuslaw Conference Room



MINUTES
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, January 18, 2017, 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 December were \$62,964.98. On the Profit and Loss report, McClure said she corrected an invoice posting error for two fuel purchases. There were no comments from the board and the Financials were approved by consent.
5. **State of the Port Message (7:05:06):** President Caputo read the State of the Port Message. (Message is attached to Minutes)
6. **Adopt Changes to Manager Evaluation Process (7:06:33):** Admin McClure reviewed the suggested changes. **On the Motion, made by Commissioner Rickard, and seconded by Commissioner Buckwald, the Board voted unanimously to adopt the changes to the Manager Evaluation Process and Form.**
7. **Blue Storage Building Proposal (7:13:46):** Manager Leskin said he would present a full proposal to replace the two blue storage buildings with dry camping sites at the January 30 work session. Leskin said the buildings are in poor condition, there is visible rot, and the Maintenance shop leaks. Leskin is concerned with liability and an increase of insurance due to new 100 Year Flood Plain rules. Leskin added the revenue from dry camping would replace the lost revenue from storage.
8. **Meeting Schedule for FY16-17 (7:18:30):** Manager Leskin proposed holding the April 19 Port Commission Meeting in Mapleton. **On the Motion, made by Commissioner Buckwald, and seconded by Commissioner Rickard, the Board voted unanimously to revise the Meeting Schedule for FY16-17.**

9. Commissioner & Port Manager Reports (7:19:34):

Commissioner Caputo attended two Chamber meetings and an Economic Development meeting.

Commissioner Rickard attended a Siuslaw Watershed meeting, a City Council meeting, and complimented Manager Leskin on the Ordinance revisions he sent the Board to review.

Manager Leskin reported:

- The C Row Erosion project has been approved at the FEMA level. The application is now being reviewed by National Marine Fisheries.
- There are questions regarding the loan consolidation. Quotes for bond counsel fees are as high as \$20K. Leskin will have a recommendation soon.
- There is not much interest in the PVIP property according to the realtor.
- Silver Sand Dollar has moved out of 1499 Bay Street. Staff is working on renovations. We have names of people interested in renting the property.
- The Novelli's are up to date on payments for the floating fish market.
- Office staff projects include improving recycling on port property, Ordinance revisions, organizing the filing system, solving technology issues, and revising advertising methods.
- Maintenance projects include upgrading signage and lighting to the campground entrance and contracting Oregon Marine Construction to remove the wharf ladder, repair F and B docks, and the gangway landing by ICM. Shutter Creek inmates will help replant trees and replace boardwalk fence grommets in the spring. A memorial is being planned for Carrie Martin.
- The hoist is out of order due to electrical issues.

Commissioner Duman suggested each board member inspect the blue buildings prior to voting on the recommendation at the work session.

10. **Port News from around Oregon:** No port news was reported.

11. **Public Comment:** There was no public comment.

12. **Commission President Caputo adjourned the meeting at 7:39pm.**

State of the Port ...2016

Under the leadership of Port manager Steven Leskin, the Port Has increased revenue and decreased expense's. The Port continues to make needed repairs to its properties while saving money for future repairs. Rental properties, the RV park, and campsites are in full use during fishing season and continue to be a good source of income for the Port.

Several new events were started last year by manager Leskin: Music on the board walk called "Windfest", a well-received barbeque dinner for all the campers, and an employee and community leaders Christmas party.

The Port continues to search for ways to increase community development and the resulting employment opportunities. We will continue to work toward a healthy and full marina with a mix of commercial and sport boats. We will strive to conduct Port business and maintain our properties in the best interest of our tax payers.

Ron Caputo

President

Port of Siuslaw Commission

MINUTES
PORT OF SIUSLAW WORK SESSION
Monday, January 30, 2017, 1:00pm
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 1:00pm.**

2. **Public Comment:**
 - Pat Sapp purchased the Vintage Blue Estate Sales with the understanding she would get a year lease at 080A Harbor St. Upon signing the lease, Manager Leskin told her she would need to vacate the building in June. Sapp asked the commissioners to consider giving her a twelve month lease.
 - Gordon Owen, owner of the Tenacious, was late on paying semi-annual moorage last year. Owen said he is now being charged monthly and daily rates, which in his opinion, is wrong. Owen showed the board a receipt showing payment in full through October 1, 2016 and a letter he wrote dated October 7, 2016 requesting a meeting with the commissioners. Owen said he is being extorted for additional fees he doesn't owe and the Port has his boat up for sale for \$3,800. Commissioner Caputo said the board would discuss it.

3. **Public Procurement Workshop:** Eileen Eakins, attorney with SDAO, gave a 90 minute workshop on Public Procurement Law. Eakins said the Port should comply with OAR 137 Chapters 46-49 if the Port hasn't adopted their own rules. Eakins reviewed personal services contracts, delegating decision making authority, bidder prequalification and debarment procedures, purchasing from federal catalogs, surplus property procedures, electronic notice solicitation, and emergency contract procedures.

4. **Tour of Blue Storage Buildings:** Tracey David, Harbormaster, took the Commissioners on a tour of the blue storage buildings. David pointed out the structural problems, dry rot, water intrusion, roof damage, and bird droppings.

5. **Proposal to Decommission Blue Storage Buildings:** Manager Leskin proposed two scenarios that would commence in October:
 - Remove both buildings, grade/gravel area, and install dry camping sites.

- Remove both buildings and install full service camping sites with grant assistance.

Leskin proposed the maintenance shop be moved to the 080A building. Commissioners Caputo, Buckwald, and Duman were not in favor of losing storage as a revenue source. Commissioner Duman said a new roof and concrete floors would double storage revenue. Leskin agreed to get quotes to renovate the buildings.

Commissioner Huntington asked about Pat Sapp's lease at 080A. There was discussion about the communication between Leskin and Sapp and how a six month lease would allow maintenance to move their shop into that building. Commissioners Duman and Buckwald said the Port should encourage economic development and they would support giving Sapp a twelve month lease. Commissioner Caputo asked Leskin to give Sapp a twelve month lease.

6. Port Manager Annual Performance Evaluation: President Caputo summarized the performance evaluations.

- From the board, Manager Leskin "meets expectations" on all twelve criteria items, however, a few "needs improvement" scores were given on updating information, communication between manager and commission, and carrying out assignments requested by commission.
- Three out of four staff members, rated Manager Leskin "meets expectations" in all categories. There was one "needs improvement" score on productive solutions to problems, annual evaluations, and treating employees equally.

Following discussion, Commissioners Caputo and Rickard gave Leskin an Excellent rating, Commissioner Duman gave Leskin a Good to Excellent rating, and Commissioner Buckwald gave Leskin a Good rating.

President Caputo asked for comments regarding a salary increase for Leskin.

Following discussion, **President Caputo made a Motion to increase Leskin's salary 4%. Commissioner Rickard seconded. Commissioners Caputo and Rickard voted yes. There was no response from the other three commissioners. The Motion failed.**

Following a brief discussion about Gordon Owen, President Caputo adjourned to Executive Session per ORS 192.660 (2) (f) at 3:55pm.

At 4:38pm President Caputo re-opened the Work Session.

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

Staff Attending: Steven Leskin, Port Manager; Kelly Stewart, Services Lead

Staff Absent: Dina McClure, Administrative Assistant

Discussion regarding Gordon Owen: Services Lead Stewart reviewed Owen's account which included a history of late payments and no response from Owen to the many letters sent to him. Stewart said Owen knew he was on monthly rates when another staff person accepted a lesser pro-rated payment, resulting in the receipt that showed payment in full.

There was discussion regarding the condition of Owen's vessel, Tenacious, which is currently unseaworthy and not being maintained. Stewart described the policy of moorage rates when payment is not made. Commissioner Duman disagreed with charging Owen the daily rate and requested a copy of the policy.

Commissioner Duman was concerned about negative publicity. Manager Leskin disagreed and said this situation sends the right message to moorage customers to pay their bills.

President Caputo adjourned the work session at 5:00pm.

Port of Siuslaw
Combined Balance Sheet
As of January 31, 2017

	Jan 31, 17
ASSETS	
Current Assets	
Checking/Savings	
1001 · BB Checking - General Fund	39,730.32
1003 · BB SAV - Capital Reserve	49,375.96
1005 · BB MMA - General Fund	606,494.51
1050 · BB MMA - ICM	5,046.60
1070 · Petty Cash	850.00
Total Checking/Savings	701,497.39
Other Current Assets	
1130 · Inventory - Gas	3,586.30
1140 · Inventory - Diessel	5,533.10
1220 · Accounts Receivable	7,326.89
1250 · Taxes receivable	22,652.00
1450 · Prepaid insurance	23,608.50
1499 · Undeposited Funds	3,208.45
Total Other Current Assets	65,915.24
Total Current Assets	767,412.63
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	7,030,910.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	12,036.07
Total Accounts Payable	12,036.07
Credit Cards	
2021 · Port Credit Card 1	2,875.32
2022 · Port Credit Card 2	246.30
Total Credit Cards	3,121.62
Other Current Liabilities	
2030 · Deposits Held	7,660.00

2:59 PM

02/08/17

Accrual Basis

Port of Siuslaw
Combined Balance Sheet
As of January 31, 2017

	<u>Jan 31, 17</u>
2045 · Unearned CG Revenue (Hercules)	125,800.05
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	<u>258,971.84</u>
Total Current Liabilities	274,129.53
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	<u>1,165,804.00</u>
Total Liabilities	1,439,933.53
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	563,119.77
Total Equity	<u>5,590,977.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,030,910.93</u></u>

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

July 2016 through January 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Year to Date	Budget	Variance
Income										
4100 - Available Beginning Cash	356,583.05	0.00	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	5,559.05	162,614.94	259,000.00	-96,385.06
4142 - RV Sites -Non Taxable	19,133.98	29,810.07	19,982.21	4,115.43	2,091.00	5,064.64	3,222.36	83,419.69	92,000.00	-8,580.31
4143 - RV Site - Add'l revenue	1,517.01	980.04	735.49	172.88	200.50	459.00	-130.00	3,934.92	5,000.00	-1,065.08
4144 - Transient Room Tax	5,335.71	4,551.05	4,698.06	2,478.09	982.50	450.00	596.56	19,091.97	27,500.00	-8,408.03
4145 - Reservation Fees	4,260.00	3,750.00	4,410.00	1,670.00	480.00	360.00	180.00	15,110.00	16,500.00	-1,390.00
Total 4140 - Campground Revenue	74,315.71	76,397.08	68,193.98	28,566.11	16,525.28	10,745.39	9,427.97	284,171.52	400,000.00	-115,828.48
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	0.00	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	1,200.00	8,400.00	14,400.00	-6,000.00
4153 - Wharf lease - ICM	4,129.90	4,129.90	4,129.90	4,129.90	4,129.90	4,129.90	4,129.90	28,909.30	49,560.00	-20,650.70
4154 - Wharf lease - Mo's	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	8,481.59	59,371.13	102,040.00	-42,668.87
4155 - Concessions	2,500.00	2,487.50	2,212.50	850.00	0.00	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	100.00	700.00	0.00	700.00
Total 4150 - Leases	17,611.49	17,598.99	17,323.99	15,961.49	15,111.49	15,111.49	13,911.49	112,630.43	190,000.00	-77,369.57
4160 - Moorage										
4162 - Commercial Moorage	1,383.38	1,752.64	1,684.69	2,789.48	-331.45	1,042.56	1,037.11	9,358.41	14,400.00	-5,041.59
4163 - Sport Moorage	6,851.30	14,276.38	19,444.48	9,784.15	2,943.55	3,281.47	2,872.77	59,454.10	64,600.00	-5,145.90
4165 - Liveaboard Fees	120.00	120.00	120.00	40.00	80.00	80.00	63.31	623.31	1,000.00	-376.69
Total 4160 - Moorage	8,354.68	16,149.02	21,249.17	12,613.63	2,692.10	4,404.03	3,973.19	69,435.82	80,000.00	-10,564.18
4170 - Storage										
4171 - Outside storage	223.09	173.09	173.09	173.09	148.36	148.36	148.36	1,187.44	2,000.00	-812.56
4172 - Indoor Storage	1,890.00	1,975.00	2,265.00	2,232.50	299.00	1,891.50	1,863.50	12,416.50	18,000.00	-5,583.50
Total 4170 - Storage	2,113.09	2,148.09	2,438.09	2,405.59	447.36	2,039.86	2,011.86	13,603.94	20,000.00	-6,396.06
4190 - Marine Fuel										
4191 - Diesel	3,074.37	496.09	1,126.47	591.47	122.33	0.00	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	486.28	28,719.68	44,000.00	-15,280.32
Total 4190 - Marine Fuel	4,132.40	6,525.81	13,862.59	-139.33	592.33	8,670.33	486.28	34,130.41	50,000.00	-15,869.59
4200 - Other Facility Income										

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

July 2016 through January 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Year to Date	Budget	Variance
4210 - Parking Income	849.76	3,207.10	4,019.13	1,348.25	151.85	33.00	65.00	9,674.09	12,000.00	-2,325.91
4220 - Dump Station Fees	90.00	1,093.50	60.00	2,154.25	15.00	25.00	1,157.00	4,594.75	4,000.00	594.75
4230 - Gazebo Rental	25.00	0.00	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	148.50	5,257.21	7,000.00	-1,742.79
4250 - Forklift & Hoist	75.00	0.00	0.00	0.00	25.00	0.00	0.00	100.00	250.00	-150.00
4252 - Seafood Seller Permits	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	100.00	100.00
4253 - Charter/Guide Permit	100.00	700.00	200.00	0.00	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	0.00	518.00	1,000.00	-482.00
4300 - Cash Over/Short	-52.00	169.62	-102.44	-42.20	2.60	86.66	-93.39	-31.15	0.00	-31.15
Total 4200 - Other Facility Income	2,356.51	6,963.22	5,840.85	4,078.80	538.75	282.66	1,277.11	21,337.90	24,500.00	-3,162.10
4500 - Levied Taxes										
4510 - Current Levied Taxes	226.52	466.87	360.24	415.15	196,774.06	70,280.56	3,486.89	272,010.29	280,000.00	-7,989.71
4520 - Prior Years Levied Taxes	169.87	386.75	276.23	307.03	778.54	237.44	414.21	2,570.07	4,000.00	-1,429.93
4525 - Levied Tax Interest	41.12	110.08	80.32	96.38	81.10	52.57	61.13	522.70	0.00	522.70
Total 4500 - Levied Taxes	437.51	963.70	716.79	818.56	197,633.70	70,570.57	3,962.23	275,103.06	284,000.00	-8,896.94
4515 - State Forest Sales	0.00	356.88	0.00	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	38.92	207.85	500.00	-292.15
4550 - Maintenance Assistance Program	0.00	0.00	19,000.00	0.00	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	1,133.22	11,359.70	10,000.00	1,359.70
4650 - Sale of Surplus Equipment	400.00	0.00	806.64	0.00	226.00	0.00	4,610.10	6,042.74	0.00	6,042.74
4840 - Grants	0.00	4,381.05	500.00	0.00	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	40,832.37	1,208,844.35	1,463,000.00	-254,155.65
	467,421.61	135,316.00	151,081.91	68,527.55	232,945.22	112,719.69	40,832.37	1,208,844.35	1,463,000.00	-254,155.65
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	5,416.66	37,576.78	65,000.00	-27,423.22
5030 - Administrative Assistant	3,426.72	3,348.84	5,295.85	1,557.60	3,426.72	3,643.30	3,270.96	23,969.99	40,495.00	-16,525.01
5036 - Project Coordinator	0.00	0.00	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	2,750.96	2,397.60	18,054.56	29,960.00	-11,905.44
5050 - Office Assistant	0.00	0.00	1,137.00	891.00	2,059.50	2,141.06	1,995.48	8,224.04	0.00	8,224.04
5061 - Campground Staff	1,475.21	2,136.76	3,372.70	460.35	781.20	783.35	437.25	9,446.82	12,840.00	-3,393.18

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

July 2016 through January 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Year to Date	Budget	Variance
5075 - Maintenance I Lead	3,686.00	3,686.00	5,529.00	1,843.00	3,686.00	3,956.71	3,686.00	26,072.71	44,230.00	-18,157.29
5076 - Maintenance II	2,817.05	2,694.56	4,183.46	1,496.00	3,060.00	3,262.71	3,128.00	20,641.78	31,842.00	-11,200.22
5077 - Maintenance III	1,816.08	1,895.04	1,752.91	0.00	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	0.00	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	1,898.06	13,850.73	31,220.00	-17,369.27
5180 - Health Insurance	3,600.02	3,605.81	3,594.98	2,567.85	3,081.42	4,622.13	3,594.99	24,667.20	49,303.00	-24,635.80
5181 - Life Insurance	15.05	15.05	15.05	10.75	12.90	19.35	15.05	103.20	1,500.00	-1,396.80
5182 - Dental Insurance	349.85	330.24	330.26	235.90	283.08	424.62	330.26	2,284.21	4,530.00	-2,245.79
5190 - Workers Compensation Insurance	6,952.57	0.00	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	96.00	45.00	259.70	154.00	105.70
5270 - Retirement	0.00	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	0.00	5,000.00	-5,000.00
5280 - Overtime	0.00	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	31,646.71	26,215.31	205,948.58	413,800.00	-207,851.42
5300 - Material and Services										
5260 - Employee Training	0.00	0.00	50.00	100.00	0.00	128.00	150.00	428.00	1,500.00	-1,072.00
5310 - Grant Expenses	0.00	500.00	0.00	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	0.00	5,943.30	12,000.00	-6,056.70
5345 - Web Site	0.00	0.00	0.00	219.43	0.00	700.00	0.00	919.43	2,000.00	-1,080.57
5350 - Office Supplies	263.13	162.30	257.90	337.58	752.40	55.05	236.33	2,064.69	3,000.00	-935.31
5360 - Operation Supplies	788.62	2,693.72	2,247.46	594.72	180.28	799.81	1,354.99	8,659.60	15,000.00	-6,340.40
5370 - Marine Fuel	2,091.90	4,348.70	11,002.57	-52.85	-43.11	8,538.72	0.00	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	0.00	7,750.00	8,000.00	-250.00
5420 - Accounting Service	0.00	257.75	94.50	178.50	78.50	0.00	91.25	700.50	2,000.00	-1,299.50
5430 - Legal Services	1,455.50	710.00	500.00	0.00	117.00	368.69	0.00	3,151.19	5,000.00	-1,848.81
5435 - Legal Publications	0.00	0.00	0.00	36.88	166.15	43.37	30.98	277.38	0.00	277.38
5436 - Cost of Retail Items	0.00	125.00	0.00	0.00	264.83	147.25	0.00	537.08	1,000.00	-462.92
5450 - Insurance - General	0.00	0.00	0.00	0.00	0.00	0.00	31,837.00	31,837.00	50,000.00	-18,163.00
5470 - Contracted Services	2,964.69	1,876.36	891.00	1,758.06	644.00	3,118.98	1,986.18	13,239.27	13,000.00	239.27
5510 - Travel & Meeting Expense	770.99	1,325.43	929.97	1,101.89	368.48	256.35	747.28	5,500.39	10,000.00	-4,499.61
5520 - Dues/Subscriptions	2,245.58	1,256.20	5,705.63	292.20	1,410.10	705.00	100.00	11,714.71	17,000.00	-5,285.29
5530 - Public Relations	466.00	1,625.93	265.00	265.00	-378.53	465.00	265.00	2,973.40	3,500.00	-526.60
5540 - Events	2,652.98	1,595.16	1,562.65	0.00	771.26	802.77	0.00	7,384.82	3,000.00	4,384.82

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

July 2016 through January 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Year to Date	Budget	Variance
5550 - Telephone Expense	630.05	556.74	687.38	614.69	564.30	433.47	423.01	3,909.64	9,000.00	-5,090.36
5610 - Property Taxes	0.00	0.00	0.00	13,503.23	0.00	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	384.66	1,129.08	17,345.62	25,000.00	-7,654.38
5700 - Facilities	6,788.41	4,872.37	4,402.52	774.14	10,772.64	541.67	3,785.59	31,937.34	50,000.00	-18,062.66
5701 - MAP Repairs	543.51	723.71	329.71	185.48	565.71	947.24	171.72	3,467.08	14,000.00	-10,532.92
5730 - Tool & Equipment Purchase	114.95	1,321.13	-19.51	436.37	-436.37	0.00	98.42	1,514.99	3,000.00	-1,485.01
5750 - Equipment Rental	91.00	1,752.78	887.06	1,049.70	178.73	52.48	52.48	4,064.23	9,000.00	-4,935.77
5790 - Equipment Repairs	2,162.00	0.00	111.95	237.00	1,050.00	905.00	0.00	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	8,486.57	69,358.41	120,000.00	-50,641.59
5900 - State Lease Fees	0.00	11,617.94	0.00	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	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	1,233.77	16,514.51	19,500.00	-2,985.49
Total 5300 - Material and Services	37,218.81	59,610.78	54,008.55	37,841.29	33,571.60	32,734.95	52,179.65	307,165.63	483,000.00	-175,834.37
6700 - Contingency	0.00	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	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	11,599.93	34,799.79	46,400.00	-11,600.21
7225 - Banner Bank (PVIP) 1000214241	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	10,499.44	18,000.00	-7,500.56
7230 - PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	0.00	7,424.94	0.00	0.00	14,849.88	29,950.00	-15,100.12
7270 - SPWF (Bdwdk Prj) L0004	0.00	0.00	0.00	0.00	15,961.07	0.00	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	13,099.85	81,986.33	116,200.00	-34,213.67
7600 - Unappropriated Ending Fund Bal	0.00	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	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	65,881.58	91,494.81	695,100.54	1,463,000.00	-767,899.46
Net Income	382,246.77	-61,862.14	53,798.01	2,849.11	140,536.39	46,838.11	-50,662.44	513,743.81	0.00	513,743.81

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

July 2016 through January 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Year to Date	Budget	Variance
Income										
4540 - Interest Income	0.00	0.00	11.17	0.00	0.00	7.74	0.00	18.91	0.00	18.91
4700 - Incoming Transfer	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00	100,000.00	0.00
Total Income	0.00	100,000.00	11.17	0.00	0.00	7.74	0.00	100,018.91	100,000.00	18.91
Gross Profit	0.00	100,000.00	11.17	0.00	0.00	7.74	0.00	100,018.91	100,000.00	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	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	0.00	0.00	11,570.95	50,000.00	-38,429.05
Total 6130 - Land	19,072.00	0.00	11,570.95	0.00	0.00	0.00	0.00	30,642.95	75,000.00	-44,357.05
6150 - Facilities										
6155 - Wharf/Bdwk Fire System	0.00	0.00	0.00	7,500.00	12,500.00	0.00	0.00	20,000.00	20,000.00	0.00
Total 6150 - Facilities	0.00	0.00	0.00	7,500.00	12,500.00	0.00	0.00	20,000.00	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	0.00	50,642.95	95,000.00	-44,357.05
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
Total Expense	19,072.00	0.00	11,570.95	7,500.00	12,500.00	0.00	0.00	50,642.95	100,000.00	-49,357.05
Net Income	-19,072.00	100,000.00	-11,559.78	-7,500.00	-12,500.00	7.74	0.00	49,375.96	0.00	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	15%	47%	480
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			\$280,688		

	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	0	\$0
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	25%	48%	931
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			\$71,928		

**Port of Siuslaw
Resolution 2-15-17A**

A Resolution to Clarify the Meaning of Commercial Vessel

WHEREAS, Ordinance 4 provides that a commercial vessel “shall mean any vessel used or engaged for any type of commercial venture, including but not limited to the display of advertising, commercial fishing, or the carrying of passengers for hire”, and;

WHEREAS, under current Port of Siuslaw regulations, commercial vessels are entitled to a discount on moorage, and;

WHEREAS, moorage customers claim they are engaged in commerce on their vessels to receive the discount, and they are not, thus resulting in a loss of revenue to the port,

THEREFORE, be it resolved:

The Commission of the Port of Siuslaw amends the definition of Ordinance 4 to read:

A “commercial vessel” is a vessel that was designed and built to engage in commerce, and pays its moorage through the revenue it generates while engaged in marine commerce.

“Marine Commerce” includes any fishing vessel, charter guide or sight-seeing boat, or any vessel designed to perform construction on or near the water, or vessels designed to transport goods, services or people by water for pay.

ADOPTED by the Port of Siuslaw Board of Commissioners this 15th day of February 2017.

By: _____
Ron Caputo, Commission President

Attest: _____
David Huntington, Commission Secretary

**Port of Siuslaw
Resolution 2-15-17B**

A Resolution to Declare Surplus Items

WHEREAS, the Board of Commissioners may declare unused equipment or materials as “surplus” if it is not needed for public use; and

IT IS HEREBY RESOLVED that the Board of Commissioners hereby finds that the following items are not needed for public use and are surplus, and further authorizes the Port Manager to dispose of the items in the manner that is most advantageous to the Port of Siuslaw;

Item #	Description
1	2 damaged dock sections

Approved and adopted by the Port of Siuslaw Board of Commissioners on the 15th day of February 2017.

By: _____
Ron Caputo, Commission President

Attest: _____
David Huntington, Commission Secretary