

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, October 18, 2017
Mapleton High School
10878 E. Mapleton Road, Mapleton, OR 97453

Commissioners
Terry Duman, President; David Huntington, Vice President; Nancy Rickard, 2nd Vice President;
Mike Buckwald, Secretary; Bill Meyer, Treasurer

Regular Meeting **7:00pm**

1. Call to Order Duman
2. Approval of the Agenda Duman
3. Public Comment
This is an opportunity for members of the audience to bring to the Commission's attention any item not otherwise listed on the Agenda. Comments will be limited to five (5) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.
4. Approval of Minutes by Consent Duman
 - a. Work Session, September 20, 2017
 - b. Regular Meeting, September 20, 2017
5. Approval of the Financials by Consent McClure

Old Business

6. Erosion Repair Project Update McClure

New Business

7. Review List of Projects McClure
8. Review Port Manager Job Description and Discuss Recruitment McClure
9. Reports
 - a. Manager Reports
 - b. Commissioner Reports
10. Public Comment
Comments will be limited to five (5) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.
11. Upcoming Meetings and Conferences
 - a. October 22-24: Oregon Economic Development Assoc, Portland (Meyer to attend)
 - b. November 15, Port Commission Regular Meeting, Florence
 - c. December 20, Port Commission Regular Meeting, Florence

12. Adjourn

MINUTES
PORT OF SIUSLAW WORK SESSION
Wednesday, September 20, 2017, 6:00pm
100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the next Regular Meeting on October 18, 2017

Commissioners Attending: Nancy Rickard, Mike Buckwald, Bill Meyer, David Huntington arrived at 6:15pm

Staff Attending: Dina McClure, Interim Manager; Kelly Stewart, Interim Administrative Assistant

Project Engineer: Jack Akin, EMC Engineer

Work Session: To discuss the Erosion Repair Project funded by a FEMA Grant

Commission Rickard called the meeting to order at 6:00pm.

Jack Akin informed the Commissioners that the funding from FEMA will be delayed due to the recent hurricane disasters. The funding delay could be up to a year and Akin suggested getting a bridge loan from Business Oregon IFA. Akin said FEMA will reimburse loan interest in their funding of the project.

Rickard asked about delaying the repairs to wait for funding. Akin said it's possible but cautioned that future storms and king tides may cause additional erosion.

Buckwald was concerned about the Port taking on additional debt and FEMA failing to reimburse the port, or further delays in funding due to the hurricane season just beginning. Akin said FEMA has already committed this money to the Port as a contract. Akin said the loan would be set up to ensure FEMA funds are connected. Akin said he would assist with the paperwork.

McClure said the scope of repair is 235 feet with another 90 feet to reach the bulkhead. Akin said he cannot change the scope of repair but can revise the project to meet up with the bulkhead. Akin will talk with Julie Slevin at OEM about any restrictions on moving repairs further west.

Meyer said he would like to continue planning the erosion repair. Buckwald said the board should get more concrete information on funding before moving forward. Akin said he will make inquiries to ensure FEMA will allow certain revisions and he will be in contact with McClure.

Meyer brought up the Siuslaw Estuary Trail the City of Florence has planned for port riverfront property. McClure informed Akin of the project. Akin suggested a good bedding for the trail. Meyer said he was concerned about the trail location as it relates to campsites and guest privacy. McClure said she will schedule a meeting with the city to get more information on the trail project.

It was decided to schedule the next work session after the board receives more information on funding the project.

Vice President Huntington adjourned the meeting at 6:47pm.

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, September 20, 2017, 7:00pm
100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the next Regular Meeting on October 18, 2017

Commissioners Attending: David Huntington, Nancy Rickard, Mike Buckwald, Bill Meyer

Commissioners Absent: Terry Duman

Staff Attending: Dina McClure, Interim Manager; Kelly Stewart, Interim Administrative Assistant

- 1. Vice President David Huntington called the meeting to order at 7:00pm.**
- 2. Approval of the Agenda by Consent:** There were no changes to the Agenda.
- 3. Public Comment:** There were no public comments.
- 4. Approval of Minutes by Consent:** There were no comments and the Minutes were approved by Consent.
 - a. Special Meeting, August 7, 2017
 - b. Work Session, August 16, 2017
 - c. Regular Meeting, August 16, 2017
- 5. Approval of the Financials by Consent:** McClure said bills paid in August were \$103,650.02. Rickard asked about the Hiker/Biker occupancy being low. Meyer stated the Cycling America group cancelled the season due to the wildfires and smoke. The Financials were approved by Consent.
- 6. Old Business:** There was no Old Business.
- 7. New Business:**
 - a. Discuss Organizational Structure of the Port:** Meyer attended a SDAO New Board Member training in Newport. He shared his conversation with a legal presenter regarding port structure and relationship with the City of Florence.
Meyer referred to ORS 777.150 as it relates to the port's management structure and how the port may employ engineers, superintendents, mechanics, clerks or other persons as it may find requisite, necessary or convenient and fix their rates of compensation.
Meyer then read an excerpt of a legal opinion where cities are authorized, and in some cases required, to plan for and regulate development within city boundaries. ORS 227.215 provides that cities are the governmental agency that regulate development of properties within the city. State law provides that special districts are required to abide by a city's land use and building regulations. ORS 227.286 states "City ordinances regulating the location, construction, maintenance, repair, alteration, use and occupancy of land and buildings and other structures shall apply to publicly owned property, except as the ordinances prescribe to the contrary."
Meyer said if members of the public disagree with port structure or relationship with the city, they can contact the court system to pursue a legal challenge. Meyer concluded that he wants this topic settled and has no doubt that the port is operating in accordance with ORS 777.

b. **Resolution 9-20-17A Authorize Maintenance Vehicle Expenditure:** McClure explained the need to replace one of the Port maintenance trucks.

Motion to Approve Resolution 9-20-17A: Meyer

Second: Rickard

Vote: Unanimous in favor

8a. Manager Reports:

- McClure said she is working on the RFP to find a realtor to market the PVIP property.
- The Trailblazer Rip City Relay performed in the Nopal Street parking lot Tuesday.
- McClure and Rickard attended Lane ACT on Wednesday. The group toured Florence and McClure gave a power point presentation of the Port.
- The Beat Goes On marching band performed on the boardwalk Friday.
- The upgrade for the security cameras and Wi-Fi is almost complete.
- The 1499 Bay Street parking lot was resealed and striped.
- Interviews are in process for a maintenance person.

8b. Commissioner Reports:

- Rickard and McClure attended the Oregon Public Ports Association meeting on August 24.
- Rickard said Lane ACT wants public bus transportation between Eugene and Florence.
- Meyer attended a Chamber of Commerce meeting where they discussed the Siuslaw Estuary Trail and evaluated the Rods and Rhody's Festival.

9. Public Comment:

- Ron Preisler, City Councilor, spoke about the bus transportation between Eugene and Florence.
- Michelle Culwell thanked McClure for following up on her request to start a Port support group. She mentioned Dave Swinney's idea of using the PVIP 40 acres for a National Veterans Cemetery. She also stated that the dumpster on the boardwalk is often full and another dumpster is needed.
- Peter Bartolovich also commented about needing another dumpster at that location.

10. Vice President David Huntington adjourned the meeting at 7:31pm

Port of Siuslaw
Combined Balance Sheet
 As of September 30, 2017

	Sep 30, 17
ASSETS	
Current Assets	
Checking/Savings	
1001 · BB Checking - General Fund	41,666.50
1003 · BB SAV - Capital Reserve	78,115.17
1005 · BB MMA - General Fund	644,047.27
1050 · BB MMA - ICM	5,048.28
1070 · Petty Cash	1,000.00
Total Checking/Savings	769,877.22
Other Current Assets	
1130 · Inventory - Gas	3,586.30
1140 · Inventory - Diessel	5,533.10
1220 · Accounts Receivable	4,212.13
1250 · Taxes receivable	22,652.00
1450 · Prepaid insurance	23,608.50
1499 · Undeposited Funds	-8,215.44
Total Other Current Assets	51,376.59
Total Current Assets	821,253.81
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	7,084,752.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	8,906.27
Total Accounts Payable	8,906.27
Credit Cards	
2021 · Port Credit Card 1	8,422.79
2022 · Port Credit Card 2	522.84
Total Credit Cards	8,945.63
Other Current Liabilities	
2030 · Deposits Held	8,880.00
2045 · Unearned CG Revenue (Hercules)	104,262.19
2050 · Deferred Compensation Plan NRS	9,281.63
2150 · Payroll related Liabilites	20.76
2160 · Accrued Interest	57,261.04
2495 · Current Ptn of Lon-Term Debt	58,673.90
Total Other Current Liabilities	238,379.52
Total Current Liabilities	256,231.42
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

11:35 AM
10/12/17
Accrual Basis

Port of Siuslaw
Combined Balance Sheet
As of September 30, 2017

	<u>Sep 30, 17</u>
Total Liabilities	1,422,035.42
Equity	
3300 · Invested in Capital Assets	5,039,020.40
3900 · Fund Balance	219.51
Net Income	<u>623,476.78</u>
Total Equity	<u>5,662,716.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,084,752.11</u></u>

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July through September 2017

	TOTAL					
	Jul 17	Aug 17	Sep 17	Year to Date	Budget	Variance
Income						
4100 - Available Beginning Cash	427,599.12	0.00	0.00	427,599.12	300,000.00	127,599.12
4140 - Campground Revenue						
4141 - RV Sites- Taxable	45,845.84	45,542.24	43,418.07	134,806.15	265,000.00	-130,193.85
4142 - RV Sites -Non Taxable	24,400.16	33,528.07	23,905.66	81,833.89	100,000.00	-18,166.11
4143 - RV Site - Add'l revenue	1,500.12	1,371.73	1,112.20	3,984.05	6,000.00	-2,015.95
4144 - Transient Room Tax	4,992.38	4,749.52	4,842.20	14,584.10	28,000.00	-13,415.90
4145 - Reservation Fees	4,160.00	5,160.00	5,310.00	14,630.00	21,000.00	-6,370.00
Total 4140 - Campground Revenue	80,898.50	90,351.56	78,588.13	249,838.19	420,000.00	-170,161.81
4150 - Leases						
4151 - Building Lease - 1499 Bay St	0.00	1,162.50	637.50	1,800.00	7,200.00	-5,400.00
4152 - Building Lease - 080A Harbor St	1,200.00	1,200.00	1,200.00	3,600.00	7,200.00	-3,600.00
4153 - Wharf lease - ICM	4,542.08	4,542.08	4,542.08	13,626.24	49,900.00	-36,273.76
4154 - Wharf lease - Mo's	8,640.00	8,640.00	8,640.00	25,920.00	103,000.00	-77,080.00
4155 - Concessions	2,562.50	2,337.50	2,400.00	7,300.00	9,000.00	-1,700.00
4156 - Docking Lease	100.00	100.00	100.00	300.00	1,000.00	-700.00
Total 4150 - Leases	17,044.58	17,982.08	17,519.58	52,546.24	177,300.00	-124,753.76
4160 - Moorage						
4162 - Commercial Moorage	933.81	1,010.67	896.54	2,841.02	15,000.00	-12,158.98
4163 - Sport Moorage	7,203.42	18,668.49	21,779.28	47,651.19	68,000.00	-20,348.81
4165 - Liveaboard Fees	-31.58	960.00	924.02	1,852.44	2,000.00	-147.56
Total 4160 - Moorage	8,105.65	20,639.16	23,599.84	52,344.65	85,000.00	-32,655.35
4170 - Storage						
4171 - Outside storage	148.36	148.36	148.36	445.08	2,000.00	-1,554.92
4172 - Indoor Storage	1,931.83	2,157.81	2,263.57	6,353.21	18,000.00	-11,646.79
Total 4170 - Storage	2,080.19	2,306.17	2,411.93	6,798.29	20,000.00	-13,201.71
4190 - Marine Fuel						
4191 - Diesel	3,234.19	1,501.11	1,832.20	6,567.50	5,000.00	1,567.50
4192 - Gas, Non-ethanol	1,454.56	6,033.58	16,520.88	24,009.02	35,000.00	-10,990.98
Total 4190 - Marine Fuel	4,688.75	7,534.69	18,353.08	30,576.52	40,000.00	-9,423.48

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
 July through September 2017

	TOTAL					
	Jul 17	Aug 17	Sep 17	Year to Date	Budget	Variance
4200 · Other Facility Income						
4210 · Parking Income	741.35	2,759.07	4,260.99	7,761.41	12,200.00	-4,438.59
4220 · Dump Station Fees	100.00	718.13	105.00	923.13	4,500.00	-3,576.87
4230 · Gazebo Rental	50.00	0.00	25.00	75.00	0.00	75.00
4240 · Vending Sales	1,617.25	2,043.50	1,889.00	5,549.75	7,500.00	-1,950.25
4252 · Seafood Seller Permits	200.00	0.00	0.00	200.00	500.00	-300.00
4253 · Charter/Guide Permit	200.00	300.00	300.00	800.00	500.00	300.00
4270 · Retail Sales	132.00	154.25	223.50	509.75	1,000.00	-490.25
4300 · Cash Over/Short	-40.58	75.91	13.70	49.03	0.00	49.03
Total 4200 · Other Facility Income	3,000.02	6,050.86	6,817.19	15,868.07	26,200.00	-10,331.93
4500 · Levied Taxes						
4510 · Current Levied Taxes	324.11	401.95	546.01	1,272.07	287,000.00	-285,727.93
4520 · Prior Years Levied Taxes	103.62	369.71	311.37	784.70	4,000.00	-3,215.30
4525 · Levied Tax Interest	26.99	86.17	81.47	194.63	0.00	194.63
Total 4500 · Levied Taxes	454.72	857.83	938.85	2,251.40	291,000.00	-288,748.60
4515 · State Forest Sales	0.00	14,176.38	0.00	14,176.38	0.00	14,176.38
4540 · Interest Income	36.54	38.06	38.09	112.69	500.00	-387.31
4550 · Maintenance Assistance Program	0.00	0.00	0.00	0.00	19,000.00	-19,000.00
4600 · Miscellaneous Income	1,487.70	630.88	768.50	2,887.08	10,000.00	-7,112.92
4650 · Sale of Surplus Equipment	500.00	0.00	0.00	500.00	0.00	500.00
4670 · Sale of Surplus Property	27,166.50	0.00	0.00	27,166.50	0.00	27,166.50
Total Income	573,062.27	160,567.67	149,035.19	882,665.13	1,389,000.00	-506,334.87
Gross Profit	573,062.27	160,567.67	149,035.19	882,665.13	1,389,000.00	-506,334.87
Expense						
5000 · Personal Services						
5020 · Port Manager	2,708.33	5,416.66	0.00	8,124.99	67,600.00	-59,475.01
5021 · Interim Port Manager	2,457.47	5,534.85	5,937.51	13,929.83	0.00	13,929.83
5030 · Administrative Assistant	0.00	0.00	0.00	0.00	42,115.00	-42,115.00
5045 · Services Lead	1,180.80	2,570.40	3,000.00	6,751.20	34,454.00	-27,702.80
5050 · Office Assistant	994.50	2,173.50	2,592.01	5,760.01	29,453.00	-23,692.99

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
 July through September 2017

	TOTAL					
	Jul 17	Aug 17	Sep 17	Year to Date	Budget	Variance
5061 · Campground Staff	645.15	1,163.80	2,325.00	4,133.95	8,091.00	-3,957.05
5075 · Maintenance I Lead	1,700.80	4,124.44	4,060.88	9,886.12	45,998.00	-36,111.88
5076 · Maintenance II	1,680.00	3,202.50	3,494.40	8,376.90	37,856.00	-29,479.10
5077 · Maintenance III	856.75	304.75	0.00	1,161.50	22,425.00	-21,263.50
5110 · Payroll taxes	1,138.84	2,451.26	1,995.91	5,586.01	28,799.00	-23,212.99
5180 · Health Insurance	3,297.12	3,846.64	1,597.61	8,741.37	49,391.00	-40,649.63
5181 · Life Insurance	12.90	12.90	8.60	34.40	160.00	-125.60
5182 · Dental Insurance	305.70	305.70	254.75	866.15	4,458.00	-3,591.85
5190 · Workers Compensation Insurance	10,217.74	0.00	-787.60	9,430.14	12,000.00	-2,569.86
5251 · Applicant Expenses	52.00	0.00	60.00	112.00	0.00	112.00
5270 · Retirement	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
5275 · Compensated absences	0.00	3,250.00	0.00	3,250.00	5,000.00	-1,750.00
5280 · Overtime	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
Total 5000 · Personal Services	27,248.10	34,357.40	24,539.07	86,144.57	395,800.00	-309,655.43
5300 · Material and Services						
5260 · Employee Training	125.00	50.00	150.00	325.00	1,500.00	-1,175.00
5310 · Grant Expenses	0.00	0.00	0.00	0.00	2,500.00	-2,500.00
5340 · Advertising	0.00	60.00	120.00	180.00	13,000.00	-12,820.00
5345 · Web Site	0.00	0.00	0.00	0.00	1,000.00	-1,000.00
5350 · Office Supplies	207.28	471.84	217.15	896.27	4,000.00	-3,103.73
5360 · Operation Supplies	709.45	799.38	777.35	2,286.18	15,000.00	-12,713.82
5370 · Marine Fuel						
5371 · Non-ethanol Gas	3,703.52	8,162.25	9,005.46	20,871.23	0.00	20,871.23
5372 · Diesel	3,003.21	5,285.35	0.00	8,288.56	0.00	8,288.56
5370 · Marine Fuel - Other	0.00	0.00	0.00	0.00	45,000.00	-45,000.00
Total 5370 · Marine Fuel	6,706.73	13,447.60	9,005.46	29,159.79	45,000.00	-15,840.21
5410 · Audit	0.00	0.00	2,500.00	2,500.00	8,000.00	-5,500.00
5420 · Accounting Service	117.75	370.50	117.50	605.75	2,000.00	-1,394.25
5430 · Legal Services	0.00	1,075.00	0.00	1,075.00	5,000.00	-3,925.00
5435 · Legal Publications	47.20	42.92	39.09	129.21	0.00	129.21
5436 · Cost of Retail Items	0.00	251.04	0.00	251.04	1,000.00	-748.96

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
 July through September 2017

	TOTAL					
	Jul 17	Aug 17	Sep 17	Year to Date	Budget	Variance
5450 - Insurance - General	0.00	0.00	74.00	74.00	50,000.00	-49,926.00
5470 - Contracted Services	717.98	2,017.98	1,797.98	4,533.94	19,000.00	-14,466.06
5510 - Travel & Meeting Expense	18.00	316.26	875.44	1,209.70	10,000.00	-8,790.30
5520 - Dues/Subscriptions	75.00	2,071.86	500.00	2,646.86	14,000.00	-11,353.14
5530 - Public Relations	605.00	493.92	265.00	1,363.92	5,000.00	-3,636.08
5540 - Events	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
5550 - Telephone Expense	726.10	514.83	48.38	1,289.31	7,000.00	-5,710.69
5610 - Property Taxes	0.00	0.00	0.00	0.00	14,000.00	-14,000.00
5620 - Transient Room Tax	1,088.44	4,009.47	3,979.90	9,077.81	25,000.00	-15,922.19
5700 - Facilities	6,514.13	5,478.29	1,531.07	13,523.49	50,000.00	-36,476.51
5701 - MAP Repairs	2,308.93	2,229.50	977.92	5,516.35	14,000.00	-8,483.65
5730 - Tool & Equipment Purchase	7.29	201.87	0.00	209.16	3,000.00	-2,790.84
5750 - Equipment Rental	585.08	960.83	779.49	2,325.40	9,000.00	-6,674.60
5790 - Equipment Repairs	778.14	728.68	1,569.50	3,076.32	8,000.00	-4,923.68
5800 - Utilities	6,679.09	17,996.53	13,500.49	38,176.11	112,000.00	-73,823.89
5900 - State Lease Fees	0.00	404.00	0.00	404.00	15,000.00	-14,596.00
5950 - Miscellaneous	2,184.07	3,656.86	3,298.93	9,139.86	23,000.00	-13,860.14
Total 5300 - Material and Services	30,200.66	57,649.16	42,124.65	129,974.47	479,000.00	-349,025.53
6000 - Capital Outlay						
6060 - Operations Equipment						
6063 - Vehicle Replacement	0.00	0.00	8,995.00	8,995.00	0.00	8,995.00
6064 - Security Cameras	0.00	0.00	9,999.85	9,999.85	0.00	9,999.85
6067 - Broadband Wi-Fi	0.00	0.00	5,000.00	5,000.00	0.00	5,000.00
Total 6060 - Operations Equipment	0.00	0.00	23,994.85	23,994.85	0.00	23,994.85
6130 - Land						
6131 - 1499 Parking Lot	0.00	0.00	4,965.00	4,965.00	0.00	4,965.00
Total 6130 - Land	0.00	0.00	4,965.00	4,965.00	0.00	4,965.00
6150 - Facilities						
6110 - Port Office 100 Harbor	0.00	0.00	0.00	0.00	8,000.00	-8,000.00
6155 - Wharf/Bdwk Fire System	0.00	0.00	3,700.00	3,700.00	0.00	3,700.00
Total 6150 - Facilities	0.00	0.00	3,700.00	3,700.00	8,000.00	-4,300.00

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
 July through September 2017

	TOTAL					
	Jul 17	Aug 17	Sep 17	Year to Date	Budget	Variance
6170 - Marine Facilities						
6179 - East Moorage Basin	0.00	0.00	0.00	0.00	15,000.00	-15,000.00
Total 6170 - Marine Facilities	0.00	0.00	0.00	0.00	15,000.00	-15,000.00
Total 6000 - Capital Outlay	0.00	0.00	32,659.85	32,659.85	23,000.00	9,659.85
6700 - Contingency	0.00	0.00	0.00	0.00	60,000.00	-60,000.00
7000 - Debt Service						
7215 - MNIF (Dredging) #524016	0.00	0.00	0.00	0.00	5,880.00	-5,880.00
7216 - PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	46,400.00	-34,800.07
7225 - Banner Bank (PVIP) 1000214241	1,499.92	1,499.92	1,499.92	4,499.76	18,000.00	-13,500.24
7230 - PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	7,424.94	29,950.00	-22,525.06
7270 - SPWF (Bdwb Prj) L0004	0.00	0.00	0.00	0.00	15,970.00	-15,970.00
Total 7000 - Debt Service	13,099.85	8,924.86	1,499.92	23,524.63	116,200.00	-92,675.37
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	250,000.00	-250,000.00
7700 - Transfer to other funds	65,000.00	0.00	0.00	65,000.00	65,000.00	0.00
Total Expense	135,548.61	100,931.42	100,823.49	337,303.52	1,389,000.00	-1,051,696.48
Net Income	437,513.66	59,636.25	48,211.70	545,361.61	0.00	545,361.61

Port of Siuslaw
Profit & Loss Budget vs. Actual - Capital Maint Fund
 July through September 2017

	TOTAL					
	Jul 17	Aug 17	Sep 17	Year to Date	Budget	Variance
Income						
4100 - Available Beginning Cash	33,107.51	0.00	0.00	33,107.51	5,000.00	28,107.51
4540 - Interest Income	0.00	7.66	0.00	7.66	0.00	7.66
4700 - Incoming Transfer	65,000.00	0.00	0.00	65,000.00	65,000.00	0.00
Total Income	98,107.51	7.66	0.00	98,115.17	70,000.00	28,115.17
Gross Profit	98,107.51	7.66	0.00	98,115.17	70,000.00	28,115.17
Expense						
6000 - Capital Outlay						
6150 - Facilities						
6151 - Mo's Building	0.00	0.00	0.00	0.00	50,000.00	-50,000.00
6155 - Wharf/Bdwk Fire System	0.00	20,000.00	0.00	20,000.00	20,000.00	0.00
Total 6150 - Facilities	0.00	20,000.00	0.00	20,000.00	70,000.00	-50,000.00
Total 6000 - Capital Outlay	0.00	20,000.00	0.00	20,000.00	70,000.00	-50,000.00
Total Expense	0.00	20,000.00	0.00	20,000.00	70,000.00	-50,000.00
Net Income	98,107.51	-19,992.34	0.00	78,115.17	0.00	78,115.17

	Campground 2014/2015			Campground 2015/2016			Campground 2016/2017			Campground 2017/2018		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	72%	72%	2318	79%	79%	2448	74%	74%	2314	78%	78%	2452
AUG	90%	81%	2890	91%	85%	2812	88%	81%	2750	93%	86%	2953
SEPT	90%	84%	2795	88%	86%	2651	92%	85%	2776	91%	87%	2784
OCT	45%	74%	1462	49%	77%	1527	33%	72%	1027			
NOV	24%	64%	753	26%	67%	770	15%	60%	466			
DEC	23%	57%	748	17%	58%	514	12%	52%	361			
JAN	29%	53%	920	20%	53%	621	15%	47%	480			
FEB	34%	51%	939	22%	49%	634	14%	43%	401			
MAR	39%	50%	1211	23%	46%	729	16%	40%	513			
APR	38%	48%	1134	28%	44%	838	22%	38%	657			
MAY	37%	47%	1130	36%	44%	1132	35%	38%	1112			
JUN	45%	47%	1362	46%	44%	1396	43%	38%	3875			
TL YTD	47%	47%	17662	44%	44%	16072	38%	38%	16732	87%		8189
REV YTD	\$408,911			\$424,844			\$439,396			\$246,032		

	Hiker/Biker 2016/17		2017/18	
	Guest	\$	Guest	\$
JULY	31	\$388	40	\$722
AUG	41	\$590	26	\$294
SEPT	18	\$244	25	\$407
OCT	3	\$32		
NOV	2	\$26		
DEC	0	\$0		
JAN	0	\$0		
FEB	1	\$9		
MAR	2	\$34		
APR	3	\$27		
MAY	11	\$121		
JUN	22	\$344		
Total	134	\$1,815	91	\$1,423

	Moorage 2016/17			Moorage 2017/18		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	41%	41%	1528	42%	42%	1531
AUG	68%	55%	2496	74%	58%	2722
SEPT	93%	67%	3312	92%	69%	3285
OCT	55%	64%	2018			
NOV	27%	57%	964			
DEC	26%	52%	959			
JAN	25%	48%	931			
FEB	27%	45%	906			
MAR	27%	43%	992			
APR	27%	42%	965			
MAY	28%	40%	1025			
JUN	31%	40%	1091			
TL YTD	40%	40%	17187	69%		7538
REV YTD	\$97,656			\$54,761		

Exhibit A to Port Manager Contract

Port of Siuslaw Port Manager Job Description

The Port Manager shall be the chief executive officer of the Siuslaw Port District. He or she is responsible for: the management and operations of the Port of Siuslaw; promoting economic development in the Port district; the overall administration of the Port's fiscal matters and personnel policies; the development, operation and maintenance of all Port facilities; tenant and public relations; and being on call 24 hours per day. The Manager reports to and is evaluated by the Port Commission.

Job Responsibilities

- 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.
- 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.
- Ensure the Port Commission receives appropriate fiscal data related to financial resources and expenditures as needed. Keep the Commission informed on personnel and relevant law changes.
- Update information, plans, and materials needed by the Port Commissioners to help them make the best decisions. Continually improve communication between management and Port Commission.
- Be responsible for ongoing planning, development and maintenance of Port facilities.
- Prepare and implement the budget.
- Meet with Port staff daily and develop and maintain an effective employee team. Responsible for the activities and evaluation of personnel, and hiring and firing of all Port employees.
- Ensure the Port's adopted business plan is implemented to the best of the Port's ability and assets.
- Review and assess Port facilities in person on at least a weekly basis; make recommendations or changes as required.
- Extended Port business trips outside the immediate area are subject to Commission approval.
- Maintain an awareness of and comply with all legal requirements as presented in the Oregon statutes and Port policies.

- The Port Manager will be an active member of the West Lane Emergency Operations Group.
- Attend monthly Port Commission meetings and include a monthly project report in the meeting packet.
- Carry out any additional assignments as requested by the Port Commission.

Minimum Requirements

- High school diploma or GED.
- Ability to possess a valid Oregon Driver's License.
- Familiarity with ORS Chapter 777, the Port of Siuslaw and its operations.
- Proficiency in operating computers (MS Word, Excel, PowerPoint, Outlook).
- Physical requirements of the job include, but are not limited to: the ability to board boats, to access various boat compartments, to climb ladders, etc.
- Willingness and ability to travel as required for the position.
- Within six months of employment obtain CPR/First Aid certification.
- Successfully pass a pre-employment physical, drug test, and background check.

Qualifications Preferred

- Public sector employment experience, preferably with a port district.
- Experience in budgeting and financial management.
- Experience in procurement of grants.
- Lease and contract negotiation experience.
- Successful development and implementation of strategic business plans.
- Excellent leadership and collaboration skills.
- Effective communication skills, verbal and written.
- Good understanding of the issues and challenges facing the port industry.
- Working knowledge of environmental issues and mitigation efforts.
- Good understanding of the political process at the local, state and federal levels.
- Five (5) years' successful work experience as a manager and demonstrated success working with diverse user groups and constituents.
- Bachelor's degree in Public Administration or Business preferred; or acceptable combination of education and experience.

This job description is an outline of the major recurring responsibilities of the job. It is not intended to be all inclusive of the work to be performed. Other related job objectives, special assignments and responsibilities will typically be performed.

FY 2017-18

FY17-18	FACILITIES - Jason	Quote	1	2	Budgeted	Completed	Cost
Office	exterior caulking and painting	\$7,380	x		17-18 GF		
Equipment	Replace Chevy	\$10,000	x			Sept	\$ 8,995
Sec Cameras	replace system	\$10,000	x			Sept	\$ 9,995
WiFi	upgrade	\$5,000	x			Sept	\$ 5,000
1499 Lot	seal and restripe	\$4,965	x			Sept	\$ 4,965
Mo's Lot	seal and restripe	\$983	x			Oct	\$ 983
Restrooms	replace water heaters	\$3,000	x				
Campground	landscaping, plant trees	\$3,000	x				
USCG Aux Shed	remodel or replace	\$4,520	x				
Campground	replace B Row site dividers		x				
Mo's	Repaint front entrance		x				

FY17-18	MARINAS - Tracey	Quote	1	2	Budgeted	Completed	Cost
Fuel System	catch basin 3 replacement (ongoing)	\$8,972	x		17-18 GF		
F Dock	repair finger slips	\$3,945	x			July	\$ 3,945
Gangways	install non-skid surface	\$1,526	x			Oct	\$ 1,526
Fuel System	fuel lines replace (ongoing)	\$1,900	x				
Fuel System	add cover to dispenser	\$2,500	x				
Gangways	install security lighting	\$2,946	x				
Trans Dock	repair 2 pedistal lights		x				
Fuel Tanks	rust prevention		x				
W Marina	replace plumbing lines (ongoing)		x				
W Marina	replace exterior whalers on B - D docks		x				
Boom logs	replace chains and shackles	\$750	x				
F Dock	upgrade cleats, all thread, hoops, whalers		x				

FY 2018-19

FY18-19	FACILITIES - Jason	Quote	1	2	Budgeted	Completed	Cost
Harbor Lot	reseal and restripe in next two years	\$12,360					
Storage	replace doors/sliders	\$5,371+					
1499	replace lawn irrigation						
Nopal Lot	2 bull horn light mount replace						
Mapleton Lot	reseal restripe parking lot						
Campground	trash/recycle enclosures						
Anchor/Mariner	apply epoxy paint to preserve anchor						
Boardwalk	replace lights with LED's						
Fish Clean 2	replace solar lights with electrical with photo cell						
Anchor/Mariner	relandscape mariners						
Anchor/Mariner	repair irrigation box at mariners						
Boardwalk	replace planks as needed						
Bdwk Grass	consider installing irrigation						
Fish Clean 1	rebuild, add roof (STEP?)						

FY18-19	MARINAS - Tracey	Quote	1	2	Budgeted	Completed	Cost
Trans Dock	get 3rd pump out operational						
W Marina	use old H dock for west marina storage/spill kits						
F Dock	install one electrical pedistal						
G Dock	resecure access ramp to land (needs engineering)						
G Dock	raise landing above highest tides						
G Dock	redesign top landing to adjust other direction						
Mapleton Dock	resecure access ramp to land (needs engineering)						

