

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, November 15, 2017
Port of Siuslaw Conference Room
100 Harbor Street, Florence, OR 97439

Commissioners

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

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|---|---------|
| Work Session – Revise Port Manager Job Description | 6:00pm |
| <hr/> | |
| Regular Meeting | 7:00pm |
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| 1. Call to Order | Duman |
| 2. Approval of the Agenda | Duman |
| 3. Public Comment: <i>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.</i> | |
| 4. Approval of Minutes by Consent
a. Regular Meeting, October 18, 2017 | Duman |
| 5. Approval of the Financials by Consent | McClure |
| <u>Old Business</u> | |
| 6. Erosion Repair Project Update | McClure |
| 7. Approve Revisions to the Port Manager Job Description, Recruitment | Board |
| 8. Public Input for Port Projects/Activities Update | McClure |
| <u>New Business</u> | |
| 9. Review 2017 SDAO Best Practices | McClure |
| 10. Resolution 11-15-17A Amending Resolution 4-27-11A Public Contracting Rules | McClure |
| 11. Resolution 11-15-17B Authorizing a SDAO Security Grant Application | McClure |
| <u>Reports</u> | |
| 12. Manager and Commissioner Reports | |
| 13. Public Comment: <i>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.</i> | |
| 14. Upcoming Meetings and Conferences | |
| • November 15, 2017, 12:00pm: Land Conservation and Development Commission, Lunch at FEC and Tour of Florence (<i>Meyer, Huntington, Rickard, McClure</i>) | |
| • December 20, 2017, 6:00pm: Port Commission Work Session, Port Conference Room | |
| • December 20, 2017, 7:00pm: Port Commission Regular Meeting, Port Conference Room | |
| • February 9-11, 2018, SDAO Annual Conference, Seaside | |
| • March 11-15, 2018, PNWA Mission to DC, Washington DC | |
| 15. Adjourn | |

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
Wednesday October 18, 2017, 7:00pm
100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approved at the Regular Meeting on November 15, 2017

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

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

1. President Duman called the meeting to order at 7:00pm.

2. Approval of the Agenda: There were no changes to the Agenda.

3. Public Comment:

- David Swinney said live aboard customers are requesting Post Office boxes at the Port. Buckwald was concerned about postal regulations and asked Swinney to do research. Duman was concerned about the Port's responsibility in handling mail, and staff time.
- Swinney requested his boat be put back on the discounted moorage rate the previous manager imposed.
- Swinney said the Port could make money by installing a boatyard and using the 40 acres for a Veterans Memorial Cemetery.

4. Approval of Minutes by Consent: There were no comments and the Minutes were approved by Consent.

5. Approval of the Financials by Consent: McClure said bills paid in September were \$92,028.77. McClure said the workers compensation credit of \$787.60 came in September. McClure said she would prepare a supplemental budget to appropriate expenditures not included in this year's budget. The fire suppression system under Mo's has been completed. McClure said September campground occupancy was 91%. There were no comments and the Financials were approved by consent.

Old Business

6. Erosion repair project update: McClure confirmed with Julie at the Oregon Emergency Management Office (OEM) that FEMA funds are no longer restricted. Approval to reimburse expenses is still pending due to incomplete applications. OEM, DSL and Army Corp of Engineers need revised plans. There is conflict with drawings and water line regulations. Buckwald was concerned the process is taking too long. Duman stated this should have been a simple project and would like a second opinion. Meyer asked McClure to have the engineer get clarity regarding permits and sketches, and report back at the November meeting. Duman was concerned the Port will need to pay to dredge the marina, then pay to install rip rap. Duman said there should be a way to utilize the sediment for both projects.

New Business

7. Review List of Projects: McClure gave the commissioners 3 project reports: FY17-18, FY18-19, and Major Projects. McClure said staff documented and prioritized projects from one end of the property to the other, including Mapleton. Some projects are included in this year's Capital Outlay and others are in the Facilities budget. Huntington questioned how many projects can be completed by staff. McClure said third parties are only needed for electrical and plumbing.

McClure reviewed the projects that range between \$10K and \$100K. McClure asked for the Boards input regarding funding and prioritizing the projects.

There was discussion about the Siuslaw Estuary Trail project. Phase I goes through Old Town and Port property and Phase II is starts at Highway 126. Phase II has been funded by State Transportation Improvement Project (STIP). Phase I has not been funded. McClure plans to meet with City staff in November. Meyer expressed concern regarding the placement of the path in relation to the safety and privacy of campground guests. McClure said there are alternatives to the placement of the path on Port property. McClure requested one Commissioner attend future meetings with the City.

In response to Duman's request to upgrade the storage buildings, McClure said estimates for replacing the roof was \$128,500, and pouring cement pads was \$117,000. Rickard asked if the walls of the buildings were worth putting this much money into. Duman said the structural strength is still intact. McClure said storage revenue is \$22K a year.

McClure said she is working on getting proposals from realtors to market the PVIP property. McClure said there will be a resolution to update the Public Contracting Policy next month. McClure said staff and the board need to work on updating policies and ordinances.

McClure said rate increases are due for the campground and moorage, but there should be improvements to justify an increase. McClure said the Strategic Business Plan is a good tool to prioritize projects and identify sources for funding. Buckwald said the Port needs to involve residents throughout the entire District and suggested forming a committee. Duman suggested sail boat classes, crabbing and fishing classes, and other activities for the public. Buckwald asked staff to reach out to the entire District and prepare a report each month.

8. Review Port Manager Job Description and Discuss Recruitment: McClure asked for input to revise the job description and said any changes would require a motion and a vote. Buckwald said making changes were important, and in order to do it right he requested more time to work on it. Meyer agreed and said ORS 777 states the Port is free to hire anyone that can assist them in managing the Port and that there is no statutory description required. It was decided that each board member work on their revisions before the next meeting and come prepared to a work session scheduled for 6pm on November 15.

9a. Manager Reports:

- Auditors will be here October 20 for field work.
- A meeting is scheduled with ICM's manager and contractor to discuss building repairs.
- Boom logs will be installed early November.
- The OPPA Conference was informative and a good networking opportunity.

9b. Commissioner Reports:

- Rickard attended a City council forum about housing and jobs. She also went to a Lane ACT transportation meeting and said they make sure Florence is included in transportation issues. Rickard said this is where the Siuslaw Estuary Trail is funded through STIP.
- Meyer said he also attended the OPPA Conference saying it was worthwhile and he was impressed that the Oregon Department of State Lands is looking out for Ports.

10. Public Comment:

- Michelle Culwell agreed with the Commission about taking time to revise the Port Manager job description.
- David Swinney said the Commissioners need to look at all job descriptions. Duman said it is the Manager's responsibility to revise staff job descriptions.

11. President Duman adjourned the meeting at 8:36pm.

DRAFT

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

Oct 31, 17

ASSETS		
Current Assets		
Checking/Savings		
1001 · BB Checking - General Fund		35,530.28
1003 · BB SAV - Capital Reserve		74,415.17
1005 · BB MMA - General Fund		663,802.71
1050 · BB MMA - ICM		5,048.49
1070 · Petty Cash		1,000.00
Total Checking/Savings		779,796.65
Other Current Assets		
1130 · Inventory - Gas		3,586.30
1140 · Inventory - Diessel		5,533.10
1220 · Accounts Receivable		3,176.43
1250 · Taxes receivable		22,652.00
1450 · Prepaid insurance		23,608.50
1499 · Undeposited Funds		-10,222.02
Total Other Current Assets		48,334.31
Total Current Assets		828,130.96
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		<u>7,091,629.26</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · *Accounts Payable		15,408.94
Total Accounts Payable		15,408.94
Credit Cards		
2021 · Port Credit Card 1		8,489.73
2022 · Port Credit Card 2		20.00
Total Credit Cards		8,509.73
Other Current Liabilities		
2030 · Deposits Held		8,880.00
2045 · Unearned CG Revenue (Hercules)		100,727.63
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		234,844.96
Total Current Liabilities		258,763.63
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

12:08 PM

11/09/17

Accrual Basis

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

	Oct 31, 17
2993 · BB Loan 1000214241 PVIP	225,867.26
Total Long Term Liabilities	1,165,804.00
Total Liabilities	1,424,567.63
Equity	
3300 · Invested in Capital Assets	5,039,020.40
3900 · Fund Balance	219.51
Net Income	627,821.72
Total Equity	5,667,061.63
TOTAL LIABILITIES & EQUITY	<u>7,091,629.26</u>

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

						TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Year to Date	Budget	Variance
Income							
4100 - Available Beginning Cash	427,599.12	0.00	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	25,737.12	160,543.27	265,000.00	-104,456.73
4142 - RV Sites -Non Taxable	24,400.16	33,528.07	23,905.66	5,052.32	86,886.21	100,000.00	-13,113.79
4143 - RV Site - Add'l revenue	1,500.12	1,371.73	1,112.20	479.86	4,463.91	6,000.00	-1,536.09
4144 - Transient Room Tax	4,992.38	4,749.52	4,842.20	2,774.55	17,358.65	28,000.00	-10,641.35
4145 - Reservation Fees	4,160.00	5,160.00	5,310.00	2,170.00	16,800.00	21,000.00	-4,200.00
Total 4140 - Campground Revenue	80,898.50	90,351.56	78,588.13	36,213.85	286,052.04	420,000.00	-133,947.96
4150 - Leases							
4151 - Building Lease - 1499 Bay St	0.00	1,162.50	637.50	1,200.00	3,000.00	7,200.00	-4,200.00
4152 - Building Lease - 080A Harbor St	1,200.00	1,200.00	1,200.00	1,200.00	4,800.00	7,200.00	-2,400.00
4153 - Wharf lease - ICM	4,542.08	4,542.08	4,542.08	4,542.08	18,168.32	49,900.00	-31,731.68
4154 - Wharf lease - Mo's	8,640.00	8,640.00	8,640.00	8,640.00	34,560.00	103,000.00	-68,440.00
4155 - Concessions	2,562.50	2,337.50	2,400.00	950.00	8,250.00	9,000.00	-750.00
4156 - Docking Lease	100.00	100.00	100.00	100.00	400.00	1,000.00	-600.00
Total 4150 - Leases	17,044.58	17,982.08	17,519.58	16,632.08	69,178.32	177,300.00	-108,121.68
4160 - Moorage							
4162 - Commercial Moorage	933.81	1,010.67	896.54	883.97	3,724.99	15,000.00	-11,275.01
4163 - Sport Moorage	7,203.42	18,668.49	21,779.28	10,818.29	58,469.48	68,000.00	-9,530.52
4165 - Liveaboard Fees	-31.58	960.00	924.02	320.00	2,172.44	2,000.00	172.44
Total 4160 - Moorage	8,105.65	20,639.16	23,599.84	12,022.26	64,366.91	85,000.00	-20,633.09
4170 - Storage							
4171 - Outside storage	148.36	148.36	148.36	148.36	593.44	2,000.00	-1,406.56
4172 - Indoor Storage	1,931.83	2,157.81	2,263.57	2,311.07	8,664.28	18,000.00	-9,335.72
Total 4170 - Storage	2,080.19	2,306.17	2,411.93	2,459.43	9,257.72	20,000.00	-10,742.28
4190 - Marine Fuel							
4191 - Diesel	3,234.19	1,501.11	1,832.20	54.81	6,622.31	5,000.00	1,622.31
4192 - Gas, Non-ethanol	1,454.56	6,033.58	16,520.88	5,649.56	29,658.58	35,000.00	-5,341.42
Total 4190 - Marine Fuel	4,688.75	7,534.69	18,353.08	5,704.37	36,280.89	40,000.00	-3,719.11
4200 - Other Facility Income							
4210 - Parking Income	741.35	2,759.07	4,260.99	1,815.77	9,577.18	12,200.00	-2,622.82

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

						TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Year to Date	Budget	Variance
4220 · Dump Station Fees	100.00	718.13	105.00	40.00	963.13	4,500.00	-3,536.87
4230 · Gazebo Rental	50.00	0.00	25.00	0.00	75.00	0.00	75.00
4240 · Vending Sales	1,617.25	2,043.50	1,889.00	926.50	6,476.25	7,500.00	-1,023.75
4250 · Forklift & Hoist	0.00	0.00	0.00	75.00	75.00	0.00	75.00
4252 · Seafood Seller Permits	200.00	0.00	0.00	0.00	200.00	500.00	-300.00
4253 · Charter/Guide Permit	200.00	300.00	300.00	0.00	800.00	500.00	300.00
4270 · Retail Sales	132.00	154.25	223.50	32.25	542.00	1,000.00	-458.00
4300 · Cash Over/Short	-40.58	75.91	13.70	-0.02	49.01	0.00	49.01
Total 4200 · Other Facility Income	3,000.02	6,050.86	6,817.19	2,889.50	18,757.57	26,200.00	-7,442.43
4500 · Levied Taxes							
4510 · Current Levied Taxes	324.11	401.95	546.01	301.80	1,573.87	287,000.00	-285,426.13
4520 · Prior Years Levied Taxes	103.62	369.71	311.37	219.80	1,004.50	4,000.00	-2,995.50
4525 · Levied Tax Interest	26.99	86.17	81.47	64.64	259.27	0.00	259.27
Total 4500 · Levied Taxes	454.72	857.83	938.85	586.24	2,837.64	291,000.00	-288,162.36
4515 · State Forest Sales	0.00	14,176.38	0.00	0.00	14,176.38	0.00	14,176.38
4540 · Interest Income	36.54	38.06	38.09	1.53	114.22	500.00	-385.78
4550 · Maintenance Assistance Program	0.00	0.00	0.00	19,000.00	19,000.00	19,000.00	0.00
4600 · Miscellaneous Income	1,487.70	630.88	768.50	1,147.62	4,034.70	10,000.00	-5,965.30
4650 · Sale of Surplus Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
4670 · Sale of Surplus Property	27,166.50	0.00	0.00	0.00	27,166.50	0.00	27,166.50
Total Income	573,062.27	160,567.67	149,035.19	96,656.88	979,322.01	1,389,000.00	-409,677.99
Gross Profit	573,062.27	160,567.67	149,035.19	96,656.88	979,322.01	1,389,000.00	-409,677.99
Expense							
5000 · Personal Services							
5020 · Port Manager	2,708.33	5,416.66	0.00	0.00	8,124.99	67,600.00	-59,475.01
5021 · Interim Port Manager	2,457.47	5,534.85	5,937.51	5,046.88	18,976.71	0.00	18,976.71
5030 · Administrative Assistant	0.00	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	2,620.00	9,371.20	34,454.00	-25,082.80
5050 · Office Assistant	994.50	2,173.50	2,592.01	2,239.32	7,999.33	29,453.00	-21,453.67
5061 · Campground Staff	645.15	1,163.80	2,325.00	2,970.00	7,103.95	8,091.00	-987.05
5075 · Maintenance I Lead	1,700.80	4,124.44	4,060.88	3,635.45	13,521.57	45,998.00	-32,476.43
5076 · Maintenance II	1,680.00	3,202.50	3,494.40	3,235.73	11,612.63	37,856.00	-26,243.37

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

						TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Year to Date	Budget	Variance
5077 · Maintenance III	856.75	304.75	0.00	0.00	1,161.50	22,425.00	-21,263.50
5110 · Payroll taxes	1,138.84	2,451.26	1,995.91	1,787.35	7,373.36	28,799.00	-21,425.64
5180 · Health Insurance	3,297.12	3,846.64	1,597.61	2,747.60	11,488.97	49,391.00	-37,902.03
5181 · Life Insurance	12.90	12.90	8.60	10.75	45.15	160.00	-114.85
5182 · Dental Insurance	305.70	305.70	254.75	254.75	1,120.90	4,458.00	-3,337.10
5190 · Workers Compensation Insurance	10,217.74	0.00	-787.60	0.00	9,430.14	12,000.00	-2,569.86
5251 · Applicant Expenses	52.00	0.00	60.00	0.00	112.00	0.00	112.00
5270 · Retirement	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
5275 · Compensated absences	0.00	3,250.00	0.00	0.00	3,250.00	5,000.00	-1,750.00
5280 · Overtime	0.00	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	24,547.83	110,692.40	395,800.00	-285,107.60
5300 · Material and Services							
5260 · Employee Training	125.00	50.00	150.00	50.00	375.00	1,500.00	-1,125.00
5310 · Grant Expenses	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00
5340 · Advertising	0.00	60.00	120.00	575.00	755.00	13,000.00	-12,245.00
5345 · Web Site	0.00	0.00	0.00	219.45	219.45	1,000.00	-780.55
5350 · Office Supplies	207.28	471.84	217.15	270.12	1,166.39	4,000.00	-2,833.61
5360 · Operation Supplies	709.45	799.38	777.35	482.63	2,768.81	15,000.00	-12,231.19
5370 · Marine Fuel	6,706.73	13,447.60	9,005.46	6,329.97	35,489.76	45,000.00	-9,510.24
5410 · Audit	0.00	0.00	2,500.00	4,000.00	6,500.00	8,000.00	-1,500.00
5420 · Accounting Service	117.75	370.50	117.50	101.50	707.25	2,000.00	-1,292.75
5430 · Legal Services	0.00	1,075.00	0.00	62.50	1,137.50	5,000.00	-3,862.50
5435 · Legal Publications	47.20	42.92	39.09	0.00	129.21	0.00	129.21
5436 · Cost of Retail Items	0.00	251.04	0.00	0.00	251.04	1,000.00	-748.96
5450 · Insurance - General	0.00	0.00	74.00	0.00	74.00	50,000.00	-49,926.00
5470 · Contracted Services	717.98	2,017.98	1,797.98	2,088.98	6,622.92	19,000.00	-12,377.08
5510 · Travel & Meeting Expense	18.00	316.26	417.18	711.89	1,463.33	10,000.00	-8,536.67
5520 · Dues/Subscriptions	75.00	2,071.86	500.00	171.00	2,817.86	14,000.00	-11,182.14
5530 · Public Relations	605.00	493.92	265.00	324.76	1,688.68	5,000.00	-3,311.32
5540 · Events	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
5550 · Telephone Expense	726.10	514.83	48.38	841.85	2,131.16	7,000.00	-4,868.84
5610 · Property Taxes	0.00	0.00	0.00	13,908.17	13,908.17	14,000.00	-91.83

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

						TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Year to Date	Budget	Variance
5620 · Transient Room Tax	1,088.44	4,009.47	3,979.90	6,105.50	15,183.31	25,000.00	-9,816.69
5700 · Facilities	6,514.13	5,478.29	1,531.07	2,590.50	16,113.99	50,000.00	-33,886.01
5701 · MAP Repairs	2,308.93	2,229.50	977.92	1,045.86	6,562.21	14,000.00	-7,437.79
5730 · Tool & Equipment Purchase	7.29	201.87	0.00	0.00	209.16	3,000.00	-2,790.84
5750 · Equipment Rental	585.08	960.83	779.49	613.83	2,939.23	9,000.00	-6,060.77
5790 · Equipment Repairs	778.14	728.68	1,569.50	1,375.24	4,451.56	8,000.00	-3,548.44
5800 · Utilities	6,679.09	17,996.53	13,500.49	12,520.81	50,696.92	112,000.00	-61,303.08
5900 · State Lease Fees	0.00	404.00	0.00	0.00	404.00	15,000.00	-14,596.00
5950 · Miscellaneous	2,184.07	3,656.86	3,298.93	732.96	9,872.82	23,000.00	-13,127.18
Total 5300 · Material and Services	30,200.66	57,649.16	41,666.39	55,122.52	184,638.73	479,000.00	-294,361.27
6000 · Capital Outlay							
6060 · Operations Equipment							
6063 · Vehicle Replacement	0.00	0.00	8,995.00	0.00	8,995.00	0.00	8,995.00
6064 · Security Cameras	0.00	0.00	9,999.85	0.00	9,999.85	0.00	9,999.85
6067 · Broadband Wi-Fi	0.00	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00
Total 6060 · Operations Equipment	0.00	0.00	23,994.85	0.00	23,994.85	0.00	23,994.85
6130 · Land							
6131 · 1499 Parking Lot	0.00	0.00	4,965.00	0.00	4,965.00	0.00	4,965.00
Total 6130 · Land	0.00	0.00	4,965.00	0.00	4,965.00	0.00	4,965.00
6150 · Facilities							
6110 · Port Office 100 Harbor	0.00	0.00	0.00	0.00	0.00	8,000.00	-8,000.00
6155 · Wharf/Bdwc Fire System	0.00	0.00	3,700.00	-3,700.00	0.00	0.00	0.00
Total 6150 · Facilities	0.00	0.00	3,700.00	-3,700.00	0.00	8,000.00	-8,000.00
6170 · Marine Facilities							
6179 · East Moorage Basin	0.00	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	0.00	15,000.00	-15,000.00
Total 6000 · Capital Outlay	0.00	0.00	32,659.85	-3,700.00	28,959.85	23,000.00	5,959.85
6700 · Contingency	0.00	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	0.00	5,880.00	-5,880.00
7216 · PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	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	5,999.68	18,000.00	-12,000.32

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

	TOTAL						
	Jul 17	Aug 17	Sep 17	Oct 17	Year to Date	Budget	Variance
7230 · PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	0.00	7,424.94	29,950.00	-22,525.06
7270 · SPWF (Bdwk Prj) L0004	0.00	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	13,099.85	36,624.48	116,200.00	-79,575.52
7600 · Unappropriated Ending Fund Bal	0.00	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	0.00	65,000.00	65,000.00	0.00
Total Expense	135,548.61	100,931.42	100,365.23	89,070.20	425,915.46	1,389,000.00	-963,084.54
Net Income	437,513.66	59,636.25	48,669.96	7,586.68	553,406.55	0.00	553,406.55

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

	TOTAL						
	Jul 17	Aug 17	Sep 17	Oct 17	Year to Date	Budget	Variance
Income							
4100 - Available Beginning Cash	33,107.51	0.00	0.00	0.00	33,107.51	5,000.00	28,107.51
4540 - Interest Income	0.00	7.66	0.00	0.00	7.66	0.00	7.66
4700 - Incoming Transfer	65,000.00	0.00	0.00	0.00	65,000.00	65,000.00	0.00
Total Income	98,107.51	7.66	0.00	0.00	98,115.17	70,000.00	28,115.17
Gross Profit	98,107.51	7.66	0.00	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	0.00	50,000.00	-50,000.00
6155 - Wharf/Bdwc Fire System	0.00	20,000.00	0.00	3,700.00	23,700.00	20,000.00	3,700.00
Total 6150 - Facilities	0.00	20,000.00	0.00	3,700.00	23,700.00	70,000.00	-46,300.00
Total 6000 - Capital Outlay	0.00	20,000.00	0.00	3,700.00	23,700.00	70,000.00	-46,300.00
Total Expense	0.00	20,000.00	0.00	3,700.00	23,700.00	70,000.00	-46,300.00
Net Income	98,107.51	-19,992.34	0.00	-3,700.00	74,415.17	0.00	74,415.17

	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	40%	76%	1267
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	76%		9456
REV YTD	\$408,911			\$424,844			\$439,396			\$281,799.00		

	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	6	\$77
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	97	\$1,500

	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	54%	66%	1986
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	66%		9524
REV YTD	\$97,656			\$54,761.00		

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.



PORT OF SIUSLAW

Serving Western Lane County and The Central Oregon Coast

"Creating quality jobs and businesses through the development and application of Port facilities, resources and unique capabilities."

Job Announcement for Port Manager

POSITION DESCRIPTION:

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

SALARY RANGE AND BENEFITS:

This is a salaried management position and is exempt from overtime. Salary range: \$50,000 - \$70,000 DOE. Benefits include health, dental, vision, and life insurance.

Minimum Requirements:

- High School diploma or GED
- Ability to possess an Oregon Driver's License
- Familiarity with ORS Chapter 777 and Port of Siuslaw operations
- Proficiency in MS Word, Excel, PowerPoint, and Outlook
- The physical ability to board boats and climb ladders
- Willingness and ability to travel
- Obtain CPR/AED/First Aid Certification
- Pass a pre-employment physical, drug test, and background check

APPLICATION DEADLINE: Deadline for applications is 5:00pm December 15, 2015

APPLICATION PROCEDURE:

The application and job description can be found at www.portofsiuslaw.com. Submit a signed and completed Port of Siuslaw application form, along with a resume and any other relevant materials to:

Dina McClure, Interim Port Manager

PO Box 1220

100 Harbor Street

Florence OR 97439

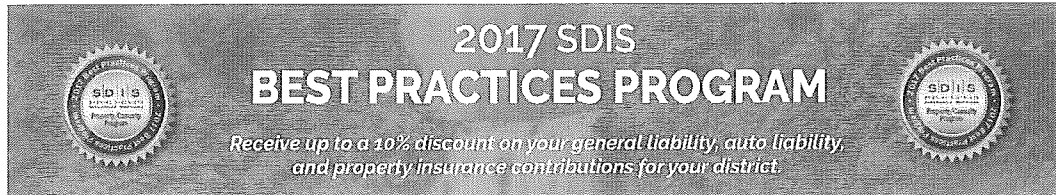
Office: 541-997-3426

Fax: 541-997-9407

Email: port@portofsiuslaw.com

Finalists for this position will be required to submit a PowerPoint presentation, complete a skill assessment and an interview.

This is a printer-friendly view of the page. [Return to the normal view.](#)



The SDIS Best Practices Program is available to all SDIS Property Casualty Program participants. Its purpose is to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 10% credit on 2018 general liability, auto liability, and property insurance contributions by completing requirements in the following five credit categories.

To receive credit, the Best Practices Survey (located on the SDIS insurance site) must be reviewed and submitted by a district representative. The district representative will verify completion of the credit requirements within the survey. The deadline to complete the survey is Friday, November 17, 2017.

1. Affiliate Organization Membership – Credit: 2%

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Oregon Fire District Directors Association
- Oregon Fire Chiefs Association
- Oregon Water Resources Congress
- Oregon Mosquito and Vector Control Association
- Oregon Recreation and Park Association
- Oregon Public Ports Association
- Oregon Association of Clean Water Agencies
- Oregon Association of Conservation Districts
- Cemetery Association of Oregon
- Oregon APCO-NENA
- Oregon Transit Association
- Oregon People's Utility Districts Association
- Oregon Association of Water Utilities
- Oregon Library Association
- Oregon Economic Development District Association
- Oregon PRIMA

As we have several district types, this is not a comprehensive list. If you are a member of an organization that is not listed above or has qualified in prior years, please contact Jaime Keeling by email at jkeeling@sdao.com or by phone at 800-285-5461 x 122.

2. Checklist (Employment Practices or Cyber Liability) – Credit: 2%

Districts with Employees

Districts with employees will need to complete the Employment Practices Checklist focusing on employment practice liability exposures to receive 2% credit for this category. This checklist is available within the Best Practices Survey.

Districts without Employees

Districts without employees will need to complete the Cyber Liability Checklist focusing on cyber liability exposures to receive 2% credit for this category. This checklist is available within the Best Practices Survey.

3. Online Training – Credit: 2%

SDAO uses SafePersonnel to facilitate the online training program. Trainings are not accessible through the SDAO website. A personalized training website is created for each member district to access the training library and take online courses. If your district does not have a training website set up through this program, please contact SDAO Member Services to get started. You can call us at 800-285-5461 or send an email with your name, district, and email address to memberservices@sdao.com. We will send your information to SafePersonnel. If your district's training website has already been created and you need assistance accessing the information, please contact SafePersonnel at 800-434-0154.

Districts with Employees

Employment related claims are one of the biggest exposures to the SDIS property/casualty insurance pool. Proving that members have provided sufficient training to their staff is one of the considerations of a more successful defense against this type of claim. To receive credit for this category, you must have the majority of your employees complete either of the following online courses:

- "Discrimination: Avoiding Discriminatory Practices"

This course provides an overview of some best practices that will help manage a diverse environment, avoid discriminatory behaviors, and create a culture that embraces acceptance and respect for all.

- "Sexual Harassment: Policy and Procedure"

The goal of this course is to train staff on how to handle sexual harassment concerns. The course will review sexual harassment in the workplace, handling sexual harassment complaints, remedies for sexual harassment victims, and sexual harassment policy considerations.

Districts without Employees

We have seen a large increase in cyber attacks against member districts. SDIS' reinsurance carrier is now requiring that all members be trained on cyber liability exposures. To receive credit for this category, you must have all board members who are responsible for district funds (check signing, deposits, bank reconciliations and other accounting responsibilities) complete either of the following online courses:

- "Browser Security"

A large number of cyber attacks target browser activity. This course provides an overview of browser security and ways to browse the web safely. Topics include: the types of browser threats, the basics of browser security and safe browsing practices.

- "Email and Messaging Safety"

Email is the primary means of attack from cyber-perpetrators. This course provides an overview of cybercrime via email, and how to employ safe email and messaging practices to avoid and help prevent cyber threats, attempts at fraud and identity theft.

4. Policy (Discrimination Workplace Harassment or Cyber Security) – Credit: 2%

Districts with Employees

Your district must have adopted a sexual harassment and discrimination policy. If you do not have one in place, you may [download a sample policy](#).

Districts without Employees

Your district must have adopted a cyber security policy. If you do not have one in place, you may [download a sample policy](#).

5. SDAO/SDIS Training or Board Practices Assessment – Credit: 2%

To receive credit, at least *one* board member or district staff needs to attend one of the following:

- SDAO/SDIS spring, summer or fall regional training
- 2017 SDAO Annual Conference
- Any SDAO/SDIS on-site risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2017)
- Any SDIS/OFDDA joint trainings. Current trainings being offered can be accessed via the [event page](#).

OR

Complete a Board Practices Assessment provided by the SDIS Management Consulting Program. Contact [George Dunkel](#) for more information and to schedule.

SDIS

SDIS

Entity Name

Port of Siuslaw

Contact Name

Dina McClure

Contact Email

port@portofsiuslaw.com

Contact Phone




541-997-3426











Total Discount %




10

Check Yes if completed Yes Help More Information

Affiliate Membership - Is your organization a member of:


- | | | | |
|---|---|--------------------------|---|
| 1 | Oregon Fire District
Directors Association
(OFDDA)? | <input type="checkbox"/> |  (http://www.ofdda.com) |
| 2 | Oregon Association
of Hospitals and
Health Systems
(OAHHS) | <input type="checkbox"/> |  (http://www.oahhs.org/) |
| 3 | Oregon Fire Chiefs
Association (OFCA)? | <input type="checkbox"/> | ?  (http://www.ofca.org) |

Check Yes if completed	Yes	Help	More Information
4 Oregon Water Resources Congress (OWRC)?	<input type="checkbox"/>		 (http://owrc.org)
5 Oregon Mosquito and Vector Control Association?	<input type="checkbox"/>		
6 Oregon Recreation and Park Association (ORPA)?	<input type="checkbox"/>		 (http://www.orpa.com)
7 Oregon Public Ports Association (OPPA)?	<input checked="" type="checkbox"/>		 (http://www.oregonports.com)
8 Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>		 (http://www.oracwa.org)
9 Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>		 (https://oacd.org)
10 Cemetery Association of Oregon?	<input type="checkbox"/>		 (http://www.oregoncemeteries.com)
11 Oregon APCO-NENA?	<input type="checkbox"/>		
12 Oregon Transit Association (OTA)?	<input type="checkbox"/>		 (http://www.oregontransit.com)
13 Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>		 (http://www.opuda.org/)
14 Oregon Association of Water Utilities (OAWU)?	<input type="checkbox"/>		 (http://www.oawu.net)
15 Oregon Library Association (OLA)?	<input type="checkbox"/>		 (http://www.olaweb.org)


	Check Yes if completed	Yes	Help	More Information
16	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>		 (http://www.oedd.org/)
17	Oregon PRIMA?	<input type="checkbox"/>	?	 (http://orprima.org)
Discriminatory Workplace Harassment Policy				
18	Does your organization have a Discriminatory Harassment Policy on file?	<input checked="" type="checkbox"/>		 (http://ref.sdao.com/sample/SampleHarassmentPolicy.pdf)
Employment Practices Checklist				
19	Do you have a written hiring process?	<input checked="" type="checkbox"/>		
20	Do you require background checks/drug tests? Are those polices in place?	<input checked="" type="checkbox"/>		
21	Have you reviewed your job application forms/procedure?	<input checked="" type="checkbox"/>		
22	Have you done a semi-annual review of your District Personnel Polices?	<input type="checkbox"/>		
23	Have you updated your job descriptions in the last year?	<input checked="" type="checkbox"/>		
24	Have you done recent (annual) performance evaluations of all employees?	<input checked="" type="checkbox"/>		

Check Yes if completed	Yes	Help	More Information
25 Have you reviewed employee positions and duties for compliance with wage and hour laws?	<input checked="" type="checkbox"/>		
26 Have you reviewed your discipline/discharge policy?	<input checked="" type="checkbox"/>		
27 Are your managers clear on steps when discipline is required?	<input checked="" type="checkbox"/>		
28 Does your District have to comply with OFLA/FMLA? Is your leave policy consistent?	<input type="checkbox"/>		
29 Do you have a plan for staff trainings/education?	<input checked="" type="checkbox"/>		
30 Do you have a policy regarding on the job injury and claims handling?	<input checked="" type="checkbox"/>		
31 Have you considered/discussed a light duty work policy?	<input checked="" type="checkbox"/>		
32 Do you call Pre-Loss before making any adverse employment decision?	<input checked="" type="checkbox"/>		
Online Training - Employee			

Check Yes if completed Yes Help More Information

33 Has your organization completed the SafePersonnel "Discrimination: Avoiding Discriminatory Process or Sexual Harassment: Policy and Procedure" Training? ?  (<http://www.sdao.com/s4/onlinetraining>)

SDAO-SDIS Training - Has a representative from your organization attended:

34 2017 SDAO Annual Conference? (pre-conference sessions are also eligible). ?  (<http://www.sdao.com/ac>)

35 SDAO/SDIS spring, summer, or fall regional trainings?  (<https://www.sdao.com/EventList?InitialText=regional>)

36 SDAO/SDIS onsite risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2017)?

37 Board Practices Assessment provided by the SDIS Consulting Services Program? ?

38 OFDDA - SDIS Fire District Risk Management Training?

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**PORT OF SIUSLAW
RESOLUTION 11-15-17B**

**A RESOLUTION AUTHORIZING SUBMISSION OF AN SDAO SECURITY GRANT
APPLICATION**

WHEREAS, the Special Districts Association of Oregon is accepting applications until December 1, 2017, for their Safety and Security Matching Grant program; and

WHEREAS, the Port of Siuslaw desires to participate in this grant opportunity to add five cameras to the security system at the cost of \$4,913; and

WHEREAS, the Port budgeted \$2,500 in Materials and Services Grant Expenses and therefore has available the required 50% matching grant funds;

IT IS HEREBY RESOLVED the Port of Siuslaw is authorized to apply for an SDAO Safety and Security Matching Grant to install five additional cameras.

FURTHERMORE, IT IS RESOLVED that the Port Manager is authorized to sign the grant application on behalf of the Board of Commissioners.

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

By: _____
Terry Duman, Commission President

Attest: _____
Mike Buckwald, Commission Secretary