

**AGENDA**  
**PORT OF SIUSLAW COMMISSION MEETING**

Wednesday, February 21, 2018  
Port of Siuslaw Conference Room  
100 Harbor Street, Florence, OR 97439

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Commissioners

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

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Work Session –Presentation by Dave Harlen, Business Oregon	6:00pm
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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 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   | Duman   |
| a. Special Meeting, January 9, 2018   |         |
| b. Work Session, January 17, 2018   |         |
| c. Regular Meeting, January 17, 2018  |         |
| 5. Approval of the Financials by Consent  | McClure |

Old Business

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|---|---------|
| 6. Update Erosion Repair Project              | McClure |
| 7. Discuss Public Input Next Step: Committees | Board   |

New Business

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| 8. Resolution 2-21-18A Appropriations Transfer | McClure |
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Manager and Commissioner Reports

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| 9. 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>  |  |
| 10. Adjourn to Executive Session per ORS 192.660(2)(e) to conduct deliberations with persons designated to negotiate real property transactions, and per ORS 192.660(2)(a) to review Port Manager applicaitons. Return to Open Session if action needs to be taken. |  |

Upcoming Meetings and Conferences

- March 11-15, 2018, PNWA Mission to DC, Washington DC
- March 21, 2018, 6:00pm Work Session, 7:00pm Regular Meeting, Port Conference Room

## MINUTES

### PORT OF SIUSLAW SPECIAL MEETING FOR PUBLIC INPUT

Tuesday, January 9, 2018, 5:00pm  
100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the next Regular Meeting on  
February 21, 2018

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

**Absent:** David Huntington

**Staff Attending:** Dina McClure, Interim Manager; Amy Wilson, Office Assistant.

**1. President Duman called the meeting to order at 5:00pm and asked McClure to moderate comments.**

**2. Public Comment:** Megan Gerber asked if the board had received clarification from Jack Akin regarding the C Row Erosion Repair slope ratio and the erosion around the toe of the repair. Meyer said he was satisfied after reading the information from Akin. Duman still had concerns. The board said the project was moving forward. Gerber said she missed a previous port meeting because the Port's web site isn't reactive to iPhones. McClure said she would look into updating the web site.

The board discussed the public comments from the November 29, 2017 meeting:

1. Paul Floto:

- Suggested the Port get the PVIP property rezoned and divide it into smaller parcels to sell.

**Board Comments:** Meyer said the City will not rezone at this time. Duman said we need to get the attention of a developer. Buckwald said we need a market analysis.

2. Michelle Culwell:

- Would like to see the Port separate itself from the City and receive credit for its accomplishments.
- Liked McClure's idea for a Port of Siuslaw sign next to the Boardwalk.

**Board Comments:** The Board wants to move forward with getting a sign next to the boardwalk.

3. David Swinney:

- Suggested all or a portion of the PVIP property become a Veterans Memorial Cemetery.
- Suggested the Port start over on the erosion and bulkhead projects and consult with a hydrologist.

**Board Comments:** Duman said the City won't allow a cemetery, especially in a tsunami zone.

4. Leo Jones:

- The Port should clean out the storage units and use them for storing boats at \$100 per boat.
- The Port should also offer a service of backing RV's into sites for customers.

**Board Comments:** McClure said our insurance won't allow for port staff to operate someone else's vehicle. Meyer said there is a demand for storage but improvements would need to be done. We need to figure out the cost compared to return on investment. If it doesn't pencil out, we need to take them down, or a portion of them.

5. Karen Radtke:

- Is excited about the estuary trail going forward.
- Boats in the marina add to the attraction of the Port.

**Board Comments:** It will be a couple years before the City will revisit the estuary trail going through the

campground.

6. William Menshaw:

- The Port should focus on the needs of all travelers and not just RV's.
- Suggested less focus on parking lots and storage and more focus on waterfront real estate such as hotels.

**Board Comments:** We have prime real estate with our Boardwalk. Maybe we should revisit some development ideas to utilize it better.

7. Harlen Springer:

- The art piece in Mariners Plaza was the first piece of public art the committee placed.
- The Port's strategic plan has a lot of projects resulting in too much to do and not enough resources.
- Agrees there might not be much the Port can do without the jetties being repaired.
- Suggested the Port focus on recreation, houseboats, and liveboard boats.
- There has been a large community effort to get a craft brewery or winery in town.
- The Port should be aggressive about raising rates during peak season.

**Board Comments:** The strategic plan needs to have more realistic achievable goals.

Dave Harlen with the State will be at the February work session to talk about the strategic business plan and intergovernmental agreements.

Duman and Buckwald want more clarification on the City's authority to not allow houseboats in the Marina.

8. Sue Jones:

- Likes McClure's idea of a sign on the Boardwalk.
- Likes the idea of having liveboard's in the marina.

**Board Comments:** We have ten liveboards at this time. Two boats have two liveboards. There was concern about liveboards using the pump out stations. The Port has a pump out form that is supposed to be turned in by liveboards each month showing use but it is not well monitored. Duman stated the Coast Guard requires discharge valves to be secure within three miles of the coast line, and we should have the same requirement in the Marina.

9. Pat Oliver:

- Likes the artwork in Mariners Plaza.
- Suggested putting a welcome sign on the wood fence in the parking lot.

**Board Comments:** We are addressing the signage.

10. Pat Sapp:

- Doesn't know much about the Port but came to the meeting because she heard the Port might want her building back.
- They considered doing a brewery but were told the lease was only for retail sales.

**Board Comments:** Meyer was contacted by Sapp about possibly buying the building and putting in a microbrewery. Meyer instructed her to send any proposals to McClure.

11. Megan Gerber:

- Would like to see more collaboration between the Port and the Siuslaw Watershed Council.
- There needs to be noxious weed control.
- Encouraged activities such as kayaking, sailing, and scuba lessons at the Port.

**Board Comments:** We did have a kayaking concessionaire about 3 years ago that didn't really take off. McClure said there is some talk with the City to rejuvenate the water trails.

We are not sure if the City would approve a kayak business.

12. Larry Ferguson:

- The storage buildings are an ongoing expense for the Port.
- The Port is missing important links such as pull through RV sites, unused spaces on the waterfront, and underdeveloped sites that no one wants. Ferguson suggested a surcharge for prime sites and hold special events in the Gazebo.
- The campground should be put out for bid to be privatized, and look at business plan proposals.

**Board Comments:** After consideration, Duman is not for privatizing the campground. Meyer and Rickard agreed.

Duman brought up the dredge spoil pit and that charging \$2.50 a yard was too expensive.

**Motion:** To offer our dredge spoil sand at \$1.00 per yard, self-loaded, by Meyer. Duman declared a conflict of interest.

**Second:** Buckwald

**Vote:** All in favor with Duman abstaining.

**President Duman closed the public input meeting at 6:35pm.**

DRAFT

**MINUTES**  
**PORT OF SIUSLAW WORK SESSION**  
Wednesday, January 17, 2018, 6:00pm  
100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the Regular Meeting on February 21, 2018.

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

**Absent:** David Huntington

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

**Attending:** Will Templeton and Keven Shreeve from Civil West Engineering Services, Inc.

**Work Session: Presentation by Civil West Engineers:**

**President Duman called the meeting to order at 6:00pm.**

Shreve stated they have offices in Coos Bay, Newport and Albany. They want to introduce themselves and share some ideas they have regarding challenges the Port has with:

- Dredging
  - a. Current conditions
  - b. State owned dredge
  - c. Disposal
  - d. Future minimization

Duman suggested using a long arm excavator. Templeton said it is definitely an option. Buckwald requested a resume from Civil West Engineering with references.

- Bulkhead Replacement
  - a. Removal and Replacement
  - b. Shoreline restoration

**Introduce Ordinance Binders:** McClure stated staff has made ordinance binders for the Commissioner's review. The ordinances are out of date and need updating. McClure said this will take some time and we need to schedule work sessions on it.

**President Duman adjourned the meeting at 6:57pm.**

**MINUTES**  
**PORT OF SIUSLAW COMMISSION MEETING**  
 Wednesday January 17 2018, 7:00pm  
 100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the Regular Meeting on February 21, 2018

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

**Absent:** David Huntington

**Staff Attending:** Dina McClure, Interim Manager; Kelly Stewart, Interim Administrative Assistant, Tracey David, Harbormaster

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

**2. Approval of the Agenda:** There were no comments and the agenda was approved.

**3. Public Comment:**

- Len Christensen mentioned concern regarding the amount of seagulls at the Port and the biohazard they produce. He suggested ideas for the Port to consider (hazing cannon, flash bangs or a drone) to deter them so they move on. Christensen also mentioned the amount of people on the docks after dark. He has seen people with flashlights looking in boats and boarding them. He contacted the Police department and was told they will not respond and to call the Port. Meyer said the Port is inside City limits and they should respond. Buckwald asked McClure to contact the Chief of Police to get clarification. David said the police contact him when there is a criminal situation. He was not contacted.
- Lawrence Ferguson requested contact information for a gentleman who spoke at a previous meeting about a walk way on the back side of Bay Street. McClure said we recorded names, not phone numbers. Ferguson said he talked to the star of the Main Street show at the FEC. He sees the Port as the gateway to Florence.

**4. Approval of the Minutes:** There were no comments and the minutes were approved by consent.

**5. Approval of the Financials:** McClure said bills paid in December were \$56,707.36. McClure said Commissioners will see some differences in the balance sheet next month due to journal entries from the Auditor. McClure said we are half way through the fiscal year and 42% of the general fund budget has been expended. Also, proposals for the Mo's repairs will be going out tomorrow, 1-18-18. Meyer requested year to date comparisons previously and that will be included in the financials quarterly. December occupancy had an increase of 7% over last year. McClure also included a loan status document. Our debt at the beginning of this fiscal year is \$1,159,792.00. There is a balloon payment \$216,000 due in December 2018 for the Banner Bank loan on the PVIP 40 acres, or it needs to be refinanced. Duman suggested McClure look into the process of refinancing the PVIP loan soon. The financials were approved by consent.

**Old Business:**

**6. Update Erosion Repair Project:** McClure did not receive an update from Akin by meeting time. She will forward the update when she receives it.

**Open Public Hearing**

**Hear Public Comment for Resolution 1-17-18A Public Contracting:** There was no public comment.

**Close Public Hearing**

**New Business:**

**7. Resolution 1-17-18A Public Contracting:** McClure said the State has model rules for Public Contracting that should be updated each year. The Port's rules were last adopted in April 2011. This resolution was prepared by Attorney Brewer's office.

**Motion:** To adopt resolution 1-17-18A Joint Resolution of the Board of Commissioners and Local Public Contract Review Board Amending Resolution No. 04-27-11A Establishing Public Contracting Rules in Conformance with Legislative Amendments to the Oregon Public contracting Code for the Port of Siuslaw by Rickard.

**Second:** Meyer

**Vote:** All in favor

**8. Select Realtor for PVIP Property:** Buckwald declared a conflict of interest.

**Motion:** To select Coldwell Banker as the Realtor of Record for the PVIP Property by Meyer

**Second:** Rickard

**Vote:** All in favor with Buckwald abstaining.

**9. Receive Ordinance Revision Binders and Discuss Process:** Binders were distributed during the work session. McClure was asked to look into repealing Ordinances 6, 7 and 10. McClure said updating these ordinances is going to take work and would like to know how the Commissioners would like to proceed. She mentioned a draft revision was done when Leskin was manager. She suggested a sub-committee of two Commissioners work with staff a couple times a month then review with the Board. Rickard would like a work session for the entire board to identify what needs updated. Meyer would like a copy of the revision draft to review. McClure will send copies to all Commissioners.

**Manager and Commissioner Reports:**

- McClure said we now have a Port District map in the conference room per Buckwald's request. The next public input meeting will be February 7<sup>th</sup> at 5:00pm. McClure would like to review the Mo's proposals at that time and schedule an executive session to review any Port Manager applications that have come in. McClure said she will be out of the office starting 2-19-18 and return on 2-29-18.
- Rickard said she has been to the City Council meeting and the Main Street revolution at the event center. On January 10<sup>th</sup>, she went to Lane Act and the Mayor is the new chair for that group. Rickard said she saw the movie "Plastic Ocean" and it was frightening.
- Meyer continues to attend the Chamber of Commerce board meetings and updating them with what we are doing. The Chamber is pleased we are interested in what they are doing.
- Duman said the commercial crab season is not open yet due to price negotiations.

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

**11. Duman closed the regular session at 8:01pm to enter into Executive Session per ORS 192.660(2)(e) to conduct deliberations with persons designated to negotiate real property transactions.**

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of January 31, 2018

Jan 31, 18

**ASSETS****Current Assets****Checking/Savings**

1001 · BB Checking - General Fund	32,962.14
1003 · BB SAV - Capital Reserve	74,424.56
1005 · BB MMA - General Fund	867,478.09
1050 · BB MMA - ICM	5,049.13
1070 · Petty Cash	1,000.00

**Total Checking/Savings** 980,913.92

**Other Current Assets**

1130 · Inventory - Gas	3,586.30
1140 · Inventory - Diessel	5,533.10
1220 · Accounts Receivable	1,454.78
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	-52.50

**Total Other Current Assets** 55,036.18

**Total Current Assets** 1,035,950.10

**Fixed Assets****1500 · Fixed Assets**

1530 · Construction in Progress 38,724.00

**Total 1500 · Fixed Assets** 38,724.00

1510 · Land	2,617,874.00
1515 · Land Improvements	1,451,515.50
1520 · Buildings & Docks	7,609,035.56
1525 · Equipment & Vehicles	766,061.71
1615 · Accum Depr - Land Improvements	-1,275,450.70
1620 · Accum Depr - Buildings & Docks	-4,422,340.33
1625 · Accum Depr - Equip & Vehicles	-700,849.44

**Total Fixed Assets** 6,084,570.30

**TOTAL ASSETS** 7,120,520.40

**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Accounts Payable**

2000 · \*Accounts Payable 7,079.16

**Total Accounts Payable** 7,079.16

**Credit Cards**

2021 · Port Credit Card 1 13,136.78

2022 · Port Credit Card 2 1,654.53

**Total Credit Cards** 14,791.31

**Other Current Liabilities**

2030 · Deposits Held 8,880.00

2040 · Gift Certificates 50.00

2045 · Unearned CG Revenue (Hercules) 127,588.50

2050 · Deferred Compensation Plan NRS 9,281.63

2150 · Payroll related Liabilities 1,677.76

2160 · Accrued Interest 33,562.04

2495 · Current Ptn of Lon-Term Debt 62,177.90

**Total Other Current Liabilities** 243,217.83

**Total Current Liabilities** 265,088.30

**Long Term Liabilities**

2:12 PM

02/16/18

Accrual Basis

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of January 31, 2018

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	Jan 31, 18
2380 · Long-Term Debt current portion	-62,177.90
2390 · OBD Loan L0004 Bdwk	99,115.42
2440 · OBD Loan 524016 Dredging	56,139.96
2491 · OBD Loan 525186 MSLTD	461,558.57
2492 · OBD Loan 525196 Wharf	326,224.69
2993 · BB Loan 1000214241 PVIP	216,753.26
<b>Total Long Term Liabilities</b>	<b>1,097,614.00</b>
<b>Total Liabilities</b>	<b>1,362,702.30</b>
<b>Equity</b>	
3300 · Invested in Capital Assets	5,039,020.40
3900 · Fund Balance	-99,463.49
Net Income	818,261.19
<b>Total Equity</b>	<b>5,757,818.10</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>7,120,520.40</u></b>

**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - General Fund**  
July 2017 through January 2018

									TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Year to Date	Budget	Variance
<b>Income</b>										
4100 - Available Beginning Cash	427,599.12	0.00	0.00	0.00	0.00	0.00	0.00	427,599.12	300,000.00	127,599.12
<b>4140 - Campground Revenue</b>										
4141 - RV Sites- Taxable	45,845.84	45,542.24	43,418.07	25,737.12	10,737.74	6,354.64	12,870.35	190,506.00	265,000.00	-74,494.00
4142 - RV Sites -Non Taxable	24,400.16	33,528.07	23,905.66	5,052.32	8,849.24	8,248.34	7,789.24	111,773.03	100,000.00	11,773.03
4143 - RV Site - Add'l revenue	1,500.12	1,371.73	1,112.20	479.86	218.00	168.50	200.00	5,050.41	6,000.00	-949.59
4144 - Transient Room Tax	4,992.38	4,749.52	4,842.20	2,774.55	1,204.38	686.32	643.41	19,892.76	28,000.00	-8,107.24
4145 - Reservation Fees	4,160.00	5,160.00	5,310.00	2,170.00	620.00	410.00	250.00	18,080.00	21,000.00	-2,920.00
<b>Total 4140 - Campground Revenue</b>	<b>80,898.50</b>	<b>90,351.56</b>	<b>78,588.13</b>	<b>36,213.85</b>	<b>21,629.36</b>	<b>15,867.80</b>	<b>21,753.00</b>	<b>345,302.20</b>	<b>420,000.00</b>	<b>-74,697.80</b>
<b>4150 - Leases</b>										
4151 - Building Lease - 1499 Bay St	0.00	1,162.50	637.50	1,200.00	1,200.00	1,200.00	1,200.00	6,600.00	7,200.00	-600.00
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	7,200.00	1,200.00
4153 - Wharf lease - ICM	4,542.08	4,542.08	4,542.08	4,542.08	4,542.08	4,542.08	4,542.08	31,794.56	49,900.00	-18,105.44
4154 - Wharf lease - Mo's	8,640.00	8,640.00	8,640.00	8,640.00	8,640.00	8,640.00	8,640.00	60,480.00	103,000.00	-42,520.00
4155 - Concessions	2,562.50	2,337.50	2,400.00	950.00	0.00	0.00	0.00	8,250.00	9,000.00	-750.00
4156 - Docking Lease	100.00	100.00	100.00	100.00	100.00	100.00	100.00	700.00	1,000.00	-300.00
<b>Total 4150 - Leases</b>	<b>17,044.58</b>	<b>17,982.08</b>	<b>17,519.58</b>	<b>16,632.08</b>	<b>15,682.08</b>	<b>15,682.08</b>	<b>15,682.08</b>	<b>116,224.56</b>	<b>177,300.00</b>	<b>-61,075.44</b>
<b>4160 - Moorage</b>										
4162 - Commercial Moorage	933.81	1,010.67	896.54	883.97	1,326.88	958.15	1,461.15	7,471.17	15,000.00	-7,528.83
4163 - Sport Moorage	7,203.42	18,668.49	21,779.28	10,818.29	3,070.88	3,075.83	3,443.70	68,059.89	68,000.00	59.89
4165 - Liveaboard Fees	-31.58	960.00	924.02	320.00	320.00	160.00	200.00	2,852.44	2,000.00	852.44
<b>Total 4160 - Moorage</b>	<b>8,105.65</b>	<b>20,639.16</b>	<b>23,599.84</b>	<b>12,022.26</b>	<b>4,717.76</b>	<b>4,193.98</b>	<b>5,104.85</b>	<b>78,383.50</b>	<b>85,000.00</b>	<b>-6,616.50</b>
<b>4170 - Storage</b>										
4171 - Outside storage	148.36	148.36	148.36	148.36	148.36	148.36	148.36	1,038.52	2,000.00	-961.48
4172 - Indoor Storage	1,931.83	2,157.81	2,263.57	2,311.07	2,373.57	2,166.04	2,358.20	15,562.09	18,000.00	-2,437.91
<b>Total 4170 - Storage</b>	<b>2,080.19</b>	<b>2,306.17</b>	<b>2,411.93</b>	<b>2,459.43</b>	<b>2,521.93</b>	<b>2,314.40</b>	<b>2,506.56</b>	<b>16,600.61</b>	<b>20,000.00</b>	<b>-3,399.39</b>
4190 - Marine Fuel	4,688.75	7,534.69	18,353.08	5,704.37	772.53	324.84	342.83	37,721.09	40,000.00	-2,278.91
<b>4200 - Other Facility Income</b>										
4210 - Parking Income	741.35	2,759.07	4,260.99	1,815.77	131.00	115.00	40.00	9,863.18	12,200.00	-2,336.82
4220 - Dump Station Fees	100.00	718.13	105.00	40.00	1,569.75	5.00	718.75	3,256.63	4,500.00	-1,243.37
4230 - Gazebo Rental	50.00	0.00	25.00	0.00	0.00	0.00	0.00	75.00	0.00	75.00
4240 - Vending Sales	1,617.25	2,043.50	1,889.00	926.50	238.25	181.00	223.25	7,118.75	7,500.00	-381.25
4250 - Forklift & Hoist	0.00	0.00	0.00	75.00	0.00	0.00	0.00	75.00	0.00	75.00

**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - General Fund**  
July 2017 through January 2018

									TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Year to Date	Budget	Variance
<b>4252 - Seafood Seller Permits</b>	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	500.00	-300.00
<b>4253 - Charter/Guide Permit</b>	200.00	300.00	300.00	0.00	0.00	0.00	0.00	800.00	500.00	300.00
<b>4270 - Retail Sales</b>	132.00	154.25	223.50	32.25	6.00	0.00	0.00	548.00	1,000.00	-452.00
<b>4300 - Cash Over/Short</b>	-40.58	75.91	13.70	38.76	-40.03	1.01	-1.01	47.76	0.00	47.76
<b>Total 4200 - Other Facility Income</b>	<b>3,000.02</b>	<b>6,050.86</b>	<b>6,817.19</b>	<b>2,928.28</b>	<b>1,904.97</b>	<b>302.01</b>	<b>980.99</b>	<b>21,984.32</b>	<b>26,200.00</b>	<b>-4,215.68</b>
<b>4500 - Levied Taxes</b>										
<b>4510 - Current Levied Taxes</b>	324.11	401.95	546.01	301.80	174,503.64	103,368.40	5,622.95	285,068.86	287,000.00	-1,931.14
<b>4520 - Prior Years Levied Taxes</b>	103.62	369.71	311.37	219.80	441.76	353.17	366.73	2,166.16	4,000.00	-1,833.84
<b>4525 - Levied Tax Interest</b>	26.99	86.17	81.47	64.64	79.12	42.21	57.41	438.01	0.00	438.01
<b>Total 4500 - Levied Taxes</b>	<b>454.72</b>	<b>857.83</b>	<b>938.85</b>	<b>586.24</b>	<b>175,024.52</b>	<b>103,763.78</b>	<b>6,047.09</b>	<b>287,673.03</b>	<b>291,000.00</b>	<b>-3,326.97</b>
<b>4515 - State Forest Sales</b>	0.00	14,176.38	0.00	0.00	6,588.86	0.00	0.00	20,765.24	0.00	20,765.24
<b>4540 - Interest Income</b>	36.54	38.06	38.09	39.45	40.15	53.70	53.29	299.28	500.00	-200.72
<b>4550 - Maintenance Assistance Program</b>	0.00	0.00	0.00	19,000.00	0.00	0.00	0.00	19,000.00	19,000.00	0.00
<b>4600 - Miscellaneous Income</b>	1,487.70	630.88	768.50	1,147.62	311.31	1,127.07	590.60	6,063.68	10,000.00	-3,936.32
<b>4650 - Sale of Surplus Equipment</b>	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00
<b>4670 - Sale of Surplus Property</b>	27,166.50	0.00	0.00	0.00	0.00	0.00	0.00	27,166.50	0.00	27,166.50
<b>Total Income</b>	<b>573,062.27</b>	<b>160,567.67</b>	<b>149,035.19</b>	<b>96,733.58</b>	<b>229,193.47</b>	<b>143,629.66</b>	<b>53,061.29</b>	<b>1,405,283.13</b>	<b>1,389,000.00</b>	<b>16,283.13</b>
<b>Expense</b>										
<b>5000 - Personal Services</b>										
<b>5020 - Port Manager</b>	2,708.33	5,416.66	0.00	0.00	0.00	0.00	0.00	8,124.99	67,600.00	-59,475.01
<b>5021 - Interim Port Manager</b>	2,457.47	5,534.85	5,937.51	5,046.88	5,734.38	5,662.42	5,234.39	35,607.90	0.00	35,607.90
<b>5030 - Administrative Assistant</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,115.00	-42,115.00
<b>5045 - Services Lead</b>	1,180.80	2,570.40	3,000.00	2,620.00	2,944.00	2,974.42	2,696.00	17,985.62	34,454.00	-16,468.38
<b>5050 - Office Assistant</b>	994.50	2,173.50	2,592.01	2,239.32	2,467.14	2,550.24	2,251.13	15,267.84	29,453.00	-14,185.16
<b>5061 - Campground Staff</b>	645.15	1,163.80	2,325.00	2,970.00	1,320.00	1,463.82	1,532.40	11,420.17	8,091.00	3,329.17
<b>5075 - Maintenance I Lead</b>	1,700.80	4,124.44	4,060.88	3,635.45	3,348.15	4,052.02	3,712.80	24,634.54	45,998.00	-21,363.46
<b>5076 - Maintenance II</b>	1,680.00	3,202.50	3,494.40	3,235.73	3,057.60	3,365.62	3,494.40	21,530.25	37,856.00	-16,325.75
<b>5077 - Maintenance III</b>	856.75	304.75	0.00	0.00	2,576.00	2,570.42	2,352.00	8,659.92	22,425.00	-13,765.08
<b>5110 - Payroll taxes</b>	1,138.84	2,451.26	1,995.91	1,787.35	1,862.01	1,954.04	2,195.79	13,385.20	28,799.00	-15,413.80
<b>5180 - Health Insurance</b>	3,297.12	3,846.64	1,597.61	2,747.60	2,747.60	2,747.60	3,846.64	20,830.81	49,391.00	-28,560.19
<b>5181 - Life Insurance</b>	12.90	12.90	8.60	10.75	10.75	10.75	15.05	81.70	160.00	-78.30
<b>5182 - Dental Insurance</b>	305.70	305.70	254.75	254.75	254.75	254.75	356.65	1,987.05	4,458.00	-2,470.95

**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - General Fund**  
July 2017 through January 2018

									TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Year to Date	Budget	Variance
<b>5190 · Workers Compensation Insurance</b>	10,217.74	0.00	-787.60	0.00	0.00	0.00	0.00	9,430.14	12,000.00	-2,569.86
<b>5251 · Applicant Expenses</b>	52.00	0.00	60.00	0.00	0.00	0.00	0.00	112.00	0.00	112.00
<b>5270 · Retirement</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
<b>5275 · Compensated absences</b>	0.00	3,250.00	0.00	0.00	0.00	0.00	0.00	3,250.00	5,000.00	-1,750.00
<b>5280 · Overtime</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
<b>Total 5000 · Personal Services</b>	<b>27,248.10</b>	<b>34,357.40</b>	<b>24,539.07</b>	<b>24,547.83</b>	<b>26,322.38</b>	<b>27,606.10</b>	<b>27,687.25</b>	<b>192,308.13</b>	<b>395,800.00</b>	<b>-203,491.87</b>
<b>5300 · Material and Services</b>										
<b>5260 · Employee Training</b>	125.00	50.00	150.00	50.00	0.00	0.00	0.00	375.00	1,500.00	-1,125.00
<b>5310 · Grant Expenses</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00
<b>5340 · Advertising</b>	0.00	60.00	120.00	575.00	4,125.50	198.83	547.00	5,626.33	13,000.00	-7,373.67
<b>5345 · Web Site</b>	0.00	0.00	0.00	219.45	0.00	700.00	0.00	919.45	1,000.00	-80.55
<b>5350 · Office Supplies</b>	207.28	471.84	217.15	278.37	222.15	135.21	0.00	1,532.00	4,000.00	-2,468.00
<b>5360 · Operation Supplies</b>	709.45	799.38	777.35	482.63	1,179.33	700.01	789.23	5,437.38	15,000.00	-9,562.62
<b>5370 · Marine Fuel</b>	6,706.73	13,447.60	9,005.46	6,329.97	-89.74	0.00	-129.01	35,271.01	45,000.00	-9,728.99
<b>5410 · Audit</b>	0.00	0.00	2,500.00	4,000.00	0.00	3,250.00	0.00	9,750.00	8,000.00	1,750.00
<b>5420 · Accounting Service</b>	117.75	370.50	117.50	101.50	201.25	101.25	397.25	1,407.00	2,000.00	-593.00
<b>5425 · Consultant services</b>	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00	0.00	1,300.00
<b>5430 · Legal Services</b>	0.00	1,075.00	0.00	62.50	350.00	231.00	25.00	1,743.50	5,000.00	-3,256.50
<b>5435 · Legal Publications</b>	47.20	42.92	39.09	0.00	0.00	160.78	0.00	289.99	0.00	289.99
<b>5436 · Cost of Retail Items</b>	0.00	251.04	0.00	0.00	0.00	148.83	0.00	399.87	1,000.00	-600.13
<b>5450 · Insurance - General</b>	0.00	0.00	74.00	0.00	0.00	0.00	0.00	74.00	50,000.00	-49,926.00
<b>5470 · Contracted Services</b>	717.98	2,017.98	1,797.98	2,088.98	1,518.48	3,616.98	717.98	12,476.36	19,000.00	-6,523.64
<b>5510 · Travel &amp; Meeting Expense</b>	18.00	316.26	417.18	711.89	1,062.76	1,087.07	2,569.53	6,182.69	10,000.00	-3,817.31
<b>5520 · Dues/Subscriptions</b>	75.00	2,071.86	500.00	171.00	3,777.13	3,620.12	0.00	10,215.11	14,000.00	-3,784.89
<b>5530 · Public Relations</b>	605.00	493.92	265.00	324.76	365.00	365.00	265.00	2,683.68	5,000.00	-2,316.32
<b>5540 · Events</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
<b>5550 · Telephone Expense</b>	726.10	514.83	48.38	694.90	473.13	616.03	397.45	3,470.82	7,000.00	-3,529.18
<b>5610 · Property Taxes</b>	0.00	0.00	0.00	13,908.17	0.00	0.00	0.00	13,908.17	14,000.00	-91.83
<b>5620 · Transient Room Tax</b>	1,088.44	4,009.47	3,979.90	6,105.50	2,266.41	1,548.04	1,241.77	20,239.53	25,000.00	-4,760.47
<b>5700 · Facilities</b>	6,514.13	5,478.29	1,531.07	2,643.76	1,846.31	4,312.58	3,524.63	25,850.77	50,000.00	-24,149.23
<b>5701 · MAP Repairs</b>	2,308.93	2,229.50	977.92	1,049.14	657.66	2,002.69	797.09	10,022.93	14,000.00	-3,977.07
<b>5730 · Tool &amp; Equipment Purchase</b>	7.29	201.87	0.00	0.00	41.95	109.10	0.00	360.21	3,000.00	-2,639.79

**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - General Fund**  
July 2017 through January 2018

									TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Year to Date	Budget	Variance
<b>5750 - Equipment Rental</b>	585.08	960.83	779.49	613.83	90.52	52.48	-1,188.52	1,893.71	9,000.00	-7,106.29
<b>5790 - Equipment Repairs</b>	778.14	728.68	1,569.50	1,375.24	30.00	92.23	741.95	5,315.74	8,000.00	-2,684.26
<b>5800 - Utilities</b>	6,679.09	17,996.53	13,500.49	12,520.81	9,456.89	9,775.70	10,155.58	80,085.09	112,000.00	-31,914.91
<b>5900 - State Lease Fees</b>	0.00	404.00	0.00	0.00	9,312.30	0.00	375.00	10,091.30	15,000.00	-4,908.70
<b>5950 - Miscellaneous</b>	2,184.07	3,656.86	3,298.93	3,474.87	2,224.07	1,111.92	2,634.75	18,585.47	23,000.00	-4,414.53
<b>Total 5300 - Material and Services</b>	<b>30,200.66</b>	<b>57,649.16</b>	<b>41,666.39</b>	<b>57,782.27</b>	<b>39,111.10</b>	<b>33,935.85</b>	<b>25,161.68</b>	<b>285,507.11</b>	<b>479,000.00</b>	<b>-193,492.89</b>
<b>6000 - Capital Outlay</b>										
<b>6060 - Operations Equipment</b>										
<b>6063 - Vehicle Replacement</b>	0.00	0.00	8,995.00	0.00	0.00	0.00	0.00	8,995.00	0.00	8,995.00
<b>6064 - Security Cameras</b>	0.00	0.00	9,999.85	0.00	0.00	0.00	0.00	9,999.85	0.00	9,999.85
<b>6067 - Broadband Wi-Fi</b>	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
<b>Total 6060 - Operations Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>23,994.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,994.85</b>	<b>0.00</b>	<b>23,994.85</b>
<b>6130 - Land</b>										
<b>6131 - 1499 Parking Lot</b>	0.00	0.00	4,965.00	0.00	0.00	0.00	0.00	4,965.00	0.00	4,965.00
<b>6144 - C Row Erosion</b>	0.00	0.00	0.00	0.00	0.00	1,185.00	0.00	1,185.00	0.00	1,185.00
<b>Total 6130 - Land</b>	<b>0.00</b>	<b>0.00</b>	<b>4,965.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,185.00</b>	<b>0.00</b>	<b>6,150.00</b>	<b>0.00</b>	<b>6,150.00</b>
<b>6150 - Facilities</b>										
<b>6110 - Port Office 100 Harbor</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	-8,000.00
<b>6155 - Wharf/Bdwb Fire System</b>	0.00	0.00	3,700.00	-3,700.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 6150 - Facilities</b>	<b>0.00</b>	<b>0.00</b>	<b>3,700.00</b>	<b>-3,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>-8,000.00</b>
<b>6170 - Marine Facilities</b>										
<b>6175 - Debris/Shear Booms</b>	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	8,000.00	0.00	8,000.00
<b>6179 - East Moorage Basin</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00
<b>Total 6170 - Marine Facilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>15,000.00</b>	<b>-7,000.00</b>
<b>Total 6000 - Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>32,659.85</b>	<b>-3,700.00</b>	<b>0.00</b>	<b>1,185.00</b>	<b>8,000.00</b>	<b>38,144.85</b>	<b>23,000.00</b>	<b>15,144.85</b>
<b>6700 - Contingency</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	-60,000.00
<b>7000 - Debt Service</b>										
<b>7215 - MNIF (Dredging) #524016</b>	0.00	0.00	0.00	0.00	5,876.15	0.00	0.00	5,876.15	5,880.00	-3.85
<b>7216 - PRLF (MSLTD) #525186</b>	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
<b>7225 - Banner Bank (PVIP) 1000214241</b>	1,499.92	1,499.92	1,499.92	1,499.92	0.00	1,499.92	1,499.92	8,999.52	18,000.00	-9,000.48
<b>7230 - PRLF Loan (Wharf) #525196</b>	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
<b>7270 - SPWF (Bdwb Prj) L0004</b>	0.00	0.00	0.00	0.00	15,961.07	0.00	0.00	15,961.07	15,970.00	-8.93
<b>Total 7000 - Debt Service</b>	<b>13,099.85</b>	<b>8,924.86</b>	<b>1,499.92</b>	<b>13,099.85</b>	<b>29,262.16</b>	<b>1,499.92</b>	<b>13,099.85</b>	<b>80,486.41</b>	<b>116,200.00</b>	<b>-35,713.59</b>

**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - General Fund**  
 July 2017 through January 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Year to Date	TOTAL	
									Budget	Variance
<b>7600 · Unappropriated Ending Fund Bal</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	-250,000.00
<b>7700 · Transfer to other funds</b>	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	65,000.00	65,000.00	0.00
<b>Total Expense</b>	135,548.61	100,931.42	100,365.23	91,729.95	94,695.64	64,226.87	73,948.78	661,446.50	1,389,000.00	-727,553.50
	<b>437,513.66</b>	<b>59,636.25</b>	<b>48,669.96</b>	<b>5,003.63</b>	<b>134,497.83</b>	<b>79,402.79</b>	<b>-20,887.49</b>	<b>743,836.63</b>	<b>0.00</b>	<b>743,836.63</b>

**Port of Siuslaw**  
**Profit & Loss Budget vs. Actual - Capital Maint Fund**  
 July 2017 through January 2018

								TOTAL		
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Year to Date	Budget	Variance
<b>Income</b>										
<b>4100 - Available Beginning Cash</b>	33,107.51	0.00	0.00	0.00	0.00	0.00	0.00	33,107.51	5,000.00	28,107.51
<b>4540 - Interest Income</b>	0.00	7.66	0.00	0.00	9.39	0.00	0.00	17.05	0.00	17.05
<b>4700 - Incoming Transfer</b>	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	65,000.00	65,000.00	0.00
<b>Total Income</b>	<b>98,107.51</b>	<b>7.66</b>	<b>0.00</b>	<b>0.00</b>	<b>9.39</b>	<b>0.00</b>	<b>0.00</b>	<b>98,124.56</b>	<b>70,000.00</b>	<b>28,124.56</b>
<b>Gross Profit</b>	<b>98,107.51</b>	<b>7.66</b>	<b>0.00</b>	<b>0.00</b>	<b>9.39</b>	<b>0.00</b>	<b>0.00</b>	<b>98,124.56</b>	<b>70,000.00</b>	<b>28,124.56</b>
<b>Expense</b>										
<b>6000 - Capital Outlay</b>										
<b>6150 - Facilities</b>										
<b>6151 - Mo's Building</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	-50,000.00
<b>6155 - Wharf/Bdwk Fire System</b>	0.00	20,000.00	0.00	3,700.00	0.00	0.00	0.00	23,700.00	20,000.00	3,700.00
<b>Total 6150 - Facilities</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>3,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,700.00</b>	<b>70,000.00</b>	<b>-46,300.00</b>
<b>Total 6000 - Capital Outlay</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>3,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,700.00</b>	<b>70,000.00</b>	<b>-46,300.00</b>
<b>Total Expense</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>3,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,700.00</b>	<b>70,000.00</b>	<b>-46,300.00</b>
<b>Net Income</b>	<b>98,107.51</b>	<b>-19,992.34</b>	<b>0.00</b>	<b>-3,700.00</b>	<b>9.39</b>	<b>0.00</b>	<b>0.00</b>	<b>74,424.56</b>	<b>0.00</b>	<b>74,424.56</b>

	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	28%	66%	862
DEC	23%	57%	748	17%	58%	514	12%	52%	361	24%	59%	752
JAN	29%	53%	920	20%	53%	621	15%	47%	480	23%	54%	719
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	54%		11789
REV YTD	\$408,911			\$424,844			\$439,396			\$341,413.00		

	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	3	\$35
DEC	0	\$0	1	\$17
JAN	0	\$0	0	\$0
FEB	1	\$9		
MAR	2	\$34		
APR	3	\$27		
MAY	11	\$121		
JUN	22	\$344		
Total	134	\$1,815	101	\$1,552

	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	25%	57%	888
DEC	26%	52%	959	24%	52%	886
JAN	25%	48%	931	25%	48%	927
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	48%		12225
REV YTD	\$97,656			\$68,778.00		

**Port of Siuslaw  
Resolution No. 2-21-18A**

To Transfer Funds between Appropriation Categories in the General Fund

**WHEREAS**, Resolution 8-16-17B was approved to upgrade the security camera system at a cost of \$10,000; and,

**WHEREAS**, Resolution 9-20-17A was approved to authorize the expenditure to replace a maintenance vehicle at a cost of \$9,000; and,

**WHEREAS**, Personal Services has appropriation funds available to pay for these expenditures due to a decrease in personnel,

**THEREFORE, BE IT RESOLVED** at a regular board meeting of the Port of Siuslaw Board of Commissioners, appropriations in Personal Services are being decreased in the amount of \$19,000 and appropriations in Capital Outlay are being increased by \$19,000 per ORS 294.463:

<u>General Fund</u>	<u>Existing</u>	<u>Change</u>	<u>Adjusted</u>
Personal Services	\$395,800	(\$19,000)	\$376,800
Materials & Services	\$479,000	\$ 0	\$479,000
Capital Outlay	\$ 23,000	\$19,000	\$ 42,000
Contingency	\$ 60,000	\$ 0	\$ 60,000
Debt Service	\$116,200	\$ 0	\$116,200
Unappropriated Funds	\$250,000	\$ 0	\$250,000
Transfers Out	\$ 65,000	\$ 0	\$ 65,000
Total Appropriations	\$1,389,000	\$ 0	\$1,389,000

ADOPTED by the Port of Siuslaw Board of Commissioners this 21<sup>st</sup> day of February 2018.

By: \_\_\_\_\_  
Terry Duman, Commission President

Attest: \_\_\_\_\_  
Mike Buckwald, Commission Secretary