

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, February 17, 2021 7:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439 OR
Teleconference call in # 1-317-762-7200 ID# 2236457409

Join Zoom Meeting

<https://zoom.us/j/98776423691?pwd=ejkwVndmVzdtU3RZazZEUhZvZ2dFQT09>

Meeting ID: 987 7642 3691

Commissioners

Passcode: 543520

Terry Duman, President; Mike Buckwald, Secretary,
Bill Meyer, 1st VP, Robert Ward, Treasurer
Craig Zolezzi, 2nd VP

Call to Order

Duman

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.*

1. Approval of the Agenda by consent

Duman

2. Approval of the Minutes by consent

Duman

- a. 1-20-21 Meeting Minutes draft
- b. 1-28-21 Work Session Minutes draft

3. Approval of the financials by consent

Stewart

- a. Checks printed in January \$101,575.53
- b. Occupancy for Campground was down 3% and moorage was down 1%

4. Manager and Commissioner Reports

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.*

Upcoming Meetings and Conferences

- March 17, 2021 Board Commission Meeting

Adjourn

Duman

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, January 20, 2021 7:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439 OR

Teleconference call in # 1-317-762-7200 ID# 2236457409

These minutes will be reviewed for approval at the 2-17-21 meeting

Join Zoom Meeting

<https://zoom.us/j/91626419458?pwd=cEtsXpwbEtaMUZUczgvRVI1ZUZYQT09>

Commissioners
Terry Duman, President;
Bill Meyer, 1st VP, Robert Ward, Treasurer
Craig Zolezzi, 2nd VP
Absent, Mike Buckwald, Secretary;

1. **Call to Order 7:21pm**
2. **Public Comment:** *no public comment*
3. **Approval of the Agenda by consent**
4. **Approval of the Minutes by consent**
 - a. 12-16 Meeting Minutes draft
5. **Approval of the financials by motion from Ward, second by Zolezzi and vote was unanimous.**

Checks printed in December was \$66,710.45. Occupancy for Campground is down 3% and moorage stayed the same at 48%.

6. **Review bids for outer circle electrical upgrade**
 - a. CFE – LLC Electrical
 - b. Elkhorn Electric, LLC
 - c. Reese Electric, Inc.

Huntington recommended CFE. He stated they are familiar with the campground and will be doing the sewer for the project and the hook up for the pump stations, which we need two (2) of. Zolezzi wanted to know who we had do the last upgrade. Huntington said it was CFE. All Commissioners agreed and CFE-LLC Electrical will be chosen.

7. **PVIP** – Meyer presented two (2) talking points. One was for small parcel valuations and the other a map. Meyer explained what he and Mike Miller, from the City, had talked about. He said the Port needs to decide if they want to develop and sell any parcels or try to sell it. He said the Port would not incur any costs until the parcels sold. If we didn't want to develop it, it needs to be marketed differently to be attractive. Ward stated the Port may not have to build the road but have a bond that it would be. He said we need to figure out the optimum size lots would be for what we want in there. Huntington said he was contacted about the property by a company that is interested in an aquacultural project. He said they are local and want to get started. Huntington didn't talk pricing with them. He will keep the Commission posted. Ward suggested waiting to see what this company will do before talking about a realtor.
8. **Manager and Commissioner Reports** – Zolezzi asked Huntington about the dock replacement. Huntington said we are still trying to get an estimate. There are not a lot of companies out there for docks.

Port Commission Minutes

He also wanted to know if it is unsafe and blocked off. Huntington said yes. Huntington said it was destroyed and not repairable. Huntington said we need proper booms to keep debris out of the marina. The logs we are using are not working and almost sinking. Huntington is trying to get prices for proper booms but they are very expensive. Ward mentioned the upcoming meeting with LCOG for the Strategic Business Plan and wanted to know if there is updated material to review before the meeting. Stewart said she would forward the information.

Adjourn 7:58pm

DRAFT

MINUTES

PORT OF SIUSLAW WORK SESSION

Thursday, January 28, 2021 5:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439 OR

Teleconference call in # 1-317-762-7200 ID# 2236457409

These minutes will be reviewed for approval at the 2-17-21 meeting

Commissioners

Terry Duman, President;
Bill Meyer, 1st VP, Robert Ward, Treasurer
Craig Zolezzi, 2nd VP
Absent, Mike Buckwald, Secretary;

1. Call to Order 5:08 pm

2. **Strategic Business Plan Review with LCOG** – Henry Hearley, Jacob McCallister and Rachel Dorfman, from LCOG, were on a zoom meeting with the Commission. They reviewed what they have already worked on and wanted the Commissions direction on stakeholder engagement. LCOG had a slide presentation. Commissioners came up with some stakeholder names for LCOG. The strategy discussed was to have individual interviews and focus groups. It was also discussed having one or two work sessions. The end date for this project is to be August 2021.

The full zoom meeting can be viewed using the link below.

<https://us02web.zoom.us/rec/share/X6iwKosVAoZgOSsRuI6C3N1AX24TLjKBoOs7fDdM5aSrgY-dKwG0cc5rP8kW5RLr.ksmm0um7oyufPmN1>

Adjourn 6:09pm

Port of Siuslaw
Combined Balance Sheet
As of January 31, 2021

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	40,603.07
1007 · Umpqua Savings	176,356.63
1009 · Umpqua MMA General Fund	1,185,256.92
1011 · Umpqua MMA ICM	5,177.88
1070 · Petty Cash	1,000.00
Total Checking/Savings	1,408,394.50
Other Current Assets	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	8,251.12
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	796.56
Total Other Current Assets	60,092.58
Total Current Assets	1,468,487.08
Fixed Assets	
1510 · Land	2,617,874.00
1515 · Land Improvements	1,967,044.50
1520 · Buildings & Docks	7,940,393.56
1525 · Equipment & Vehicles	753,005.71
1600 · Accumulated Depreciation	-690,873.00
1615 · Accum Depr - Land Improvements	-1,321,558.70
1620 · Accum Depr - Buildings & Docks	-4,731,734.33
1625 · Accum Depr - Equip & Vehicles	-706,731.44
Total Fixed Assets	5,827,420.30
TOTAL ASSETS	7,295,907.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	9,992.68
Total Accounts Payable	9,992.68
Credit Cards	
2021 · Port Credit Card 1	14,151.66
2022 · Port Credit Card 2	-175.00
Total Credit Cards	13,976.66
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	193,329.52
2050 · Deferred Compensation Plan NRS	9,281.63
2155 · Oregon Statewide Transit Tax	-36.65
2495 · Current Ptn of Lon-Term Debt	62,177.90
Total Other Current Liabilities	272,212.40
Total Current Liabilities	296,181.74
Long Term Liabilities	
2380 · Long-Term Debt current portion	-62,177.90
2390 · OBD Loan L0004 Bdwk	67,234.42
2440 · OBD Loan 524016 Dredging	45,996.96
2491 · OBD Loan 525186 MSLTD	376,532.57
2492 · OBD Loan 525196 Wharf	282,981.69

10:12 AM

02/09/21

Accrual Basis

Port of Siuslaw
Combined Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
2993 · BB Loan 1000214241 PVIP	186,014.26
Total Long Term Liabilities	<u>896,582.00</u>
Total Liabilities	1,192,763.74
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-123,720.09
Net Income	<u>1,488,276.33</u>
Total Equity	<u>6,103,143.64</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,295,907.38</u></u>

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2020 through January 2021

									TOTAL	
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Year to Date	Budget	Variance
Income										
4100 · Available Beginning Cash	948,963.00	0.00	0.00	0.00	0.00	0.00	0.00	948,963.00	948,963.00	0.00
4140 · Campground Revenue	114,163.67	122,833.35	116,426.62	65,349.73	24,751.49	19,118.44	21,575.52	484,218.82	440,000.00	44,218.82
4150 · Leases	14,602.08	14,602.08	14,602.08	14,602.08	14,602.08	14,602.08	14,502.08	102,114.56	175,225.00	-73,110.44
4160 · Moorage	11,797.51	14,764.10	19,939.52	9,605.24	4,615.53	4,545.74	4,655.89	69,923.53	74,000.00	-4,076.47
4170 · Storage	148.36	148.36	148.36	148.36	748.36	448.36	148.36	1,938.52	1,600.00	338.52
4190 · Marine Fuel	2,920.62	3,793.32	9,886.61	3,868.64	81.97	0.00	0.00	20,551.16	15,000.00	5,551.16
4200 · Other Facility Income	3,520.47	4,430.73	4,319.00	5,836.15	1,123.00	984.78	800.17	21,014.30	14,000.00	7,014.30
4500 · Levied Taxes										
4510 · Current Levied Taxes	11,764.00	459.52	404.28	380.04	120,639.12	190,243.88	6,627.62	330,518.46	325,900.00	4,618.46
4520 · Prior Years Levied Taxes	145.38	381.17	285.75	284.29	770.71	457.60	320.85	2,645.75	3,500.00	-854.25
4525 · Levied Tax Interest	317.72	90.50	71.40	99.50	85.97	43.18	62.00	770.27	500.00	270.27
Total 4500 · Levied Taxes	12,227.10	931.19	761.43	763.83	121,495.80	190,744.66	7,010.47	333,934.48	329,900.00	4,034.48
4515 · State Forest Sales	0.00	0.00	16,517.61	0.00	5,937.31	0.00	0.00	22,454.92	20,000.00	2,454.92
4540 · Interest Income	189.61	194.68	200.83	218.18	174.95	155.34	154.64	1,288.23	5,000.00	-3,711.77
4550 · Maintenance Assistance Program	0.00	0.00	0.00	19,000.00	0.00	0.00	0.00	19,000.00	19,000.00	0.00
4600 · Miscellaneous Income	29.56	186.58	80.25	5,722.96	90.21	566.99	1,336.92	8,013.47	10,000.00	-1,986.53
4750 · Business Oregon Reimb Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,750.00	-33,750.00
Total Income	1,108,561.98	161,884.39	182,882.31	125,115.17	173,620.70	231,166.39	50,184.05	2,033,414.99	2,086,438.00	-53,023.01
Gross Profit	1,108,561.98	161,884.39	182,882.31	125,115.17	173,620.70	231,166.39	50,184.05	2,033,414.99	2,086,438.00	-53,023.01
Expense										
5000 · Personal Services										
5020 · Port Manager	8,531.25	2,843.75	5,687.50	5,687.50	5,687.50	5,904.30	6,000.00	40,341.80	70,997.00	-30,655.20
5030 · Administrative Assistant	5,739.36	1,967.68	3,980.08	3,938.16	3,764.08	4,152.17	4,173.94	27,715.47	45,428.00	-17,712.53
5045 · Services Lead	3,100.16	1,464.32	2,936.96	2,932.80	2,795.52	2,377.94	0.00	15,607.70	35,693.00	-20,085.30
5050 · Office Assistant	3,522.40	1,397.76	2,562.56	2,446.08	2,628.08	2,662.88	2,562.56	17,782.32	32,448.00	-14,665.68
5075 · Maintenance I Lead	5,885.44	2,023.12	4,230.16	3,862.32	4,046.24	4,630.88	4,046.24	28,724.40	49,732.00	-21,007.60
5079 · Maint II/ Staff	4,607.68	1,555.84	3,111.68	3,111.68	2,970.24	3,328.48	3,253.12	21,938.72	37,856.00	-15,917.28
5080 · Maint III / groundskeeper	2,132.90	0.00	0.00	0.00	0.00	838.19	2,240.00	5,211.09	32,448.00	-27,236.91
5110 · Payroll taxes	3,550.28	1,187.57	2,237.11	2,180.29	2,098.43	2,142.27	2,383.61	15,779.56	30,500.00	-14,720.44
5180 · Health Insurance	3,508.14	3,508.14	3,508.14	3,508.14	3,508.14	3,508.14	3,508.14	24,556.98	50,000.00	-25,443.02
5181 · Life Insurance	14.22	14.22	14.22	14.22	14.22	14.22	14.22	99.54	200.00	-100.46

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2020 through January 2021

									TOTAL	
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Year to Date	Budget	Variance
5182 - Dental Insurance	308.76	308.76	308.76	308.76	308.76	308.76	308.76	2,161.32	4,500.00	-2,338.68
5190 - Workers Compensation Insurance	9,525.24	0.00	764.95	0.00	0.00	0.00	0.00	10,290.19	12,000.00	-1,709.81
5251 - Applicant Expenses	45.75	0.00	0.00	0.00	0.00	0.00	0.00	45.75	0.00	45.75
5270 - Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,000.00	-13,000.00
5275 - Compensated absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
5280 - Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
Total 5000 - Personal Services	50,471.58	16,271.16	29,342.12	27,989.95	27,821.21	29,868.23	28,490.59	210,254.84	422,802.00	-212,547.16
5300 - Material and Services	49,717.95	55,001.73	38,883.87	48,545.69	27,659.38	27,388.54	41,877.81	289,074.97	576,000.00	-286,925.03
6000 - Capital Outlay										
6130 - Land										
6136 - Campground Restrooms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175,000.00	-175,000.00
6139 - Harbor Parking Lot	0.00	7,825.00	0.00	0.00	0.00	0.00	0.00	7,825.00	20,000.00	-12,175.00
6146 - Landscape Pull Through Sites	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
Total 6130 - Land	0.00	7,825.00	0.00	0.00	0.00	0.00	0.00	7,825.00	205,000.00	-197,175.00
6150 - Facilities										
6151 - Mo's Building	0.00	0.00	0.00	0.00	220.99	4,963.75	0.00	5,184.74	12,000.00	-6,815.26
6155 - Wharf/Bdwc Fire System	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	0.00
6157 - Business Oregon Fees	0.00	3,618.06	0.00	0.00	0.00	784.94	0.00	4,403.00	11,250.00	-6,847.00
6158 - CG outer Circle Electrical Upgr	0.00	0.00	0.00	0.00	0.00	0.00	30,090.50	30,090.50	75,000.00	-44,909.50
6159 - CG Pedestal Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,000.00	-17,000.00
Total 6150 - Facilities	0.00	3,618.06	0.00	20,000.00	220.99	5,748.69	30,090.50	59,678.24	135,250.00	-75,571.76
Total 6000 - Capital Outlay	0.00	11,443.06	0.00	20,000.00	220.99	5,748.69	30,090.50	67,503.24	340,250.00	-272,746.76
6700 - Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	515,000.00	-515,000.00
7000 - Debt Service	13,031.98	8,856.99	1,432.05	13,031.98	30,694.21	1,432.05	13,031.98	81,511.24	115,150.00	-33,638.76
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,085.00	-44,085.00
7700 - Transfer to other funds	0.00	0.00	0.00	0.00	0.00	73,151.00	0.00	73,151.00	73,151.00	0.00
Total Expense	113,221.51	91,572.94	69,658.04	109,567.62	86,395.79	137,588.51	113,490.88	721,495.29	2,086,438.00	-1,364,942.71
Net Income	995,340.47	70,311.45	113,224.27	15,547.55	87,224.91	93,577.88	-63,306.83	1,311,919.70	0.00	1,311,919.70

Port of Siuslaw
Profit & Loss Budget vs. Actual - Capital Maint Fund
 July 2020 through January 2021

									TOTAL	
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Year to Date	Budget	Variance
Income										
4100 - Available Beginning Cash	103,188.58	0.00	0.00	0.00	0.00	0.00	0.00	103,188.58	103,181.00	7.58
4540 - Interest Income	0.00	0.00	7.80	9.25	0.00	0.00	0.00	17.05	0.00	17.05
4700 - Incoming Transfer	0.00	0.00	0.00	0.00	0.00	73,151.00	0.00	73,151.00	73,151.00	0.00
Total Income	103,188.58	0.00	7.80	9.25	0.00	73,151.00	0.00	176,356.63	176,332.00	24.63
Gross Profit	103,188.58	0.00	7.80	9.25	0.00	73,151.00	0.00	176,356.63	176,332.00	24.63
Expense										
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	176,332.00	-176,332.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	176,332.00	-176,332.00
Net Income	103,188.58	0.00	7.80	9.25	0.00	73,151.00	0.00	176,356.63	0.00	176,356.63

	Campground 2017/2018			Campground 2018/2019			Campground 2019/2020			Campground 2020-2021		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	78%	74%	2452	86%	78%	2862	78%	86%	2617	77%	78%	2939
AUG	93%	86%	2953	94%	90%	3052	89%	84%	2978	88%	83%	3357
SEPT	91%	87%	2784	88%	89%	2760	84%	84%	2724	88%	84%	3243
OCT	40%	76%	1267	43%	78%	1398	42%	73%	1393	47%	75%	1780
NOV	28%	66%	862	30%	68%	878	33%	65%	1059	20%	64%	752
DEC	24%	59%	752	32%	62%	1035	28%	59%	937	18%	56%	680
JAN	23%	54%	719	36%	58%	1168	25%	54%	842	20%	51%	742
FEB	24%	50%	688	39%	56%	1152	28%	51%	861		51%	
MAR	28%	48%	880	44%	55%	1417	25%	48%	847		51%	
APR	31%	46%	951	39%	53%	1232	13%	45%	423		51%	
MAY	45%	46%	1419	44%	52%	1418	13%	42%	417		51%	
JUN	54%	47%	1659	45%	52%	1452	48%	42%	1566		51%	
TL YTD	47%	47%	17386	52%	52%	19824	42%	42%	16664		51%	
REV YTD	\$508,194.00			\$549,278.00			\$519,620.00			\$481,760.00		

	Moorage 2019/20			Moorage 2020-21		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	44%	37%	1608	48%	44%	1745
AUG	65%	55%	2413	63%	56%	2293
SEPT	79%	63%	2836	79%	63%	2796
OCT	43%	58%	1575	49%	60%	1790
NOV	28%	52%	994	26%	53%	915
DEC	27%	48%	992	23%	48%	852
JAN	26%	45%	961	23%	44%	846
FEB	26%	42%	903		44%	
MAR	26%	40%	934		44%	
APR	26%	39%	914		44%	
MAY	30%	38%	1088		44%	
JUN	39%	38%	1367		44%	
TL YTD	38%	38%	16585		44%	
REV YTD	\$97,214.00			\$72,016.00		

Port of Siuslaw
Profit & Loss Prev Year Comparison
July 2020 through January 2021

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change	% Change
Income				
4100 · Available Beginning Cash	1,052,151.58	1,175,878.82	-123,727.24	-10.5%
4140 · Campground Revenue	484,218.82	399,037.84	85,180.98	21.4%
4150 · Leases	102,114.56	116,823.94	-14,709.38	-12.6%
4160 · Moorage	69,923.53	65,887.65	4,035.88	6.1%
4170 · Storage	1,938.52	8,116.02	-6,177.50	-76.1%
4190 · Marine Fuel	20,551.16	24,061.94	-3,510.78	-14.6%
4200 · Other Facility Income	21,014.30	22,277.88	-1,263.58	-5.7%
4500 · Levied Taxes	333,934.48	324,451.18	9,483.30	2.9%
4515 · State Forest Sales	22,454.92	32,377.04	-9,922.12	-30.7%
4540 · Interest Income	1,305.28	11,836.40	-10,531.12	-89.0%
4550 · Maintenance Assistance Program	19,000.00	19,000.00	0.00	0.0%
4600 · Miscellaneous Income	8,013.47	3,304.37	4,709.10	142.5%
4700 · Incoming Transfer	73,151.00	60,000.00	13,151.00	21.9%
Total Income	<u>2,209,771.62</u>	<u>2,263,053.08</u>	<u>-53,281.46</u>	<u>-2.4%</u>
Gross Profit	2,209,771.62	2,263,053.08	-53,281.46	-2.4%
Expense				
5000 · Personal Services	210,254.84	216,882.26	-6,627.42	-3.1%
5300 · Material and Services	289,074.97	259,855.41	29,219.56	11.2%
6000 · Capital Outlay	67,503.24	396,988.35	-329,485.11	-83.0%
7000 · Debt Service	81,511.24	81,511.24	0.00	0.0%
7700 · Transfer to other funds	73,151.00	60,000.00	13,151.00	21.9%
Total Expense	<u>721,495.29</u>	<u>1,015,237.26</u>	<u>-293,741.97</u>	<u>-28.9%</u>
Net Income	<u><u>1,488,276.33</u></u>	<u><u>1,247,815.82</u></u>	<u><u>240,460.51</u></u>	<u><u>19.3%</u></u>