

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

Wednesday, April 21, 2021 7:00pm  
Port of Siuslaw Conference Room  
100 Harbor St, Florence, OR 97439 OR

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

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Join Zoom Meeting

<https://zoom.us/j/99044619132?pwd=RFFxWmpFU3BidGYraDlraWFiTXZMUT09>

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**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. 3-17-21 Meeting Minutes draft
- b. 3-17-21 Work Session Minutes draft
- c. 4-6-21 Special Session minutes draft

**3. Approval of the financials by consent**

Stewart

- a. Checks printed in March were \$53428.99
- b. Occupancy for Campground was down 2% and moorage stayed the same at 40%

**4. Resolution 4-21-21 amending Adopted 3-17-21 Resolution**

Huntington

- a. Resolution 4-21-21

**5. 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**

- May 19, 2021 Board Commission Meeting

**Adjourn**

Duman

**MINUTES**  
**PORT OF SIUSLAW COMMISSION MEETING**

Wednesday, March 17, 2021 7:00pm  
Port of Siuslaw Conference Room  
100 Harbor St, Florence, OR 97439 OR

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

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Join Zoom Meeting

<https://zoom.us/j/96534996499?pwd=QS9wODY1dmpCRmw5clU3cHZxMHJhdz09>

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**Call to Order 7:00pm with roll call**

**Public Comment:** *no public comment*

- 1. Approval of the Agenda with a change – Sarah with the City of Florence presentation.**
- 2. Approval of the Minutes by consent**
  - a. 1-20-21 Meeting Minutes draft
  - b. 1-28-21 Work Session Minutes draft
- 3. Approval of the financials by consent**
  - a. Checks printed in February \$134,227.89. \$55000.00 of that was annual insurance.
  - b. Occupancy for Campground was down 3% and moorage stayed the same at 42%.  
Meyer wanted to know if our bookings are comparable to last year. Stewart said yes. Duman wanted to know is we had any applications for a budget committee member. Stewart said no.
- 4. IGA between Port of Siuslaw and the City of Florence presentation by Sarah.** Sarah is the economic development catalyst for the City. The City received a grant from Travel Oregon for \$44,361.70. To help local businesses and restaurants, during the pandemic, they proposed additional seating on Bay St and the Port of Siuslaw's Boardwalk consisting of picnic tables, chess tables and stools, benches, bicycle racks and garbage garages. Sarah went over the IGA which consisted of what the Port's responsibilities are and the City's. Zolezzi wanted to know the install time and Sarah said about two days. He also wanted to know who would have to pay for vandalism. Ward said the City public works department would do the repairs according to the IGA. Zolezzi had questions about the indemnification on the IGA. Zolezzi will send the IGA to SDAO to look over. As long as SDAO doesn't see anything that needs changed, the Commission gives Huntington the authority to accept the IGA with the City. Motion made by Buckwald to accept the IGA and give Huntington authority to sign it. Second by Meyer and roll call vote was unanimous. Everyone thanked Sarah for a great presentation and great project.
- 5. Motion on Reservation Policy discussed in the work session.** Ward made motion to modify the resolution to scratch the \$500 dollar penalty portion. Second by Meyer and roll call vote was unanimous with Buckwald abstaining. Ward made motion to adopt Resolution 3-17-21. Second by Meyer and vote was unanimous with Buckwald abstaining.

**6. Manager and Commissioner Reports** - Huntington said we have most of the materials for the outer circle. CFE gave us a start date towards end of April. He said the last weekend in March will start the Cormorant hazing project. Zolezzi asked about the dock that was broken. Huntington said we can't find anyone to do the repairs. He said we may need to do a temporary repair for now and then budget for a new one. Duman wanted to know if everything is done with Mo's and Huntington thinks we are done with all repairs. Zolezzi said we need to remember to send a letter to the City of appreciation. Ward suggested supporting an open house after the additions from the Cities grant.

**Public Comment:** *no public comment*

**Adjourn 7:55pm**

DRAFT

**MINUTES**  
**PORT OF SIUSLAW WORK SESSION**

Wednesday, March 17, 2021 6:00pm  
Port of Siuslaw Conference Room  
100 Harbor St, Florence, OR 97439 OR

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

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Attending via zoom Terry Duman, President; Craig Zolezzi, 2nd VP

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Attending via in person Bill Meyer, 1<sup>st</sup> VP, Robert Ward, Treasurer

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Join Zoom Meeting

<https://zoom.us/j/96534996499?pwd=QS9wODY1dmpCRmw5clU3cHZxMHJhdz09>

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**Call to Order** 6:08pm and roll call.

**Public Comment:** *No public comment*

- 1. Review and discuss Resolution 10-16-19.** Reservation Policy: Huntington said the current reservation policy needs some changes. Stewart read each of the bullet points from Resolution 3-17-21. She explained how the monthly and multi monthly cancellations would work. Stewart did several different scenarios to help explain it. Ward wanted to know if we are in line with other Ports and we are. Stewart asked the Commissioners if they would want to do a flat fee of \$500.00 penalty for pushing back the dates on multi monthly reservations or charge 50% penalty for each month being changed or pushed back. The Commissioners decided on using the 50%. Zolezzi wanted to know if we have those customers sign something? Stewart said trying to keep track of that wouldn't work. The customers doing it on line have to check a box. Ward asked for a recommendation. Wilson said to use the 50% method. Ward wanted to know approximately how many customers we have that play the system. Huntington said there was a lot until last year when they all heard there were no refunds. Ward asked if someone can't keep the first two months of a reservation and they let their kids come and use it. Stewart said that's hard to police and we are still getting the money. Huntington said there are some legitimate reasons to give a refund and he would like the authority to be able to do it. The Commissioners want a better legal wording besides "Commission Guidelines". Stewart will reach out to the Attorney's. Meyer said we can adopt this resolution and then amend next month with the proper wording.

**Motion will be made at the Regular Commission Meeting starting at 7:00pm.**

**Adjourn** 6:44pm

**MINUTES**  
**PORT OF SIUSLAW SPECIAL SESSION**

Tuesday, April 6th, 2021 6:00pm  
Port of Siuslaw Conference Room  
100 Harbor St, Florence, OR 97439 OR

These minutes will be reviewed for approval at the April 21, 2021 Commission meeting

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Join Zoom Meeting

<https://zoom.us/j/91488521042?pwd=L0FzM0UxZDBON2h1M0hSbkgzOXJtdz09>

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Commissioners present via zoom  
Terry Duman, President;  
Bill Meyer, 1<sup>st</sup> VP, Robert Ward, Treasurer  
Craig Zolezzi, 2nd VP  
Absent, Mike Buckwald, Secretary

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**1. Call to Order – 6:00pm**

**2. Public Comment:** *none*

- 3. Review Budget Committee application and schedule budget meeting** – Commission reviewed Ed Groshens' application. Motion made by Ward to appoint Ed Groshens to the Budget Committee. Second by Zolezzi and vote was unanimous. The budget committee will meet at 5:00pm on April 21, 2021 before the Commission meeting.  
Duman reminded the Commission about the deadline for the SEI filers.

**Adjourn – 6:16pm**

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of March 31, 2021

	Mar 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1006 · Umpqua General Checking	52,934.42
1007 · Umpqua Savings	176,369.68
1009 · Umpqua MMA General Fund	1,171,317.52
1011 · Umpqua MMA ICM	5,178.72
1070 · Petty Cash	1,000.00
<b>Total Checking/Savings</b>	1,406,800.34
<b>Other Current Assets</b>	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	11,202.54
1250 · Taxes receivable	49,177.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	1,290.49
<b>Total Other Current Assets</b>	87,065.93
<b>Total Current Assets</b>	1,493,866.27
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	5,827,420.30
<b>TOTAL ASSETS</b>	<b>7,321,286.57</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · *Accounts Payable	21,268.36
<b>Total Accounts Payable</b>	21,268.36
<b>Credit Cards</b>	
2021 · Port Credit Card 1	13,973.04
2022 · Port Credit Card 2	-31.00
<b>Total Credit Cards</b>	13,942.04
<b>Other Current Liabilities</b>	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	261,167.80
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
<b>Total Other Current Liabilities</b>	340,050.68
<b>Total Current Liabilities</b>	375,261.08
<b>Long Term Liabilities</b>	
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

2:02 PM

04/09/21

Accrual Basis

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of March 31, 2021

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	<u>Mar 31, 21</u>
2993 · BB Loan 1000214241 PVIP	186,014.26
Total Long Term Liabilities	<u>896,582.00</u>
Total Liabilities	1,271,843.08
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-100,192.09
Net Income	<u>1,411,048.18</u>
Total Equity	<u>6,049,443.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>7,321,286.57</u></u></b>

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

											TOTAL	
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Year to Date	Budget	Variance
<b>Income</b>												
4100 · Available Beginning Cash	948,963.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	948,963.00	948,963.00	0.00
<b>4140 · Campground Revenue</b>												
4141 · RV Sites- Taxable	61,480.14	59,727.45	72,477.94	47,784.97	11,626.15	7,301.32	11,063.91	9,607.92	20,145.18	301,214.98	320,000.00	-18,785.02
4142 · RV Sites -Non Taxable	39,451.80	51,390.71	30,235.42	9,301.99	10,852.69	10,321.88	8,506.91	12,409.36	13,521.90	185,992.66	100,000.00	85,992.66
4143 · RV Site - Add'l revenue	1,315.84	892.32	1,349.01	638.54	603.00	301.00	491.00	523.98	904.10	7,018.79	20,000.00	-12,981.21
4144 · Transient Room Tax	6,175.89	5,892.87	6,707.67	4,924.23	1,199.65	744.24	1,133.70	1,006.80	2,093.25	29,878.30	0.00	29,878.30
4145 · Reservation Fees	5,740.00	4,930.00	5,430.00	2,700.00	470.00	450.00	380.00	340.00	1,190.00	21,630.00	0.00	21,630.00
4146 · Hercules Payments, CG office	0.00	0.00	226.58	0.00	0.00	0.00	0.00	0.00	0.00	226.58	0.00	226.58
<b>Total 4140 · Campground Revenue</b>	<b>114,163.67</b>	<b>122,833.35</b>	<b>116,426.62</b>	<b>65,349.73</b>	<b>24,751.49</b>	<b>19,118.44</b>	<b>21,575.52</b>	<b>23,888.06</b>	<b>37,854.43</b>	<b>545,961.31</b>	<b>440,000.00</b>	<b>105,961.31</b>
<b>4150 · Leases</b>												
4151 · Building Lease - 1499 Bay St	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	10,800.00	14,400.00	-3,600.00
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	4,129.90	4,954.26	40,878.72	54,505.00	-13,626.28
4154 · Wharf lease - Mo's	8,660.00	8,660.00	8,660.00	8,660.00	8,660.00	8,660.00	8,660.00	8,660.00	8,660.00	77,940.00	103,920.00	-25,980.00
4156 · Docking Lease	200.00	200.00	200.00	200.00	200.00	200.00	100.00	100.00	100.00	1,500.00	2,400.00	-900.00
<b>Total 4150 · Leases</b>	<b>14,602.08</b>	<b>14,602.08</b>	<b>14,602.08</b>	<b>14,602.08</b>	<b>14,602.08</b>	<b>14,602.08</b>	<b>14,502.08</b>	<b>14,089.90</b>	<b>14,914.26</b>	<b>131,118.72</b>	<b>175,225.00</b>	<b>-44,106.28</b>
4160 · Moorage	11,797.51	14,764.10	19,939.52	9,605.24	4,615.53	4,545.74	4,655.89	3,976.00	4,363.43	78,262.96	74,000.00	4,262.96
4170 · Storage	148.36	148.36	148.36	148.36	748.36	448.36	148.36	148.36	148.36	2,235.24	1,600.00	635.24
4190 · Marine Fuel	2,920.62	3,793.32	9,886.61	3,868.64	81.97	0.00	0.00	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	165.00	918.49	22,097.79	14,000.00	8,097.79
<b>4500 · Levied Taxes</b>												
4510 · Current Levied Taxes	11,764.00	459.52	404.28	380.04	120,639.12	190,243.88	6,627.62	2,043.85	7,988.45	340,550.76	325,900.00	14,650.76
4520 · Prior Years Levied Taxes	145.38	381.17	285.75	284.29	770.71	457.60	320.85	297.66	369.65	3,313.06	3,500.00	-186.94
4525 · Levied Tax Interest	317.72	90.50	71.40	99.50	85.97	43.18	62.00	71.64	71.40	913.31	500.00	413.31
<b>Total 4500 · Levied Taxes</b>	<b>12,227.10</b>	<b>931.19</b>	<b>761.43</b>	<b>763.83</b>	<b>121,495.80</b>	<b>190,744.66</b>	<b>7,010.47</b>	<b>2,413.15</b>	<b>8,429.50</b>	<b>344,777.13</b>	<b>329,900.00</b>	<b>14,877.13</b>
4515 · State Forest Sales	0.00	0.00	16,517.61	0.00	5,937.31	0.00	0.00	30.53	0.00	22,485.45	20,000.00	2,485.45
4540 · Interest Income	189.61	194.68	200.83	218.18	174.95	155.34	154.64	88.85	98.77	1,475.85	5,000.00	-3,524.15
4550 · Maintenance Assistance Program	0.00	0.00	0.00	19,000.00	0.00	0.00	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	226.98	4,148.67	12,389.12	10,000.00	2,389.12
4750 · Business Oregon Reimb Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,356.00	0.00	6,356.00	33,750.00	-27,394.00
<b>Total Income</b>	<b>1,108,561.98</b>	<b>161,884.39</b>	<b>182,882.31</b>	<b>125,115.17</b>	<b>173,620.70</b>	<b>231,166.39</b>	<b>50,184.05</b>	<b>51,382.83</b>	<b>70,875.91</b>	<b>2,155,673.73</b>	<b>2,086,438.00</b>	<b>69,235.73</b>
<b>Gross Profit</b>	<b>1,108,561.98</b>	<b>161,884.39</b>	<b>182,882.31</b>	<b>125,115.17</b>	<b>173,620.70</b>	<b>231,166.39</b>	<b>50,184.05</b>	<b>51,382.83</b>	<b>70,875.91</b>	<b>2,155,673.73</b>	<b>2,086,438.00</b>	<b>69,235.73</b>
<b>Expense</b>												
<b>5000 · Personal Services</b>												
5020 · Port Manager	8,531.25	2,843.75	5,687.50	5,687.50	5,687.50	5,904.30	6,000.00	6,000.00	6,000.00	52,341.80	70,997.00	-18,655.20
5030 · Administrative Assistant	5,739.36	1,967.68	3,980.08	3,938.16	3,764.08	4,152.17	4,173.94	3,801.20	3,577.60	35,094.27	45,428.00	-10,333.73
5045 · Services Lead	3,100.16	1,464.32	2,936.96	2,932.80	2,795.52	2,377.94	0.00	0.00	1,064.96	16,672.66	35,693.00	-19,020.34
5050 · Office Assistant	3,522.40	1,397.76	2,562.56	2,446.08	2,628.08	2,662.88	2,562.56	2,679.04	2,329.60	22,790.96	32,448.00	-9,657.04
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	4,230.16	3,678.40	36,632.96	49,732.00	-13,099.04
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	2,970.24	2,828.80	27,737.76	37,856.00	-10,118.24



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

											TOTAL	
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Year to Date	Budget	Variance
5080 · Maint III / groundskeeper	2,132.90	0.00	0.00	0.00	0.00	838.19	2,240.00	2,184.00	2,256.65	9,651.74	32,448.00	-22,796.26
5110 · Payroll taxes	3,550.28	1,187.57	2,237.11	2,180.29	2,098.43	2,142.27	2,383.61	3,949.52	2,303.31	22,032.39	30,500.00	-8,467.61
5180 · Health Insurance	3,508.14	3,508.14	3,508.14	3,508.14	3,508.14	3,508.14	3,508.14	3,508.14	3,508.14	31,573.26	50,000.00	-18,426.74
5181 · Life Insurance	14.22	14.22	14.22	14.22	14.22	14.22	14.22	14.22	14.22	127.98	200.00	-72.02
5182 · Dental Insurance	308.76	308.76	308.76	308.76	308.76	308.76	308.76	308.76	308.76	2,778.84	4,500.00	-1,721.16
5190 · Workers Compensation Insurance	9,525.24	0.00	764.95	0.00	0.00	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	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	9,782.53	0.00	9,782.53	13,000.00	-3,217.47
5275 · Compensated absences	0.00	0.00	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	0.00	0.00	3,000.00	-3,000.00
<b>Total 5000 · Personal Services</b>	<b>50,471.58</b>	<b>16,271.16</b>	<b>29,342.12</b>	<b>27,989.95</b>	<b>27,821.21</b>	<b>29,868.23</b>	<b>28,490.59</b>	<b>39,427.81</b>	<b>27,870.44</b>	<b>277,553.09</b>	<b>422,802.00</b>	<b>-145,248.91</b>
5300 · Material and Services	49,702.95	55,001.73	38,883.87	48,545.69	27,659.38	27,388.54	37,303.67	76,169.00	37,844.35	398,499.18	576,000.00	-177,500.82
6000 · Capital Outlay												
6060 · Operations Equipment												
6061 · Laundry Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,049.62	8,049.62		
<b>Total 6060 · Operations Equipment</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>0.00</b>	<b>0.00</b>	<b>8,049.62</b>	<b>8,049.62</b>	<b>0.00</b>	<b>8,049.62</b>
6130 · Land												
6136 · Campground Restrooms	0.00	0.00	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	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	0.00	0.00	10,000.00	-10,000.00
<b>Total 6130 · Land</b>	<b>0.00</b>	<b>7,825.00</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>0.00</b>	<b>7,825.00</b>	<b>205,000.00</b>	<b>-197,175.00</b>
6150 · Facilities												
6151 · Mo's Building	0.00	0.00	0.00	0.00	220.99	4,963.75	0.00	0.00	0.00	5,184.74	12,000.00	-6,815.26
6155 · Wharf/Bdwk Fire System	0.00	0.00	0.00	20,000.00	0.00	0.00	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	2,501.92	0.00	6,904.92	11,250.00	-4,345.08
6158 · CG outer Circle Electrical Upgr	0.00	0.00	0.00	0.00	0.00	0.00	30,090.50	753.62	1,183.28	32,027.40	75,000.00	-42,972.60
6159 · CG Pedestal Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,000.00	-17,000.00
<b>Total 6150 · Facilities</b>	<b>0.00</b>	<b>3,618.06</b>	<b>0.00</b>	<b>20,000.00</b>	<b>220.99</b>	<b>5,748.69</b>	<b>30,090.50</b>	<b>3,255.54</b>	<b>1,183.28</b>	<b>64,117.06</b>	<b>135,250.00</b>	<b>-71,132.94</b>
<b>Total 6000 · Capital Outlay</b>	<b>0.00</b>	<b>11,443.06</b>	<b>0.00</b>	<b>20,000.00</b>	<b>220.99</b>	<b>5,748.69</b>	<b>30,090.50</b>	<b>3,255.54</b>	<b>9,232.90</b>	<b>79,991.68</b>	<b>340,250.00</b>	<b>-260,258.32</b>
6700 · Contingency	0.00	0.00	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												
7215 · MNIF (Dredging) #524016	0.00	0.00	0.00	0.00	5,876.15	0.00	0.00	0.00	0.00	5,876.15	5,880.00	-3.85
7216 · PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	0.00	0.00	11,599.93	0.00	0.00	34,799.79	46,400.00	-11,600.21
7225 · Banner Bank (PVIP) 1000214241	1,432.05	1,432.05	1,432.05	1,432.05	1,432.05	1,432.05	1,432.05	1,432.05	1,432.05	12,888.45	17,200.00	-4,311.55
7230 · PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	0.00	7,424.94	0.00	0.00	7,424.94	0.00	22,274.82	29,700.00	-7,425.18
7270 · SPWF (Bdwk Prj) L0004	0.00	0.00	0.00	0.00	15,961.07	0.00	0.00	0.00	0.00	15,961.07	15,970.00	-8.93
<b>Total 7000 · Debt Service</b>	<b>13,031.98</b>	<b>8,856.99</b>	<b>1,432.05</b>	<b>13,031.98</b>	<b>30,694.21</b>	<b>1,432.05</b>	<b>13,031.98</b>	<b>8,856.99</b>	<b>1,432.05</b>	<b>91,800.28</b>	<b>115,150.00</b>	<b>-23,349.72</b>
7600 · Unappropriated Ending Fund Bal	0.00	0.00	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	0.00	0.00	73,151.00	73,151.00	0.00
<b>Total Expense</b>	<b>113,206.51</b>	<b>91,572.94</b>	<b>69,658.04</b>	<b>109,567.62</b>	<b>86,395.79</b>	<b>137,588.51</b>	<b>108,916.74</b>	<b>127,709.34</b>	<b>76,379.74</b>	<b>920,995.23</b>	<b>2,086,438.00</b>	<b>-1,165,442.77</b>

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

											TOTAL	
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Year to Date	Budget	Variance
Net Income	995,355.47	70,311.45	113,224.27	15,547.55	87,224.91	93,577.88	-58,732.69	-76,326.51	-5,503.83	1,234,678.50	0.00	1,234,678.50

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

											TOTAL	
	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Year to Date	Budget	Variance
<b>Income</b>												
<b>4100 - Available Beginning Cash</b>	103,188.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,188.58	103,181.00	7.58
<b>4540 - Interest Income</b>	0.00	0.00	7.80	9.25	13.05	0.00	0.00	0.00	0.00	30.10	0.00	30.10
<b>4700 - Incoming Transfer</b>	0.00	0.00	0.00	0.00	0.00	73,151.00	0.00	0.00	0.00	73,151.00	73,151.00	0.00
<b>Total Income</b>	103,188.58	0.00	7.80	9.25	13.05	73,151.00	0.00	0.00	0.00	176,369.68	176,332.00	37.68
<b>Gross Profit</b>	103,188.58	0.00	7.80	9.25	13.05	73,151.00	0.00	0.00	0.00	176,369.68	176,332.00	37.68
<b>Expense</b>												
<b>7600 - Unappropriated Ending Fund Bal</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	176,332.00	-176,332.00
<b>Total Expense</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	176,332.00	-176,332.00
<b>Net Income</b>	<b>103,188.58</b>	<b>0.00</b>	<b>7.80</b>	<b>9.25</b>	<b>13.05</b>	<b>73,151.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>176,369.68</b>	<b>0.00</b>	<b>176,369.68</b>

	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	22%	48%	763
MAR	28%	48%	880	44%	55%	1417	25%	48%	847	30%	46%	1143
APR	31%	46%	951	39%	53%	1232	13%	45%	423		46%	
MAY	45%	46%	1419	44%	52%	1418	13%	42%	417		46%	
JUN	54%	47%	1659	45%	52%	1452	48%	42%	1566		46%	
TL YTD	47%	47%	17386	52%	52%	19824	42%	42%	16664		46%	
REV YTD	\$508,194.00			\$549,278.00			\$519,620.00			\$543,490.00		

	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	24%	42%	783
MAR	26%	40%	934	24%	40%	878
APR	26%	39%	914		40%	
MAY	30%	38%	1088		40%	
JUN	39%	38%	1367		40%	
TL YTD	38%	38%	16585		40%	
REV YTD	\$97,214.00			\$80,367.00		

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

	Jul '20 - Mar...	Jul '19 - Mar...	\$ Change	% Change
<b>Income</b>				
4100 · Available Beginning Cash	1,052,151.58	1,175,878.82	-123,727.24	-10.5%
4140 · Campground Revenue	545,961.31	443,775.12	102,186.19	23.0%
4150 · Leases	131,118.72	146,874.10	-15,755.38	-10.7%
4160 · Moorage	78,262.96	74,697.39	3,565.57	4.8%
4170 · Storage	2,235.24	8,482.74	-6,247.50	-73.7%
4190 · Marine Fuel	20,551.16	24,243.59	-3,692.43	-15.2%
4200 · Other Facility Income	22,097.79	23,219.85	-1,122.06	-4.8%
4500 · Levied Taxes	344,777.13	333,214.52	11,562.61	3.5%
4515 · State Forest Sales	22,485.45	33,041.37	-10,555.92	-32.0%
4540 · Interest Income	1,505.95	13,835.56	-12,329.61	-89.1%
4550 · Maintenance Assistance Program	19,000.00	19,000.00	0.00	0.0%
4600 · Miscellaneous Income	12,389.12	7,527.16	4,861.96	64.6%
4700 · Incoming Transfer	73,151.00	60,000.00	13,151.00	21.9%
4750 · Business Oregon Reimb Fund	6,356.00	0.00	6,356.00	100.0%
<b>Total Income</b>	<u>2,332,043.41</u>	<u>2,363,790.22</u>	<u>-31,746.81</u>	<u>-1.3%</u>
<b>Gross Profit</b>	2,332,043.41	2,363,790.22	-31,746.81	-1.3%
<b>Expense</b>				
5000 · Personal Services	277,553.09	270,393.43	7,159.66	2.7%
5300 · Material and Services	398,499.18	353,473.39	45,025.79	12.7%
6000 · Capital Outlay	79,991.68	430,768.36	-350,776.68	-81.4%
7000 · Debt Service	91,800.28	91,800.28	0.00	0.0%
7700 · Transfer to other funds	73,151.00	60,000.00	13,151.00	21.9%
<b>Total Expense</b>	<u>920,995.23</u>	<u>1,206,435.46</u>	<u>-285,440.23</u>	<u>-23.7%</u>
<b>Net Income</b>	<u><u>1,411,048.18</u></u>	<u><u>1,157,354.76</u></u>	<u><u>253,693.42</u></u>	<u><u>21.9%</u></u>

**Port of Siuslaw**

**Resolution 4-21-21**

**A Resolution Amending the Adopted 3-17-21 Resolution**

**Campground and Moorage Reservation/ Cancellation Policy**

**WHEREAS**, the Port of Siuslaw Board of Commissioners discussed changes to the policy at the work session on 3-17-21 and

**WHEREAS**, THE Board of Commissioners adopted the 3-17-21 Resolution with legal terminology to be changed for the 4-21-21 Resolution and

**WHEREAS**, the public was given the opportunity for comment per ORS 294.160, at the work session held 3-17-21 and Commission meeting 4-21-21.

NOW THEREFORE, BE IT RESOLVED

PART : The Port of Siuslaw Commission amends the Campground and Moorage Reservation Policy as follows:

**CAMPGROUND AND MOORAGE RESERVATION POLICY**

**Definitions:**

- **Reservation:** To set aside a campground site or moorage slip for future use.
- **Reservation Fee:** \$10.00 non-refundable fee for holding a reservation.
- **Monthly Reservation:** Reservations of 30 days or more
- **Multi Month Reservation:** Reservation of 60 days or more.
- **Deposit:** Money paid in advance in addition to the reservation fee, to hold a site or slip for future use.
- **Cancellation:** When a guest is unable to use a reserved site or slip and releases the reservation.
- **Refunds:** Money returned to the customer.
- **Rain Check:** Credit to be used for a future reservation

**Reservations, deposits , changes and cancellations:**

- Reservation may be made up to nine (9) months in advance of arrival.
- A reservation of seven (7) days or less requires 100% payment
- A reservation of eight (8) to 29 days requires 50% of the total amount due at booking and the full remaining balance is due on arrival.
- Cancellations for a reservation of less than 30 days requires a 72-hour notice prior to check in date and a rain check will be issued.
- On monthly and multi-month reservations, the total for the first month is charged as a deposit and is due at the time of booking.
- The first full month payment is due upon arrival and monthly payments must be made on the anniversary of arrival for the following months. The deposit will be used for the last month originally scheduled.
- If a monthly or multi-monthly reservation is cancelled, the deposit is forfeit.

- If a monthly or multi monthly reservation is pushed back and/or dates are changed, there will be a charge of 50% of each month being changed.
- There are no refunds or rain checks for early departures.
- Refunds are only given to address an extraordinary hardship and approved by management.
- Prices are subject to change.

Part II: This Resolution shall take effect on April 21st, 2021.

ADOPTED by the Port of Siuslaw Board of Commissioners on the 21st<sup>th</sup> day of April 2021.

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President

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Attest