

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, August 18, 2021 7:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439

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. 7-21-21 Work session minutes draft
- b. 7-21-21 Minutes draft

3. Approval of the financials by consent

Stewart

- a. Checks printed in June were \$123,616.21
- b. Occupancy for Campground was up 18 % and moorage was up 7 %.

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

- September 15, 2021 Commission Meeting 7:00pm

Adjourn

Duman

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

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

These minutes will be reviewed for approval at the 8-18-21 meeting.

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

Call to Order 7:00pm

Public Comment: *none*

- 1. Approval of the Agenda by consent**
- 2. Approval of the Minutes by consent**
- 3. Approval of the financials by consent** – Stewart said checks printed in June totaled \$80,334.20. Campground revenue was up 4% and moorage stayed the same at 38%. She also mentioned that the financials are the final for FY20-21. Stewart said the committee assignments need to be done for FY21-22. The Commission decided on the assignments.
- 4. Manager and Commissioner Reports** – Huntington said the floating restroom was put in the river. He said this is a very busy year and our weekends have been full. Huntington said we sold some of the dredge spoils and quite a bit was taken. Zolezzi asked if the spoils site was big enough to expand the camping. Duman said the spoils could go to Nordahl's property and we could expand. Meyer wanted to know if the PVIP property closed yet. Huntington said it's still in process and escrow is waiting on a loan payoff from the bank. Meyer said we own the whole parking lot next to BJ's ice cream. He said it is need of some maintenance. Ward said we should have a catalog of all the Port property. Meyer agreed.

Public Comment: *none*

Adjourn – 7:44pm

MINUTES
PORT OF SIUSLAW WORK SESSION

Wednesday, July 21, 2021 5:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439 OR
These minutes will be reviewed for approval at the 8-18-21 meeting.

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

Join Zoom Meeting

<https://zoom.us/j/99397256901?pwd=VG5oNEVReGZSVE5LTC8zY2g1TmhwQT09>

Call to Order 5:03pm

Public Comment: *none*

1. **Approval of the Agenda by consent**
2. **Lane Council of Governments – Strategic Business Plan**



7-21-21 Work
Session Audio.MP3



Board Meeting
PPT_July 21_from LC



Board_Materials_Jul
y21 from LCOG.pdf

Adjourn 6:34pm

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

	Jul 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	66,281.84
1007 · Umpqua Savings	176,382.87
1009 · Umpqua MMA General Fund	1,586,825.26
1011 · Umpqua MMA ICM	5,179.41
1070 · Petty Cash	1,000.00
	1,835,669.38
Total Checking/Savings	
Other Current Assets	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	19,529.08
1250 · Taxes receivable	49,177.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	1,237.31
	95,339.29
Total Other Current Assets	
Total Current Assets	1,931,008.67
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
	5,827,420.30
Total Fixed Assets	
TOTAL ASSETS	7,758,428.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	39,791.78
	39,791.78
Total Accounts Payable	
Credit Cards	
2021 · Port Credit Card 1	6,432.43
	6,432.43
Total Credit Cards	

4:16 PM

08/10/21

Accrual Basis

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

	<u>Jul 31, 21</u>
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	267,845.69
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
	<hr/>
Total Other Current Liabilities	346,728.57
	<hr/>
Total Current Liabilities	392,952.78
	<hr/>
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
2993 · BB Loan 1000214241 PVIP	186,014.26
	<hr/>
Total Long Term Liabilities	896,582.00
	<hr/>
Total Liabilities	1,289,534.78
	<hr/>
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-3,670.80
Net Income	1,733,977.59
	<hr/>
Total Equity	6,468,894.19
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>7,758,428.97</u>

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

	Jul 21	Budget	Variance
Income			
4100 · Available Beginning Cash	1,162,312.00	1,162,312.00	0.00
4140 · Campground Revenue	134,003.91	610,000.00	-475,996.09
4150 · Leases	11,975.08	143,000.00	-131,024.92
4160 · Moorage	11,908.42	95,000.00	-83,091.58
4170 · Storage	94.61	2,800.00	-2,705.39
4190 · Marine Fuel	2,911.26	21,000.00	-18,088.74
4200 · Other Facility Income	5,993.18	20,300.00	-14,306.82
4500 · Levied Taxes			
4510 · Current Levied Taxes	398.16		
4520 · Prior Years Levied Taxes	186.62	3,000.00	-2,813.38
4525 · Levied Tax Interest	41.05	500.00	-458.95
4500 · Levied Taxes - Other	0.00	334,583.00	-334,583.00
Total 4500 · Levied Taxes	625.83	338,083.00	-337,457.17
4515 · State Forest Sales	0.00	20,000.00	-20,000.00
4540 · Interest Income	10.50	500.00	-489.50
4550 · Maintenance Assistance Program	0.00	21,350.00	-21,350.00
4600 · Miscellaneous Income	2,539.57	18,000.00	-15,460.43
4670 · Sale of Surplus Property	371,478.66		
4750 · Business Oregon Reimb Fund	0.00	27,144.00	-27,144.00
Total Income	1,703,853.02	2,479,489.00	-775,635.98
Gross Profit	1,703,853.02	2,479,489.00	-775,635.98
Expense			
5000 · Personal Services			
5020 · Port Manager	6,000.00	72,000.00	-66,000.00
5030 · Administrative Assistant	4,414.50	52,000.00	-47,585.50
5045 · Services Lead	2,953.60	36,005.00	-33,051.40
5050 · Office Assistant	2,446.08	31,492.00	-29,045.92
5075 · Maintenance I Lead	3,919.80	51,730.00	-47,810.20
5076 · Maintenance II	0.00	41,600.00	-41,600.00
5077 · Maintenance IV	1,064.00	31,200.00	-30,136.00
5079 · Maint II/ Staff	3,520.00		

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

	Jul 21	Budget	Variance
5080 - Maint Ill / groundskeeper	2,665.52	32,116.00	-29,450.48
5110 - Payroll taxes	2,863.22	34,814.00	-31,950.78
5180 - Health Insurance	4,338.18	60,000.00	-55,661.82
5181 - Life Insurance	638.70	300.00	338.70
5182 - Dental Insurance	419.92	5,200.00	-4,780.08
5190 - Workers Compensation Insurance	19,199.58	12,000.00	7,199.58
5270 - Retirement	0.00	13,000.00	-13,000.00
5275 - Compensated absences	0.00	8,500.00	-8,500.00
5280 - Overtime	0.00	3,000.00	-3,000.00
Total 5000 - Personal Services	54,443.10	484,957.00	-430,513.90
5300 - Material and Services	52,490.53	593,800.00	-541,309.47
6000 - Capital Outlay			
6060 - Operations Equipment			
6062 - Boat replacement and tractor	0.00	55,000.00	-55,000.00
Total 6060 - Operations Equipment	0.00	55,000.00	-55,000.00
6130 - Land			
6146 - Landscape and Rock	0.00	15,000.00	-15,000.00
6147 - Mapleton and E Dock Repairs	0.00	20,000.00	-20,000.00
Total 6130 - Land	0.00	35,000.00	-35,000.00
6150 - Facilities			
6153 - 080A Harbor	0.00	10,000.00	-10,000.00
6155 - Wharf/Bdwc Fire System	0.00	20,000.00	-20,000.00
6157 - Business Oregon Fees	15,168.87	11,250.00	3,918.87
Total 6150 - Facilities	15,168.87	41,250.00	-26,081.13
6170 - Marine Facilities			
6174 - West Basin Portable Pump Out	12,505.00	15,000.00	-2,495.00
Total 6170 - Marine Facilities	12,505.00	15,000.00	-2,495.00
Total 6000 - Capital Outlay	27,673.87	146,250.00	-118,576.13
6700 - Contingency	0.00	900,000.00	-900,000.00
7000 - Debt Service			
7215 - MNIF (Dredging) #524016	0.00	5,880.00	-5,880.00
7216 - PRLF (MSLTD) #525186	11,599.93	46,400.00	-34,800.07

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

	<u>Jul 21</u>	<u>Budget</u>	<u>Variance</u>
7225 - Banner Bank (PVIP) 1000214241	0.00	17,200.00	-17,200.00
7230 - PRLF Loan (Wharf) #525196	0.00	29,700.00	-29,700.00
7270 - SPWF (Bdwk Prj) L0004	0.00	15,970.00	-15,970.00
Total 7000 - Debt Service	11,599.93	115,150.00	-103,550.07
7600 - Unappropriated Ending Fund Bal	0.00	189,332.00	-189,332.00
7700 - Transfer to other funds	0.00	50,000.00	-50,000.00
Total Expense	146,207.43	2,479,489.00	-2,333,281.57
Net Income	<u>1,557,645.59</u>	<u>0.00</u>	<u>1,557,645.59</u>

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

	<u>Jul 21</u>	<u>Budget</u>	<u>Variance</u>
Income			
4100 - Available Beginning Cash	176,332.00	176,332.00	0.00
4540 - Interest Income	0.00	25.00	-25.00
4700 - Incoming Transfer	0.00	50,000.00	-50,000.00
Total Income	<u>176,332.00</u>	<u>226,357.00</u>	<u>-50,025.00</u>
Gross Profit	176,332.00	226,357.00	-50,025.00
Expense			
7600 - Unappropriated Ending Fund Bal	0.00	226,357.00	-226,357.00
Total Expense	<u>0.00</u>	<u>226,357.00</u>	<u>-226,357.00</u>
Net Income	<u><u>176,332.00</u></u>	<u><u>0.00</u></u>	<u><u>176,332.00</u></u>

	Campground 2018/2019			Campground 2019/2020			Campground 2020/2021			Campground 2021-2022		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	86%	78%	2862	78%	86%	2617	77%	78%	2939	96%	96%	3660
AUG	94%	90%	3052	89%	84%	2978	88%	83%	3357			
SEPT	88%	89%	2760	84%	84%	2724	88%	84%	3243			
OCT	43%	78%	1398	42%	73%	1393	47%	75%	1780			
NOV	30%	68%	878	33%	65%	1059	20%	64%	752			
DEC	32%	62%	1035	28%	59%	937	18%	56%	680			
JAN	36%	58%	1168	25%	54%	842	20%	51%	742			
FEB	39%	56%	1152	28%	51%	861	22%	48%	763			
MAR	44%	55%	1417	25%	48%	847	30%	46%	1143			
APR	39%	53%	1232	13%	45%	423	36%	45%	1324			
MAY	44%	52%	1418	13%	42%	417	40%	44%	1522			
JUN	45%	52%	1452	48%	42%	1566	69%	46%	2528			
TL YTD	52%	52%	19824	42%	42%	16664	46%	46%	20773			
REV YTD	\$549,278.00			\$519,620.00			\$756,828.00			\$133,724.00		

	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	25%	38%	871
MAY	30%	38%	1088	28%	37%	1038
JUN	39%	38%	1367	38%	38%	1351
TL YTD	38%	38%	16585	38%	38%	16158
REV YTD	\$97,214.00			\$99,027.00		

	Moorage 2021-22		
	% Occ.	YTD %	Nights
JULY	51%	51%	1850
AUG			
SEPT			
OCT			
NOV			
DEC			
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
TL YTD			
REV YTD	\$12,188.00		

Port of Siuslaw
Profit & Loss Prev Year Comparison
July 2021

	<u>Jul 21</u>	<u>Jul 20</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4100 · Available Beginning Cash	1,338,644.00	1,052,151.58	286,492.42	27.2%
4140 · Campground Revenue	134,003.91	114,163.67	19,840.24	17.4%
4150 · Leases	11,975.08	14,602.08	-2,627.00	-18.0%
4160 · Moorage	11,908.42	11,797.51	110.91	0.9%
4170 · Storage	94.61	148.36	-53.75	-36.2%
4190 · Marine Fuel	2,911.26	2,920.62	-9.36	-0.3%
4200 · Other Facility Income	5,993.18	3,520.47	2,472.71	70.2%
4500 · Levied Taxes	625.83	12,227.10	-11,601.27	-94.9%
4540 · Interest Income	10.50	189.61	-179.11	-94.5%
4600 · Miscellaneous Income	2,539.57	29.56	2,510.01	8,491.2%
4670 · Sale of Surplus Property	371,478.66	0.00	371,478.66	100.0%
Total Income	<u>1,880,185.02</u>	<u>1,211,750.56</u>	<u>668,434.46</u>	<u>55.2%</u>
Gross Profit	1,880,185.02	1,211,750.56	668,434.46	55.2%
Expense				
5000 · Personal Services	54,443.10	50,471.58	3,971.52	7.9%
5300 · Material and Services	52,490.53	49,702.95	2,787.58	5.6%
6000 · Capital Outlay	27,673.87	0.00	27,673.87	100.0%
7000 · Debt Service	11,599.93	13,031.98	-1,432.05	-11.0%
Total Expense	<u>146,207.43</u>	<u>113,206.51</u>	<u>33,000.92</u>	<u>29.2%</u>
Net Income	<u><u>1,733,977.59</u></u>	<u><u>1,098,544.05</u></u>	<u><u>635,433.54</u></u>	<u><u>57.8%</u></u>