

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, September 15, 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. 8-18-21 Minutes draft

3. Approval of the financials by consent

Stewart

a. Checks printed in August were \$151,924.98

b. Occupancy for Campground was up 14 % and moorage was up 2%.

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

- October 20, 2021, Commission Meeting 7:00pm in Mapleton

Adjourn

Duman

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

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

These minutes will be reviewed for approval at the September 15, 2021 meeting.

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

Call to Order 7:01pm

Public Comment: *none*

- 1. Approval of the Agenda by consent**
- 2. Approval of the Minutes by consent**
 - a. 7-21-21 Work session minutes draft
 - b. 7-21-21 Minutes draft
- 3. Approval of the financials by consent**
 - a. Checks printed in June were \$123,616.21
 - b. Occupancy for Campground was up 18 % and moorage was up 7 %. Stewart said the occupancy up by 18% was due to last years Covid and people canceling reservations. Ward said we are grossing about 19K more a month with the added new campsites. Meyer said we have better occupancy now than when we didn't have full hookups. Ward asked how much advertising we have been doing. Huntington said we are not doing as much as we used to. Ward suggested a news letter to our customers and give a discount for winter months. Duman asked about the capital outlay figure. Stewart said it is part of the Strategic Business Plan expenses.
- 4. Manager and Commissioner Reports –** Duman talked about getting rid of the dredge spoils and putting in more campsites. Meyer said we should do another spreadsheet to see what our advantage would be. Huntington said he's not sure about making full hookup sites because we will have to dredge again. Duman said with dry camping sites, the sites could be easily changed back to a spoils site. Also, the spoils could be put at another site. Duman asked Huntington to check on the wetland delineation and do a topography, so we know exactly where we stand. Ward said we also need to check with the City because we have to maintain a 50 foot setback from the wetland. Duman said, also, to find out from the City about 75% coverage. He said you can only have 75% coverage on property of build out.

Adjourn 7:21pm

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

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	66,015.96
1007 · Umpqua Savings	176,382.87
1009 · Umpqua MMA General Fund	1,594,212.32
1011 · Umpqua MMA ICM	5,179.45
1070 · Petty Cash	1,000.00
Total Checking/Savings	1,842,790.60
Other Current Assets	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	13,942.40
1250 · Taxes receivable	49,177.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	-12,389.05
Total Other Current Assets	76,126.25
Total Current Assets	1,918,916.85
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	7,746,337.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	21,568.82
Total Accounts Payable	21,568.82
Credit Cards	
2021 · Port Credit Card 1	6,729.61
Total Credit Cards	6,729.61
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	219,796.15
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	298,679.03
Total Current Liabilities	326,977.46
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

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

	<u>Aug 31, 21</u>
Total Long Term Liabilities	896,582.00
Total Liabilities	1,223,559.46
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-3,670.80
Net Income	1,787,861.09
Total Equity	6,522,777.69
TOTAL LIABILITIES & EQUITY	<u>7,746,337.15</u>

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

	TOTAL				
	Jul 21	Aug 21	Year to Date	Budget	Variance
Income					
4100 - Available Beginning Cash	176,332.00	0.00	176,332.00	176,332.00	0.00
4540 - Interest Income	0.00	0.00	0.00	25.00	-25.00
4700 - Incoming Transfer	0.00	0.00	0.00	50,000.00	-50,000.00
Total Income	176,332.00	0.00	176,332.00	226,357.00	-50,025.00
Gross Profit	176,332.00	0.00	176,332.00	226,357.00	-50,025.00
Expense					
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	226,357.00	-226,357.00
Total Expense	0.00	0.00	0.00	226,357.00	-226,357.00
Net Income	176,332.00	0.00	176,332.00	0.00	176,332.00

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

	TOTAL				
	Jul 21	Aug 21	Year to Date	Budget	Variance
Income					
4100 · Available Beginning Cash	1,162,312.00	0.00	1,162,312.00	1,162,312.00	0.00
4140 · Campground Revenue	134,003.91	131,392.27	265,396.18	610,000.00	-344,603.82
4150 · Leases	11,975.08	12,125.08	24,100.16	143,000.00	-118,899.84
4160 · Moorage	11,908.42	16,293.78	28,202.20	95,000.00	-66,797.80
4170 · Storage	94.61	94.61	189.22	2,800.00	-2,610.78
4190 · Marine Fuel	2,911.26	8,708.18	11,619.44	21,000.00	-9,380.56
4200 · Other Facility Income	5,993.18	5,798.11	11,791.29	20,300.00	-8,508.71
4500 · Levied Taxes					
4510 · Current Levied Taxes	398.16	652.51	1,050.67		
4520 · Prior Years Levied Taxes	186.62	313.37	499.99	3,000.00	-2,500.01
4525 · Levied Tax Interest	41.05	80.46	121.51	500.00	-378.49
4500 · Levied Taxes - Other	0.00	0.00	0.00	334,583.00	-334,583.00
Total 4500 · Levied Taxes	625.83	1,046.34	1,672.17	338,083.00	-336,410.83
4515 · State Forest Sales	0.00	9,364.78	9,364.78	20,000.00	-10,635.22
4540 · Interest Income	10.50	13.68	24.18	500.00	-475.82
4550 · Maintenance Assistance Program	0.00	0.00	0.00	21,350.00	-21,350.00
4600 · Miscellaneous Income	2,539.57	3,066.76	5,606.33	18,000.00	-12,393.67
4670 · Sale of Surplus Property	371,478.66	0.00	371,478.66		
4750 · Business Oregon Reimb Fund	0.00	0.00	0.00	27,144.00	-27,144.00
Total Income	1,703,853.02	187,903.59	1,891,756.61	2,479,489.00	-587,732.39
Gross Profit	1,703,853.02	187,903.59	1,891,756.61	2,479,489.00	-587,732.39
Expense					
5000 · Personal Services					
5020 · Port Manager	6,000.00	6,000.00	12,000.00	72,000.00	-60,000.00
5030 · Administrative Assistant	4,414.50	4,200.00	8,614.50	52,000.00	-43,385.50
5045 · Services Lead	2,953.60	2,864.32	5,817.92	36,005.00	-30,187.08
5050 · Office Assistant	2,446.08	2,679.04	5,125.12	31,492.00	-26,366.88
5075 · Maintenance I Lead	3,919.80	3,862.32	7,782.12	51,730.00	-43,947.88
5076 · Maintenance II	0.00	0.00	0.00	41,600.00	-41,600.00
5077 · Maintenance IV	1,064.00	2,240.00	3,304.00	31,200.00	-27,896.00
5079 · Maint II/ Staff	3,520.00	3,360.00	6,880.00		

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

	TOTAL				
	Jul 21	Aug 21	Year to Date	Budget	Variance
5080 - Maint Ill / groundskeeper	2,665.52	2,961.39	5,626.91	32,116.00	-26,489.09
5110 - Payroll taxes	2,863.22	2,935.76	5,798.98	34,814.00	-29,015.02
5180 - Health Insurance	4,338.18	4,338.18	8,676.36	60,000.00	-51,323.64
5181 - Life Insurance	638.70	16.59	655.29	300.00	355.29
5182 - Dental Insurance	419.92	367.43	787.35	5,200.00	-4,412.65
5190 - Workers Compensation Insurance	19,199.58	0.00	19,199.58	12,000.00	7,199.58
5270 - Retirement	0.00	0.00	0.00	13,000.00	-13,000.00
5275 - Compensated absences	0.00	0.00	0.00	8,500.00	-8,500.00
5280 - Overtime	0.00	0.00	0.00	3,000.00	-3,000.00
Total 5000 - Personal Services	54,443.10	35,825.03	90,268.13	484,957.00	-394,688.87
5300 - Material and Services	52,490.53	55,802.44	108,292.97	593,800.00	-485,507.03
6000 - Capital Outlay					
6060 - Operations Equipment					
6062 - Boat replacement and tractor	0.00	32,500.00	32,500.00	55,000.00	-22,500.00
Total 6060 - Operations Equipment	0.00	32,500.00	32,500.00	55,000.00	-22,500.00
6130 - Land					
6146 - Landscape and Rock	0.00	2,425.32	2,425.32	15,000.00	-12,574.68
6147 - Mapleton and E Dock Repairs	0.00	0.00	0.00	20,000.00	-20,000.00
Total 6130 - Land	0.00	2,425.32	2,425.32	35,000.00	-32,574.68
6150 - Facilities					
6153 - 080A Harbor	0.00	0.00	0.00	10,000.00	-10,000.00
6155 - Wharf/Bdwc Fire System	0.00	0.00	0.00	20,000.00	-20,000.00
6157 - Business Oregon Fees	15,168.87	0.00	15,168.87	11,250.00	3,918.87
Total 6150 - Facilities	15,168.87	0.00	15,168.87	41,250.00	-26,081.13
6170 - Marine Facilities					
6174 - West Basin Portable Pump Out	12,505.00	42.36	12,547.36	15,000.00	-2,452.64
Total 6170 - Marine Facilities	12,505.00	42.36	12,547.36	15,000.00	-2,452.64
Total 6000 - Capital Outlay	27,673.87	34,967.68	62,641.55	146,250.00	-83,608.45
6700 - Contingency	0.00	0.00	0.00	900,000.00	-900,000.00
7000 - Debt Service					
7215 - MNIF (Dredging) #524016	0.00	0.00	0.00	5,880.00	-5,880.00
7216 - PRLF (MSLTD) #525186	11,599.93	0.00	11,599.93	46,400.00	-34,800.07

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

	TOTAL				
	Jul 21	Aug 21	Year to Date	Budget	Variance
7225 - Banner Bank (PVIP) 1000214241	0.00	0.00	0.00	17,200.00	-17,200.00
7230 - PRLF Loan (Wharf) #525196	0.00	7,424.94	7,424.94	29,700.00	-22,275.06
7270 - SPWF (Bdwb Prj) L0004	0.00	0.00	0.00	15,970.00	-15,970.00
Total 7000 - Debt Service	11,599.93	7,424.94	19,024.87	115,150.00	-96,125.13
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	189,332.00	-189,332.00
7700 - Transfer to other funds	0.00	0.00	0.00	50,000.00	-50,000.00
Total Expense	146,207.43	134,020.09	280,227.52	2,479,489.00	-2,199,261.48
Net Income	1,557,645.59	53,883.50	1,611,529.09	0.00	1,611,529.09

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

	<u>Jul - Aug 21</u>	<u>Jul - Aug 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	265,396.18	236,997.02	28,399.16	12.0%
4150 · Leases	24,100.16	29,204.16	-5,104.00	-17.5%
4160 · Moorage	28,202.20	26,561.61	1,640.59	6.2%
4170 · Storage	189.22	296.72	-107.50	-36.2%
4190 · Marine Fuel	11,619.44	6,713.94	4,905.50	73.1%
4200 · Other Facility Income	11,791.29	7,951.20	3,840.09	48.3%
4500 · Levied Taxes	1,672.17	13,158.29	-11,486.12	-87.3%
4515 · State Forest Sales	9,364.78	0.00	9,364.78	100.0%
4540 · Interest Income	24.18	384.29	-360.11	-93.7%
4600 · Miscellaneous Income	5,606.33	216.14	5,390.19	2,493.8%
4670 · Sale of Surplus Property	371,478.66	0.00	371,478.66	100.0%
Total Income	<u>2,068,088.61</u>	<u>1,373,634.95</u>	<u>694,453.66</u>	<u>50.6%</u>
Gross Profit	2,068,088.61	1,373,634.95	694,453.66	50.6%
Expense				
5000 · Personal Services	90,268.13	66,742.74	23,525.39	35.3%
5300 · Material and Services	108,292.97	104,704.68	3,588.29	3.4%
6000 · Capital Outlay	62,641.55	11,443.06	51,198.49	447.4%
7000 · Debt Service	19,024.87	21,888.97	-2,864.10	-13.1%
Total Expense	<u>280,227.52</u>	<u>204,779.45</u>	<u>75,448.07</u>	<u>36.8%</u>
Net Income	<u>1,787,861.09</u>	<u>1,168,855.50</u>	<u>619,005.59</u>	<u>53.0%</u>