

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, February 16, 2022, 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. 1-19-22 minutes

3. Approval of the financials by consent

Stewart

a. Checks printed in January were \$117,138.41

b. Occupancy for Campground was up 10% and moorage was up 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 16, 2022 Commission Meeting 7:00pm

Adjourn

Duman

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, January 19, 2022, 7:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439

These minutes will be reviewed for approval at the February 16,2022 meeting

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

Call to Order – 7:00Ppm

Public Comment: *none*

- 1. Approval of the Agenda by consent**
- 2. Approval of the Minutes by consent**
 - a. 11-17-21 Minutes draft
 - b. Approval of the financials by consent** – Stewart stated the Checks printed in December were \$89,855.85 and Occupancy for Campground was up 10% and moorage was up 1%..
- 3. Manager Contract** – Motion was made by Meyer to accept and approve the Manager’s contract. 2nd by Zolezzi and the vote was unanimous.
- 4. Maintenance Assistance Program** – Stewart explained that the original MAP program is changing to a MAG grant program. The MAG program will now be a two (2) year grant process and we will not get the upfront funds as usual. All receipts for monies spent for MAG will have to be kept, including maintenance labor and can only be submitted once a month for payment. Stewart suggested foregoing the MAG program and raising the parking fee. After discussion, the Commissioners decided to keep the program. Buckwald wanted to know if the MAG program could be terminated. Stewart to find out. Regarding the parking fee, the Commissioners would like to view some parking systems that other Ports have, then implement the system in our Harbor St lot. Also, brought up was our parking lot at 1499 Bay St. Duman said Huntington needs to let the businesses there know that it is our parking lot and we need to find out how much it would cost to repair it. Ward said to ask Ray Wells.
- 5. Manager and Commissioner Reports** – Zolezzi asked if the small trail from the campground down to the river has been equipped with lighting. Huntington said a hand rail was put up but no lights. Huntington said we also have signage there. Zolezzi suggest small solar lights.

Public Comment: *none*

Adjourn – 7:45pm

Port of Siuslaw
Combined Balance Sheet
As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	6,058.42
1007 · Umpqua Savings	226,406.71
1009 · Umpqua MMA General Fund	1,914,534.50
1011 · Umpqua MMA ICM	5,179.67
1070 · Petty Cash	1,000.00
Total Checking/Savings	2,153,179.30
Other Current Assets	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	9,073.11
1250 · Taxes receivable	49,177.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	11,346.60
Total Other Current Assets	94,992.61
Total Current Assets	2,248,171.91
Fixed Assets	
1510 · Land	2,617,874.00
1515 · Land Improvements	1,995,894.50
1520 · Buildings & Docks	8,028,026.56
1525 · Equipment & Vehicles	761,055.71
1600 · Accumulated Depreciation	-989,953.00
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	5,652,873.30
TOTAL ASSETS	7,901,045.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	-10,879.32
Total Accounts Payable	-10,879.32
Credit Cards	
2021 · Port Credit Card 1	6,013.53
Total Credit Cards	6,013.53
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	284,822.52
2050 · Deferred Compensation Plan NRS	9,281.63
Total Other Current Liabilities	301,564.15
Total Current Liabilities	296,698.36
Long Term Liabilities	
2390 · OBD Loan L0004 Bdwk	55,307.42
2440 · OBD Loan 524016 Dredging	42,291.96
2491 · OBD Loan 525186 MSLTD	347,805.57
2492 · OBD Loan 525196 Wharf	267,080.69
2993 · BB Loan 1000214241 PVIP	-11,307.00
Total Long Term Liabilities	701,178.64

10:10 AM

02/07/22

Accrual Basis

Port of Siuslaw
Combined Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
Total Liabilities	997,877.00
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-122,845.07
Net Income	<u>2,287,425.88</u>
Total Equity	<u>6,903,168.21</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,901,045.21</u></u>

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2021 through January 2022

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Year to Date	TOTAL Budget	Variance
Income										
4100 · Available Beginning Cash	1,162,312.00	0.00	0.00	0.00	0.00	0.00	0.00	1,162,312.00	1,162,312.00	0.00
4140 · Campground Revenue	134,003.91	131,392.27	119,569.89	69,819.82	36,857.25	27,236.61	35,151.95	554,031.70	610,000.00	-55,968.30
4150 · Leases	11,975.08	12,125.08	11,975.08	11,975.08	11,975.08	11,975.08	11,975.08	83,975.56	143,000.00	-59,024.44
4160 · Moorage	11,908.42	16,293.78	19,001.16	9,195.65	4,265.23	3,817.48	5,830.52	70,312.24	95,000.00	-24,687.76
4170 · Storage	94.61	94.61	94.61	219.61	125.86	125.86	125.86	881.02	2,800.00	-1,918.98
4190 · Marine Fuel	2,911.26	8,708.18	20,292.19	3,953.24	53.98	394.98	0.00	36,313.83	21,000.00	15,313.83
4200 · Other Facility Income	5,993.18	5,798.11	5,471.53	4,930.68	1,406.97	1,266.54	1,892.42	26,759.43	20,300.00	6,459.43
4500 · Levied Taxes										
4510 · Current Levied Taxes	25,649.16	652.51	461.78	127.07	237,952.68	89,768.76	5,084.47	359,696.43		
4520 · Prior Years Levied Taxes	-0.38	313.37	203.68	343.36	644.61	411.55	343.74	2,259.93	3,000.00	-740.07
4525 · Levied Tax Interest	0.05	80.46	61.35	102.93	88.93	54.01	66.01	453.74	500.00	-46.26
4500 · Levied Taxes - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	334,583.00	-334,583.00
Total 4500 · Levied Taxes	25,648.83	1,046.34	726.81	573.36	238,686.22	90,234.32	5,494.22	362,410.10	338,083.00	24,327.10
4515 · State Forest Sales	0.00	9,364.78	0.00	0.00	0.00	941.09	0.00	10,305.87	20,000.00	-9,694.13
4540 · Interest Income	10.50	13.68	13.49	13.94	14.07	16.49	16.36	98.53	500.00	-401.47
4550 · Maintenance Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,350.00	-21,350.00
4600 · Miscellaneous Income	2,539.57	3,066.76	150.54	380.95	16,392.74	522.96	376.13	23,429.65	18,000.00	5,429.65
4670 · Sale of Surplus Property	557,492.92	0.00	0.00	0.00	0.00	0.00	0.00	557,492.92		
4750 · Business Oregon Reimb Fund	0.00	0.00	11,377.00	0.00	0.00	0.00	10,967.00	22,344.00	27,144.00	-4,800.00
Total Income	1,914,890.28	187,903.59	188,672.30	101,062.33	309,777.40	136,531.41	71,829.54	2,910,666.85	2,479,489.00	431,177.85
Gross Profit	1,914,890.28	187,903.59	188,672.30	101,062.33	309,777.40	136,531.41	71,829.54	2,910,666.85	2,479,489.00	431,177.85
Expense										
5000 · Personal Services										
5020 · Port Manager	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	9,995.94	3,416.67	43,412.61	72,000.00	-28,587.39
5030 · Administrative Assistant	4,414.50	4,200.00	4,640.51	4,427.75	4,222.00	6,846.85	2,200.00	30,951.61	52,000.00	-21,048.39
5045 · Services Lead	2,953.60	2,864.32	3,257.19	3,080.01	2,754.08	4,852.85	1,584.00	21,346.05	36,005.00	-14,658.95
5050 · Office Assistant	2,446.08	2,679.04	2,446.08	2,664.64	2,770.62	3,971.00	1,512.00	18,489.46	31,492.00	-13,002.54
5075 · Maintenance I Lead	3,919.80	3,862.32	4,230.16	4,016.88	4,399.44	6,474.84	2,104.08	29,007.52	51,730.00	-22,722.48
5077 · Maintenance IV	1,064.00	2,240.00	2,492.00	2,596.00	2,604.00	4,254.60	1,364.00	16,614.60	31,200.00	-14,585.40
5079 · Maint II/ Staff	3,520.00	3,360.00	3,680.00	3,520.00	3,360.00	5,442.60	1,760.00	24,642.60	41,600.00	-16,957.40
5080 · Maint III / groundskeeper	2,665.52	2,961.39	0.00	0.00	0.00	0.00	0.00	5,626.91	32,116.00	-26,489.09

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2021 through January 2022

									TOTAL	
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Year to Date	Budget	Variance
5110 - Payroll taxes	2,863.22	2,935.76	2,666.48	2,618.51	2,683.25	3,766.33	1,503.32	19,036.87	34,814.00	-15,777.13
5180 - Health Insurance	4,338.18	4,338.18	3,098.70	3,718.44	3,718.44	3,718.44	3,718.44	26,648.82	60,000.00	-33,351.18
5181 - Life Insurance	638.70	16.59	11.85	14.22	14.22	14.22	14.22	724.02	300.00	424.02
5182 - Dental Insurance	419.92	367.43	262.45	314.94	314.94	314.94	314.94	2,309.56	5,200.00	-2,890.44
5190 - Workers Compensation Insurance	19,199.58	0.00	1,188.73	0.00	0.00	0.00	0.00	20,388.31	12,000.00	8,388.31
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	8,500.00	-8,500.00
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	54,443.10	35,825.03	33,974.15	32,971.39	32,840.99	49,652.61	19,491.67	259,198.94	484,957.00	-225,758.06
5300 - Material and Services	61,232.53	55,802.44	48,865.61	42,535.22	32,436.45	28,533.54	95,032.84	364,438.63	593,800.00	-229,361.37
6000 - Capital Outlay										
6060 - Operations Equipment										
6062 - Boat replacement and tra	0.00	32,500.00	0.00	17,569.45	0.00	0.00	0.00	50,069.45	55,000.00	-4,930.55
Total 6060 - Operations Equipment	0.00	32,500.00	0.00	17,569.45	0.00	0.00	0.00	50,069.45	55,000.00	-4,930.55
6130 - Land										
6146 - Landscape and Rock	0.00	2,425.32	0.00	0.00	0.00	832.00	0.00	3,257.32	15,000.00	-11,742.68
6147 - Mapleton and E Dock Rep	0.00	0.00	0.00	0.00	0.00	0.00	2,617.17	2,617.17	20,000.00	-17,382.83
Total 6130 - Land	0.00	2,425.32	0.00	0.00	0.00	832.00	2,617.17	5,874.49	35,000.00	-29,125.51
6150 - Facilities										
6153 - 080A Harbor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
6155 - Wharf/Bdwc Fire System	0.00	0.00	0.00	3,500.00	16,535.74	0.00	0.00	20,035.74	20,000.00	35.74
6157 - Business Oregon Fees	15,168.87	0.00	0.00	0.00	0.00	0.00	0.00	15,168.87	11,250.00	3,918.87
Total 6150 - Facilities	15,168.87	0.00	0.00	3,500.00	16,535.74	0.00	0.00	35,204.61	41,250.00	-6,045.39
6170 - Marine Facilities										
6174 - West Basin Portable Pum	12,505.00	42.36	89.60	30.00	656.84	0.00	0.00	13,323.80	15,000.00	-1,676.20
Total 6170 - Marine Facilities	12,505.00	42.36	89.60	30.00	656.84	0.00	0.00	13,323.80	15,000.00	-1,676.20
Total 6000 - Capital Outlay	27,673.87	34,967.68	89.60	21,099.45	17,192.58	832.00	2,617.17	104,472.35	146,250.00	-41,777.65
6700 - Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900,000.00	-900,000.00
7000 - Debt Service	11,599.93	7,424.94	11,599.93	0.00	29,262.16	0.00	11,599.93	71,486.89	115,150.00	-43,663.11
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189,332.00	-189,332.00
7700 - Transfer to other funds	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00
Total Expense	154,949.43	134,020.09	144,529.29	96,606.06	111,732.18	79,018.15	128,741.61	849,596.81	2,479,489.00	-1,629,892.19

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2021 through January 2022

									TOTAL	
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Year to Date	Budget	Variance
Net Income	1,759,940.85	53,883.50	44,143.01	4,456.27	198,045.22	57,513.26	-56,912.07	2,061,070.04	0.00	2,061,070.04

Port of Siuslaw
Profit & Loss Budget vs. Actual - Capital Maint Fund
 July 2021 through January 2022

									TOTAL	
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Year to Date	Budget	Variance
Income										
4100 - Available Beginning Cash	176,332.00	0.00	0.00	0.00	0.00	0.00	0.00	176,332.00	176,332.00	0.00
4540 - Interest Income	13.42	10.42	0.00	0.00	0.00	0.00	0.00	23.84	25.00	-1.16
4700 - Incoming Transfer	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00
Total Income	176,345.42	10.42	50,000.00	0.00	0.00	0.00	0.00	226,355.84	226,357.00	-1.16
Gross Profit	176,345.42	10.42	50,000.00	0.00	0.00	0.00	0.00	226,355.84	226,357.00	-1.16
Expense										
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	226,357.00	-226,357.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	226,357.00	-226,357.00
Net Income	176,345.42	10.42	50,000.00	0.00	0.00	0.00	0.00	226,355.84	0.00	226,355.84

	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	97%	97%	3705
SEPT	88%	89%	2760	84%	84%	2724	88%	84%	3243	92%	95%	3408
OCT	43%	78%	1398	42%	73%	1393	47%	75%	1780	51%	84%	1948
NOV	30%	68%	878	33%	65%	1059	20%	64%	752	34%	74%	1258
DEC	32%	62%	1035	28%	59%	937	18%	56%	680	25%	66%	957
JAN	36%	58%	1168	25%	54%	842	20%	51%	742	32%	61%	1210
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			\$551,993.00		

	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
	51%	51%	1850
	64%	58%	2339
	78%	64%	2759
	47%	60%	1725
	26%	53%	929
	26%	49%	932
	26%	45%	965
REV YTD	\$72,675.00		

Port of Siuslaw
Profit & Loss Prev Year Comparison
July 2021 through January 2022

	Jul '21 - Ja...	Jul '20 - Ja...	\$ Change	% Change
Income				
4100 · Available Beginning Cash	1,338,644.00	1,052,151.58	286,492.42	27.2%
4140 · Campground Revenue	554,031.70	484,218.82	69,812.88	14.4%
4150 · Leases	83,975.56	102,114.56	-18,139.00	-17.8%
4160 · Moorage	70,312.24	69,923.53	388.71	0.6%
4170 · Storage	881.02	1,938.52	-1,057.50	-54.6%
4190 · Marine Fuel	36,313.83	20,551.16	15,762.67	76.7%
4200 · Other Facility Income	26,759.43	21,014.30	5,745.13	27.3%
4500 · Levied Taxes	362,410.10	333,934.48	28,475.62	8.5%
4515 · State Forest Sales	10,305.87	22,454.92	-12,149.05	-54.1%
4540 · Interest Income	122.37	1,318.33	-1,195.96	-90.7%
4550 · Maintenance Assistance Program	0.00	19,000.00	-19,000.00	-100.0%
4600 · Miscellaneous Income	23,429.65	8,013.47	15,416.18	192.4%
4670 · Sale of Surplus Property	557,492.92	0.00	557,492.92	100.0%
4700 · Incoming Transfer	50,000.00	73,151.00	-23,151.00	-31.7%
4750 · Business Oregon Reimb Fund	22,344.00	0.00	22,344.00	100.0%
Total Income	3,137,022.69	2,209,784.67	927,238.02	42.0%
Gross Profit	3,137,022.69	2,209,784.67	927,238.02	42.0%
Expense				
5000 · Personal Services	259,198.94	210,254.84	48,944.10	23.3%
5300 · Material and Services	364,438.63	284,485.83	79,952.80	28.1%
6000 · Capital Outlay	104,472.35	67,503.24	36,969.11	54.8%
7000 · Debt Service	71,486.89	81,511.24	-10,024.35	-12.3%
7700 · Transfer to other funds	50,000.00	73,151.00	-23,151.00	-31.7%
Total Expense	849,596.81	716,906.15	132,690.66	18.5%
Net Income	<u>2,287,425.88</u>	<u>1,492,878.52</u>	<u>794,547.36</u>	<u>53.2%</u>