

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

Wednesday, April 20, 2022, 7:00pm  
Port of Siuslaw Conference Room  
100 Harbor St, Florence, OR 97439

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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://us06web.zoom.us/j/85430988572?pwd=RFB0ZWdic3B2eHNZMHhYR1BSVk9OZz09>

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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. 3-16-22 minutes

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

Stewart

a. Checks printed in March were \$86205.04

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**

- May 18, 2022 Commission Meeting

**Adjourn**

Duman

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

Wednesday, March 16, 2022, 7:00pm  
Port of Siuslaw Conference Room  
100 Harbor St, Florence, OR 97439

These minutes will be reviewed for approval at the 4-20-22 meeting

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

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Join Zoom Meeting

<https://us06web.zoom.us/j/82404021384?pwd=QUZNRHFWeldXeDMYeVloMU8zeDgrQT09>

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**Call to Order 7:16pm**

**Public Comment:** *none*

1. **Action from Executive Session** - none
2. **Approval of the Agenda by consent**
3. **Approval of the Minutes by consent**
  - a. 2-16-22 minutes
4. **Approval of the financials by consent**
  - a. Checks printed in February were \$60,066.42
  - b. Occupancy for Campground was up 10% and moorage was up 1%. There were no questions or comments.
5. **Manager and Commissioner Reports** – Huntington said we have completed the Mapleton dock and will add some benches. We have also completed the fingerlings of the launch dock. He said we are starting some repairs on the Mo's building and we are going to paint the maintenance building and would like some input on the colors. He is thinking a coastal gray. Duman asked about a mural that had been discussed previously. Huntington said it wouldn't be cheap. Meyer said we may need permission from the City. Huntington reminded everyone of the upcoming PCC conference. He also said he had sent in the letter needed for a grant for the kayak launches. Ward brought up the bulkhead repair project and said it would be good to show it to Boomer and ask for some funding. Meyer mentioned another Port in Newport that had their bulkhead repaired and received 100% funding. Huntington said Akin was working on it.

**Public Comment:** *none*

**Adjourn – 7:30pm**

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of March 31, 2022

	Mar 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1006 · Umpqua General Checking	42,644.78
1007 · Umpqua Savings	226,412.29
1009 · Umpqua MMA General Fund	1,911,971.29
1011 · Umpqua MMA ICM	5,179.75
1070 · Petty Cash	1,000.00
<b>Total Checking/Savings</b>	2,187,208.11
<b>Other Current Assets</b>	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	4,583.17
1250 · Taxes receivable	49,177.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	7,407.25
<b>Total Other Current Assets</b>	86,563.32
<b>Total Current Assets</b>	2,273,771.43
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	5,652,873.30
<b>TOTAL ASSETS</b>	<b>7,926,644.73</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · *Accounts Payable	23,998.03
<b>Total Accounts Payable</b>	23,998.03
<b>Credit Cards</b>	
2021 · Port Credit Card 1	11,987.95
2022 · Port Credit Card 2	-752.40
<b>Total Credit Cards</b>	11,235.55
<b>Other Current Liabilities</b>	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	329,949.53
2050 · Deferred Compensation Plan NRS	9,281.63
<b>Total Other Current Liabilities</b>	346,691.16
<b>Total Current Liabilities</b>	381,924.74
<b>Long Term Liabilities</b>	
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
<b>Total Long Term Liabilities</b>	701,178.64

9:21 AM

04/12/22

Accrual Basis

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of March 31, 2022

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	<u>Mar 31, 22</u>
<b>Total Liabilities</b>	1,083,103.38
<b>Equity</b>	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-122,845.07
Net Income	<u>2,227,799.02</u>
<b>Total Equity</b>	<u>6,843,541.35</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,926,644.73</u></u>

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

											TOTAL	
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Year to Date	Budget	Variance
<b>Income</b>												
4100 · Available Beginning Cash	1,162,312.00	0.00	0.00	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	40,167.81	40,357.58	634,557.09	610,000.00	24,557.09
4150 · Leases	11,975.08	12,125.08	11,975.08	11,975.08	11,975.08	11,975.08	11,975.08	11,975.08	11,975.08	107,925.72	143,000.00	-35,074.28
4160 · Moorage	11,908.42	16,293.78	19,001.16	9,195.65	4,265.23	3,817.48	5,830.52	4,474.43	3,809.88	78,596.55	95,000.00	-16,403.45
4170 · Storage	94.61	94.61	94.61	219.61	125.86	125.86	125.86	125.82	58.13	1,064.97	2,800.00	-1,735.03
4190 · Marine Fuel	2,911.26	8,708.18	20,292.19	3,953.24	53.98	394.98	0.00	114.84	341.13	36,769.80	21,000.00	15,769.80
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	1,004.96	815.77	28,580.16	20,300.00	8,280.16
4500 · Levied Taxes	25,648.83	1,046.34	726.81	573.36	238,686.22	90,234.32	5,494.22	1,890.24	6,880.70	371,181.04	338,083.00	33,098.04
4515 · State Forest Sales	0.00	9,364.78	0.00	0.00	0.00	941.09	0.00	0.00	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	14.68	16.36	129.57	500.00	-370.43
4550 · Maintenance Assistance Pr	0.00	0.00	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	5,790.92	1,054.84	30,275.41	18,000.00	12,275.41
4670 · Sale of Surplus Property	557,492.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	557,492.92		
4750 · Business Oregon Reimb Fu	0.00	0.00	11,377.00	0.00	0.00	0.00	10,967.00	0.00	0.00	22,344.00	27,144.00	-4,800.00
<b>Total Income</b>	<b>1,914,890.28</b>	<b>187,903.59</b>	<b>188,672.30</b>	<b>101,062.33</b>	<b>309,777.40</b>	<b>136,531.41</b>	<b>71,829.54</b>	<b>65,558.78</b>	<b>65,309.47</b>	<b>3,041,535.10</b>	<b>2,479,489.00</b>	<b>562,046.10</b>
<b>Gross Profit</b>	<b>1,914,890.28</b>	<b>187,903.59</b>	<b>188,672.30</b>	<b>101,062.33</b>	<b>309,777.40</b>	<b>136,531.41</b>	<b>71,829.54</b>	<b>65,558.78</b>	<b>65,309.47</b>	<b>3,041,535.10</b>	<b>2,479,489.00</b>	<b>562,046.10</b>
<b>Expense</b>												
<b>5000 · Personal Services</b>												
5020 · Port Manager	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	9,995.94	3,416.67	6,833.34	6,833.34	57,079.29	72,000.00	-14,920.71
5030 · Administrative Assistar	4,414.50	4,200.00	4,640.51	4,427.75	4,222.00	6,846.85	2,200.00	4,416.50	4,016.75	39,384.86	52,000.00	-12,615.14
5045 · Services Lead	2,953.60	2,864.32	3,257.19	3,080.01	2,754.08	4,852.85	1,584.00	3,181.50	2,866.50	27,394.05	36,005.00	-8,610.95
5050 · Office Assistant	2,446.08	2,679.04	2,446.08	2,664.64	2,770.62	3,971.00	1,512.00	2,772.00	2,520.00	23,781.46	31,492.00	-7,710.54
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	4,399.45	3,825.60	37,232.57	51,730.00	-14,497.43
5077 · Maintenance IV	1,064.00	2,240.00	2,492.00	2,596.00	2,604.00	4,254.60	1,364.00	2,728.00	2,480.00	21,822.60	31,200.00	-9,377.40
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	3,520.00	3,200.00	31,362.60	41,600.00	-10,237.40
5080 · Maint III / groundskeep	2,665.52	2,961.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,626.91	32,116.00	-26,489.09
5110 · Payroll taxes	2,863.22	2,935.76	2,666.48	2,618.51	2,683.25	3,766.33	1,503.32	5,035.32	2,773.81	26,846.00	34,814.00	-7,968.00
5180 · Health Insurance	4,338.18	4,338.18	3,098.70	3,718.44	3,718.44	3,718.44	3,718.44	3,718.44	3,718.44	34,085.70	60,000.00	-25,914.30
5181 · Life Insurance	638.70	16.59	11.85	14.22	14.22	14.22	14.22	14.22	14.22	752.46	300.00	452.46
5182 · Dental Insurance	419.92	367.43	262.45	314.94	314.94	314.94	314.94	314.94	314.94	2,939.44	5,200.00	-2,260.56
5190 · Workers Compensator	19,199.58	0.00	1,188.73	0.00	0.00	0.00	0.00	0.00	0.00	20,388.31	12,000.00	8,388.31

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

											TOTAL	
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Year to Date	Budget	Variance
5270 · Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,263.60	0.00	12,263.60	13,000.00	-736.40
5275 · Compensated absence:	0.00	0.00	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	0.00	0.00	3,000.00	-3,000.00
<b>Total 5000 · Personal Services</b>	<b>54,443.10</b>	<b>35,825.03</b>	<b>33,974.15</b>	<b>32,971.39</b>	<b>32,840.99</b>	<b>49,652.61</b>	<b>19,491.67</b>	<b>49,197.31</b>	<b>32,563.60</b>	<b>340,959.85</b>	<b>484,957.00</b>	<b>-143,997.15</b>
5300 · Material and Services	61,232.53	55,802.44	48,865.61	42,535.22	32,436.45	27,781.14	95,151.84	27,079.97	50,304.44	441,189.64	593,800.00	-152,610.36
6000 · Capital Outlay												
6060 · Operations Equipment	0.00	32,500.00	0.00	17,569.45	0.00	0.00	0.00	0.00	0.00	50,069.45	55,000.00	-4,930.55
6130 · Land												
6146 · Landscape and Ro	0.00	2,425.32	0.00	0.00	0.00	832.00	0.00	2,688.00	0.00	5,945.32	15,000.00	-9,054.68
6147 · Mapleton and E Do	0.00	0.00	0.00	0.00	0.00	0.00	2,617.17	890.85	5,081.36	8,589.38	20,000.00	-11,410.62
<b>Total 6130 · Land</b>	<b>0.00</b>	<b>2,425.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>832.00</b>	<b>2,617.17</b>	<b>3,578.85</b>	<b>5,081.36</b>	<b>14,534.70</b>	<b>35,000.00</b>	<b>-20,465.30</b>
6150 · Facilities												
6153 · 080A Harbor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114.62	4,181.69	4,296.31	10,000.00	-5,703.69
6155 · Wharf/Bdww Fire S	0.00	0.00	0.00	3,500.00	16,535.74	0.00	0.00	0.00	0.00	20,035.74	20,000.00	35.74
6157 · Business Oregon F	15,168.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,168.87	11,250.00	3,918.87
<b>Total 6150 · Facilities</b>	<b>15,168.87</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>	<b>16,535.74</b>	<b>0.00</b>	<b>0.00</b>	<b>114.62</b>	<b>4,181.69</b>	<b>39,500.92</b>	<b>41,250.00</b>	<b>-1,749.08</b>
6170 · Marine Facilities												
6174 · West Basin Portab	12,505.00	42.36	89.60	30.00	656.84	0.00	0.00	0.00	0.00	13,323.80	15,000.00	-1,676.20
<b>Total 6170 · Marine Facilities</b>	<b>12,505.00</b>	<b>42.36</b>	<b>89.60</b>	<b>30.00</b>	<b>656.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,323.80</b>	<b>15,000.00</b>	<b>-1,676.20</b>
<b>Total 6000 · Capital Outlay</b>	<b>27,673.87</b>	<b>34,967.68</b>	<b>89.60</b>	<b>21,099.45</b>	<b>17,192.58</b>	<b>832.00</b>	<b>2,617.17</b>	<b>3,693.47</b>	<b>9,263.05</b>	<b>117,428.87</b>	<b>146,250.00</b>	<b>-28,821.13</b>
6700 · Contingency	0.00	0.00	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												
7215 · MNIF (Dredging) #5240	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	11,599.93	0.00	0.00	0.00	11,599.93	0.00	11,599.93	46,399.72	46,400.00	-0.28
7225 · Banner Bank (PVIP) 101	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,200.00	-17,200.00
7230 · PRLF Loan (Wharf) #52	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 (Bdww Prj) L000	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>11,599.93</b>	<b>7,424.94</b>	<b>11,599.93</b>	<b>0.00</b>	<b>29,262.16</b>	<b>0.00</b>	<b>11,599.93</b>	<b>7,424.94</b>	<b>11,599.93</b>	<b>90,511.76</b>	<b>115,150.00</b>	<b>-24,638.24</b>
7600 · Unappropriated Ending Fun	0.00	0.00	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	0.00	0.00	50,000.00	50,000.00	0.00
<b>Total Expense</b>	<b>154,949.43</b>	<b>134,020.09</b>	<b>144,529.29</b>	<b>96,606.06</b>	<b>111,732.18</b>	<b>78,265.75</b>	<b>128,860.61</b>	<b>87,395.69</b>	<b>103,731.02</b>	<b>1,040,090.12</b>	<b>2,479,489.00</b>	<b>-1,439,398.88</b>
<b>Net Income</b>	<b>1,759,940.85</b>	<b>53,883.50</b>	<b>44,143.01</b>	<b>4,456.27</b>	<b>198,045.22</b>	<b>58,265.66</b>	<b>-57,031.07</b>	<b>-21,836.91</b>	<b>-38,421.55</b>	<b>2,001,444.98</b>	<b>0.00</b>	<b>2,001,444.98</b>

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

											TOTAL	
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Year to Date	Budget	Variance
<b>Income</b>												
4100 · Available Beginning Cash	176,332.00	0.00	0.00	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	0.00	5.58	29.42	25.00	4.42
4700 · Incoming Transfer	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00
<b>Total Income</b>	<b>176,345.42</b>	<b>10.42</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.58</b>	<b>226,361.42</b>	<b>226,357.00</b>	<b>4.42</b>
<b>Gross Profit</b>	<b>176,345.42</b>	<b>10.42</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.58</b>	<b>226,361.42</b>	<b>226,357.00</b>	<b>4.42</b>
<b>Expense</b>												
7600 · Unappropriated Ending Fund E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	226,357.00	-226,357.00
<b>Total Expense</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>0.00</b>	<b>0.00</b>	<b>226,357.00</b>	<b>-226,357.00</b>
<b>Net Income</b>	<b>176,345.42</b>	<b>10.42</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.58</b>	<b>226,361.42</b>	<b>0.00</b>	<b>226,361.42</b>





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

	Jul '21 - Mar 22	Jul '20 - Mar 21	\$ Change	% Change
<b>Income</b>				
4100 · Available Beginning Cash	1,338,644.00	1,052,151.58	286,492.42	27.2%
4140 · Campground Revenue	634,557.09	545,961.31	88,595.78	16.2%
4150 · Leases	107,925.72	131,118.72	-23,193.00	-17.7%
4160 · Moorage	78,596.55	78,262.96	333.59	0.4%
4170 · Storage	1,064.97	2,235.24	-1,170.27	-52.4%
4190 · Marine Fuel	36,769.80	20,551.16	16,218.64	78.9%
4200 · Other Facility Income	28,580.16	22,097.79	6,482.37	29.3%
4500 · Levied Taxes	371,181.04	344,777.13	26,403.91	7.7%
4515 · State Forest Sales	10,305.87	22,485.45	-12,179.58	-54.2%
4540 · Interest Income	158.99	1,505.95	-1,346.96	-89.4%
4550 · Maintenance Assistance Program	0.00	19,000.00	-19,000.00	-100.0%
4600 · Miscellaneous Income	30,275.41	12,389.12	17,886.29	144.4%
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	6,356.00	15,988.00	251.5%
<b>Total Income</b>	<b>3,267,896.52</b>	<b>2,332,043.41</b>	<b>935,853.11</b>	<b>40.1%</b>
<b>Gross Profit</b>	<b>3,267,896.52</b>	<b>2,332,043.41</b>	<b>935,853.11</b>	<b>40.1%</b>
<b>Expense</b>				
5000 · Personal Services	340,959.85	277,553.09	63,406.76	22.8%
5300 · Material and Services	441,197.02	398,504.18	42,692.84	10.7%
6000 · Capital Outlay	117,428.87	79,991.68	37,437.19	46.8%
7000 · Debt Service	90,511.76	91,800.28	-1,288.52	-1.4%
7700 · Transfer to other funds	50,000.00	73,151.00	-23,151.00	-31.7%
<b>Total Expense</b>	<b>1,040,097.50</b>	<b>921,000.23</b>	<b>119,097.27</b>	<b>12.9%</b>
<b>Net Income</b>	<b>2,227,799.02</b>	<b>1,411,043.18</b>	<b>816,755.84</b>	<b>57.9%</b>