

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

Wednesday, Aug 17, 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/88261357945?pwd=Z015TWxoVlFSd094Szk3VlM0c011UT09>

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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. 7-20-22 Meeting Minutes draft

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

Stewart

a. Checks printed in July were \$94,755.62

b. Occupancy for Campground was down 5% from last year and moorage was up 2% from last year.

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 21, 2022 Commission Meeting**

**Adjourn**

Duman

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

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

These minutes will be reviewed for approval at the 8-17-22 Commission meeting

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

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**Call to Order 7:00pm**

**Public Comment:** *none*

1. **Midwater Trawlers Cooperative** – Heather Mann – Offshore wind projects. Cancelled do to illness. Commissioners would still like a presentation possibly next Commission meeting on 8-17-22. Meyer wanted to know what the timeline was for a decision. Buckwald said September 2022.
2. **Approval of the Agenda by consent**
3. **Approval of the Minutes by consent**
  - a. 6-15-22 Meeting Minutes draft
4. **Approval of the financials by consent**
  - a. Checks printed in May were \$121,621.52
  - b. Occupancy for Campground was up 8% from last year and moorage was up 1% from last year. Huntington said we are basically at capacity. Duman wanted to know if we are taking care of the cancellations requested by customers. Huntington said staff cannot do refunds. Cancellations have to be approved by Huntington and/or Commissioners. Meyer said to stick to the policy. Zolezzi wanted to know what the policy was for the Commissioners getting emails from customers. Ward said the emails need to be forwarded to Huntington. Meyer wanted to know if we have taken any action against the owner of the Creola, the boat that was scuttled, to get reimbursement for the cost. He also said he was told the owner passed away. Ward said to file a claim against the estate. Huntington said he wasn't sure if the owner passing was true. Buckwald asked about tracking our prior and current levied taxes on the financial statements.
5. **Commissioner Positions and assignments, meetings schedule FY22-23.** Buckwald would like to leave the positions the way they are. Commissioners agreed Meyer made motion for the Commission positions, Buckwald second and vote was unanimous. Huntington asked about the Commissioners assignments. Commissioners agreed to keep the same assignments with the exception that Ward be taken off the Urban Renewal and Zolezzi added.
6. **Lease Agreement with Martin & Bridget Collmar** – Bay Street Tees. Huntington said we sent the lease agreement to the Attorney regarding changes the Commission requested. Changes were made and Commissioners agreed. Duman asked if Huntington discussed the lease with the tenants. Huntington said yes and they were fine with it. Buckwald asked about the parking. Huntington said we were giving them 3 spots for exclusive parking for the Tee shop. Meyer said we need signage for the spots. He also mentioned

the coffee shop and the note they put on a Mo's employee's vehicle. The coffee shop is not entitled to any parking spots in our lot. Meyer said we need to have a conversation with the owners. Ward said we could offer them parking for a monthly fee. Duman said the coffee shop cannot dictate who parks where. Buckwald said to send a registered letter to them. Ward said that no one realizes the parking is provided by the Port and we should have signage stating that the parking is provided by the Port to let people know. There was some discussion to revisit a pay parking system.

- 7. Manager and Commissioner Reports** – Huntington said Kyle, with the Confederation of Tribes, is very serious about wanting our dredge spoils for one of their projects. Meyer said elevation for new sites is money. He doesn't want to get rid of too much spoils. There was discussion regarding the Port's dredge spoil site #22. Ward suggested an executive session before our next meeting with our Attorney present. Duman asked about trash island. Huntington said nothing has been done lately. Huntington said he and Bill walked the spoils site with Jack Akin. Akin said no delineation would be needed for the site as long as the natural slope is used. Huntington and Meyer also asked Akin about emergency repairs for the bulkhead. Akin suggested large boulders against the base of the pilings to prevent further damage until a permanent fix can be done. Huntington said he will be meeting with the City every couple months, keeping channels open. Meyer said he was very impressed with the quality of work by NW Hazmat on the scuttling of the Creola. He suggested sending them a thank you letter. Duman asked how the kayaks are coming. Huntington said we are assembling the docks at this point. He also said we are getting signs that designate those docks for kayaks and paddleboards only so no boats will tie up to them.

**Public Comment:** *none*

**Adjourn 8:10pm**

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

	Jul 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1006 · Umpqua General Checking	44,169.27
1007 · Umpqua Savings	226,417.94
1009 · Umpqua MMA General Fund	1,998,588.34
1011 · Umpqua MMA ICM	5,179.93
1070 · Petty Cash	1,000.00
<b>Total Checking/Savings</b>	2,275,355.48
<b>Other Current Assets</b>	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	7,107.76
1250 · Taxes receivable	49,177.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	1,450.79
<b>Total Other Current Assets</b>	83,131.45
<b>Total Current Assets</b>	2,358,486.93
<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>8,011,360.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · *Accounts Payable	15,850.06
<b>Total Accounts Payable</b>	15,850.06
<b>Credit Cards</b>	
2021 · Port Credit Card 1	6,908.99
<b>Total Credit Cards</b>	6,908.99
<b>Other Current Liabilities</b>	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	291,459.61
2050 · Deferred Compensation Plan NRS	9,281.63
<b>Total Other Current Liabilities</b>	308,201.24
<b>Total Current Liabilities</b>	330,960.29
<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

9:09 AM

08/10/22

Accrual Basis

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

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	<u>Jul 31, 22</u>
<b>Total Liabilities</b>	1,032,138.93
<b>Equity</b>	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	425,223.24
Net Income	<u>1,815,410.66</u>
<b>Total Equity</b>	<u>6,979,221.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>8,011,360.23</u></u>

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

	Jul 22	Budget	Variance
<b>Income</b>			
4100 · Available Beginning Cash	1,491,016.00	1,491,016.00	0.00
4140 · Campground Revenue	130,788.16	848,172.00	-717,383.84
4150 · Leases	16,891.61	146,778.00	-129,886.39
4160 · Moorage	11,733.06	97,067.00	-85,333.94
4190 · Marine Fuel	6,804.43	36,877.00	-30,072.57
4200 · Other Facility Income	3,713.93	32,362.00	-28,648.07
4500 · Levied Taxes	703.00	361,771.00	-361,068.00
4515 · State Forest Sales	0.00	10,000.00	-10,000.00
4540 · Interest Income	16.89	200.00	-183.11
4550 · Maintenance Assistance Program	0.00	21,350.00	-21,350.00
4555 · Bulkhead Revenue	0.00	500,000.00	-500,000.00
4600 · Miscellaneous Income	36,829.16	20,000.00	16,829.16
<b>Total Income</b>	<b>1,698,496.24</b>	<b>3,565,593.00</b>	<b>-1,867,096.76</b>
<b>Gross Profit</b>	<b>1,698,496.24</b>	<b>3,565,593.00</b>	<b>-1,867,096.76</b>
<b>Expense</b>			
<b>5000 · Personal Services</b>			
5020 · Port Manager	6,833.34	86,923.00	-80,089.66
5030 · Administrative Assistant	4,969.26	55,120.00	-50,150.74
5045 · Services Lead	3,904.65	39,686.00	-35,781.35
5050 · Office Assistant	2,287.70	0.00	2,287.70
5061 · Campground Staff	0.00	34,736.00	-34,736.00
5075 · Maintenance I Lead	3,825.60	52,707.00	-48,881.40
5076 · Maintenance II	0.00	44,096.00	-44,096.00
5077 · Maintenance IV	2,728.00	34,174.00	-31,446.00
5079 · Maint II/ Staff	3,520.00		
5080 · Maint III / groundskeeper	0.00	34,174.00	-34,174.00
5110 · Payroll taxes	3,026.72	38,161.00	-35,134.28
5180 · Health Insurance	3,867.36	62,000.00	-58,132.64
5181 · Life Insurance	14.22	300.00	-285.78
5182 · Dental Insurance	329.10	5,300.00	-4,970.90
5190 · Workers Compensation Insurance	17,541.97	19,000.00	-1,458.03

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

	Jul 22	Budget	Variance
5270 - Retirement	0.00	14,000.00	-14,000.00
5275 - Compensated absences	0.00	8,500.00	-8,500.00
5280 - Overtime	0.00	3,000.00	-3,000.00
<b>Total 5000 - Personal Services</b>	<b>52,847.92</b>	<b>531,877.00</b>	<b>-479,029.08</b>
5300 - Material and Services	44,994.73	628,800.00	-583,805.27
<b>6000 - Capital Outlay</b>			
<b>6060 - Operations Equipment</b>			
6067 - WiFi Internet, fiber optics	0.00	15,000.00	-15,000.00
<b>Total 6060 - Operations Equipment</b>	<b>0.00</b>	<b>15,000.00</b>	<b>-15,000.00</b>
<b>6130 - Land</b>			
6131 - 1499 Parking Lot	0.00	37,000.00	-37,000.00
6147 - Mapleton and E Dock Repairs	0.00	15,000.00	-15,000.00
6148 - New RV sites - spoils pit	0.00	300,000.00	-300,000.00
<b>Total 6130 - Land</b>	<b>0.00</b>	<b>352,000.00</b>	<b>-352,000.00</b>
<b>6150 - Facilities</b>			
6111 - Reseal and stripe Mapleton lot	0.00	2,500.00	-2,500.00
6151 - Mo's Building	0.00	13,000.00	-13,000.00
6155 - Wharf/Bdwk Fire System	0.00	20,000.00	-20,000.00
<b>Total 6150 - Facilities</b>	<b>0.00</b>	<b>35,500.00</b>	<b>-35,500.00</b>
<b>6170 - Marine Facilities</b>			
6177 - Bulkhead	0.00	500,000.00	-500,000.00
6182 - A Dock walkway repair	0.00	7,000.00	-7,000.00
6183 - F Dock electrical	0.00	10,000.00	-10,000.00
<b>Total 6170 - Marine Facilities</b>	<b>0.00</b>	<b>517,000.00</b>	<b>-517,000.00</b>
<b>Total 6000 - Capital Outlay</b>	<b>0.00</b>	<b>919,500.00</b>	<b>-919,500.00</b>
6700 - Contingency	0.00	900,000.00	-900,000.00
<b>7000 - Debt Service</b>			
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
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
<b>Total 7000 - Debt Service</b>	<b>11,599.93</b>	<b>97,950.00</b>	<b>-86,350.07</b>

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

	<b>Jul 22</b>	<b>Budget</b>	<b>Variance</b>
<b>7600 · Unappropriated Ending Fund Bal</b>	0.00	437,466.00	-437,466.00
<b>7700 · Transfer to other funds</b>	0.00	50,000.00	-50,000.00
<b>Total Expense</b>	109,442.58	3,565,593.00	-3,456,150.42
<b>Net Income</b>	<b>1,589,053.66</b>	<b>0.00</b>	<b>1,589,053.66</b>



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

	Jul 22	Budget	Variance
<b>Income</b>			
4100 · Available Beginning Cash	226,357.00	226,357.00	0.00
4540 · Interest Income	0.00	40.00	-40.00
4700 · Incoming Transfer	0.00	50,000.00	-50,000.00
<b>Total Income</b>	<b>226,357.00</b>	<b>276,397.00</b>	<b>-50,040.00</b>
<b>Gross Profit</b>	<b>226,357.00</b>	<b>276,397.00</b>	<b>-50,040.00</b>
<b>Expense</b>			
5300 · Material and Services			
5700 · Facilities	0.00	200,000.00	-200,000.00
<b>Total 5300 · Material and Services</b>	<b>0.00</b>	<b>200,000.00</b>	<b>-200,000.00</b>
7600 · Unappropriated Ending Fund Bal	0.00	76,397.00	-76,397.00
<b>Total Expense</b>	<b>0.00</b>	<b>276,397.00</b>	<b>-276,397.00</b>
<b>Net Income</b>	<b>226,357.00</b>	<b>0.00</b>	<b>226,357.00</b>



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

	Jul 22	Jul 21	\$ Change	% Change
<b>Income</b>				
4100 · Available Beginning Cash	1,717,373.00	1,338,644.00	378,729.00	28.3%
4140 · Campground Revenue	130,788.16	134,003.91	-3,215.75	-2.4%
4150 · Leases	16,891.61	11,975.08	4,916.53	41.1%
4160 · Moorage	11,733.06	11,908.42	-175.36	-1.5%
4170 · Storage	0.00	94.61	-94.61	-100.0%
4190 · Marine Fuel	6,804.43	2,911.26	3,893.17	133.7%
4200 · Other Facility Income	3,713.93	5,993.18	-2,279.25	-38.0%
4500 · Levied Taxes	703.00	25,648.83	-24,945.83	-97.3%
4540 · Interest Income	16.89	23.92	-7.03	-29.4%
4600 · Miscellaneous Income	36,829.16	2,539.57	34,289.59	1,350.2%
4670 · Sale of Surplus Property	0.00	557,492.92	-557,492.92	-100.0%
<b>Total Income</b>	<u>1,924,853.24</u>	<u>2,091,235.70</u>	<u>-166,382.46</u>	<u>-8.0%</u>
<b>Gross Profit</b>	1,924,853.24	2,091,235.70	-166,382.46	-8.0%
<b>Expense</b>				
5000 · Personal Services	52,847.92	54,443.10	-1,595.18	-2.9%
5300 · Material and Services	44,994.73	61,232.53	-16,237.80	-26.5%
6000 · Capital Outlay	0.00	27,673.87	-27,673.87	-100.0%
7000 · Debt Service	11,599.93	11,599.93	0.00	0.0%
<b>Total Expense</b>	<u>109,442.58</u>	<u>154,949.43</u>	<u>-45,506.85</u>	<u>-29.4%</u>
<b>Net Income</b>	<u><u>1,815,410.66</u></u>	<u><u>1,936,286.27</u></u>	<u><u>-120,875.61</u></u>	<u><u>-6.2%</u></u>