

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, Oct 19, 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

Join Zoom Meeting

<https://us06web.zoom.us/j/82932361369?pwd=c2NKT25KVXpYTi9aL1pRZnNidVBLUT09>

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. 9-21-22 Meeting Minutes draft

3. Approval of the financials by consent

Stewart

- a. Checks printed in September were \$107,705.33
- b. Occupancy for Campground was down 4% from last year and moorage was down 8% 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

- **November 16, 2022 Commission Meeting**

Adjourn

Duman

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, September 21, 2022 7:00pm

Port of Siuslaw Conference Room

100 Harbor St, Florence, OR 97439

These minutes will be reviewed for approval at the 10-19-22 meeting

Present - Terry Duman, President; Bill Meyer, 1st VP, Robert Ward, Treasurer,

Via phone - Mike Buckwald, Secretary,

Absent - Craig Zolezzi, 2nd VP

Call to Order 7:00

Public Comment: *none*

1. **Approval of the Agenda by consent**
2. **Approval of the Minutes by consent**
 - a. 8-17-22 Meeting Minutes draft
 - b. 8-16-22 Special meeting minutes draft
3. **Approval of the financials by consent** Stewart said checks printed in August were \$87,232.26 and the occupancy for Campground was down 5% from last year and moorage was down 2% from last year. Stewart also mentioned two changes to the budget under personnel expenses. Ward asked about the line item bulkhead revenue. Stewart said that is incase we get reimbursed money for bulkhead expenses. Ward also wanted to know what the unearned campground revenue was. Stewart said that is money that customers have paid upfront for their reservations but are not here yet.
4. **Manager and Commissioner Reports -** Meyer asked Ward about the spoils site project. Ward said we need a topography report. Meyer asked if we could hire Ward for the report since there are not a lot of people available to do that particular report. Ward said he would do it and not charge anything. Ward asked about the electric charging stations. Meyer said they (Rivian) was supposed to come back with a revised contract. Stewart said they did and she emailed it to the Commissioners. The Commission asked Huntington to look over the revisions and if everything was addressed and looked fine to sign the contract to get this project moving. Duman wanted to know what is going on with the bulkhead. Huntington said the geologist doesn't think that the bulkhead would deteriorate any further. The permit is in process. The geologist doesn't think we need to do an emergency repair. Duman asked how we are doing on the upgrades to the campground. Huntington said we have completed all of them. Meyer asked if we are progressing on the pump out shed and Huntington said we need to finish the roof.

Adjourn – 7:24pm

Port of Siuslaw
Combined Balance Sheet
As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	42,375.37
1007 · Umpqua Savings	226,429.34
1009 · Umpqua MMA General Fund	2,080,119.86
1011 · Umpqua MMA ICM	5,180.01
1070 · Petty Cash	1,000.00
Total Checking/Savings	2,355,104.58
Other Current Assets	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	27,845.95
1250 · Taxes receivable	49,177.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	38.36
Total Other Current Assets	102,457.21
Total Current Assets	2,457,561.79
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	8,110,435.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	17,735.01
Total Accounts Payable	17,735.01
Credit Cards	
2021 · Port Credit Card 1	7,931.92
Total Credit Cards	7,931.92
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	232,364.71
2050 · Deferred Compensation Plan NRS	9,281.63
Total Other Current Liabilities	249,106.34
Total Current Liabilities	274,773.27
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
Total Long Term Liabilities	712,485.64
Total Liabilities	987,258.91

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10/07/22

Accrual Basis

Port of Siuslaw
Combined Balance Sheet
As of September 30, 2022

	<u>Sep 30, 22</u>
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	413,916.24
Net Income	<u>1,970,672.54</u>
Total Equity	<u>7,123,176.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,110,435.09</u></u>

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

					TOTAL	
	Jul 22	Aug 22	Sep 22	Year to Date	Budget	Variance
Income						
4100 · Available Beginning Cash	1,491,016.00	0.00	0.00	1,491,016.00	1,491,016.00	0.00
4140 · Campground Revenue	130,788.16	120,602.65	115,212.63	366,603.44	848,172.00	-481,568.56
4150 · Leases	16,891.61	16,138.55	14,824.71	47,854.87	146,778.00	-98,923.13
4160 · Moorage	11,733.06	12,084.25	12,886.93	36,704.24	97,067.00	-60,362.76
4190 · Marine Fuel	6,804.43	5,397.90	6,298.62	18,500.95	36,877.00	-18,376.05
4200 · Other Facility Income	3,713.93	4,059.89	3,665.10	11,438.92	32,362.00	-20,923.08
4500 · Levied Taxes	703.00	1,412.54	1,299.90	3,415.44	361,771.00	-358,355.56
4515 · State Forest Sales	0.00	0.00	2,357.67	2,357.67	10,000.00	-7,642.33
4540 · Interest Income	16.89	17.21	17.08	51.18	200.00	-148.82
4550 · Maintenance Assistance Program	0.00	0.00	0.00	0.00	21,350.00	-21,350.00
4555 · Bulkhead Revenue	0.00	0.00	0.00	0.00	500,000.00	-500,000.00
4600 · Miscellaneous Income	36,829.16	5,029.78	38,023.06	79,882.00	20,000.00	59,882.00
Total Income	1,698,496.24	164,742.77	194,585.70	2,057,824.71	3,565,593.00	-1,507,768.29
Gross Profit	1,698,496.24	164,742.77	194,585.70	2,057,824.71	3,565,593.00	-1,507,768.29
Expense						
5000 · Personal Services						
5020 · Port Manager	6,833.34	6,833.34	10,250.01	23,916.69	86,923.00	-63,006.31
5030 · Administrative Assistant	4,969.26	4,452.01	7,290.03	16,711.30	55,120.00	-38,408.70
5045 · Services Lead	3,904.65	3,024.00	5,011.60	11,940.25	39,686.00	-27,745.75
5061 · Campground Staff	2,287.70	2,779.88	3,996.57	9,064.15	34,736.00	-25,671.85
5075 · Maintenance I Lead	3,825.60	4,399.44	6,120.96	14,346.00	52,707.00	-38,361.00
5077 · Maintenance IV	2,728.00	2,852.00	4,224.00	9,804.00	34,174.00	-24,370.00
5079 · Maint II/ Staff	3,520.00	3,360.00	5,766.40	12,646.40	44,096.00	-31,449.60
5080 · Maint III / groundskeeper	0.00	0.00	0.00	0.00	34,174.00	-34,174.00
5110 · Payroll taxes	3,026.72	2,945.98	4,287.96	10,260.66	38,161.00	-27,900.34
5180 · Health Insurance	3,867.36	3,867.36	3,867.36	11,602.08	62,000.00	-50,397.92
5181 · Life Insurance	14.22	14.22	14.22	42.66	300.00	-257.34
5182 · Dental Insurance	329.10	329.10	329.10	987.30	5,300.00	-4,312.70
5190 · Workers Compensation Insurance	17,541.97	0.00	0.00	17,541.97	19,000.00	-1,458.03
5270 · Retirement	0.00	0.00	0.00	0.00	14,000.00	-14,000.00
5275 · Compensated absences	0.00	0.00	0.00	0.00	8,500.00	-8,500.00

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

	TOTAL					Budget	Variance
	Jul 22	Aug 22	Sep 22	Year to Date			
5280 · Overtime	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	
Total 5000 · Personal Services	52,847.92	34,857.33	51,158.21	138,863.46	531,877.00	-393,013.54	
5300 · Material and Services	44,994.73	59,704.81	39,332.77	144,032.31	628,800.00	-484,767.69	
6000 · Capital Outlay							
6060 · Operations Equipment							
6067 · WiFi Internet, fiber optics	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	
Total 6060 · Operations Equipment	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	
6130 · Land							
6131 · 1499 Parking Lot	0.00	0.00	0.00	0.00	37,000.00	-37,000.00	
6147 · Mapleton and E Dock Repairs	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	
6148 · New RV sites - spoils pit	0.00	0.00	0.00	0.00	300,000.00	-300,000.00	
Total 6130 · Land	0.00	0.00	0.00	0.00	352,000.00	-352,000.00	
6150 · Facilities							
6111 · Reseal and stripe Mapleton lot	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	
6151 · Mo's Building	0.00	0.00	0.00	0.00	13,000.00	-13,000.00	
6155 · Wharf/Bdwc Fire System	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	
Total 6150 · Facilities	0.00	0.00	0.00	0.00	35,500.00	-35,500.00	
6170 · Marine Facilities							
6177 · Bulkhead	0.00	0.00	0.00	0.00	500,000.00	-500,000.00	
6182 · A Dock walkway repair	0.00	0.00	0.00	0.00	7,000.00	-7,000.00	
6183 · F Dock electrical	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	
Total 6170 · Marine Facilities	0.00	0.00	0.00	0.00	517,000.00	-517,000.00	
Total 6000 · Capital Outlay	0.00	0.00	0.00	0.00	919,500.00	-919,500.00	
6700 · Contingency	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	30,624.80	97,950.00	-67,325.20	
7600 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	437,466.00	-437,466.00	
7700 · Transfer to other funds	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	
Total Expense	109,442.58	101,987.08	102,090.91	313,520.57	3,565,593.00	-3,252,072.43	
Net Income	1,589,053.66	62,755.69	92,494.79	1,744,304.14	0.00	1,744,304.14	

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

	TOTAL					
	Jul 22	Aug 22	Sep 22	Year to Date	Budget	Variance
Income						
4100 · Available Beginning Cash	226,357.00	0.00	0.00	226,357.00	226,357.00	0.00
4540 · Interest Income	0.00	0.00	11.40	11.40	40.00	-28.60
4700 · Incoming Transfer	0.00	0.00	0.00	0.00	50,000.00	-50,000.00
Total Income	226,357.00	0.00	11.40	226,368.40	276,397.00	-50,028.60
Gross Profit	226,357.00	0.00	11.40	226,368.40	276,397.00	-50,028.60
Expense						
5300 · Material and Services						
5700 · Facilities						
5700 · Facilities - Other	0.00	0.00	0.00	0.00	200,000.00	-200,000.00
Total 5700 · Facilities	0.00	0.00	0.00	0.00	200,000.00	-200,000.00
Total 5300 · Material and Services	0.00	0.00	0.00	0.00	200,000.00	-200,000.00
7600 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	76,397.00	-76,397.00
Total Expense	0.00	0.00	0.00	0.00	276,397.00	-276,397.00
Net Income	226,357.00	0.00	11.40	226,368.40	0.00	226,368.40

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

	Jul - Sep 22	Jul - Sep 21	\$ Change
Income			
4100 · Available Beginning Cash	1,717,373.00	1,338,644.00	378,729.00
4140 · Campground Revenue	366,603.44	384,966.07	-18,362.63
4150 · Leases	47,854.87	36,075.24	11,779.63
4160 · Moorage	36,704.24	47,203.36	-10,499.12
4170 · Storage	0.00	283.83	-283.83
4190 · Marine Fuel	18,500.95	31,911.63	-13,410.68
4200 · Other Facility Income	11,438.92	17,262.82	-5,823.90
4500 · Levied Taxes	3,415.44	27,421.98	-24,006.54
4515 · State Forest Sales	2,357.67	9,364.78	-7,007.11
4540 · Interest Income	62.58	61.51	1.07
4600 · Miscellaneous Income	79,882.00	5,756.87	74,125.13
4670 · Sale of Surplus Property	0.00	550,000.00	-550,000.00
4700 · Incoming Transfer	0.00	50,000.00	-50,000.00
4750 · Business Oregon Reimb Fund	0.00	11,377.00	-11,377.00
Total Income	2,284,193.11	2,510,329.09	-226,135.98
Gross Profit	2,284,193.11	2,510,329.09	-226,135.98
Expense			
5000 · Personal Services	138,863.46	124,242.28	14,621.18
5300 · Material and Services	144,032.31	169,714.66	-25,682.35
6000 · Capital Outlay	0.00	62,731.15	-62,731.15
7000 · Debt Service	30,624.80	30,624.80	0.00
7700 · Transfer to other funds	0.00	50,000.00	-50,000.00
Total Expense	313,520.57	437,312.89	-123,792.32
Net Income	1,970,672.54	2,073,016.20	-102,343.66

9:51 AM

10/07/22

Accrual Basis

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

	<u>% Change</u>
Income	
4100 · Available Beginning Cash	28.3%
4140 · Campground Revenue	-4.8%
4150 · Leases	32.7%
4160 · Moorage	-22.2%
4170 · Storage	-100.0%
4190 · Marine Fuel	-42.0%
4200 · Other Facility Income	-33.7%
4500 · Levied Taxes	-87.5%
4515 · State Forest Sales	-74.8%
4540 · Interest Income	1.7%
4600 · Miscellaneous Income	1,287.6%
4670 · Sale of Surplus Property	-100.0%
4700 · Incoming Transfer	-100.0%
4750 · Business Oregon Reimb Fund	-100.0%
Total Income	<u>-9.0%</u>
Gross Profit	-9.0%
Expense	
5000 · Personal Services	11.8%
5300 · Material and Services	-15.1%
6000 · Capital Outlay	-100.0%
7000 · Debt Service	0.0%
7700 · Transfer to other funds	-100.0%
Total Expense	<u>-28.3%</u>
Net Income	<u><u>-4.9%</u></u>