

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, Sept 21, 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/84793703716?pwd=V1FjbTJsVXpNU2VPL0xkaEFSR1BvZz09>

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. 8-17-22 Meeting Minutes draft
- b. 8-16-22 Special Meeting Minutes draft

3. Approval of the financials by consent

Stewart

- a. Checks printed in August were \$87,232.26
- b. Occupancy for Campground was down 5% from last year and moorage was down 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

- **October 19, 2022 Commission Meeting**

Adjourn

Duman

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, Aug 17, 2022 7:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439

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

Call to Order 7:06

Public Comment: *none*

1. **Approval of the Agenda after adding review of resolution 8-16-22 as line item number four.**
2. **Approval of the Minutes by consent**
 - a. 7-20-22 Meeting Minutes draft
3. **Approval of the financials by consent** Stewart said checks printed in July were \$94,755.62 and the occupancy for Campground was down 5% from last year and moorage was up 2% from last year. Duman said the campground being down could have to do with gas prices. Stewart said people were cancelling RV sites due to the river being closed for fishing.
4. **Resolution 8-16-22** - A resolution authorizing the Port of Siuslaw to send the bureau of ocean energy management (BOEM) and the Oregon department of energy (ODOE) a letter with recommendations regarding offshore wind energy

Motion made by Meyer, second by Ward and vote was 3 to 1 with a negative vote by Zolezzi
Resolution 8-16-22 passed.
5. **Manager and Commissioner Reports** - Huntington said the kayak docks are in and working. Waiting for Siuslaw News to do a story. He said the fishing has been slow and we don't have as many boats as last year. Duman wanted to know is we have any boats in selling tuna. Huntington said not yet. Duman said we should encourage boats to come in. Ward said we should advertise on the Chambers billboard. Meyer said ODOT has a proposal out to begin tolling I-5 and 205.

Adjourn – 7:40pm

Minutes
PORT OF SIUSLAW SPECIAL SESSION

Tuesday, Aug 16 2022 5:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439

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

Call to Order 5:00pm

Meyer

1. **Midwater Trawlers Cooperative** – Heather Mann – Offshore wind projects. Mann went over the presentation regarding off shore wind energy. She stated they are not against wind energy but a more in depth analysis is needed. Ward said he doesn't understand why we need this when we don't use all the energy we have now and export the rest. He said we are 97% carbon free now. It would take more carbon to build the turbines. The Commissioners will review resolution 8-6-22 at Wednesdays Commission meeting.

Adjourn 5:35pm

Meyer

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

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	45,805.48
1007 · Umpqua Savings	226,417.94
1009 · Umpqua MMA General Fund	2,043,090.63
1011 · Umpqua MMA ICM	5,179.97
1070 · Petty Cash	1,000.00
Total Checking/Savings	2,321,494.02
Other Current Assets	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	5,779.48
1250 · Taxes receivable	49,177.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	2.00
Total Other Current Assets	80,354.38
Total Current Assets	2,401,848.40
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	8,054,721.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	24,798.02
Total Accounts Payable	24,798.02
Credit Cards	
2021 · Port Credit Card 1	5,429.45
Total Credit Cards	5,429.45
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	261,042.54
2050 · Deferred Compensation Plan NRS	9,281.63
2100 · Payroll Liabilities	-79.50
Total Other Current Liabilities	277,704.67
Total Current Liabilities	307,932.14
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

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

	<u>Aug 31, 22</u>
Total Liabilities	1,020,417.78
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	413,916.24
Net Income	<u>1,881,800.28</u>
Total Equity	<u>7,034,303.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,054,721.70</u></u>

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

	TOTAL				
	Jul 22	Aug 22	Year to Date	Budget	Variance
Income					
4100 · Available Beginning Cash	1,491,016.00	0.00	1,491,016.00	1,491,016.00	0.00
4140 · Campground Revenue	130,788.16	120,602.65	251,390.81	848,172.00	-596,781.19
4150 · Leases	16,891.61	16,138.55	33,030.16	146,778.00	-113,747.84
4160 · Moorage	11,733.06	12,084.25	23,817.31	97,067.00	-73,249.69
4190 · Marine Fuel	6,804.43	5,397.90	12,202.33	36,877.00	-24,674.67
4200 · Other Facility Income	3,713.93	4,059.89	7,773.82	32,362.00	-24,588.18
4500 · Levied Taxes	703.00	1,412.54	2,115.54	361,771.00	-359,655.46
4515 · State Forest Sales	0.00	0.00	0.00	10,000.00	-10,000.00
4540 · Interest Income	16.89	17.21	34.10	200.00	-165.90
4550 · Maintenance Assistance Program	0.00	0.00	0.00	21,350.00	-21,350.00
4555 · Bulkhead Revenue	0.00	0.00	0.00	500,000.00	-500,000.00
4600 · Miscellaneous Income	36,829.16	5,029.78	41,858.94	20,000.00	21,858.94
Total Income	1,698,496.24	164,742.77	1,863,239.01	3,565,593.00	-1,702,353.99
Gross Profit	1,698,496.24	164,742.77	1,863,239.01	3,565,593.00	-1,702,353.99
Expense					
5000 · Personal Services					
5020 · Port Manager	6,833.34	6,833.34	13,666.68	86,923.00	-73,256.32
5030 · Administrative Assistant	4,969.26	4,452.01	9,421.27	55,120.00	-45,698.73
5045 · Services Lead	3,904.65	3,024.00	6,928.65	39,686.00	-32,757.35
5050 · Office Assistant	2,287.70	2,779.88	5,067.58	0.00	5,067.58
5061 · Campground Staff	0.00	0.00	0.00	34,736.00	-34,736.00
5075 · Maintenance I Lead	3,825.60	4,399.44	8,225.04	52,707.00	-44,481.96
5076 · Maintenance II	0.00	0.00	0.00	44,096.00	-44,096.00
5077 · Maintenance IV	2,728.00	2,852.00	5,580.00	34,174.00	-28,594.00
5079 · Maint II/ Staff	3,520.00	3,360.00	6,880.00		
5080 · Maint III / groundskeeper	0.00	0.00	0.00	34,174.00	-34,174.00
5110 · Payroll taxes	3,026.72	2,945.98	5,972.70	38,161.00	-32,188.30
5180 · Health Insurance	3,867.36	3,867.36	7,734.72	62,000.00	-54,265.28
5181 · Life Insurance	14.22	14.22	28.44	300.00	-271.56
5182 · Dental Insurance	329.10	329.10	658.20	5,300.00	-4,641.80
5190 · Workers Compensation Insurance	17,541.97	0.00	17,541.97	19,000.00	-1,458.03

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

	TOTAL				
	Jul 22	Aug 22	Year to Date	Budget	Variance
5270 - Retirement	0.00	0.00	0.00	14,000.00	-14,000.00
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	52,847.92	34,857.33	87,705.25	531,877.00	-444,171.75
5300 - Material and Services	44,994.73	56,070.88	101,065.61	628,800.00	-527,734.39
6000 - Capital Outlay					
6060 - Operations Equipment					
6067 - WiFi Internet, fiber optics	0.00	0.00	0.00	15,000.00	-15,000.00
Total 6060 - Operations Equipment	0.00	0.00	0.00	15,000.00	-15,000.00
6130 - Land					
6131 - 1499 Parking Lot	0.00	0.00	0.00	37,000.00	-37,000.00
6147 - Mapleton and E Dock Repairs	0.00	0.00	0.00	15,000.00	-15,000.00
6148 - New RV sites - spoils pit	0.00	0.00	0.00	300,000.00	-300,000.00
Total 6130 - Land	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	2,500.00	-2,500.00
6151 - Mo's Building	0.00	0.00	0.00	13,000.00	-13,000.00
6155 - Wharf/Bdwk Fire System	0.00	0.00	0.00	20,000.00	-20,000.00
Total 6150 - Facilities	0.00	0.00	0.00	35,500.00	-35,500.00
6170 - Marine Facilities					
6177 - Bulkhead	0.00	0.00	0.00	500,000.00	-500,000.00
6182 - A Dock walkway repair	0.00	0.00	0.00	7,000.00	-7,000.00
6183 - F Dock electrical	0.00	0.00	0.00	10,000.00	-10,000.00
Total 6170 - Marine Facilities	0.00	0.00	0.00	517,000.00	-517,000.00
Total 6000 - Capital Outlay	0.00	0.00	0.00	919,500.00	-919,500.00
6700 - Contingency	0.00	0.00	0.00	900,000.00	-900,000.00
7000 - Debt Service	11,599.93	7,424.94	19,024.87	97,950.00	-78,925.13
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	437,466.00	-437,466.00
7700 - Transfer to other funds	0.00	0.00	0.00	50,000.00	-50,000.00
Total Expense	109,442.58	98,353.15	207,795.73	3,565,593.00	-3,357,797.27
Net Income	1,589,053.66	66,389.62	1,655,443.28	0.00	1,655,443.28

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

July through August 2022

TOTAL

	Jul 22	Aug 22	Year to Date	Budget	Variance
Income					
4100 - Available Beginning Cash	226,357.00	0.00	226,357.00	226,357.00	0.00
4540 - Interest Income	0.00	0.00	0.00	40.00	-40.00
4700 - Incoming Transfer	0.00	0.00	0.00	50,000.00	-50,000.00
Total Income	226,357.00	0.00	226,357.00	276,397.00	-50,040.00
Gross Profit	226,357.00	0.00	226,357.00	276,397.00	-50,040.00
Expense					
5300 - Material and Services	0.00	0.00	0.00	200,000.00	-200,000.00
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	76,397.00	-76,397.00
Total Expense	0.00	0.00	0.00	276,397.00	-276,397.00
Net Income	226,357.00	0.00	226,357.00	0.00	226,357.00

	Campground 2019/2020			Campground 2020/2021			Campground 2021-2022			Campground 2022-23		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	78%	86%	2617	77%	78%	2939	96%	96%	3660	91%	91%	3476
AUG	89%	84%	2978	88%	83%	3357	97%	97%	3705	93%	92%	3553
SEPT	84%	84%	2724	88%	84%	3243	92%	95%	3408			
OCT	42%	73%	1393	47%	75%	1780	51%	84%	1948			
NOV	33%	65%	1059	20%	64%	752	34%	74%	1258			
DEC	28%	59%	937	18%	56%	680	25%	66%	957			
JAN	25%	54%	842	20%	51%	742	32%	61%	1210			
FEB	28%	51%	861	22%	48%	763	37%	58%	1270			
MAR	25%	48%	847	30%	46%	1143	37%	56%	1400			
APR	13%	45%	423	36%	45%	1324	41%	54%	1521			
MAY	13%	42%	417	40%	44%	1522	46%	53%	1756			
JUN	48%	42%	1566	69%	46%	2528	60%	54%	2214			
TL YTD	42%	42%	16664	46%	46%	20773	54%	54%	24307			
REV YTD	\$519,620.00			\$756,828.00			\$795,908.00			\$250,555.00		

	Moorage 2020-21			Moorage 2021-22		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	48%	44%	1745	51%	51%	1850
AUG	63%	56%	2293	64%	58%	2339
SEPT	79%	63%	2796	78%	64%	2759
OCT	49%	60%	1790	47%	60%	1725
NOV	26%	53%	915	26%	53%	929
DEC	23%	48%	852	26%	49%	932
JAN	23%	44%	846	26%	45%	965
FEB	24%	42%	783	25%	43%	840
MAR	24%	40%	878	24%	41%	870
APR	25%	38%	871	26%	39%	906
MAY	28%	37%	1038	29%	38%	1068
JUN	38%	38%	1351	40%	39%	1412
TL YTD	38%	38%	16158	39%	39%	16595
REV YTD	\$99,027.00			\$97,804.00		

Moorage 2022-23		
% Occ.	YTD %	Nights
53%	53%	1929
58%	56%	2121
\$24,387.00		

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

	Jul - Aug 22	Jul - Aug 21	\$ Change	% Change
Income				
4100 · Available Beginning Cash	1,717,373.00	1,338,644.00	378,729.00	28.3%
4140 · Campground Revenue	251,390.81	265,396.18	-14,005.37	-5.3%
4150 · Leases	33,030.16	24,100.16	8,930.00	37.1%
4160 · Moorage	23,817.31	28,202.20	-4,384.89	-15.6%
4170 · Storage	0.00	189.22	-189.22	-100.0%
4190 · Marine Fuel	12,202.33	11,619.44	582.89	5.0%
4200 · Other Facility Income	7,773.82	11,791.29	-4,017.47	-34.1%
4500 · Levied Taxes	2,115.54	26,695.17	-24,579.63	-92.1%
4515 · State Forest Sales	0.00	9,364.78	-9,364.78	-100.0%
4540 · Interest Income	34.10	48.02	-13.92	-29.0%
4600 · Miscellaneous Income	41,858.94	5,606.33	36,252.61	646.6%
4670 · Sale of Surplus Property	0.00	550,000.00	-550,000.00	-100.0%
Total Income	<u>2,089,596.01</u>	<u>2,271,656.79</u>	<u>-182,060.78</u>	<u>-8.0%</u>
Gross Profit	2,089,596.01	2,271,656.79	-182,060.78	-8.0%
Expense				
5000 · Personal Services	87,705.25	90,268.13	-2,562.88	-2.8%
5300 · Material and Services	101,065.61	120,849.05	-19,783.44	-16.4%
6000 · Capital Outlay	0.00	62,641.55	-62,641.55	-100.0%
7000 · Debt Service	19,024.87	19,024.87	0.00	0.0%
Total Expense	<u>207,795.73</u>	<u>292,783.60</u>	<u>-84,987.87</u>	<u>-29.0%</u>
Net Income	<u><u>1,881,800.28</u></u>	<u><u>1,978,873.19</u></u>	<u><u>-97,072.91</u></u>	<u><u>-4.9%</u></u>