

REVISED AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, November 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

Join Zoom Meeting

<https://us06web.zoom.us/j/82274339168?pwd=S1NuVjhuaC9SWFdCYnRZWk1LVUVzZz09>

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. Jesse Pettigrew – Boardwalk Market

2. Approval of the Agenda by consent

Duman

3. Approval of the Minutes by consent

Duman

- a. 10-19-22 Meeting Minutes draft

4. Approval of the financials by consent

Stewart

- a. Checks printed in October were \$55,674.19

- b. Occupancy for Campground was down 2% from last year and moorage was down 9% from last year.

5. 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

- **December 21, 2022 Commission Meeting**

Adjourn

Duman

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

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

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

Call to Order 7:00pm

Public Comment: *none*

1. **Approval of the Agenda by consent**
2. **Approval of the Minutes by consent**
 - a. 9-21-22 Meeting Minutes draft
3. **Approval of the financials by consent** – Stewart said checks printed in September were \$107,705.33 and occupancy for Campground was down 4% from last year and moorage was down 8% from last year. Buckwald wants Stewart to check that the July 2022 available beginning cash was correct. Reason being he has never seen the available beginning cash come out to the dollar with the budget. Stewart will check on this.
4. **Manager and Commissioner Reports** – Huntington said the Rivian is going to send a docu sign contract but has not done so yet. We are moving forward with them. Huntington said we are moving forward with our winter projects and we are finishing the decking on E dock. We are doing electrical work on some of the docks, which are rusting. Huntington said there is an SDAO conference coming up in February and if anyone is interested to let Stewart know to get signed up. Ward said he will go. Meyer asked if we have heard from Akin on the bulkhead. Huntington said no. He said FEMA would cover 75% and we would pick up the 25% but we are trying to get help from Business Oregon for that. Duman asked about the paving repairs. Huntington said Mapleton was done but we are waiting on Wells for the Bay Street Tees lot.

Public Comment: *none*

Adjourn 7:11pm

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

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	37,496.60
1007 · Umpqua Savings	226,429.34
1009 · Umpqua MMA General Fund	2,119,062.31
1011 · Umpqua MMA ICM	5,180.06
1070 · Petty Cash	1,000.00
Total Checking/Savings	2,389,168.31
Other Current Assets	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	28,069.95
1250 · Taxes receivable	49,177.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	4,142.54
Total Other Current Assets	106,785.39
Total Current Assets	2,495,953.70
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	8,148,827.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	43,298.82
Total Accounts Payable	43,298.82
Credit Cards	
2021 · Port Credit Card 1	7,890.70
Total Credit Cards	7,890.70
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	232,025.67
2050 · Deferred Compensation Plan NRS	9,281.63
Total Other Current Liabilities	248,767.30
Total Current Liabilities	299,956.82
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	1,012,442.46

2:14 PM

11/09/22

Accrual Basis

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

	<u>Oct 31, 22</u>
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	413,916.24
Net Income	1,983,880.90
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Total Equity	7,136,384.54
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TOTAL LIABILITIES & EQUITY	8,148,827.00
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Port of Siuslaw
Profit & Loss Budget vs. Actual - Capital Maint Fund
 July through October 2022

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

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

						TOTAL	
	Jul 22	Aug 22	Sep 22	Oct 22	Year to Date	Budget	Variance
Income							
4100 · Available Beginning Cash	1,491,016.00	0.00	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	69,569.91	436,173.35	848,172.00	-411,998.65
4150 · Leases	16,891.61	16,138.55	14,824.71	14,158.45	62,013.32	146,778.00	-84,764.68
4160 · Moorage	11,733.06	12,084.25	12,886.93	6,511.79	43,216.03	97,067.00	-53,850.97
4190 · Marine Fuel	6,804.43	5,397.90	6,298.62	583.85	19,084.80	36,877.00	-17,792.20
4200 · Other Facility Income	3,713.93	4,059.89	3,665.10	4,531.46	15,970.38	32,362.00	-16,391.62
4500 · Levied Taxes	703.00	1,412.54	1,299.90	1,453.64	4,869.08	361,771.00	-356,901.92
4515 · State Forest Sales	0.00	0.00	2,357.67	0.00	2,357.67	10,000.00	-7,642.33
4540 · Interest Income	16.89	17.21	17.08	17.96	69.14	200.00	-130.86
4550 · Maintenance Assistance Program	0.00	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	0.00	500,000.00	-500,000.00
4600 · Miscellaneous Income	36,829.16	5,029.78	38,023.06	171.28	80,053.28	20,000.00	60,053.28
Total Income	1,698,496.24	164,742.77	194,585.70	96,998.34	2,154,823.05	3,565,593.00	-1,410,769.95
Gross Profit	1,698,496.24	164,742.77	194,585.70	96,998.34	2,154,823.05	3,565,593.00	-1,410,769.95
Expense							
5000 · Personal Services							
5020 · Port Manager	6,833.34	6,833.34	10,250.01	3,416.67	27,333.36	86,923.00	-59,589.64
5030 · Administrative Assistant	4,969.26	4,452.01	7,290.03	2,108.21	18,819.51	55,120.00	-36,300.49
5045 · Services Lead	3,904.65	3,024.00	5,011.60	1,496.00	13,436.25	39,686.00	-26,249.75
5061 · Campground Staff	2,287.70	2,779.88	3,996.57	1,260.00	10,324.15	34,736.00	-24,411.85
5075 · Maintenance I Lead	3,825.60	4,399.44	6,120.96	2,104.08	16,450.08	52,707.00	-36,256.92
5077 · Maintenance IV	2,728.00	2,852.00	4,224.00	1,584.00	11,388.00	34,174.00	-22,786.00
5079 · Maint II/ Staff	3,520.00	3,360.00	5,766.40	1,696.00	14,342.40	44,096.00	-29,753.60
5080 · Maint III / groundskeeper	0.00	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	1,368.67	11,629.33	38,161.00	-26,531.67
5180 · Health Insurance	3,867.36	3,867.36	3,867.36	3,867.36	15,469.44	62,000.00	-46,530.56
5181 · Life Insurance	14.22	14.22	14.22	14.22	56.88	300.00	-243.12
5182 · Dental Insurance	329.10	329.10	329.10	329.10	1,316.40	5,300.00	-3,983.60
5190 · Workers Compensation Insurance	17,541.97	0.00	0.00	463.28	18,005.25	19,000.00	-994.75
5270 · Retirement	0.00	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	0.00	8,500.00	-8,500.00

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

						TOTAL	
	Jul 22	Aug 22	Sep 22	Oct 22	Year to Date	Budget	Variance
5280 · Overtime	0.00	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	19,707.59	158,571.05	531,877.00	-373,305.95
5300 · Material and Services	44,994.73	59,704.81	39,746.57	48,468.59	192,914.70	628,800.00	-435,885.30
6000 · Capital Outlay							
6060 · Operations Equipment							
6067 · WiFi Internet, fiber optics	0.00	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	0.00	15,000.00	-15,000.00
6130 · Land							
6131 · 1499 Parking Lot	0.00	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	0.00	15,000.00	-15,000.00
6148 · New RV sites - spoils pit	0.00	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	0.00	352,000.00	-352,000.00
6150 · Facilities							
6111 · Reseal and stripe Mapleton lot	0.00	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	0.00	13,000.00	-13,000.00
6155 · Wharf/Bdwk Fire System	0.00	0.00	0.00	15,200.00	15,200.00	20,000.00	-4,800.00
Total 6150 · Facilities	0.00	0.00	0.00	15,200.00	15,200.00	35,500.00	-20,300.00
6170 · Marine Facilities							
6177 · Bulkhead	0.00	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	0.00	7,000.00	-7,000.00
6183 · F Dock electrical	0.00	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	0.00	517,000.00	-517,000.00
Total 6000 · Capital Outlay	0.00	0.00	0.00	15,200.00	15,200.00	919,500.00	-904,300.00
6700 · Contingency	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	30,624.80	97,950.00	-67,325.20
7600 · Unappropriated Ending Fund Bal	0.00	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	0.00	50,000.00	-50,000.00
Total Expense	109,442.58	101,987.08	102,504.71	83,376.18	397,310.55	3,565,593.00	-3,168,282.45
Net Income	1,589,053.66	62,755.69	92,080.99	13,622.16	1,757,512.50	0.00	1,757,512.50

	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	90%	91%	3313
OCT	42%	73%	1393	47%	75%	1780	51%	84%	1948	52%	82%	1966
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			\$436,164.00		

	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
58%	56%	2055
33%	51%	1194
\$65,658.00		

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

	<u>Jul - Oct 22</u>	<u>Jul - Oct 21</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4100 · Available Beginning Cash	1,717,373.00	1,338,644.00	378,729.00	28.3%
4140 · Campground Revenue	436,173.35	454,785.89	-18,612.54	-4.1%
4150 · Leases	62,013.32	48,050.32	13,963.00	29.1%
4160 · Moorage	43,216.03	56,399.01	-13,182.98	-23.4%
4170 · Storage	0.00	503.44	-503.44	-100.0%
4190 · Marine Fuel	19,084.80	35,864.87	-16,780.07	-46.8%
4200 · Other Facility Income	15,970.38	22,193.50	-6,223.12	-28.0%
4500 · Levied Taxes	4,869.08	27,995.34	-23,126.26	-82.6%
4515 · State Forest Sales	2,357.67	9,364.78	-7,007.11	-74.8%
4540 · Interest Income	80.54	75.45	5.09	6.8%
4600 · Miscellaneous Income	80,053.28	6,137.82	73,915.46	1,204.3%
4670 · Sale of Surplus Property	0.00	550,000.00	-550,000.00	-100.0%
4700 · Incoming Transfer	0.00	50,000.00	-50,000.00	-100.0%
4750 · Business Oregon Reimb Fund	0.00	11,377.00	-11,377.00	-100.0%
Total Income	<u>2,381,191.45</u>	<u>2,611,391.42</u>	<u>-230,199.97</u>	<u>-8.8%</u>
Gross Profit	2,381,191.45	2,611,391.42	-230,199.97	-8.8%
Expense				
5000 · Personal Services	158,571.05	157,213.67	1,357.38	0.9%
5300 · Material and Services	192,914.70	212,249.88	-19,335.18	-9.1%
6000 · Capital Outlay	15,200.00	83,830.60	-68,630.60	-81.9%
7000 · Debt Service	30,624.80	30,624.80	0.00	0.0%
7700 · Transfer to other funds	0.00	50,000.00	-50,000.00	-100.0%
Total Expense	<u>397,310.55</u>	<u>533,918.95</u>	<u>-136,608.40</u>	<u>-25.6%</u>
Net Income	<u>1,983,880.90</u>	<u>2,077,472.47</u>	<u>-93,591.57</u>	<u>-4.5%</u>