

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, February 15, 2023, 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/87648503635?pwd=MlZyNzdiVmlWVTIRNUlZNzc5WmIldz09>

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. 1-18-23 Meeting Minutes draft

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

Stewart

a. Checks printed in January were \$99329.52

b. Occupancy for Campground was down 2% from last year and moorage was down 6% 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

- **March 15, 2023, Commission Meeting**

Adjourn

Duman

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, January 18, 2023, 7:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439

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

Call to Order – 7:02pm

Public Comment: *none*

1. **Approval of the Agenda by consent** – the agenda was modified to include an action item from the Executive session.
2. **Approval of the Minutes by consent**
 - a. 11-16-22 Meeting Minutes draft
3. **Approval of the financials by consent** – Stewart stated Checks printed in December were \$87,235.29. Occupancy for Campground was down 2% from last year and moorage was down 7% from last year. Stewart asked the Commissioners if they would prefer one (1) email for the meetings, the packet, instead of several emails containing supplemental financials and the financials. Buckwald said he doesn't need the supplemental financials. Duman agreed and said that is why we have an auditor. Zolezzi agreed.
4. **Action Item** - Duman explained the discussion with the attorney regarding William Peck. Motion was made to direct the attorney to move forward with litigation by Buckwald. Second by Zolezzi and vote was unanimous. Duman asked Stewart to contact Attorney.
5. **Manager and Commissioner Reports** – Huntington said he will be talking with Jessie to get the ball rolling with the Boardwalk Market and should have a contract by Friday. Duman asked about the EV stations, but Huntington said they haven't started yet. We haven't heard from them. Duman said commercial crabbing started. Zolezzi asked about the bulkhead and Huntington said the first phase was done and we are proceeding forward. There is no doubt we will get the funding but will be a matter of time.

Adjourn – 7:15pm

Port of Siuslaw
Combined Balance Sheet
As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	33,626.53
1007 · Umpqua Savings	276,435.05
1009 · Umpqua MMA General Fund	2,355,794.75
1011 · Umpqua MMA ICM	5,180.19
1070 · Petty Cash	1,000.00
Total Checking/Savings	2,672,036.52
Other Current Assets	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	31,466.33
1250 · Taxes receivable	49,177.00
1450 · Prepaid insurance	18,865.50
Total Other Current Assets	106,039.23
Total Current Assets	2,778,075.75
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	8,430,949.05
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	7,755.65
Total Accounts Payable	7,755.65
Credit Cards	
2021 · Port Credit Card 1	12,372.97
Total Credit Cards	12,372.97
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	485.01
2045 · Unearned CG Revenue (Hercules)	328,852.77
2050 · Deferred Compensation Plan NRS	9,281.63
Total Other Current Liabilities	345,979.41
Total Current Liabilities	366,108.03
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	1,078,593.67
Equity	

10:30 AM

02/09/23

Accrual Basis

Port of Siuslaw
Combined Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	413,916.24
Net Income	<u>2,199,851.74</u>
Total Equity	<u>7,352,355.38</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,430,949.05</u></u>

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2022 through January 2023

									TOTAL	
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Year to Date	Budget	Variance
Income										
4100 - Available Beginning Cash	1,491,016.00	0.00	0.00	0.00	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	33,916.75	27,176.62	34,578.16	531,844.88	848,172.00	-316,327.12
4150 - Leases	16,891.61	16,138.55	14,824.71	14,158.45	14,208.45	14,208.45	14,158.45	104,588.67	146,778.00	-42,189.33
4160 - Moorage	11,733.06	12,084.25	12,886.93	6,511.79	4,098.10	3,847.20	3,349.97	54,511.30	97,067.00	-42,555.70
4190 - Marine Fuel	6,804.43	5,397.90	6,298.62	583.85	3,171.87	215.31	0.00	22,471.98	36,877.00	-14,405.02
4200 - Other Facility Income	3,713.93	4,059.89	3,665.10	4,531.46	530.30	565.54	1,537.28	18,603.50	32,362.00	-13,758.50
4500 - Levied Taxes	703.00	1,412.54	1,299.90	1,453.64	323,332.02	17,496.69	4,597.20	350,294.99	361,771.00	-11,476.01
4515 - State Forest Sales	0.00	0.00	2,357.67	0.00	0.00	0.00	0.00	2,357.67	10,000.00	-7,642.33
4540 - Interest Income	16.89	17.21	17.08	17.96	17.89	20.50	20.46	127.99	200.00	-72.01
4550 - Maintenance Assistance Program	0.00	0.00	0.00	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	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	506.23	57.54	7,090.64	87,707.69	20,000.00	67,707.69
Total Income	1,698,496.24	164,742.77	194,585.70	96,998.34	379,781.61	63,587.85	65,332.16	2,663,524.67	3,565,593.00	-902,068.33
Gross Profit	1,698,496.24	164,742.77	194,585.70	96,998.34	379,781.61	63,587.85	65,332.16	2,663,524.67	3,565,593.00	-902,068.33
Expense										
5000 - Personal Services										
5020 - Port Manager	6,833.34	6,833.34	10,250.01	3,416.67	6,833.34	7,679.26	7,516.66	49,362.62	86,923.00	-37,560.38
5030 - Administrative Assistant	4,969.26	4,452.01	7,290.03	2,108.21	4,694.75	4,833.76	4,485.40	32,833.42	55,120.00	-22,286.58
5045 - Services Lead	3,904.65	3,024.00	5,011.60	1,496.00	3,328.60	3,539.76	3,205.44	23,510.05	39,686.00	-16,175.95
5061 - Campground Staff	2,287.70	2,779.88	3,996.57	1,260.00	2,701.13	2,808.60	2,882.25	18,716.13	34,736.00	-16,019.87
5075 - Maintenance I Lead	3,825.60	4,399.44	6,120.96	2,104.08	4,399.44	4,812.60	4,400.00	30,062.12	52,707.00	-22,644.88
5077 - Maintenance IV	2,728.00	2,852.00	4,224.00	1,584.00	2,904.00	3,066.60	2,805.00	20,163.60	34,174.00	-14,010.40
5079 - Maint II/ Staff	3,520.00	3,360.00	5,766.40	1,696.00	3,731.20	3,893.80	3,561.60	25,529.00	44,096.00	-18,567.00
5080 - Maint III / groundskeeper	0.00	0.00	0.00	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	2,874.63	2,955.42	3,084.64	20,544.02	38,161.00	-17,616.98
5180 - Health Insurance	3,867.36	3,867.36	3,867.36	3,867.36	3,867.36	3,867.36	3,867.36	27,071.52	62,000.00	-34,928.48
5181 - Life Insurance	14.22	14.22	14.22	14.22	14.22	14.22	14.22	99.54	300.00	-200.46
5182 - Dental Insurance	329.10	329.10	329.10	329.10	329.10	329.10	329.10	2,303.70	5,300.00	-2,996.30
5190 - Workers Compensation Insu	17,541.97	0.00	0.00	463.28	0.00	0.00	0.00	18,005.25	19,000.00	-994.75
5270 - Retirement	0.00	0.00	0.00	0.00	0.00	0.00	15,152.39	15,152.39	14,000.00	1,152.39
5275 - Compensated absences	0.00	0.00	0.00	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 2022 through January 2023

									TOTAL	
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Year to Date	Budget	Variance
5280 - Overtime	0.00	0.00	0.00	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	35,677.77	37,800.48	51,304.06	283,353.36	531,877.00	-248,523.64
5300 - Material and Services	44,994.73	59,704.81	39,746.57	44,635.59	30,772.18	43,309.92	34,282.38	297,446.18	628,800.00	-331,353.82
6000 - Capital Outlay										
6050 - Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	194.66	194.66		
6060 - Operations Equipment										
6067 - WiFi Internet, fiber optic	0.00	0.00	0.00	0.00	0.00	0.00	15,610.00	15,610.00	15,000.00	610.00
Total 6060 - Operations Equipment	0.00	0.00	0.00	0.00	0.00	0.00	15,610.00	15,610.00	15,000.00	610.00
6130 - Land										
6131 - 1499 Parking Lot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,000.00	-37,000.00
6147 - Mapleton and E Dock Re	0.00	0.00	0.00	0.00	0.00	0.00	4,894.80	4,894.80	15,000.00	-10,105.20
6148 - New RV sites - spoils pit	0.00	0.00	0.00	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	0.00	4,894.80	4,894.80	352,000.00	-347,105.20
6150 - Facilities										
6111 - Reseal and stripe Maple	0.00	0.00	0.00	0.00	1,800.00	0.00	0.00	1,800.00	2,500.00	-700.00
6151 - Mo's Building	0.00	0.00	0.00	0.00	0.00	61.15	0.00	61.15	13,000.00	-12,938.85
6155 - Wharf/Bdwd Fire System	0.00	0.00	0.00	15,200.00	0.00	0.00	0.00	15,200.00	20,000.00	-4,800.00
Total 6150 - Facilities	0.00	0.00	0.00	15,200.00	1,800.00	61.15	0.00	17,061.15	35,500.00	-18,438.85
6170 - Marine Facilities										
6177 - Bulkhead	0.00	0.00	0.00	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	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	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	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	1,800.00	61.15	20,699.46	37,760.61	919,500.00	-881,739.39
6700 - Contingency	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	11,599.93	7,424.94	11,599.93	0.00	29,262.16	11,599.93	0.00	71,486.89	97,950.00	-26,463.11
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	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	0.00	50,000.00	50,000.00	50,000.00	0.00
Total Expense	109,442.58	101,987.08	102,504.71	79,543.18	97,512.11	92,771.48	156,285.90	740,047.04	3,565,593.00	-2,825,545.96
Net Income	1,589,053.66	62,755.69	92,080.99	17,455.16	282,269.50	-29,183.63	-90,953.74	1,923,477.63	0.00	1,923,477.63

Port of Siuslaw
Profit & Loss Budget vs. Actual - Capital Maint Fund
 July 2022 through January 2023

									TOTAL	
	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Year to Date	Budget	Variance
Income										
4100 - Available Beginning Cash	226,357.00	0.00	0.00	0.00	0.00	0.00	0.00	226,357.00	226,357.00	0.00
4540 - Interest Income	0.00	0.00	11.40	5.71	0.00	0.00	0.00	17.11	40.00	-22.89
4700 - Incoming Transfer	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00	50,000.00	0.00
Total Income	226,357.00	0.00	11.40	5.71	0.00	0.00	50,000.00	276,374.11	276,397.00	-22.89
Gross Profit	226,357.00	0.00	11.40	5.71	0.00	0.00	50,000.00	276,374.11	276,397.00	-22.89
Expense										
5300 - Material and Services										
5700 - Facilities										
5700 - Facilities - Other	0.00	0.00	0.00	0.00	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	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	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	0.00	0.00	0.00	76,397.00	-76,397.00
Total Expense	0.00	0.00	0.00	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	5.71	0.00	0.00	50,000.00	276,374.11	0.00	276,374.11

	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	30%	71%	1117
DEC	28%	59%	937	18%	56%	680	25%	66%	957	26%	64%	995
JAN	25%	54%	842	20%	51%	742	32%	61%	1210	32%	59%	1222
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			\$532,154.00		

	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
26%	46%	920
25%	42%	904
23%	39%	837
\$83,914.00		

Port of Siuslaw
Profit & Loss Prev Year Comparison
July 2022 through January 2023

	<u>Jul '22 - Jan 23</u>	<u>Jul '21 - Jan 22</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	531,844.88	554,031.70	-22,186.82	-4.0%
4150 · Leases	104,588.67	83,975.56	20,613.11	24.6%
4160 · Moorage	54,511.30	70,312.24	-15,800.94	-22.5%
4170 · Storage	0.00	881.02	-881.02	-100.0%
4190 · Marine Fuel	22,471.98	36,313.83	-13,841.85	-38.1%
4200 · Other Facility Income	18,603.50	26,759.43	-8,155.93	-30.5%
4500 · Levied Taxes	350,294.99	362,410.10	-12,115.11	-3.3%
4515 · State Forest Sales	2,357.67	10,305.87	-7,948.20	-77.1%
4540 · Interest Income	145.10	122.37	22.73	18.6%
4600 · Miscellaneous Income	87,707.69	23,429.65	64,278.04	274.3%
4670 · Sale of Surplus Property	0.00	550,000.00	-550,000.00	-100.0%
4700 · Incoming Transfer	50,000.00	50,000.00	0.00	0.0%
4750 · Business Oregon Reimb Fund	0.00	22,344.00	-22,344.00	-100.0%
Total Income	<u>2,939,898.78</u>	<u>3,129,529.77</u>	<u>-189,630.99</u>	<u>-6.1%</u>
Gross Profit	2,939,898.78	3,129,529.77	-189,630.99	-6.1%
Expense				
5000 · Personal Services	283,353.36	259,198.94	24,154.42	9.3%
5300 · Material and Services	297,446.18	367,619.31	-70,173.13	-19.1%
6000 · Capital Outlay	37,760.61	104,472.35	-66,711.74	-63.9%
7000 · Debt Service	71,486.89	71,486.89	0.00	0.0%
7700 · Transfer to other funds	50,000.00	50,000.00	0.00	0.0%
Total Expense	<u>740,047.04</u>	<u>852,777.49</u>	<u>-112,730.45</u>	<u>-13.2%</u>
Net Income	<u><u>2,199,851.74</u></u>	<u><u>2,276,752.28</u></u>	<u><u>-76,900.54</u></u>	<u><u>-3.4%</u></u>