

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, February 21, 2024, 7:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439

Terry Duman, President;
Bill Meyer, 1st VP, Dale Edwards, Treasurer, Craig Zolezzi, 2nd VP
Mike Buckwald, Secretary

Join Zoom Meeting

<https://us06web.zoom.us/j/88661952150?pwd=W4Y9tcztw7e9SauTDXbtnpbWyMP9Ne.1>

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. **Alan Ercolini, Central Oregon Coast Board of Realtors – playground equipment**

2. **Approval of the Agenda by consent**

Duman

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

Duman

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

Stewart

a. Checks printed in January were \$88,908.77

b. Occupancy for the Campground was down 1% from last year and moorage was up 10% from last year.

5. **Moorage Rates**

Huntington

6. **Manager and Commissioner Reports**

Upcoming Meetings and Conferences

- **March 20, 2024, Commission Meeting 7:00pm**

Adjourn

Duman

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, January 17, 2024, 7:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439

Present -Terry Duman, President;
Bill Meyer, 1st VP, Dale Edwards, Treasurer,
Mike Buckwald, Secretary Absent - Craig Zolezzi, 2nd VP

Call to Order 7:00pm

1. **Public Comment:** Dan Kerr and Bill Files from Rhody Cruiser Car Club. They are putting on a car show and was wanting to know if the Port could help out with a \$200.00 sponsorship. They said the Port's name would go on the trophy and flier for exposure. They left an application if the Port is interested. The show will be on July 13th at the Casino. Duman said Huntington could take care of it.

2. **Approval of the Agenda by consent**

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

4. **Approval of the Financials by consent**
 - a. Checks printed in December were \$107,475.29
 - b. Occupancy for the Campground was down 1% from last year and moorage was up 10% from last year.

5. **Resolution 1-17-24** – Resolution to adopt finding of fact and conclusions of law in the matter of the Bordeaux appeal. Motion made by Buckwald, second by Meyer and vote was unanimous. Meyer said he appreciates the way that Huntington and staff handled the situation.

6. **Manager and Commissioner Reports** – Huntington said he met with the new Port's program director with Business Oregon, Margaret Barber. Huntington said we are in the process of grading, rocking and leveling all the camp sites. Duman asked how we are compacting them and Huntington said by hand compactors The roller compactors are too expensive. Duman said it looks very good.
Huntington said he has no news on the bulkhead as of yet. He said we deal with OEM and they deal with FEMA and it's just drawn out. Edwards was wondering if we had talked to our Senator to move this along. Huntington said no. Duman asked when the in water work ended and Huntington said February 15th but we could get an extension.
Edwards commented on our commercial moorage rates. He said we have had some unwanted vessels and we should look at our rates. Huntington said our commercial rates are quite low compared to other Ports. Huntington said we have two vessels we are concerned about and they have basically stopped communication with us. Duman asked Stewart to ask around and get what others charge for vessels and put on the agenda to review.
Meyer said he went to Lane ACT meeting and they will be in the area soon and would like to look around the area.

Adjourn 7:45pm

Port of Siuslaw
Combined Balance Sheet
As of February 13, 2024

	Feb 13, 24
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	35,892.72
1008 · Capital Reserve MMA	331,565.56
1009 · Umpqua MMA General Fund	2,829,985.26
1011 · Umpqua MMA ICM	5,389.05
1070 · Petty Cash	1,000.00
Total Checking/Savings	3,203,832.59
Other Current Assets	
1130 · Inventory - Gas	11,130.30
1140 · Inventory - Diesel	13,429.10
1220 · Accounts Receivable	31,410.05
1250 · Taxes receivable	14,639.00
1450 · Prepaid insurance	27,494.50
1499 · Undeposited Funds	972.37
Total Other Current Assets	99,075.32
Total Current Assets	3,302,907.91
Fixed Assets	
1510 · Land	2,367,874.00
1515 · Land Improvements	2,013,036.50
1520 · Buildings & Docks	8,037,139.56
1525 · Equipment & Vehicles	761,055.71
1600 · Accumulated Depreciation	-1,290,853.00
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	5,128,228.30
TOTAL ASSETS	8,431,136.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	18,487.81
Total Accounts Payable	18,487.81
Credit Cards	
2021 · Port Credit Card 1	6,457.02
2022 · Port Credit Card 2	359.55
Total Credit Cards	6,816.57
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	427.79
2045 · Unearned CG Revenue (Hercules)	355,161.27
2050 · Deferred Compensation Plan NRS	14,460.63
2160 · Accrued Interest	9,482.00
2420 · Lease Payable #9608	17,142.00
Total Other Current Liabilities	404,033.69
Total Current Liabilities	429,338.07
Long Term Liabilities	
2390 · OBD Loan L0004 Bdwk	42,664.00
2440 · OBD Loan 524016 Dredging	38,411.96
2491 · OBD Loan 525186 MSLTD	317,713.57
2492 · OBD Loan 525196 Wharf	250,372.69
	648,162.22

Port of Siuslaw
Combined Balance Sheet
As of February 13, 2024

	<u>Feb 13, 24</u>
Total Long Term Liabilities	649,162.22
Total Liabilities	1,078,500.29
Equity	
3300 · Invested in Capital Assets	4,565,124.40
3900 · Fund Balance	-456,022.41
Net Income	3,243,533.93
Total Equity	7,352,635.92
TOTAL LIABILITIES & EQUITY	<u>8,431,136.21</u>

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2023 through January 2024

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Year to Date	TOTAL Budget	Variance
Income										
4100 · Available Beginning Cash	2,446,647.00	0.00	0.00	0.00	0.00	0.00	0.00	2,446,647.00	2,446,647.00	0.00
4140 · Campground Revenue	138,713.52	128,944.33	114,871.12	68,157.83	34,481.80	28,107.29	24,642.35	537,918.24	800,000.00	-262,081.76
4150 · Leases	17,059.70	16,909.70	15,859.70	15,059.70	14,966.34	14,878.58	15,553.58	110,287.30	176,302.00	-66,014.70
4160 · Moorage	12,022.12	15,325.28	16,654.15	10,693.16	5,294.00	5,411.89	4,621.18	70,021.78	75,000.00	-4,978.22
4190 · Marine Fuel	3,604.41	7,521.77	19,226.78	3,604.87	82.25	0.00	0.00	34,040.08	22,000.00	12,040.08
4200 · Other Facility Income	5,566.71	6,210.01	4,268.62	5,839.16	721.95	567.45	1,916.48	25,090.38	21,200.00	3,890.38
4500 - Levied Taxes										
4510 · Current Levied Taxes	25.51	497.70	259.75	306.96	241,324.93	112,845.59	3,115.21	358,375.65	0.00	358,375.65
4520 · Prior Years Levied Taxes	142.28	273.16	204.33	134.70	745.18	327.84	278.98	2,106.47	0.00	2,106.47
4525 · Levied Tax Interest	34.45	59.46	52.81	35.97	95.74	27.87	38.71	345.01	0.00	345.01
4500 · Levied Taxes - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372,000.00	-372,000.00
Total 4500 · Levied Taxes	202.24	830.32	516.89	477.63	242,165.85	113,201.30	3,432.90	360,827.13	372,000.00	-11,172.87
4515 · State Forest Sales	10,026.20	0.00	0.00	0.00	9,682.81	0.00	0.00	19,709.01	10,000.00	9,709.01
4540 · Interest Income	8,342.64	9,280.97	9,380.00	10,465.19	10,483.77	12,253.26	12,241.41	72,447.24	4,000.00	68,447.24
4550 · Maintenance Assistance Program	0.00	0.00	0.00	0.00	38,000.00	0.00	0.00	38,000.00	21,350.00	16,650.00
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	19,703.69	6,100.00	205.50	10,257.11	5,037.92	299.16	37.00	41,640.38	30,000.00	11,640.38
Total Income	2,661,888.23	191,122.38	180,982.76	124,554.65	360,916.69	174,718.93	62,444.90	3,756,628.54	4,478,499.00	-721,870.46
Gross Profit	2,661,888.23	191,122.38	180,982.76	124,554.65	360,916.69	174,718.93	62,444.90	3,756,628.54	4,478,499.00	-721,870.46
Expense										
5000 · Personal Services										
5020 · Port Manager	3,758.33	7,516.66	7,516.66	7,516.66	10,000.00	10,163.66	10,000.00	56,471.97	99,220.00	-42,748.03
5030 · Administrative Assistant	2,160.02	5,130.40	5,385.46	4,664.00	5,424.52	5,267.25	4,802.17	32,833.82	60,632.00	-27,798.18
5045 · Services Lead	1,526.40	3,578.08	3,771.22	3,252.80	3,755.97	3,751.91	3,486.61	23,122.99	42,058.00	-18,935.01
5061 · Campground Staff	1,503.00	2,939.20	2,939.20	2,755.50	2,796.58	3,102.86	1,914.66	17,951.00	38,584.00	-20,633.00
5075 · Maintenance I Lead	2,287.50	4,784.00	4,420.00	4,576.00	4,784.00	4,739.66	4,524.00	30,115.16	55,120.00	-25,004.84
5077 · Maintenance IV	1,386.00	3,168.00	3,312.00	2,880.00	3,312.00	3,331.66	3,024.00	20,413.66	39,685.00	-19,271.34
5079 · Maint II/ Staff	1,780.80	4,083.20	4,268.80	3,712.00	4,268.80	4,246.86	3,897.60	26,258.06	48,506.00	-22,247.94
5080 · Maint III / groundskeeper	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,482.00	-37,482.00
5110 · Payroll taxes	1,539.57	3,125.48	3,157.59	2,914.28	3,347.20	3,198.35	3,385.38	20,667.85	42,129.00	-21,461.15
5180 · Health Insurance	4,020.00	4,020.00	4,020.00	4,020.00	4,020.00	4,020.00	3,350.00	27,470.00	64,320.00	-36,850.00

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2023 through January 2024

									TOTAL	
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Year to Date	Budget	Variance
5181 · Life Insurance	14.22	14.22	14.22	14.22	14.22	14.22	11.85	97.17	228.00	-130.83
5182 · Dental Insurance	329.10	329.10	329.10	329.10	329.10	329.10	274.25	2,248.85	5,266.00	-3,017.15
5190 · Workers Compensation Insurance	0.00	0.00	4,510.72	0.00	1,590.41	0.00	0.00	6,101.13	20,000.00	-13,898.87
5270 · Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,000.00	-17,000.00
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
5280 · Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
5281 · HRA Employee Benefit	6,017.70	267.70	17.70	17.70	35.40	0.00	29.92	6,386.12	7,000.00	-613.88
Total 5000 · Personal Services	26,322.64	38,956.04	43,662.67	36,652.26	43,678.20	42,165.53	38,700.44	270,137.78	588,730.00	-318,592.22
5300 · Material and Services	75,744.04	56,298.33	48,174.07	65,523.80	28,360.94	52,608.92	37,273.61	363,983.71	651,000.00	-287,016.29
6000 · Capital Outlay										
6060 · Operations Equipment										
6063 · Vehicle Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	-60,000.00
Total 6060 · Operations Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	-60,000.00
6130 · Land										
6146 · Landscape and Rock	0.00	0.00	0.00	1,120.00	60.00	4,400.93	6,976.00	12,556.93	10,000.00	2,556.93
6147 · Mapleton and E Dock Repairs	0.00	31.88	0.00	0.00	0.00	0.00	0.00	31.88	0.00	31.88
6148 · New RV sites - spoils pit	0.00	0.00	0.00	256.50	2,150.00	0.00	0.00	2,406.50	250,000.00	-247,593.50
Total 6130 · Land	0.00	31.88	0.00	1,376.50	2,210.00	4,400.93	6,976.00	14,995.31	260,000.00	-245,004.69
6150 · Facilities										
6101 · Fuel Dock Pedestal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,500.00	-6,500.00
6151 · Mo's Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	-60,000.00
6155 · Wharf/Bdwc Fire System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132,000.00	-132,000.00
Total 6150 · Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	198,500.00	-198,500.00
6170 · Marine Facilities										
6177 · Bulkhead	0.00	0.00	0.00	84.28	113.52	400.08	113.52	711.40	500,000.00	-499,288.60
6180 · West Basin Repairs	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	8,000.00	-4,000.00
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
6184 · ICM Dock Power Supply	6,900.00	0.00	0.00	0.00	0.00	0.00	0.00	6,900.00	15,000.00	-8,100.00
Total 6170 · Marine Facilities	10,900.00	0.00	0.00	84.28	113.52	400.08	113.52	11,611.40	533,000.00	-521,388.60
Total 6000 · Capital Outlay	10,900.00	31.88	0.00	1,460.78	2,323.52	4,801.01	7,089.52	26,606.71	1,051,500.00	-1,024,893.29
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										

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
 July 2023 through January 2024

									TOTAL	
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Year to Date	Budget	Variance
7215 · MNIF (Dredging) #524016	0.00	0.00	35,896.47	0.00	0.00	0.00	0.00	35,896.47	34,350.00	1,546.47
7216 · PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	0.00	0.00	11,599.93	34,799.79	46,400.00	-11,600.21
7230 · PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	0.00	7,424.94	0.00	0.00	14,849.88	29,700.00	-14,850.12
7270 · SPWF (Bdwk Prj) L0004	0.00	0.00	30,739.43	0.00	0.00	0.00	0.00	30,739.43	29,263.00	1,476.43
Total 7000 · Debt Service	11,599.93	7,424.94	66,635.90	11,599.93	7,424.94	0.00	11,599.93	116,285.57	139,713.00	-23,427.43
7600 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,097,556.00	-1,097,556.00
7700 · Transfer to other funds	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00
Total Expense	124,566.61	102,711.19	158,472.64	165,236.77	81,787.60	99,575.46	94,663.50	827,013.77	4,478,499.00	-3,651,485.23
Net Income	2,537,321.62	88,411.19	22,510.12	-40,682.12	279,129.09	75,143.47	-32,218.60	2,929,614.77	0.00	2,929,614.77

Port of Siuslaw
Profit & Loss Budget vs. Actual - Capital Maint Fund
July 2023 through January 2024

									TOTAL	
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Year to Date	Budget	Variance
Income										
4100 - Available Beginning Cash	276,401.00	0.00	0.00	0.00	0.00	0.00	0.00	276,401.00	276,401.00	0.00
4540 - Interest Income	0.00	0.00	0.00	939.88	1,372.14	1,423.82	1,429.98	5,165.82	20.00	5,145.82
4700 - Incoming Transfer	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00
Total Income	276,401.00	0.00	0.00	50,939.88	1,372.14	1,423.82	1,429.98	331,566.82	326,421.00	5,145.82
Gross Profit	276,401.00	0.00	0.00	50,939.88	1,372.14	1,423.82	1,429.98	331,566.82	326,421.00	5,145.82
Expense										
6000 - Capital Outlay										
6000 - Capital Outlay - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	-200,000.00
Total 6000 - Capital Outlay	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	126,421.00	-126,421.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	326,421.00	-326,421.00
Net Income	276,401.00	0.00	0.00	50,939.88	1,372.14	1,423.82	1,429.98	331,566.82	0.00	331,566.82

	Campground 2020/2021			Campground 2021-2022			Campground 2022-23			Campground 2023-24		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	77%	78%	2939	96%	96%	3660	91%	91%	3476	93%	93%	3554
AUG	88%	83%	3357	97%	97%	3705	93%	92%	3553	97%	95%	3689
SEPT	88%	84%	3243	92%	95%	3408	90%	91%	3313	91%	94%	3362
OCT	47%	75%	1780	51%	84%	1948	52%	82%	1966	47%	82%	1773
NOV	20%	64%	752	34%	74%	1258	30%	71%	1117	27%	71%	994
DEC	18%	56%	680	25%	66%	957	26%	64%	995	24%	63%	925
JAN	20%	51%	742	32%	61%	1210	32%	59%	1222	24%	58%	903
FEB	22%	48%	763	37%	58%	1270	31%	56%	1073			
MAR	30%	46%	1143	37%	56%	1400	32%	53%	1227			
APR	36%	45%	1324	41%	54%	1521	37%	51%	1350			
MAY	40%	44%	1522	46%	53%	1756	52%	51%	1963			
JUN	69%	46%	2528	60%	54%	2214	67%	53%	2479			
TL YTD	46%	46%	20773	54%	54%	24307	53%	53%	23734			
REV YTD	\$756,828.00			\$795,908.00			\$836,299.00			\$ 541,062.00		

	Moorage 2021-22		
	% Occ.	YTD %	Nights
JULY	51%	51%	1850
AUG	64%	58%	2339
SEPT	78%	64%	2759
OCT	47%	60%	1725
NOV	26%	53%	929
DEC	26%	49%	932
JAN	26%	45%	965
FEB	25%	43%	840
MAR	24%	41%	870
APR	26%	39%	906
MAY	29%	38%	1068
JUN	40%	39%	1412
TL YTD	39%	39%	16595
REV YTD	\$97,804.00		

	Moorage 2022-23			Moorage 2023-24		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
	53%	53%	1929	52%	52%	1885
	58%	56%	2121	67%	60%	2453
	58%	56%	2055	78%	66%	2770
	33%	51%	1194	49%	62%	1802
	26%	46%	920	32%	56%	1128
	25%	42%	904	31%	52%	1116
	23%	39%	837	31%	49%	1118
	23%	37%	770			
	24%	36%	872			
	24%	35%	850			
	28%	32%	1030			
	38%	34%	1334			
	34%	34%	14816			
	\$111,687.00			\$ 72,329.00		

Port of Siuslaw
Profit & Loss Prev Year Comparison
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>	<u>Jul '22 - Jan 23</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4100 · Available Beginning Cash	2,723,048.00	1,717,373.00	1,005,675.00	58.6%
4140 · Campground Revenue	537,918.24	531,844.88	6,073.36	1.1%
4150 · Leases	110,287.30	104,588.67	5,698.63	5.5%
4160 · Moorage	70,021.78	54,511.30	15,510.48	28.5%
4190 · Marine Fuel	34,040.08	22,471.98	11,568.10	51.5%
4200 · Other Facility Income	25,090.38	18,603.50	6,486.88	34.9%
4500 · Levied Taxes	360,827.13	350,294.99	10,532.14	3.0%
4515 · State Forest Sales	19,709.01	2,357.67	17,351.34	736.0%
4540 · Interest Income	77,613.06	145.10	77,467.96	53,389.4%
4550 · Maintenance Assistance Program	38,000.00	0.00	38,000.00	100.0%
4600 · Miscellaneous Income	41,640.38	87,707.69	-46,067.31	-52.5%
4700 · Incoming Transfer	50,000.00	50,000.00	0.00	0.0%
Total Income	<u>4,088,195.36</u>	<u>2,939,898.78</u>	<u>1,148,296.58</u>	<u>39.1%</u>
Gross Profit	4,088,195.36	2,939,898.78	1,148,296.58	39.1%
Expense				
5000 · Personal Services	270,137.78	283,353.36	-13,215.58	-4.7%
5300 · Material and Services	363,983.71	299,893.58	64,090.13	21.4%
6000 · Capital Outlay	26,606.71	35,313.21	-8,706.50	-24.7%
7000 · Debt Service	116,285.57	71,486.89	44,798.68	62.7%
7700 · Transfer to other funds	50,000.00	50,000.00	0.00	0.0%
Total Expense	<u>827,013.77</u>	<u>740,047.04</u>	<u>86,966.73</u>	<u>11.8%</u>
Net Income	<u>3,261,181.59</u>	<u>2,199,851.74</u>	<u>1,061,329.85</u>	<u>48.3%</u>