### **REVISED AGENDA**

## PORT OF SIUSLAW COMMISSION MEETING

Wednesday, October 17, 2018 7:00pm Mapleton High School 10868 E. Mapleton Rd. Mapleton, OR 97453

Commissioners

Terry Duman, President; Mike Buckwald, Secretary; Bill Meyer, 1<sup>st</sup> VP, Craig Brandt, 2nd VP Absent: Craig Zolezzi, Treasurer

1. Call to Order Duman

- **2.** 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.
- 3. Approval of the Agenda

Duman

4. Approval of Minutes by Consent

Duman

- a. 9-19-18 Work Session Minutes
- b. 9-19-18 Regular Meeting Minutes
- c. 10-1-18 Special Meeting Minutes
- 5. Approval of the Financials by Consent

Stewart

Stewart

- a. Bills paid for September were \$67,772.01
- b. Wobbe & Assoc. bill for \$7,500.00 last fiscal year billing
- **6. New Business:** Duman
  - a. Discussion regarding making Nopal Lot a pay parking lot Brandt
  - **b.** Blue Storage Buildings Brandt
  - c. Quickbooks master administrator contact

7. Manager and Commissioner Reports

- **8.** 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.
- 9. Upcoming Meetings and Conferences
  - November 21, 2018 Board of Commissioners meeting 7:00pm
  - February 8<sup>th</sup> 10<sup>th</sup>, 2019 SDAO Annual Conference, Sunriver Oregon

### **MINUTES**

### PORT OF SIUSLAW COMMISSION MEETING

Wednesday September 19, 2018, 7:00pm 100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the Regular Meeting on October 17, 2018.

Commissioners Attending: Terry Duman, Bill Meyer, Craig Zolezzi and Craig Brandt

Absent: Mike Buckwald

Staff Attending: David Huntington, Manager, Kelly Stewart, Administrative Assistant

- 1. President Duman called the meeting to order at 7:08pm.
- 2. Public Comment: John Murphy from Coast Insurance said our signs for the docks should say life jackets are "recommended" not "required". Murphy said if we "require" life jackets and do not enforce them to be worn, we could be liable.
- 3. Approval of the Agenda: There were no comments and the agenda was approved.
- 4. Approval of the Minutes: There were no comments and the minutes were approved by consent.
- **5. Approval of the Financials:** Stewart said bills paid in June were \$104519.11. Stewart stated the occupancy of the boat slips is down due to the fishing being poor. The financials were approved by consent.

#### 6. Old Business

- **a.** Commercial Moorage Definition: Resolution 9-19-18A to Amend 3-15-17A definition of a Commercial Vessel, taking out the "historic" status and proving commercial activity. Motion by Meyer, seconded by Zolezzi. Vote was unanimous.
- **b. PVIP loan:** Meyer, Brandt and Johnson (Coldwell Banker) met with Wendy from the City of Florence. They found the Port can partition the 40 acres in stages. Brandt said we can now market it as sub dividable. He also said the City is going to widen the Rhododendron road and they will need to purchase some easement from us to do that. Meyer wants to follow up with the City of Florence to see if they are interested in purchasing some or all of the property.
- **7. Manager and Commissioner Reports:** Huntington said we are moving forward on the dredging project. He said we are ready to send out RFP's for the C row repair and we should have the money from FEMA in October. Huntington stated that the Board needs to approve the IGA for Business Oregon. Duman said they will take care of that at the Special Meeting October 1, 2018. Huntington told Commissioners they are welcome to come to the Port BBQ for customer appreciation on Friday the 21<sup>st</sup> of September.
- **8. Public Comment:** Murphy said the City Planning Commission approved a new park on the land the Port sold to them and it will have boat access.

President Duman closed the regular session at 7:37pm.

### **MINUTES**

### PORT OF SIUSLAW WORK SESSION

Wednesday, September 19, 2018, 6:00pm 100 Harbor Street, Florence, Oregon 97439

These minutes will be reviewed for approval at the October 17, 2018 meeting.

Commissioners Attending: Terry Duman, Bill Meyer, Craig Zolezzi, Craig Brandt

Absent: Mike Buckwald

Staff Attending: David Huntington, Manager and Kelly Stewart, Administrative Assistant

1. President Duman called the Work Session to order at 6:16pm

2. Public Comment: Bartolovich referenced his letter submitted to the Port regarding public crabbing on the docks. He says this is an ongoing problem. The Commissioners have received several letters from moorage customers. Some of the Commissioners have walked the docks and have seen the issues. Huntington said we have checked with several Port's up and down the Coast. Most Ports have designated docks for crabbing and fishing. There was discussion regarding the dock section between ICM and Mo's being designated for crabbing and fishing. Meyer wants the public to be able to crab and fish from the docks but realizes it needs to be a designated area. Zolezzi said it needs to be enforced. Huntington said there is about 400 feet of dock that could be designated. Brandt said enforcement is the biggest problem. Christensen suggested using the old H docks and Murphy said to put them down by the City's gazebo. Duman asked Huntington to put together an ordinance designating the dock space between ICM and Mo's and stating there is no crabbing or fishing anywhere else. Meyer was concerned about the process. Huntington will check on the rules and how to implement the process. The Commissioners decided to have a special session on October 1, 2018 because of the urgency and safety issues.

President Duman adjourned the Work Session at 7:06pm

## Port of Siuslaw Combined Balance Sheet

As of September 30, 2018

	Sep 30, 18
ASSETS Current Assets	
Checking/Savings 1001 · BB Checking - General Fund	33,618.50
1003 · BB SAV - Capital Reserve 1005 · BB MMA - General Fund 1050 · BB MMA - ICM 1070 · Petty Cash	28,145.48 1,018,467.71 5,050.80 1,000.00
Total Checking/Savings	1,086,282.49
Other Current Assets 1130 · Inventory - Gas 1140 · Inventory - Diesel 1220 · Accounts Receivable 1250 · Taxes receivable 1450 · Prepaid insurance 1499 · Undeposited Funds	3,586.30 5,533.10 2,046.75 25,649.00 18,865.50 -1,591.90
Total Other Current Assets	54,088.75
Total Current Assets	1,140,371.24
Fixed Assets 1500 · Fixed Assets 1530 · Construction in Progress	38,724.00
Total 1500 · Fixed Assets	38,724.00
1510 · Land 1515 · Land Improvements 1520 · Buildings & Docks 1525 · Equipment & Vehicles 1615 · Accum Depr - Land Improvements 1620 · Accum Depr - Buildings & Docks 1625 · Accum Depr - Equip & Vehicles	2,617,874.00 1,451,515.50 7,609,035.56 766,061.71 -1,275,450.70 -4,422,340.33 -700,849.44
Total Fixed Assets	6,084,570.30
TOTAL ASSETS	7,224,941.54
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable	
2000 · *Accounts Payable	17,615.62
Total Accounts Payable  Credit Cards	17,615.62
2021 · Port Credit Card 1	13,230.81
Total Credit Cards	13,230.81
Other Current Liabilities 2030 · Deposits Held 2045 · Unearned CG Revenue (Hercules) 2050 · Deferred Compensation Plan NRS 2150 · Payroll related Liabilites 2155 · Oregon Statewide Transit Tax 2160 · Accrued Interest 2495 · Current Ptn of Lon-Term Debt	9,040.00 112,051.03 9,281.63 1,618.32 66.20 33,562.04 62,177.90
Total Other Current Liabilities	227,797.12
Total Current Liabilities	258,643.55
Long Term Liabilities 2380 · Long-Term Debt current portion 2390 · OBD Loan L0004 Bdwk 2440 · OBD Loan 524016 Dredging 2491 · OBD Loan 525186 MSLTD	-62,177.90 99,115.42 56,139.96 461,558.57

## Port of Siuslaw Combined Balance Sheet

As of September 30, 2018

	Sep 30, 18
2492 · OBD Loan 525196 Wharf 2993 · BB Loan 1000214241 PVIP	326,224.69 216,753.26
Total Long Term Liabilities	1,097,614.00
Total Liabilities	1,356,257.55
Equity 3300 · Invested in Capital Assets 3900 · Fund Balance Net Income	5,039,020.40 -193,854.86 1,023,518.45
Total Equity	5,868,683.99
TOTAL LIABILITIES & EQUITY	7,224,941.54

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

					TOTAL	
	Jul 18	Aug 18	Sep 18	Year to Date	Budget	Variance
Income						
4100 · Available Beginning Cash	28,141.93	0.00	0.00	28,141.93	33,107.00	-4,965.07
4540 · Interest Income	0.00	0.00	3.55	3.55	0.00	3.55
4700 · Incoming Transfer	0.00	0.00	0.00	0.00	55,000.00	-55,000.00
Total Income	28,141.93	0.00	3.55	28,145.48	88,107.00	-59,961.52
Gross Profit	28,141.93	0.00	3.55	28,145.48	88,107.00	-59,961.52
Expense						
6000 · Capital Outlay						
6150 · Facilities						
6155 · Wharf/Bdwk Fire System	0.00	2,000.00	0.00	2,000.00	20,000.00	-18,000.00
Total 6150 · Facilities	0.00	2,000.00	0.00	2,000.00	20,000.00	-18,000.00
Total 6000 · Capital Outlay	0.00	2,000.00	0.00	2,000.00	20,000.00	-18,000.00
7600 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	68,107.00	-68,107.00
Total Expense	0.00	2,000.00	0.00	2,000.00	88,107.00	-86,107.00
Net Income	28,141.93	-2,000.00	3.55	26,145.48	0.00	26,145.48

# Port of Siuslaw Profit & Loss Budget vs. Actual - General Fund

	TOTAL					
	Jul 18	Aug 18	Sep 18	Year to Date	Budget	Variance
ome						
4100 · Available Beginning Cash	788,050.78	0.00	0.00	788,050.78	400,000.00	388,050.78
4140 · Campground Revenue						
4141 · RV Sites- Taxable	47,160.20	42,498.97	40,646.60	130,305.77	300,000.00	-169,694.23
4142 · RV Sites -Non Taxable	31,490.20	38,457.12	20,075.18	90,022.50	100,000.00	-9,977.5
4143 · RV Site - Add'l revenue	1,953.51	1,563.85	1,477.64	4,995.00	6,000.00	-1,005.0
4144 · Transient Room Tax	5,052.61	4,540.81	4,370.12	13,963.54	24,000.00	-10,036.4
4145 · Reservation Fees	4,980.00	5,640.00	4,740.00	15,360.00	20,000.00	-4,640.0
Total 4140 · Campground Revenue	90,636.52	92,700.75	71,309.54	254,646.81	450,000.00	-195,353.1
4150 · Leases						
4151 - Building Lease - 1499 Bay St	1,200.00	1,200.00	1,209.77	3,609.77	14,400.00	-10,790.2
4152 · Building Lease - 080A Harbor St	1,200.00	1,200.00	1,200.00	3,600.00	14,400.00	-10,800.0
4153 · Wharf lease - ICM	4,542.08	4,542.08	4,542.08	13,626.24	54,000.00	-40,373.7
4154 · Wharf lease - Mo's	9,100.00	9,100.00	9,100.00	27,300.00	100,000.00	-72,700.0
4155 · Concessions	2,283.34	2,666.66	2,400.00	7,350.00	2,985.00	4,365.0
4156 · Docking Lease	100.00	100.00	100.00	300.00	1,200.00	-900.0
Total 4150 · Leases	18,425.42	18,808.74	18,551.85	55,786.01	186,985.00	-131,198.9
4160 · Moorage						
4162 · Commercial Moorage	1,474.24	1,246.31	1,259.51	3,980.06	10,000.00	-6,019.9
4163 · Sport Moorage	7,337.26	18,103.42	19,773.12	45,213.80	75,500.00	-30,286.2
4165 · Liveaboard Fees	240.00	360.00	640.00	1,240.00	4,500.00	-3,260.0
Total 4160 · Moorage	9,051.50	19,709.73	21,672.63	50,433.86	90,000.00	-39,566.1
4170 · Storage	2,392.46	2,581.05	2,649.06	7,622.57	20,000.00	-12,377.4
4190 · Marine Fuel	932.94	5,872.47	16,319.54	23,124.95	40,000.00	-16,875.0
4200 · Other Facility Income	4,241.72	4,854.93	5,357.82	14,454.47	25,600.00	-11,145.5
4500 · Levied Taxes						
4510 · Current Levied Taxes	0.00	442.53	-484.07	-41.54	306,267.00	-306,308.5
4520 · Prior Years Levied Taxes	0.00	420.55	8,599.02	9,019.57	4,000.00	5,019.5
4525 · Levied Tax Interest	0.00	102.61	114.96	217.57	466.00	-248.4
Total 4500 · Levied Taxes	0.00	965.69	8,229.91	9,195.60	310,733.00	-301,537.4
4515 · State Forest Sales	0.00	25,096.76	0.00	25,096.76	0.00	25,096.7

# Port of Siuslaw Profit & Loss Budget vs. Actual - General Fund

	TOTAL					
	Jul 18	Aug 18	Sep 18	Year to Date	Budget	Variance
4550 · Maintenance Assistance Program	0.00	19,000.00	0.00	19,000.00	19,000.00	0.00
4600 ⋅ Miscellaneous Income	645.46	489.65	925.84	2,060.95	10,000.00	-7,939.05
4840 · Grants	0.00	0.00	0.00	0.00	100,000.00	-100,000.00
Total Income	914,427.38	190,135.49	145,074.65	1,249,637.52	1,652,318.00	-402,680.48
Gross Profit	914,427.38	190,135.49	145,074.65	1,249,637.52	1,652,318.00	-402,680.48
Expense						
5000 · Personal Services						
5020 · Port Manager	5,000.00	7,500.00	2,500.00	15,000.00	65,000.00	-50,000.00
5030 · Administrative Assistant	2,800.00	4,832.19	1,540.00	9,172.19	42,118.00	-32,945.81
5045 · Services Lead	2,412.44	4,058.20	1,239.75	7,710.39	34,611.00	-26,900.61
5050 · Office Assistant	0.00	0.00	0.00	0.00	29,203.00	-29,203.00
5061 · Campground Staff	1,566.00	3,186.00	1,158.00	5,910.00	25,958.00	-20,048.00
5075 · Maintenance I Lead	3,734.90	5,834.40	2,121.60	11,690.90	47,807.00	-36,116.10
5076 · Maintenance II	3,203.20	4,659.20	1,892.80	9,755.20	39,370.00	-29,614.80
5077 · Maintenance III	2,240.00	3,808.00	1,232.00	7,280.00	30,285.00	-23,005.00
5110 · Payroll taxes	2,162.95	3,496.86	1,206.29	6,866.10	31,435.00	-24,568.90
5180 · Health Insurance	3,132.24	3,132.24	3,132.24	9,396.72	40,000.00	-30,603.28
5181 · Life Insurance	14.22	14.22	14.22	42.66	160.00	-117.34
5182 · Dental Insurance	305.70	305.70	305.70	917.10	4,000.00	-3,082.90
5190 · Workers Compensation Insurance	9,412.74	0.00	0.00	9,412.74	10,000.00	-587.26
5270 · Retirement	0.00	0.00	0.00	0.00	8,000.00	-8,000.00
5275 · Compensated absences	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
5280 ⋅ Overtime	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
Total 5000 · Personal Services	35,984.39	40,827.01	16,342.60	93,154.00	415,947.00	-322,793.00
5300 · Material and Services						
5260 · Employee Training	75.00	0.00	29.95	104.95	1,000.00	-895.05
5310 · Grant Expenses	0.00	0.00	0.00	0.00	500.00	-500.00
5340 · Advertising	325.00	625.10	1,466.32	2,416.42	10,000.00	-7,583.58
5345 ⋅ Web Site	0.00	0.00	0.00	0.00	2,000.00	-2,000.00
5350 · Office Supplies	5.00	379.76	488.87	873.63	4,000.00	-3,126.37
5360 · Operation Supplies	1,892.64	1,075.37	237.25	3,205.26	15,000.00	-11,794.74
5370 · Marine Fuel	-78.42	-97.25	5,980.18	5,804.51	45,000.00	-39,195.49

# Port of Siuslaw Profit & Loss Budget vs. Actual - General Fund

		TOTAL				
	Jul 18	Aug 18	Sep 18	Year to Date	Budget	Variance
5410 · Audit	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
5420 · Accounting Service	300.25	134.00	201.25	635.50	2,000.00	-1,364.50
5425 · Consultant services	0.00	250.00	0.00	250.00	1,500.00	-1,250.00
5430 · Legal Services	0.00	75.00	0.00	75.00	5,000.00	-4,925.00
5436 · Cost of Retail Items	286.82	35.92	0.00	322.74	800.00	-477.26
5450 · Insurance - General	0.00	0.00	0.00	0.00	53,000.00	-53,000.00
5470 · Contracted Services	1,679.32	2,126.32	1,743.00	5,548.64	19,000.00	-13,451.36
5510 · Travel & Meeting Expense	176.97	62.85	51.85	291.67	11,000.00	-10,708.33
5520 · Dues/Subscriptions	1,371.82	975.12	740.00	3,086.94	14,000.00	-10,913.06
5530 · Public Relations	265.00	297.13	378.09	940.22	3,000.00	-2,059.78
5540 · Events	0.00	0.00	607.41	607.41	3,000.00	-2,392.59
5550 · Telephone Expense	491.53	510.99	362.38	1,364.90	7,000.00	-5,635.10
5610 · Property Taxes	0.00	0.00	0.00	0.00	14,000.00	-14,000.00
5620 · Transient Room Tax	5,420.50	3,705.90	3,551.71	12,678.11	27,000.00	-14,321.89
5700 · Facilities	2,574.41	9,270.18	4,292.64	16,137.23	53,000.00	-36,862.77
5701 · MAP Repairs	898.01	634.40	267.56	1,799.97	14,000.00	-12,200.03
5730 · Tool & Equipment Purchase	0.00	0.00	0.00	0.00	2,000.00	-2,000.00
5750 · Equipment Rental	566.19	881.30	890.24	2,337.73	7,000.00	-4,662.27
5790 · Equipment Repairs	110.00	0.00	0.00	110.00	8,000.00	-7,890.00
5800 · Utilities	12,247.56	13,877.17	13,937.64	40,062.37	117,000.00	-76,937.63
5900 · State Lease Fees	375.00	12,325.49	0.00	12,700.49	17,000.00	-4,299.51
5950 · Miscellaneous	2,665.41	2,426.18	2,685.64	7,777.23	24,500.00	-16,722.77
Total 5300 · Material and Services	31,648.01	49,570.93	37,911.98	119,130.92	490,300.00	-371,169.08
6000 · Capital Outlay						
6130 · Land						
6144 · C Row Erosion	1,255.00	365.00	0.00	1,620.00	60,000.00	-58,380.00
Total 6130 · Land	1,255.00	365.00	0.00	1,620.00	60,000.00	-58,380.00
6150 · Facilities						
6151 · Mo's Building	0.00	0.00	14,835.00	14,835.00	217,500.00	-202,665.00
Total 6150 · Facilities	0.00	0.00	14,835.00	14,835.00	217,500.00	-202,665.00
6170 · Marine Facilities						
6180 · West Basin Repairs	0.00	0.00	0.00	0.00	15,000.00	-15,000.00

Net Income

# Port of Siuslaw Profit & Loss Budget vs. Actual - General Fund

			TOTAL			
	Jul 18	Aug 18	Sep 18	Year to Date	Budget	Variance
6181 · Security Cameras/Gates	0.00	0.00	0.00	0.00	25,000.00	-25,000.00
Total 6170 · Marine Facilities	0.00	0.00	0.00	0.00	40,000.00	-40,000.00
Total 6000 · Capital Outlay	1,255.00	365.00	14,835.00	16,455.00	317,500.00	-301,045.00
6700 · Contingency	0.00	0.00	0.00	0.00	60,000.00	-60,000.00
7000 · Debt Service						
7215 · MNIF (Dredging) #524016	0.00	0.00	0.00	0.00	5,880.00	-5,880.00
7216 · PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	46,400.00	-34,800.07
7225 · Banner Bank (PVIP) 1000214241	1,499.92	1,499.92	1,499.92	4,499.76	121,000.00	-116,500.24
7230 · PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	7,424.94	29,950.00	-22,525.06
7270 · SPWF (Bdwk Prj) L0004	0.00	0.00	0.00	0.00	15,970.00	-15,970.00
Total 7000 · Debt Service	13,099.85	8,924.86	1,499.92	23,524.63	219,200.00	-195,675.37
7600 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	94,371.00	-94,371.00
7700 · Transfer to other funds	0.00	0.00	0.00	0.00	55,000.00	-55,000.00
Total Expense	81,987.25	99,687.80	70,589.50	252,264.55	252,264.55 1,652,318.00 -1,400,053	
ome	832,440.13	90,447.69	74,485.15	997,372.97	0.00	997,372.97

	Campg	round 201	5/2016	Campg	Campground 2016/2017 Campground 2017/2018 Campground 20		Campground 2017/2018		ound 2016/2017			
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	79%	79%	2448	74%	74%	2314	78%	78%	2452	88%	88%	2862
AUG	91%	85%	2812	88%	81%	2750	93%	86%	2953	94%	91%	3052
SEPT	88%	86%	2651	92%	85%	2776	91%	87%	2784	88%	90%	2760
ОСТ	49%	77%	1527	33%	72%	1027	40%	76%	1267			
NOV	26%	67%	770	15%	60%	466	28%	66%	862			
DEC	17%	58%	514	12%	52%	361	24%	59%	752			
JAN	20%	53%	621	15%	47%	480	23%	54%	719			
FEB	22%	49%	634	14%	43%	401	24%	50%	688			
MAR	23%	46%	729	16%	40%	513	28%	48%	880			
APR	28%	44%	838	22%	38%	657	31%	46%	951			
MAY	36%	44%	1132	35%	38%	1112	45%	46%	1419			
JUN	46%	44%	1396	43%	38%	3875	54%	47%	1659			
TL YTD	44%	44%	16072	38%	38%	16732	47%	47%	17386	90%		8674
REV YTD		\$424,844	·		\$439,396		\$	508,194.00		\$	251,376.00	

Hike	er/Biker 20:	2018	3/19	
	Guest	\$	Guest	\$
JULY	40	\$722	31	\$577.00
AUG	26	\$294	3	\$142.00
SEPT	25	\$407	0	\$0.00
ОСТ	6	\$77		
NOV	3	\$35		
DEC	1	\$17		
JAN	0	\$0		
FEB	0	\$0		
MAR	5	\$44		
APR	3	\$35		
MAY	11	\$155		
JUN	12	\$139		
Total	132	\$1,925	34	\$719.00

	Mod	orage 2017	//18	Moorage 2018/19				
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights		
JULY	42%	42%	1531	37%	37%	1374		
AUG	74%	58%	2722	69%	53%	2537		
SEPT	92%	69%	3285	91%	66%	3262		
ОСТ	54%	66%	1986					
NOV	25%	57%	888					
DEC	24%	52%	886					
JAN	25%	48%	927					
FEB	26%	45%	852					
MAR	24%	43%	886					
APR	26%	41%	928					
MAY	27%	40%	986					
JUN	30%	39%	1056					
TL YTD	39%	39%	16933	66%		7173		
REV YTD		\$92,808.00		\$53,152.00				