

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, December 19, 2018 7:00pm
Conference Room
100 Harbor St, Florence OR 97439

Commissioners
Terry Duman, President; Mike Buckwald, Secretary;
Bill Meyer, 1st VP, Craig Brandt, 2nd VP
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** Duman
 - a. 11-21-18 Regular Meeting Minutes
 - b. 12-5-18 Special Meeting Minutes
5. **Approval of the Financials** Stewart
 - a. Bills paid for October were \$168,104.48
 - b. Occupancy for Campground up 3% and moorage is down 3% YTD
 - c.
6. **Andy Johnson** – Coldwell Banker – PVIP Property
7. **Continue discussions on blue storage buildings** Huntington
8. **Continue discussions on parking fees in the Nopal lot** Huntington
9. **Merchant Fees and costs**
10. **Choose a Banking Facility from the following:** Commission
 - a. US Bank
 - b. Washington Federal
 - c. Oregon Pacific Bank
 - d. Umpqua Bank
 - e. Banner Bank
11. **Manager and Commissioner Reports**
12. **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

- Commission meeting January 16, 2018, Port Conference room
- February 8th – 10th, 2019 SDAO Annual Conference, Sunriver Oregon
- February 21st, 2019 Local Budget Law, Coos Bay, Oregon

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, November 21, 2018 7:00pm
Conference Room
100 Harbor St, Florence OR 97439

These minutes will be reviewed for approval at the December 19, 2018 meeting.

Commissioners
Terry Duman, President;
Bill Meyer, 1st VP, Craig Brandt, 2nd VP
Absent: Craig Zolezzi, Treasurer; Mike Buckwald, Secretary
Craig Zolezzi attended via phone

1. **Call to Order at 7:15pm** after Executive Session Duman
Action taken from Executive Session – Meyer made motion to make Huntington's salary \$65,000 annually after evaluation in Executive Session. Second by Zolezzi and Vote was unanimous.
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** – approved by consent Duman
4. **Approval of Minutes by Consent** – approved by consent Duman
 - a. 10-17-18 Regular Meeting Minutes
 - b. 11-1-18 Special Meeting Minutes
5. **Approval of the Financials by Consent** – approved by consent Stewart
 - a. Bills paid for October were \$101,304.03 – Stewart explained why this months bills were in excess of normal.
 - b. Occupancy for Campground up 2% and moorage is down 4% YTD
6. **Amber Novelli Inquiry for expansion** – Novelli said her business is growing and wants to be open year round and would like to expand. She would like to purchase 6 of our old floating docks to have an outdoor seating area that would be fenced in and look nice. She will be adding to her menu also. On the opposite side of the crab shack, she would like to build a small cleaning station. Novelli said she has already gotten approval from the City. She is willing to pay an extra monthly amount per square foot. She would like to have a fire pit also. Brandt said there is no open flames allowed on the docks. Novelli then suggested a radiant heater. Meyer asked about the square footage she was thinking about. Novelli said approx. 21' X 30'. Meyer said we could probably lease the floats to her and not sell them. Duman wants the Manager to do the negotiations with Novelli regarding the upcoming lease and floating docks. The Commissioners agreed.
7. **Andy Johnson – Coldwell Banker** – Johnson was unable to attend but sent an email that Huntington went over with the Commission. The Commissioners still have questions and items to clarify with Johnson. Huntington said we could have him come to the next meeting.
8. **Banking Proposals**
 - a. US Bank
 - b. Washington Federal
 - c. Oregon Pacific Bank
 - d. Umpqua Bank
 - e. Banner BankStewart mentioned that there is an evaluation of each of the Banks for the Commissioners to review.

There won't be a decision made tonight but at the December meeting.

9. Merchant Services fees – credit cards

Stewart

Stewart explained how much money we pay each month for accepting credit cards. Washington Federal had a program where we could pass those fees to the customer saving us approx. \$1700 to \$2000 per month. Stewart checked with all the Banks that sent proposals and all offer that except Banner Bank. Zolezzi wants to know how much the equipment and/or software would cost. Stewart to get that information.

10. Schedule Special Meeting for Signe sometime between

December 3rd and 14th. The Commissioners decided to have a Special Meeting on December 5, 2018 at 6:00pm.

11. Manager and Commissioner Reports: Huntington met with Akin and Billiter Construction to go over the C Row Erosion project and time frame. The dock gates should be in by the 3rd of December. We are still moving forward with the dredging and waiting on the sediment analysis report. Meyer went to Chamber meeting and updated them on Port progress. He also went to the Urban Renewal meeting.

12. 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.* There were no public comments.

Upcoming Meetings and Conferences

- Commission meeting December 19, 2018, Port Conference room
- February 8th – 10th, 2019 SDAO Annual Conference, Sunriver Oregon

Adjourn: President Duman adjourned the meeting at **8:10pm**.

MINUTES
PORT OF SIUSLAW COMMISSION
SPECIAL SESSION

Wednesday, December 5, 2018 6:00pm.
Port of Siuslaw Conference Room
100 Harbor Street, Florence, OR 97439

These minutes will be reviewed for approval at the December 19, 2018 meeting.

Commissioners

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

Special Meeting

6:00pm

The purpose of this meeting is to review the FY17-18 Audit presented by Signe Grimstad of Grimstad and Associates.

1. **Call to Order** at 6:00pm 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. No public comment.*

3. **Presentation by Signe Grimstad:**
Grimstad said she sent a second draft to include GASBE 75 and other disclosures. They will do a final and send to us. Grimstad went over the audit with Commissioners. Buckwald asked about being \$4994.00 short in the Capital Maintenance Fund (CMF). Grimstad said that the \$5000.00 showing on the budget for FY17-18 was not appropriated and therefore didn't exist. The Port will need to do a resolution and a supplemental budget in spring to allow for that. Grimstad said the Port is following all rules and regulations and there are no issues.

4. **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. No public comment.*

5. **Adjourned at 6:35pm.** Duman

Port of Siuslaw
Combined Balance Sheet
As of November 30, 2018

Nov 30, 18

ASSETS**Current Assets****Checking/Savings**

1001 · BB Checking - General Fund	21,972.11
1003 · BB SAV - Capital Reserve	28,145.48
1005 · BB MMA - General Fund	1,101,318.92
1050 · BB MMA - ICM	5,051.22
1070 · Petty Cash	1,000.00

Total Checking/Savings 1,157,487.73

Other Current Assets

1130 · Inventory - Gas	3,586.30
1140 · Inventory - Diesel	5,533.10
1220 · Accounts Receivable	-1,050.61
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	-10,376.00

Total Other Current Assets 42,207.29

Total Current Assets

1,199,695.02

Fixed Assets**1500 · Fixed Assets**

1530 · Construction in Progress 38,724.00

Total 1500 · Fixed Assets 38,724.00

1510 · Land	2,617,874.00
1515 · Land Improvements	1,451,515.50
1520 · Buildings & Docks	7,609,035.56
1525 · Equipment & Vehicles	766,061.71
1615 · Accum Depr - Land Improvements	-1,275,450.70
1620 · Accum Depr - Buildings & Docks	-4,422,340.33
1625 · Accum Depr - Equip & Vehicles	-700,849.44

Total Fixed Assets 6,084,570.30

TOTAL ASSETS

7,284,265.32

LIABILITIES & EQUITY**Liabilities****Current Liabilities****Accounts Payable**

2000 · *Accounts Payable 5,877.64

Total Accounts Payable 5,877.64

Credit Cards

2021 · Port Credit Card 1 12,415.83

Total Credit Cards 12,415.83

Other Current Liabilities

2030 · Deposits Held 9,160.00

2045 · Unearned CG Revenue (Hercules) 118,696.90

2050 · Deferred Compensation Plan NRS 9,281.63

2100 · Payroll Liabilities -1,086.04

2150 · Payroll related Liabilities 1,657.00

2155 · Oregon Statewide Transit Tax 55.10

2160 · Accrued Interest 33,562.04

2495 · Current Ptn of Lon-Term Debt 62,177.90

Total Other Current Liabilities 233,504.53

Total Current Liabilities 251,798.00

Long Term Liabilities

2380 · Long-Term Debt current portion -62,177.90

2390 · OBD Loan L0004 Bdwk 99,115.42

2440 · OBD Loan 524016 Dredging 56,139.96

Port of Siuslaw
Combined Balance Sheet
As of November 30, 2018

	Nov 30, 18
2491 · OBD Loan 525186 MSLTD	461,558.57
2492 · OBD Loan 525196 Wharf	326,224.69
2993 · BB Loan 1000214241 PVIP	216,753.26
Total Long Term Liabilities	1,097,614.00
Total Liabilities	1,349,412.00
Equity	
3300 · Invested in Capital Assets	5,039,020.40
3900 · Fund Balance	-193,854.86
Net Income	1,089,687.78
Total Equity	5,934,853.32
TOTAL LIABILITIES & EQUITY	<u>7,284,265.32</u>

Port of Siuslaw
Profit & Loss Budget vs. Actual - Capital Maint Fund
 July through November 2018

							TOTAL	
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Year to Date	Budget	Variance
Income								
4100 - Available Beginning Cash	28,141.93	0.00	0.00	0.00	0.00	28,141.93	33,107.00	-4,965.07
4540 - Interest Income	0.00	0.00	3.55	0.00	0.00	3.55	0.00	3.55
4700 - Incoming Transfer	0.00	0.00	0.00	0.00	0.00	0.00	55,000.00	-55,000.00
Total Income	28,141.93	0.00	3.55	0.00	0.00	28,145.48	88,107.00	-59,961.52
Gross Profit	28,141.93	0.00	3.55	0.00	0.00	28,145.48	88,107.00	-59,961.52
Expense								
6000 - Capital Outlay								
6150 - Facilities								
6155 - Wharf/Bdwc Fire System	0.00	2,000.00	0.00	0.00	18,000.00	20,000.00	20,000.00	0.00
Total 6150 - Facilities	0.00	2,000.00	0.00	0.00	18,000.00	20,000.00	20,000.00	0.00
Total 6000 - Capital Outlay	0.00	2,000.00	0.00	0.00	18,000.00	20,000.00	20,000.00	0.00
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	68,107.00	-68,107.00
Total Expense	0.00	2,000.00	0.00	0.00	18,000.00	20,000.00	88,107.00	-68,107.00
Net Income	28,141.93	-2,000.00	3.55	0.00	-18,000.00	8,145.48	0.00	8,145.48

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July through November 2018

							TOTAL	
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Year to Date	Budget	Variance
Income								
4100 - Available Beginning Cash	788,050.78	0.00	0.00	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	28,842.86	9,828.32	168,976.95	300,000.00	-131,023.05
4142 - RV Sites -Non Taxable	31,490.20	38,457.12	20,075.18	7,841.95	11,110.33	108,974.78	100,000.00	8,974.78
4143 - RV Site - Add'l revenue	1,953.51	1,563.85	1,477.64	414.00	447.00	5,856.00	6,000.00	-144.00
4144 - Transient Room Tax	5,052.61	4,540.81	4,370.12	3,093.97	1,085.77	18,143.28	24,000.00	-5,856.72
4145 - Reservation Fees	4,980.00	5,640.00	4,740.00	2,630.00	510.00	18,500.00	20,000.00	-1,500.00
Total 4140 - Campground Revenue	90,636.52	92,700.75	71,309.54	42,822.78	22,981.42	320,451.01	450,000.00	-129,548.99
4150 - Leases								
4151 - Building Lease - 1499 Bay St	1,200.00	1,200.00	1,209.77	1,190.23	1,200.00	6,000.00	14,400.00	-8,400.00
4152 - Building Lease - 080A Harbor St	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	6,000.00	14,400.00	-8,400.00
4153 - Wharf lease - ICM	4,542.08	4,542.08	4,542.08	4,542.08	4,542.08	22,710.40	54,000.00	-31,289.60
4154 - Wharf lease - Mo's	9,100.00	9,100.00	9,100.00	9,100.00	9,100.00	45,500.00	100,000.00	-54,500.00
4155 - Concessions	2,283.34	2,666.66	2,400.00	1,050.00	0.00	8,400.00	2,985.00	5,415.00
4156 - Docking Lease	100.00	100.00	100.00	100.00	100.00	500.00	1,200.00	-700.00
Total 4150 - Leases	18,425.42	18,808.74	18,551.85	17,182.31	16,142.08	89,110.40	186,985.00	-97,874.60
4160 - Moorage								
4162 - Commercial Moorage	1,474.24	1,246.31	1,259.51	1,333.12	816.92	6,130.10	10,000.00	-3,869.90
4163 - Sport Moorage	7,337.26	18,103.42	19,773.12	7,801.47	1,922.10	54,937.37	75,500.00	-20,562.63
4165 - Liveaboard Fees	240.00	360.00	640.00	800.00	320.00	2,360.00	4,500.00	-2,140.00
Total 4160 - Moorage	9,051.50	19,709.73	21,672.63	9,934.59	3,059.02	63,427.47	90,000.00	-26,572.53
4170 - Storage	2,392.46	2,581.05	2,649.06	2,539.06	2,365.72	12,527.35	20,000.00	-7,472.65
4190 - Marine Fuel	932.94	5,872.47	16,319.54	6,653.13	66.79	29,844.87	40,000.00	-10,155.13
4200 - Other Facility Income	4,241.72	4,854.93	5,357.82	4,587.70	3,110.74	22,152.91	25,600.00	-3,447.09
4500 - Levied Taxes	0.00	965.69	8,229.91	612.84	191,259.10	201,067.54	310,733.00	-109,665.46
4515 - State Forest Sales	0.00	25,096.76	0.00	0.00	0.00	25,096.76	0.00	25,096.76
4540 - Interest Income	50.58	55.72	58.46	61.21	58.39	284.36	0.00	284.36
4550 - Maintenance Assistance Program	0.00	19,000.00	0.00	0.00	0.00	19,000.00	19,000.00	0.00
4600 - Miscellaneous Income	645.46	489.65	1,650.84	511.53	-37.51	3,259.97	10,000.00	-6,740.03
4840 - Grants	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00
Total Income	914,427.38	190,135.49	145,799.65	84,905.15	239,005.75	1,574,273.42	1,652,318.00	-78,044.58

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July through November 2018

							TOTAL	
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Year to Date	Budget	Variance
Gross Profit	914,427.38	190,135.49	145,799.65	84,905.15	239,005.75	1,574,273.42	1,652,318.00	-78,044.58
Expense								
5000 · Personal Services								
5020 · Port Manager	5,000.00	7,500.00	2,500.00	5,000.00	7,708.33	27,708.33	65,000.00	-37,291.67
5030 · Administrative Assistant	2,800.00	4,832.19	1,540.00	2,961.89	4,844.51	16,978.59	42,118.00	-25,139.41
5045 · Services Lead	2,412.44	4,058.20	1,239.75	2,441.44	3,922.26	14,074.09	34,611.00	-20,536.91
5050 · Office Assistant	0.00	0.00	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	2,121.00	1,752.00	9,783.00	25,958.00	-16,175.00
5075 · Maintenance I Lead	3,734.90	5,834.40	2,121.60	3,978.00	6,011.20	21,680.10	47,807.00	-26,126.90
5076 · Maintenance II	3,203.20	4,659.20	1,892.80	3,057.60	4,841.20	17,654.00	39,370.00	-21,716.00
5077 · Maintenance III	2,240.00	3,808.00	1,232.00	2,440.00	4,080.00	13,800.00	30,285.00	-16,485.00
5110 · Payroll taxes	2,162.95	3,496.86	1,206.29	2,270.18	3,185.07	12,321.35	31,435.00	-19,113.65
5180 · Health Insurance	3,132.24	3,132.24	3,132.24	3,132.24	3,132.24	15,661.20	40,000.00	-24,338.80
5181 · Life Insurance	14.22	14.22	14.22	14.22	14.22	71.10	160.00	-88.90
5182 · Dental Insurance	305.70	305.70	305.70	305.70	305.70	1,528.50	4,000.00	-2,471.50
5190 · Workers Compensation Insurance	9,412.74	0.00	0.00	-171.26	0.00	9,241.48	10,000.00	-758.52
5270 · Retirement	0.00	0.00	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	0.00	0.00	5,000.00	-5,000.00
5280 · Overtime	0.00	0.00	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	27,551.01	39,796.73	160,501.74	415,947.00	-255,445.26
5300 · Material and Services								
5260 · Employee Training	75.00	0.00	29.95	0.00	10.00	114.95	1,000.00	-885.05
5310 · Grant Expenses	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00
5340 · Advertising	325.00	625.10	1,466.32	1,144.60	0.00	3,561.02	10,000.00	-6,438.98
5345 · Web Site	0.00	0.00	0.00	219.45	700.00	919.45	2,000.00	-1,080.55
5350 · Office Supplies	5.00	379.76	497.12	88.89	68.70	1,039.47	4,000.00	-2,960.53
5360 · Operation Supplies	1,892.64	1,075.37	237.25	1,411.25	962.77	5,579.28	15,000.00	-9,420.72
5370 · Marine Fuel	-78.42	-97.25	5,980.18	18,711.20	-1.04	24,514.67	45,000.00	-20,485.33
5410 · Audit	0.00	0.00	0.00	2,500.00	3,500.00	6,000.00	10,000.00	-4,000.00
5420 · Accounting Service	300.25	134.00	201.25	235.00	201.50	1,072.00	2,000.00	-928.00
5425 · Consultant services	0.00	250.00	0.00	7,600.00	0.00	7,850.00	1,500.00	6,350.00
5430 · Legal Services	0.00	75.00	0.00	0.00	0.00	75.00	5,000.00	-4,925.00

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
 July through November 2018

							TOTAL	
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Year to Date	Budget	Variance
5435 - Legal Publications	0.00	0.00	0.00	435.13	0.00	435.13	0.00	435.13
5436 - Cost of Retail Items	286.82	35.92	0.00	52.40	0.00	375.14	800.00	-424.86
5450 - Insurance - General	0.00	0.00	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	1,311.27	2,264.15	9,124.06	19,000.00	-9,875.94
5510 - Travel & Meeting Expense	176.97	62.85	51.85	94.70	58.85	445.22	11,000.00	-10,554.78
5520 - Dues/Subscriptions	1,371.82	975.12	961.20	76.00	6,195.50	9,579.64	14,000.00	-4,420.36
5530 - Public Relations	265.00	297.13	378.09	284.14	365.00	1,589.36	3,000.00	-1,410.64
5540 - Events	0.00	0.00	607.41	0.00	0.00	607.41	3,000.00	-2,392.59
5550 - Telephone Expense	491.53	510.99	509.05	649.85	479.40	2,640.82	7,000.00	-4,359.18
5610 - Property Taxes	0.00	0.00	0.00	14,421.13	0.00	14,421.13	14,000.00	421.13
5620 - Transient Room Tax	5,420.50	3,705.90	3,551.71	4,770.97	863.95	18,313.03	27,000.00	-8,686.97
5700 - Facilities	2,574.41	9,270.18	4,292.64	8,128.27	6,991.18	31,256.68	53,000.00	-21,743.32
5701 - MAP Repairs	898.01	634.40	267.56	531.08	565.92	2,896.97	14,000.00	-11,103.03
5730 - Tool & Equipment Purchase	0.00	0.00	0.00	274.52	104.98	379.50	2,000.00	-1,620.50
5750 - Equipment Rental	566.19	881.30	890.24	617.89	191.27	3,146.89	7,000.00	-3,853.11
5790 - Equipment Repairs	110.00	0.00	0.00	530.00	85.00	725.00	8,000.00	-7,275.00
5800 - Utilities	12,247.56	13,877.17	13,937.64	12,036.58	9,250.94	61,349.89	117,000.00	-55,650.11
5900 - State Lease Fees	375.00	12,325.49	0.00	0.00	0.00	12,700.49	17,000.00	-4,299.51
5950 - Miscellaneous	2,665.41	2,426.18	2,685.64	2,084.77	1,531.01	11,393.01	24,500.00	-13,106.99
Total 5300 - Material and Services	31,648.01	49,570.93	38,288.10	78,209.09	34,389.08	232,105.21	490,300.00	-258,194.79
6000 - Capital Outlay								
6060 - Operations Equipment	0.00	0.00	0.00	7,000.00	0.00	7,000.00		
6130 - Land								
6144 - C Row Erosion	1,255.00	365.00	0.00	0.00	421.00	2,041.00	60,000.00	-57,959.00
Total 6130 - Land	1,255.00	365.00	0.00	0.00	421.00	2,041.00	60,000.00	-57,959.00
6150 - Facilities								
6151 - Mo's Building	0.00	0.00	14,835.00	0.00	8,861.61	23,696.61	217,500.00	-193,803.39
Total 6150 - Facilities	0.00	0.00	14,835.00	0.00	8,861.61	23,696.61	217,500.00	-193,803.39
6170 - Marine Facilities								
6180 - West Basin Repairs	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00
6181 - Security Cameras/Gates	0.00	0.00	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	0.00	0.00	40,000.00	-40,000.00

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
 July through November 2018

							TOTAL	
	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Year to Date	Budget	Variance
Total 6000 - Capital Outlay	1,255.00	365.00	14,835.00	7,000.00	9,282.61	32,737.61	317,500.00	-284,762.39
6700 - Contingency	0.00	0.00	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	5,876.15	5,876.15	5,880.00	-3.85
7216 - PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	0.00	23,199.86	46,400.00	-23,200.14
7225 - Banner Bank (PVIP) 1000214241	1,499.92	1,499.92	1,499.92	1,499.92	1,499.92	7,499.60	121,000.00	-113,500.40
7230 - PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	0.00	7,424.94	14,849.88	29,950.00	-15,100.12
7270 - SPWF (Bdwb Prj) L0004	0.00	0.00	0.00	0.00	15,961.07	15,961.07	15,970.00	-8.93
Total 7000 - Debt Service	13,099.85	8,924.86	1,499.92	13,099.85	30,762.08	67,386.56	219,200.00	-151,813.44
7600 - Unappropriated Ending Fund Bal	0.00	0.00	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	0.00	0.00	55,000.00	-55,000.00
Total Expense	81,987.25	99,687.80	70,965.62	125,859.95	114,230.50	492,731.12	1,652,318.00	-1,159,586.88
Net Income	832,440.13	90,447.69	74,834.03	-40,954.80	124,775.25	1,081,542.30	0.00	1,081,542.30

	Campground 2015/2016			Campground 2016/2017			Campground 2017/2018			Campground 2018/2019		
	% 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
OCT	49%	77%	1527	33%	72%	1027	40%	76%	1267	43%	78%	1398
NOV	26%	67%	770	15%	60%	466	28%	66%	862	30%	69%	878
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	69%	69%	10950
REV YTD	\$424,844			\$439,396			\$508,194.00			\$246,575.00		

	Hiker/Biker 2017/18		2018/19	
	Guest	\$	Guest	\$
JULY	40	\$722	31	\$577.00
AUG	26	\$294	3	\$142.00
SEPT	25	\$407		
OCT	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

	Moorage 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%	3261
OCT	54%	66%	1986	49%	62%	1823
NOV	25%	57%	888	26%	54%	929
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	54%	54%	9924
REV YTD	\$92,808.00			\$43,746.00		

Port of Siuslaw
Profit & Loss Prev Year Comparison
 July through November 2018

	Jul - Nov 18	Jul - Nov 17	\$ Change	% Change
Income				
4100 · Available Beginning Cash	816,192.71	460,706.63	355,486.08	77.2%
4140 · Campground Revenue	320,451.01	307,681.40	12,769.61	4.2%
4150 · Leases	89,110.40	84,860.40	4,250.00	5.0%
4160 · Moorage	63,427.47	69,084.67	-5,657.20	-8.2%
4170 · Storage	12,527.35	11,779.65	747.70	6.4%
4190 · Marine Fuel	29,844.87	37,053.42	-7,208.55	-19.5%
4200 · Other Facility Income	22,152.91	20,701.32	1,451.59	7.0%
4500 · Levied Taxes	201,067.54	177,862.16	23,205.38	13.1%
4515 · State Forest Sales	25,096.76	20,765.24	4,331.52	20.9%
4540 · Interest Income	287.91	209.34	78.57	37.5%
4550 · Maintenance Assistance Program	19,000.00	19,000.00	0.00	0.0%
4600 · Miscellaneous Income	3,259.97	4,346.01	-1,086.04	-25.0%
4650 · Sale of Surplus Equipment	0.00	500.00	-500.00	-100.0%
4670 · Sale of Surplus Property	0.00	27,166.50	-27,166.50	-100.0%
4700 · Incoming Transfer	0.00	65,000.00	-65,000.00	-100.0%
Total Income	1,602,418.90	1,306,716.74	295,702.16	22.6%
Gross Profit	1,602,418.90	1,306,716.74	295,702.16	22.6%
Expense				
5000 · Personal Services	160,501.74	137,014.78	23,486.96	17.1%
5300 · Material and Services	232,105.21	226,409.58	5,695.63	2.5%
6000 · Capital Outlay	52,737.61	52,659.85	77.76	0.2%
7000 · Debt Service	67,386.56	65,886.64	1,499.92	2.3%
7700 · Transfer to other funds	0.00	65,000.00	-65,000.00	-100.0%
Total Expense	512,731.12	546,970.85	-34,239.73	-6.3%
Net Income	<u>1,089,687.78</u>	<u>759,745.89</u>	<u>329,941.89</u>	<u>43.4%</u>

Kelly

From: Kelly
Sent: Thursday, December 13, 2018 9:43 AM
To: 'Craig Zolezzi'
Subject: fees
Attachments: Merchant Fees.pdf

	<i>Swap Machines</i>	<i>New Machines</i>	<i>Notes</i>
<i>Umpqua and software - 2 transactions</i>	<i>\$0</i>	<i>\$255.00</i>	<i>Umpqua will cover the Machine swap</i>
<i>OPB set up but would work with the Port - only 1 transaction</i>	<i>\$235.00</i>	<i>\$300.00</i>	<i>they don't have anything like this</i>
<i>US Bank transactions</i>	<i>\$100.00</i>	<i>\$255.00</i>	<i>they would work with the Port - 2</i>
<i>Washington Fed transaction for others</i>	<i>\$100.00</i>	<i>\$229 to \$299.00</i>	<i>1 transaction for in person cards - 2</i>
<i>Banner Bank \$35/month and \$1.25/tax - \$600.00 set up fee</i>	<i>use existing machines</i>		<i>2 transactions - 3rd party mgmt. at</i>

Some Banks say it has to be 2 separate transactions to collect fee and some say 1 - that doesn't make sense to me since we have to pay per transaction. I can't get a straight answer.

November bank fees were \$676.16 - see the fee attachment per month of what we have been charged. It varies from \$500 to \$2900 depending on how busy we are.

Does this help?

I am going to call Umpqua and Washington Federal and see if they implemented this at another business and see if I can talk to them on how it works.

Kelly
Administrative Assistant
Port of Siuslaw
100 Harbor St
Florence OR 97439
541-997-3426
kelly@portofsiuslaw.com

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Kelly

From: Mark Graham <Mark.Graham@bannerbank.com>
Sent: Friday, December 07, 2018 9:56 AM
To: Kelly
Cc: Dee Osborne; Tiana Williams
Subject: RE: * EXTERNAL SENDER * RE: Convenience, Surcharge and Service Fees

Hi Kelly

Yes - We would need to load a separate terminal application into your existing Terminals that would have the DBA of "Port of Siuslaw Service Fee" then you would move to the second MID in the terminal and run a separate service fee transaction each time. - It would be a few more steps -

We can set up the online portion via a 3rd party who can manage the online requirements for Service Fees. There would be extra fees involved to bring in the 3rd party. ~\$35.00 per month and \$1.25/Tx. With a \$600.00 set up fee. Need to double check the 3rd party fees.

We also need to review:

- Registration required for all Card Associations
- Flat or variable fee allowed
- Does not have to be on all payment types but must be the same for all payment cards/brands
- Fee must be a separate transaction from the purchase, and must have "SERVICE FEE" in the DBA name field after the DBA name. Since MasterCard has no equivalent rules, and American Express just indicates the fee must be separate, then placing "SERVICE FEE" in DBA name field for all card types is acceptable
- Must be clearly disclosed
- Cardholder must be given the opportunity to cancel the transaction
- Card Present & Card Not Present environment
- 3rd party is allowed to assess on behalf of a merchant
- Any explanation for the fees must explain that it covers merchant's administrative costs, and not the cost to accept cards



www.bannerbank.com

Mark Graham
Merchant Services Manager
Office: 509.462.5242
Cell: 509.710.4571
E-mail: mark.graham@bannerbank.com

From: Kelly [mailto:Admin@PortofSiuslaw.com]
Sent: Friday, December 07, 2018 8:43 AM
To: Mark Graham
Subject: * EXTERNAL SENDER * RE: Convenience, Surcharge and Service Fees

*Does the service fees work with our terminals we have?
Is it just for online or all transactions?
Banner has the ability to implement this maybe starting January?*

Kelly
Administrative Assistant
Port of Siuslaw
100 Harbor St

Kelly

From: Mark Graham <Mark.Graham@bannerbank.com>
Sent: Friday, December 07, 2018 8:29 AM
To: Kelly
Cc: Dee Osborne
Subject: Convenience, Surcharge and Service Fees
Attachments: Merchant Fee Programs Comparison.xlsx

Hi Kelly
Per our conversation last night.

Here is a helpful document outlining the differences between the various fees.

There is a 3rd category we did not discuss – Service Fees.

Service fees are only allowed for Specific SIC codes – Govt and Education – of which Port of Siuslaw does qualify (POS is 9399) and I think if you look at what your allowed to do – you will be happy.

Bottom line – Banner can support these fees. Because you qualify for Service Fees – we could even put the notification in the receipt Header or Footer and use your terminal.

Please don't hesitate to reach out.

Best regards
Mar



www.bannerbank.com

Mark Graham
Merchant Services Manager
Office: 509.462.5242
Cell: 509.710.4571
E-mail: mark.graham@bannerbank.com

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<u>BANK</u>	<u>SWAP/per machine</u>	<u>NEW/per machine</u>	<u>NOTES</u>
UMPOUA	\$0	\$255	Umpqua will cover the \$140/per machine swap out fee
OPB	\$235	\$300	
US BANK	\$100	\$255	
WASHINGTON FEDERAL	\$100	\$229-& \$299	*these are the terminals like at the grocery stores-customer would swipe/insert card *would have key pad for phone orders

Washington Federal

We are looking into passing the merchant service fees on to the customer.

*Are you offering 1. Convenience Fees 2 . Surcharge fees or 3. Service Fees (for government entity)?

For Government the term is Service Fee – which is convenience fee in other sectors. The surcharge is the fee that VISA charges to all who accept credit cards.

*Would there be a charge for replacement terminals (and software – if needed) x 5 machines? Total Cost ?

Heartland is reducing their \$249 cost for the Port to \$100 for each terminal - \$500 total cost – there is NO charge for the software that Heartland loads onto your system.

*Would we need to run a separate transaction for the fee for it or could it be included to be one transaction?

Visa has now allowed one transaction for in-person card presentment to collect the Service Charge (Convenience Fee). For over the phone or online there are two transactions, BUT, the software that is loaded into your system by Heartland will prompt for this and knows what to collect. All receipts will clearly state what the convenience fee is.

U.S. Bank

We are looking into passing the merchant service fees on to the customer.

*Are you offering 1. Convenience Fees 2 . Surcharge fees or 3. Service Fees (for government entity)?

We offer a Service fee and a Convenience fee programs, Surcharges are not legal in many states.

*Would there be a charge for replacement terminals (and software – if needed) x 5 machines? Total Cost ?

We can work with the Port's VX 520 most likely but we would be willing to work out a \$100 swap fee if they are not compatible.

*Would we need to run a separate transaction for the fee for it or could it be included to be one transaction?

Per Visa and Mastercard the service fees are a two transaction process

Umpqua Bank

We are looking into passing the merchant service fees on to the customer.

*Are you offering 1. Convenience Fees 2 . Surcharge fees or 3. Service Fees (for government entity)?

As far as passing on fees goes, I'm still waiting on some clarification. I'm pretty sure you'd be passing on a "surcharge" because a "convenience fee" is used for online processing

*Would there be a charge for replacement terminals (and software – if needed) x 5 machines? Total Cost ?

The bank as a whole has agreed to cover the costs of the 5 terminals you will need. I was able to get the original cost of the terminal reduced to \$140 from \$255 and then Jim Jaggard said he would be able to credit you back the \$140 for each terminal totaling \$700

*Would we need to run a separate transaction for the fee for it or could it be included to be one transaction?

It would be two transactions

Oregon Pacific Bank

We are looking into passing the merchant service fees on to the customer.

*Are you offering 1. Convenience Fees 2 . Surcharge fees or 3. Service Fees (for government entity)?

- As far as convenience, surcharge, or service fees for government entities, guidelines have slowly shifted in that aspect. All major card brands now have general guidelines that state any business accepting card transactions can charge a fee for accepting cards, as long as it does not exceed the total cost of the cards themselves. In most cases this can be in the 3% range, and it has become more common for businesses to charge 1-3% to cover the cost of accepting the cards. In summary, we don't offer a set program, it is at your discretion for those, but we can help figure out a policy for you on that.

*Would there be a charge for replacement terminals (and software – if needed) x 5 machines? Total Cost ?

- The card machines you currently have are not through Elavon, so to replace 5 machines we have a couple options.
 - The first is doing what we call an encryption exchange, where we take the card machines you currently have, and send them to Elavon, and they send us machines to replace them. The cost of that is \$235 per machine, for a total of \$1,125.
 - Our other option is to purchase 5 new machines at \$300 per machine. These machines would be the same as you currently have, to make the transition as smooth as possible, with training available as well. The cost per machine in this is \$300, for a total of \$1,500.

With both options, this is a one-time fee, with an option to have the bank purchase/exchange up front and have a payment plan set up to save you in initial cost. The other thing I like to mention is you are saving \$65 per machine with the exchange option, however you could potentially sell your current machines for \$100-\$200 each. This could potentially be more cost effective in the long run for you, so I just like to have you keep that in mind.

*Would we need to run a separate transaction for the fee for it or could it be included to be one transaction?

- You would not need to run a separate transaction for the fee, unless that was something you wanted to do to differentiate them. I would not recommend that, as it is just one more transaction you are paying a fee on. It is perfectly fine to include it into the one transaction, so long as you have clear signage stating there is a fee for using a card, and the amount of the fee (flat \$ amount, or % of total sale).

DATE	FY16-17	FY17-18	TO DATE
JULY	\$ 1,232.63	\$ 1,661.77	\$ 1,153.82
AUGUST	\$ 1,722.41	\$ 2,562.17	\$ 2,035.20
SEPTEMBER	\$ 2,315.45	\$ 2,927.06	\$ 2,280.28
OCTOBER	\$ 1,829.02	\$ 2,741.91	\$ 1,725.24
NOVEMBER	\$ 1,117.10	\$ 1,488.12	
DECEMBER	\$ 598.89	\$ 982.39	
JANUARY	\$ 898.39	\$ 1,098.48	
FEBRUARY	\$ 544.56	\$ 583.52	
MARCH	\$ 437.66	\$ 540.32	
APRIL	\$ 745.00	\$ 615.25	
MAY	\$ 721.23	\$ 787.33	
JUNE	\$ 942.01	\$ 1,079.67	
TOTALS	\$ 13,104.35	\$ 17,067.99	\$ 7,194.54
AVERAGE	\$ 1,092.03	\$ 1,422.34	\$ 1,798.64