

REVISED AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, March 21, 2018
Port of Siuslaw Conference Room
100 Harbor Street, Florence, OR 97439

Commissioners

Terry Duman, President; David Huntington, Vice President; Nancy Rickard, 2nd Vice President;
Mike Buckwald, Secretary; Bill Meyer, Treasurer

Regular Meeting	7:00pm
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| 1. Call to Order | Duman |
| 2. Approval of the Agenda | Duman |
| 3. Public Comment: <i>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.</i> | |
| 4. Approval of Minutes by Consent | Duman |
| a. Special Meeting Public Input 2-7-18 | Duman |
| b. Work Session 2-21-18 | Duman |
| c. Regular Meeting 2-21-18 | Duman |
| d. Special Meeting Manager Recruitment 2-27-18 | Duman |
| 5. Approval of the Financials by Consent | Stewart |

New Business

- | | |
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| 6. Moving April Meeting from April 18, 2018 to April 25, 2018 | Stewart |
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Old Business

- | | |
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| 7. Erosion Repair Project Update | Stewart |
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Reports

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| 8. Manager and Commissioner Reports | |
| 9. Public Comment: <i>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.</i> | |
| 10. Upcoming Meetings and Conferences | |
| • April 25, 2018, 6:00pm: Port Commission Work Session, Port Conference Room | |
| • April 25, 2018, 7:00pm: Port Commission Regular Meeting, Port Conference Room | |

Port of Siuslaw
Combined Balance Sheet
As of February 28, 2018

Feb 28, 18

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

1001 · BB Checking - General Fund	48,434.58
1003 · BB SAV - Capital Reserve	74,424.56
1005 · BB MMA - General Fund	787,491.65
1050 · BB MMA - ICM	5,049.32
1070 · Petty Cash	1,000.00

Total Checking/Savings 916,400.11

Other Current Assets

1130 · Inventory - Gas	3,586.30
1140 · Inventory - Diesel	5,533.10
1220 · Accounts Receivable	1,801.71
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	6,916.52

Total Other Current Assets 62,352.13

Total Current Assets

978,752.24

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

7,063,322.54

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

2000 · *Accounts Payable 7,741.99

Total Accounts Payable 7,741.99

Credit Cards

2021 · Port Credit Card 1 15,387.56

2022 · Port Credit Card 2 1,654.53

Total Credit Cards 17,042.09

Other Current Liabilities

2030 · Deposits Held 8,880.00

2040 · Gift Certificates 50.00

2045 · Unearned CG Revenue (Hercules) 135,217.41

2050 · Deferred Compensation Plan NRS 9,281.63

2150 · Payroll related Liabilities 1,677.76

2160 · Accrued Interest 33,562.04

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

Total Other Current Liabilities 250,846.74

Total Current Liabilities 275,630.82

Long Term Liabilities

4:04 PM

03/09/18

Accrual Basis

Port of Siuslaw
Combined Balance Sheet
As of February 28, 2018

	Feb 28, 18
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
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	1,373,244.82
Equity	
3300 · Invested in Capital Assets	5,039,020.40
3900 · Fund Balance	-99,463.49
Net Income	750,520.81
Total Equity	5,690,077.72
TOTAL LIABILITIES & EQUITY	<u>7,063,322.54</u>

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2017 through February 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Year to Date	TOTAL Budget	Variance
Income											
4100 - Available Beginning Cash	427,599.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	427,599.12	300,000.00	127,599.12
4140 - Campground Revenue											
4141 - RV Sites- Taxable	45,845.84	45,542.24	43,418.07	25,737.12	10,737.74	6,354.64	12,870.35	7,034.86	197,540.86	265,000.00	-67,459.14
4142 - RV Sites -Non Taxable	24,400.16	33,528.07	23,905.66	5,052.32	8,849.24	8,248.34	7,789.24	8,368.24	120,141.27	100,000.00	20,141.27
4143 - RV Site - Add'l revenue	1,500.12	1,371.73	1,112.20	479.86	218.00	168.50	200.00	288.00	5,338.41	6,000.00	-661.59
4144 - Transient Room Tax	4,992.38	4,749.52	4,842.20	2,774.55	1,204.38	686.32	643.41	765.39	20,658.15	28,000.00	-7,341.85
4145 - Reservation Fees	4,160.00	5,160.00	5,310.00	2,170.00	620.00	410.00	250.00	400.00	18,480.00	21,000.00	-2,520.00
Total 4140 - Campground Revenue	80,898.50	90,351.56	78,588.13	36,213.85	21,629.36	15,867.80	21,753.00	16,856.49	362,158.69	420,000.00	-57,841.31
4150 - Leases											
4151 - Building Lease - 1499 Bay St	0.00	1,162.50	637.50	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	7,800.00	7,200.00	600.00
4152 - Building Lease - 080A Harbor St	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	9,600.00	7,200.00	2,400.00
4153 - Wharf lease - ICM	4,542.08	4,542.08	4,542.08	4,542.08	4,542.08	4,542.08	4,542.08	4,542.08	36,336.64	49,900.00	-13,563.36
4154 - Wharf lease - Mo's	8,640.00	8,640.00	8,640.00	8,640.00	8,640.00	8,640.00	8,640.00	8,640.00	69,120.00	103,000.00	-33,880.00
4155 - Concessions	2,562.50	2,337.50	2,400.00	950.00	0.00	0.00	0.00	0.00	8,250.00	9,000.00	-750.00
4156 - Docking Lease	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	800.00	1,000.00	-200.00
Total 4150 - Leases	17,044.58	17,982.08	17,519.58	16,632.08	15,682.08	15,682.08	15,682.08	15,682.08	131,906.64	177,300.00	-45,393.36
4160 - Moorage											
4162 - Commercial Moorage	933.81	1,010.67	896.54	883.97	1,326.88	958.15	1,461.15	939.30	8,410.47	15,000.00	-6,589.53
4163 - Sport Moorage	7,203.42	18,668.49	21,779.28	10,818.29	3,070.88	3,075.83	3,443.70	2,683.89	70,743.78	68,000.00	2,743.78
4165 - Liveaboard Fees	-31.58	960.00	924.02	320.00	320.00	160.00	200.00	160.00	3,012.44	2,000.00	1,012.44
Total 4160 - Moorage	8,105.65	20,639.16	23,599.84	12,022.26	4,717.76	4,193.98	5,104.85	3,783.19	82,166.69	85,000.00	-2,833.31
4170 - Storage											
4171 - Outside storage	148.36	148.36	148.36	148.36	148.36	148.36	148.36	148.36	1,186.88	2,000.00	-813.12
4172 - Indoor Storage	1,931.83	2,157.81	2,263.57	2,311.07	2,373.57	2,166.04	2,358.20	2,268.20	17,830.29	18,000.00	-169.71
Total 4170 - Storage	2,080.19	2,306.17	2,411.93	2,459.43	2,521.93	2,314.40	2,506.56	2,416.56	19,017.17	20,000.00	-982.83
4190 - Marine Fuel	4,688.75	7,534.69	18,353.08	5,704.37	772.53	324.84	342.83	122.38	37,843.47	40,000.00	-2,156.53
4200 - Other Facility Income											
4210 - Parking Income	741.35	2,759.07	4,260.99	1,815.77	131.00	115.00	40.00	129.54	9,992.72	12,200.00	-2,207.28
4220 - Dump Station Fees	100.00	718.13	105.00	40.00	1,569.75	5.00	718.75	20.00	3,276.63	4,500.00	-1,223.37
4230 - Gazebo Rental	50.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	75.00
4240 - Vending Sales	1,617.25	2,043.50	1,889.00	926.50	238.25	181.00	223.25	187.25	7,306.00	7,500.00	-194.00

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2017 through February 2018

										TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Year to Date	Budget	Variance
4250 - Forklift & Hoist	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	75.00	0.00	75.00
4252 - Seafood Seller Permits	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	500.00	-300.00
4253 - Charter/Guide Permit	200.00	300.00	300.00	0.00	0.00	0.00	0.00	0.00	800.00	500.00	300.00
4270 - Retail Sales	132.00	154.25	223.50	32.25	6.00	0.00	0.00	10.00	558.00	1,000.00	-442.00
4300 - Cash Over/Short	-40.58	75.91	13.70	38.76	-40.03	1.01	-1.01	1.09	48.85	0.00	48.85
Total 4200 - Other Facility Income	3,000.02	6,050.86	6,817.19	2,928.28	1,904.97	302.01	980.99	347.88	22,332.20	26,200.00	-3,867.80
4500 - Levied Taxes											
4510 - Current Levied Taxes	324.11	401.95	546.01	301.80	174,503.64	103,368.40	5,622.95	2,377.82	287,446.68	287,000.00	446.68
4520 - Prior Years Levied Taxes	103.62	369.71	311.37	219.80	441.76	353.17	366.73	377.22	2,543.38	4,000.00	-1,456.62
4525 - Levied Tax Interest	26.99	86.17	81.47	64.64	79.12	42.21	57.41	65.08	503.09	0.00	503.09
Total 4500 - Levied Taxes	454.72	857.83	938.85	586.24	175,024.52	103,763.78	6,047.09	2,820.12	290,493.15	291,000.00	-506.85
4515 - State Forest Sales	0.00	14,176.38	0.00	0.00	6,588.86	0.00	0.00	100.97	20,866.21	0.00	20,866.21
4540 - Interest Income	36.54	38.06	38.09	39.45	40.15	53.70	53.29	1.55	300.83	500.00	-199.17
4550 - Maintenance Assistance Program	0.00	0.00	0.00	19,000.00	0.00	0.00	0.00	0.00	19,000.00	19,000.00	0.00
4600 - Miscellaneous Income	1,487.70	630.88	768.50	1,147.62	311.31	1,127.07	590.60	4,356.04	10,419.72	10,000.00	419.72
4650 - Sale of Surplus Equipment	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00
4670 - Sale of Surplus Property	27,166.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,166.50	0.00	27,166.50
Total Income	573,062.27	160,567.67	149,035.19	96,733.58	229,193.47	143,629.66	53,061.29	46,487.26	1,451,770.39	1,389,000.00	62,770.39
	573,062.27	160,567.67	149,035.19	96,733.58	229,193.47	143,629.66	53,061.29	46,487.26	1,451,770.39	1,389,000.00	62,770.39
Expense											
5000 - Personal Services											
5020 - Port Manager	2,708.33	5,416.66	0.00	0.00	0.00	0.00	0.00	0.00	8,124.99	67,600.00	-59,475.01
5021 - Interim Port Manager	2,457.47	5,534.85	5,937.51	5,046.88	5,734.38	5,662.42	5,234.39	5,750.02	41,357.92	0.00	41,357.92
5030 - Administrative Assistant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,115.00	-23,115.00
5045 - Services Lead	1,180.80	2,570.40	3,000.00	2,620.00	2,944.00	2,974.42	2,696.00	2,944.00	20,929.62	34,454.00	-13,524.38
5050 - Office Assistant	994.50	2,173.50	2,592.01	2,239.32	2,467.14	2,550.24	2,251.13	2,485.70	17,753.54	29,453.00	-11,699.46
5061 - Campground Staff	645.15	1,163.80	2,325.00	2,970.00	1,320.00	1,463.82	1,532.40	1,200.00	12,620.17	8,091.00	4,529.17
5075 - Maintenance I Lead	1,700.80	4,124.44	4,060.88	3,635.45	3,348.15	4,052.02	3,712.80	4,066.40	28,700.94	45,998.00	-17,297.06
5076 - Maintenance II	1,680.00	3,202.50	3,494.40	3,235.73	3,057.60	3,365.62	3,494.40	3,203.20	24,733.45	37,856.00	-13,122.55
5077 - Maintenance III	856.75	304.75	0.00	0.00	2,576.00	2,570.42	2,352.00	2,576.00	11,235.92	22,425.00	-11,189.08
5110 - Payroll taxes	1,138.84	2,451.26	1,995.91	1,787.35	1,862.01	1,954.04	2,195.79	2,293.37	15,678.57	28,799.00	-13,120.43
5180 - Health Insurance	3,297.12	3,846.64	1,597.61	2,747.60	2,747.60	2,747.60	3,846.64	3,297.12	24,127.93	49,391.00	-25,263.07

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2017 through February 2018

										TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Year to Date	Budget	Variance
5181 - Life Insurance	12.90	12.90	8.60	10.75	10.75	10.75	15.05	12.90	94.60	160.00	-65.40
5182 - Dental Insurance	305.70	305.70	254.75	254.75	254.75	254.75	356.65	305.70	2,292.75	4,458.00	-2,165.25
5190 - Workers Compensation Insurance	10,217.74	0.00	-787.60	0.00	0.00	0.00	0.00	0.00	9,430.14	12,000.00	-2,569.86
5251 - Applicant Expenses	52.00	0.00	60.00	0.00	0.00	0.00	0.00	293.00	405.00	0.00	405.00
5270 - Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
5275 - Compensated absences	0.00	3,250.00	0.00	0.00	0.00	0.00	0.00	0.00	3,250.00	5,000.00	-1,750.00
5280 - Overtime	0.00	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	27,248.10	34,357.40	24,539.07	24,547.83	26,322.38	27,606.10	27,687.25	28,427.41	220,735.54	376,800.00	-156,064.46
5300 - Material and Services											
5260 - Employee Training	125.00	50.00	150.00	50.00	0.00	0.00	0.00	0.00	375.00	1,500.00	-1,125.00
5310 - Grant Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00
5340 - Advertising	0.00	60.00	120.00	575.00	4,125.50	198.83	547.00	0.00	5,626.33	13,000.00	-7,373.67
5345 - Web Site	0.00	0.00	0.00	219.45	0.00	700.00	0.00	1,250.00	2,169.45	1,000.00	1,169.45
5350 - Office Supplies	207.28	471.84	217.15	278.37	222.15	135.21	8.25	289.64	1,829.89	4,000.00	-2,170.11
5360 - Operation Supplies	709.45	799.38	777.35	482.63	1,179.33	700.01	909.23	1,552.10	7,109.48	15,000.00	-7,890.52
5370 - Marine Fuel	6,706.73	13,447.60	9,005.46	6,329.97	-89.74	0.00	-129.01	-54.87	35,216.14	45,000.00	-9,783.86
5410 - Audit	0.00	0.00	2,500.00	4,000.00	0.00	3,250.00	0.00	0.00	9,750.00	8,000.00	1,750.00
5420 - Accounting Service	117.75	370.50	117.50	101.50	201.25	101.25	397.25	0.00	1,407.00	2,000.00	-593.00
5425 - Consultant services	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00	0.00	1,300.00
5430 - Legal Services	0.00	1,075.00	0.00	62.50	350.00	231.00	25.00	87.50	1,831.00	5,000.00	-3,169.00
5435 - Legal Publications	47.20	42.92	39.09	0.00	0.00	160.78	0.00	0.00	289.99	0.00	289.99
5436 - Cost of Retail Items	0.00	251.04	0.00	0.00	0.00	148.83	0.00	0.00	399.87	1,000.00	-600.13
5450 - Insurance - General	0.00	0.00	74.00	0.00	0.00	0.00	0.00	52,154.00	52,228.00	50,000.00	2,228.00
5455 - Insurance Claims Paid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.35	39.35	0.00	39.35
5470 - Contracted Services	717.98	2,017.98	1,797.98	2,088.98	1,518.48	1,116.98	717.98	1,393.98	11,370.34	19,000.00	-7,629.66
5510 - Travel & Meeting Expense	18.00	316.26	417.18	711.89	1,062.76	1,087.07	2,569.53	1,774.04	7,956.73	10,000.00	-2,043.27
5520 - Dues/Subscriptions	75.00	2,071.86	500.00	171.00	3,777.13	3,620.12	0.00	1,000.00	11,215.11	14,000.00	-2,784.89
5530 - Public Relations	605.00	493.92	265.00	324.76	365.00	365.00	265.00	365.00	3,048.68	5,000.00	-1,951.32
5540 - Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
5550 - Telephone Expense	726.10	514.83	48.38	694.90	473.13	616.03	397.45	495.55	3,966.37	7,000.00	-3,033.63
5610 - Property Taxes	0.00	0.00	0.00	13,908.17	0.00	0.00	0.00	0.00	13,908.17	14,000.00	-91.83
5620 - Transient Room Tax	1,088.44	4,009.47	3,979.90	6,105.50	2,266.41	1,548.04	1,241.77	601.48	20,841.01	25,000.00	-4,158.99

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2017 through February 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Year to Date	TOTAL Budget	Variance
5700 - Facilities	6,514.13	5,478.29	1,531.07	2,643.76	1,846.31	4,312.58	3,524.63	3,931.31	29,782.08	50,000.00	-20,217.92
5701 - MAP Repairs	2,308.93	2,229.50	977.92	1,049.14	657.66	2,002.69	797.09	1,537.60	11,560.53	14,000.00	-2,439.47
5730 - Tool & Equipment Purchase	7.29	201.87	0.00	0.00	41.95	109.10	0.00	0.00	360.21	3,000.00	-2,639.79
5750 - Equipment Rental	585.08	960.83	779.49	613.83	90.52	52.48	-1,188.52	302.48	2,196.19	9,000.00	-6,803.81
5790 - Equipment Repairs	778.14	728.68	1,569.50	1,375.24	30.00	92.23	741.95	387.90	5,703.64	8,000.00	-2,296.36
5800 - Utilities	6,679.09	17,996.53	13,500.49	12,520.81	9,456.89	9,775.70	10,155.30	9,543.57	89,628.38	112,000.00	-22,371.62
5900 - State Lease Fees	0.00	404.00	0.00	0.00	9,312.30	0.00	375.00	0.00	10,091.30	15,000.00	-4,908.70
5950 - Miscellaneous	2,184.07	3,656.86	3,298.93	3,474.87	2,224.07	1,111.92	2,634.75	96.77	18,682.24	23,000.00	-4,317.76
Total 5300 - Material and Services	30,200.66	57,649.16	41,666.39	57,782.27	39,111.10	31,435.85	25,289.65	76,747.40	359,882.48	479,000.00	-119,117.52
6000 - Capital Outlay											
6060 - Operations Equipment											
6063 - Vehicle Replacement	0.00	0.00	8,995.00	0.00	0.00	0.00	0.00	0.00	8,995.00	9,000.00	-5.00
6064 - Security Cameras	0.00	0.00	9,999.85	0.00	0.00	2,500.00	0.00	0.00	12,499.85	10,000.00	2,499.85
6067 - Broadband Wi-Fi	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
Total 6060 - Operations Equipment	0.00	0.00	23,994.85	0.00	0.00	2,500.00	0.00	0.00	26,494.85	19,000.00	7,494.85
6130 - Land											
6131 - 1499 Parking Lot	0.00	0.00	4,965.00	0.00	0.00	0.00	0.00	0.00	4,965.00	0.00	4,965.00
6144 - C Row Erosion	0.00	0.00	0.00	0.00	0.00	1,185.00	0.00	0.00	1,185.00	0.00	1,185.00
Total 6130 - Land	0.00	0.00	4,965.00	0.00	0.00	1,185.00	0.00	0.00	6,150.00	0.00	6,150.00
6150 - Facilities											
6110 - Port Office 100 Harbor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	-8,000.00
6155 - Wharf/Bdwc Fire System	0.00	0.00	3,700.00	-3,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6150 - Facilities	0.00	0.00	3,700.00	-3,700.00	0.00	0.00	0.00	0.00	0.00	8,000.00	-8,000.00
6170 - Marine Facilities											
6175 - Debris/Shear Booms	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00	8,000.00	0.00	8,000.00
6179 - East Moorage Basin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00
Total 6170 - Marine Facilities	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00	8,000.00	15,000.00	-7,000.00
Total 6000 - Capital Outlay	0.00	0.00	32,659.85	-3,700.00	0.00	3,685.00	8,000.00	0.00	40,644.85	42,000.00	-1,355.15
6700 - Contingency	0.00	0.00	0.00	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	0.00	0.00	0.00	5,876.15	5,880.00	-3.85
7216 - PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	0.00	0.00	11,599.93	0.00	34,799.79	46,400.00	-11,600.21

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
 July 2017 through February 2018

										TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Year to Date	Budget	Variance
7225 - Banner Bank (PVIP) 1000214241	1,499.92	1,499.92	1,499.92	1,499.92	0.00	1,499.92	1,499.92	1,499.92	10,499.44	18,000.00	-7,500.56
7230 - PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	0.00	7,424.94	0.00	0.00	7,424.94	22,274.82	29,950.00	-7,675.18
7270 - SPWF (Bdwk Prj) L0004	0.00	0.00	0.00	0.00	15,961.07	0.00	0.00	0.00	15,961.07	15,970.00	-8.93
Total 7000 - Debt Service	13,099.85	8,924.86	1,499.92	13,099.85	29,262.16	1,499.92	13,099.85	8,924.86	89,411.27	116,200.00	-26,788.73
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	-250,000.00
7700 - Transfer to other funds	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,000.00	65,000.00	0.00
Total Expense	135,548.61	100,931.42	100,365.23	91,729.95	94,695.64	64,226.87	74,076.75	114,099.67	775,674.14	1,389,000.00	-613,325.86
	437,513.66	59,636.25	48,669.96	5,003.63	134,497.83	79,402.79	-21,015.46	-67,612.41	676,096.25	0.00	676,096.25

Port of Siuslaw
Profit & Loss Budget vs. Actual - Capital Maint Fund
 July 2017 through February 2018

										TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Year to Date	Budget	Variance
Income											
4100 · Available Beginning Cash	33,107.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,107.51	5,000.00	28,107.51
4540 · Interest Income	0.00	7.66	0.00	0.00	9.39	0.00	0.00	0.00	17.05	0.00	17.05
4700 · Incoming Transfer	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,000.00	65,000.00	0.00
Total Income	98,107.51	7.66	0.00	0.00	9.39	0.00	0.00	0.00	98,124.56	70,000.00	28,124.56
Gross Profit	98,107.51	7.66	0.00	0.00	9.39	0.00	0.00	0.00	98,124.56	70,000.00	28,124.56
Expense											
6000 · Capital Outlay											
6150 · Facilities											
6151 · Mo's Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	-50,000.00
6155 · Wharf/Bdwk Fire System	0.00	20,000.00	0.00	3,700.00	0.00	0.00	0.00	0.00	23,700.00	20,000.00	3,700.00
Total 6150 · Facilities	0.00	20,000.00	0.00	3,700.00	0.00	0.00	0.00	0.00	23,700.00	70,000.00	-46,300.00
Total 6000 · Capital Outlay	0.00	20,000.00	0.00	3,700.00	0.00	0.00	0.00	0.00	23,700.00	70,000.00	-46,300.00
Total Expense	0.00	20,000.00	0.00	3,700.00	0.00	0.00	0.00	0.00	23,700.00	70,000.00	-46,300.00
Net Income	98,107.51	-19,992.34	0.00	-3,700.00	9.39	0.00	0.00	0.00	74,424.56	0.00	74,424.56

	Campground 2014/2015			Campground 2015/2016			Campground 2016/2017			Campground 2017/2018		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	72%	72%	2318	79%	79%	2448	74%	74%	2314	78%	78%	2452
AUG	90%	81%	2890	91%	85%	2812	88%	81%	2750	93%	86%	2953
SEPT	90%	84%	2795	88%	86%	2651	92%	85%	2776	91%	87%	2784
OCT	45%	74%	1462	49%	77%	1527	33%	72%	1027	40%	76%	1267
NOV	24%	64%	753	26%	67%	770	15%	60%	466	28%	66%	862
DEC	23%	57%	748	17%	58%	514	12%	52%	361	24%	59%	752
JAN	29%	53%	920	20%	53%	621	15%	47%	480	23%	54%	719
FEB	34%	51%	939	22%	49%	634	14%	43%	401	24%	46%	688
MAR	39%	50%	1211	23%	46%	729	16%	40%	513			
APR	38%	48%	1134	28%	44%	838	22%	38%	657			
MAY	37%	47%	1130	36%	44%	1132	35%	38%	1112			
JUN	45%	47%	1362	46%	44%	1396	43%	38%	3875			
TL YTD	47%	47%	17662	44%	44%	16072	38%	38%	16732	50%		12477
REV YTD	\$408,911			\$424,844			\$439,396			\$358,269.00		

	Hiker/Biker 2016/17		2017/18	
	Guest	\$	Guest	\$
JULY	31	\$388	40	\$722
AUG	41	\$590	26	\$294
SEPT	18	\$244	25	\$407
OCT	3	\$32	6	\$77
NOV	2	\$26	3	\$35
DEC	0	\$0	1	\$17
JAN	0	\$0	0	\$0
FEB	1	\$9	0	\$0
MAR	2	\$34		
APR	3	\$27		
MAY	11	\$121		
JUN	22	\$344		
Total	134	\$1,815	101	\$1,552

	Moorage 2016/17			Moorage 2017/18		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	41%	41%	1528	42%	42%	1531
AUG	68%	55%	2496	74%	58%	2722
SEPT	93%	67%	3312	92%	69%	3285
OCT	55%	64%	2018	54%	66%	1986
NOV	27%	57%	964	25%	57%	888
DEC	26%	52%	959	24%	52%	886
JAN	25%	48%	931	25%	48%	927
FEB	27%	45%	906	26%	46%	852
MAR	27%	43%	992			
APR	27%	42%	965			
MAY	28%	40%	1025			
JUN	31%	40%	1091			
TL YTD	40%	40%	17187	45%		13077
REV YTD	\$97,656			\$72,561.00		

Port of Siuslaw
Profit & Loss Prev Year Comparison
July 2017 through February 2018

	Jul '17 - Feb 18	Jul '16 - Feb 17	\$ Change	% Change
Income				
4100 · Available Beginning Cash	460,706.63	345,420.28	115,286.35	33.38%
4140 · Campground Revenue	362,158.69	293,195.94	68,962.75	23.52%
4150 · Leases	131,906.64	126,954.10	4,952.54	3.9%
4160 · Moorage	82,166.69	74,152.71	8,013.98	10.81%
4170 · Storage	19,017.17	15,684.80	3,332.37	21.25%
4190 · Marine Fuel	37,843.47	34,343.51	3,499.96	10.19%
4200 · Other Facility Income	22,332.20	22,897.27	-565.07	-2.47%
4500 · Levied Taxes	290,493.15	275,445.91	15,047.24	5.46%
4515 · State Forest Sales	20,866.21	356.88	20,509.33	5,746.84%
4540 · Interest Income	317.88	260.17	57.71	22.18%
4550 · Maintenance Assistance Program	19,000.00	19,000.00	0.00	0.0%
4600 · Miscellaneous Income	10,419.72	11,529.10	-1,109.38	-9.62%
4650 · Sale of Surplus Equipment	500.00	6,292.74	-5,792.74	-92.05%
4670 · Sale of Surplus Property	27,166.50	0.00	27,166.50	100.0%
4700 · Incoming Transfer	65,000.00	100,000.00	-35,000.00	-35.0%
4840 · Grants	0.00	4,881.05	-4,881.05	-100.0%
Total Income	1,549,894.95	1,330,414.46	219,480.49	16.5%
Gross Profit	1,549,894.95	1,330,414.46	219,480.49	16.5%
Expense				
5000 · Personal Services	220,735.54	230,909.02	-10,173.48	-4.41%
5300 · Material and Services	359,882.48	356,059.89	3,822.59	1.07%
6000 · Capital Outlay	64,344.85	50,642.95	13,701.90	27.06%
7000 · Debt Service	89,411.27	90,911.19	-1,499.92	-1.65%
7700 · Transfer to other funds	65,000.00	100,000.00	-35,000.00	-35.0%
Total Expense	799,374.14	828,523.05	-29,148.91	-3.52%
Net Income	750,520.81	501,891.41	248,629.40	49.54%

MINUTES
PORT OF SIUSLAW SPECIAL MEETING
FOR PUBLIC INPUT

Wednesday, February 7, 2018, 5:00pm
100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the Regular Meeting on March 21, 2018

Commissioners Attending: Terry Duman, Nancy Rickard, Mike Buckwald, Bill Meyer,
Absent: David Huntington

Staff Attending: Dina McClure, Interim Manager, Kelly Stewart, Interim Administrative Assistant, Jason Wagner, Maintenance, and Tracey David, Harbormaster.

Purpose of Special Meeting: To get feedback from the public regarding Port improvements and to suggest activities they would like the Port to offer. The board will also review the proposals submitted for Mo's building repairs.

Commissioner Duman called the meeting to order at 5:00pm.

Public Comments:

1. McClure read a letter from Peter and An'ya Bartolovich, moorage customers, regarding some concerns in the Marina. See attached. Meyer said there is a neighborhood watch in place and he strongly encourages people to get involved. Duman mentioned the security gates from a previous meeting and thinks we need to get them installed. Rickard said funding for them is an issue at this time. Meyer brought up the speed and wake the recreational fisherman cause. McClure said we have signs for "No Wake Zone" and we have put ads in the local paper and handed out leaflets to moorage customers. There is not enough manpower to enforce the rules. Duman said any citizen can cite another citizen using law officials. Buckwald questioned the legitimacy of the sanitation complaint on the docks. Meyer said he walks the docks every day and it is not as bad as stated. Wagner said they maintain the docks and parking lots every day. David says a lot of the trash comes from the restaurant above the docks. Duman suggested netting to keep the trash from blowing onto the docks and in the river. McClure also mentioned the request from live aboards to have the floating restroom in the Marina, during off season, to use. The Commissioners are supportive of the idea as long as it is okay with OSMB.
2. Bayne Gardner, an artist from Eugene, wants to do a Chinook Salmon mural on the outside of our 080 building as a donation. Harlen Springer from the City of Florence said there are some procedures to follow.
3. Larry Ferguson thinks the Port is the lead of Florence. He suggests the job description for the Harbormaster be redone and to have a uniform. There needs to be a night shift for the docks.
4. Steven Starnes brought up the privacy of peoples conversations being recorded on the security cameras. He also brought up the dangers of debris in the river. Starnes has a log tied to the docks in front of his vessel and Duman asked him to remove it.
5. Bob Middlebrook wondered how much jurisdiction the City would have on the Port's building for the mural. He believes the public comes here to see the boats but thinks the Port could do more.
6. Harlen Springer clarified that to have a mural, there would need to be a permit from the City. Rickard would like to see more murals in town.

Award Contractors for Mo's Building Repairs: McClure went over the 2nd round proposals and recommended Lofy for the repairs.

Motion: To accept Lofy's bid for the Mo's repairs for project one and two, by Meyer.

Second: Buckwald

Vote: Unanimous

Duman adjourned the Special Meeting at 6:18pm to Executive Session per ORS 192.660(2)(e) and ORS 192.660(2)(a).

Duman reopened the Regular meeting at 7:38 to take action on a decision made in executive session.

Motion: To extend the Port Manager recruitment period until filled, by Buckwald

Second: Rickard

Vote: Unanimous

Duman adjourned the meeting at 7:40pm.

DRAFT

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
 Wednesday February 21, 2018, 7:00pm
 100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the Regular Meeting on March 21, 2018

Commissioners Attending: Terry Duman, Nancy Rickard, Bill Meyer, Mike Buckwald, David Huntington
Staff Attending: Dina McClure, Interim Manager; Kelly Stewart, Interim Administrative Assistant, Tracey David, Harbormaster.

1. President Duman called the meeting to order at 7:00pm.

2. Approval of the Agenda: There were no comments and the agenda was approved.

3. Public Comment:

- Jay Cable said the handicap space in the parking lot is not easily accessible to the sidewalk. He would like to see the concrete cut and a small slab poured to make it easier. Cable would also like to have two (2) hour parking limit signs put along the sidewalk facing the river. Duman said that would be hard to enforce. Cable mentioned the letter to the Port that was in the newspaper. He said it was scathing and had no regard for the Port or the values of the surrounding properties. He said none of it was true and was fiction at best. Meyer said some of the complaints may have happened at one point or another, but to say it's a chronic problem was a disservice to the Port, property values and community. Ron Priesler (from the audience) said the only way to counter that is to write a letter refuting it.
- Jeff Amundson said that as of the first of the year, Oregon put a law into effect that communities can develop an access route to an off road riding area and we are the gateway to the Oregon Dunes National Recreation Area. Amundson is looking for the Ports support for Florence to allow side by side ATV's on certain streets to the South Beach staging areas. See attached presentation.

4. Approval of the Minutes: There were no comments and the minutes were approved by consent.

5. Approval of the Financials: McClure said there were some changes in the balance sheet due to journal entries from the Auditor and she is waiting for contact back. McClure says we are over budget in Capital Outlay and there is a resolution to correct that later in this meeting. We are moving forward on the Mo's Building repairs. The Attorney has review Lofy's Construction contract and has been forwarded to the bond company. Repairs should start in a couple weeks. McClure said Prader withdrew his roofing bid due to being booked and we will still need to address those repairs. McClure said campground occupancy is 54% up from 47% last year. Staff will be working on a budget draft and we have 2 vacancies for the budget committee. Financials were approved by consent.

Old Business:

6. Update Erosion Repair Project: McClure said Akin sent the joint permit application to DSL and Corp of Engineers in January for a pre-application review. The final joint permit application has not been submitted yet. McClure said Akin is shooting for April for the two week construction and he plans on getting in touch with Business Oregon to obtain 100% funding for the project.

7. Discuss Public Input Committees: McClure says we now need to discuss forming committees. Meyer would like to wait until we have a manager or interim manager. Duman agreed saying ultimately it will be the new manager making the decisions. Board members agreed to put this on hold for now.

New Business:

8. Resolution 2-21-18A Appropriations Transfer: Duman read the resolution.

Motion: To approve resolution 2-21-18A, by Meyer

Second: Rickard

Vote: Unanimous

Manager and Commissioner Reports:

- McClure met with Dina Plavis and Russ Pierson who belong to a group called Vision Quest. They are putting together a plan called "Live like a local". They are planning events around town and would like the Port's involvement. McClure also stated she will not be attending the PNWA meeting in Washington DC and wanted to know if a Commissioner would like to go. Duman said we will cancel this year. McClure said the USCG shed will be demolished in the next couple weeks. There are no plans to rebuild at this time. Meyer said he has heard a complaint about one of the lights on the pole by the USCG shed shining directly into one of the condo windows. McClure will address it. We have just purchased a shed for janitor supplies per OSHA. Terra Firma came today and gave us a quote to repair the sidewalks around the property, which is a safety issue, at about \$3400.00. It would be guaranteed for five years and there is money in the facilities budget for that. McClure said we are also reconstructing our website which is outdated and not smart phone friendly. McClure also showed the Commission a proof of the "Welcome to the Port of Siuslaw" sign to be put in Mariners Plaza. The cost for the sign is about \$2700.00. Meyer would like to see something more nautical for the posts supporting the sign.
- Rickard went to Watershed in Mapleton regarding science camps. She also went to a City Council meeting and Lane ACT. Rickard will be going to LCOG meeting in Eugene and a Watershed meeting at the end of the month.
- Meyer went to part of the SDAO conference in Seaside.
- Huntington went to the SDAO conference in Seaside. He said it was very informative and all Commissioners should attend a conference.
- Duman asked about the security gates project. McClure said we are working on the type of gates and prices. It is complicated.

9. Public Comment: Len Christensen said he met with Chief Turner last Friday and voiced some concerns with people walking the docks at night. Chief Turner said they are going to make more of a presence for the docks and campground. There was some concern regarding the hours that the docks are closed.

10. Duman closed the regular session at 8:04pm to enter into Executive Session per ORS 192.660(2)(e) to conduct deliberations with persons designated to negotiate real property transactions and per ORS 192.660(2)(a) to review Port Manager applications.

MINUTES
PORT OF SIUSLAW WORK SESSION
Wednesday February 21, 2018, 6:00pm
100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the Regular Meeting on March 21, 2018

Commissioners Attending: Terry Duman, Nancy Rickard, Bill Meyer, Mike Buckwald, David Huntington

Staff Attending: Dina McClure, Interim Manager; Kelly Stewart, Interim Administrative Assistant

President Duman called the meeting to order at 6:00pm.

Work Session: Presentation by Dave Harlan, Business Oregon.

Harlan talks about the Port's Strategic plan and the State's Port Policies. Attached is the Oregon Ports Policy Initiative. Each Port should build their strategic plan based on the State's template. Harlan is traveling down the coast to meet with Ports to implement an Intergovernmental Agreement (IGA). This aids in the process for a Port to secure funding for needed improvements and build a case for increased state investment. Meyer asked if a Port has to have an IGA in place and if there is a deadline. Harlan said there is Political pressure to get the IGA's in place and with an IGA and a strategic business plan it is easier to get funding for projects. McClure asked if we could get consulting help with the strategic business plan through Harlan. Harlan said they could help with that or they would also pay to have a consultants help. McClure said we still need a copy of the template. Harlan will send McClure one.

President Duman closed the work session at 6:53pm.

MINUTES
PORT OF SIUSLAW SPECIAL SESSION
Wednesday, February 27, 2018, 4:59pm
100 Harbor Street, Florence, Oregon 97439

These minutes will be reviewed for approval at the March 21, 2018 meeting.

Commissioners Attending: Terry Duman, Nancy Rickard, Bill Meyer, Mike Buckwald, David Huntington

Staff Attending: Dina McClure, Interim Manager; Kelly Stewart, Interim Administrative Assistant

President Duman called the Special Session to order at 4:59pm following Executive Session per ORS 192.660(2)(a).

Motion: Motion made by Meyer to close the recruitment period for Port Manager Friday 3-2-18 at 5:00pm.

Second: Buckwald

Vote: Unanimous.

President Duman closed the Special Session at 5:00pm.