

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, April 25, 2018 7:00pm
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. Rocky Neil Presentation	
4. 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>	
5. Approval of Minutes by Consent	
a. Special Meeting 3-12-18	Duman
b. Regular Meeting 3-21-18	
6. Approval of the Financials by Consent	Stewart
<u>Old Business</u>	
7. Resolution 4-25-18A adopting a Supplemental Budget and Appropriating Funds.	Huntington
<u>New Business</u>	
8. Resolution 4-25-18B adopting a Building Preventative Maintenance Policy.	Huntington
9. Resolution 4-25-18C to Declare Surplus Property.	Huntington
10. Appoint budget committee member(s) by motion and schedule meeting.	Huntington
<u>Reports</u>	
11. Manager and Commissioner Reports	
12. 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>	
13. Adjourn to Executive Session per ORS 12.660(2)(e) to conduct deliberations with persons designated to negotiate real property transactions. Return to Open Session if action is to be taken.	
14. Upcoming Meetings and Conferences	
• May 16, 2018, 7:00pm: Port Commission Regular Meeting, Port Conference Room	

Port of Siuslaw
Combined Balance Sheet
As of March 31, 2018

Mar 31, 18

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

1001 · BB Checking - General Fund	21,909.84
1003 · BB SAV - Capital Reserve	28,138.43
1005 · BB MMA - General Fund	799,431.92
1050 · BB MMA - ICM	5,049.54
1070 · Petty Cash	1,000.00

Total Checking/Savings 855,529.73

Other Current Assets

1130 · Inventory - Gas	3,586.30
1140 · Inventory - Diesel	5,533.10
1220 · Accounts Receivable	2,656.10
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	751.47

Total Other Current Assets 57,041.47

Total Current Assets 912,571.20

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 6,997,141.50

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

2000 · *Accounts Payable -7,163.33

Total Accounts Payable -7,163.33

Credit Cards

2021 · Port Credit Card 1 17,380.54

Total Credit Cards 17,380.54

Other Current Liabilities

2030 · Deposits Held	8,840.00
2040 · Gift Certificates	50.00
2045 · Unearned CG Revenue (Hercules)	146,131.24
2050 · Deferred Compensation Plan NRS	9,281.63
2150 · Payroll related Liabilites	1,677.76
2160 · Accrued Interest	33,562.04
2495 · Current Ptn of Lon-Term Debt	62,177.90

Total Other Current Liabilities 261,720.57

Total Current Liabilities 271,937.78

Long Term Liabilities

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

9:34 AM

04/11/18

Accrual Basis

Port of Siuslaw
Combined Balance Sheet
As of March 31, 2018

	Mar 31, 18
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	1,369,551.78
Equity	
3300 · Invested in Capital Assets	5,039,020.40
3900 · Fund Balance	-99,463.49
Net Income	688,032.81
Total Equity	5,627,589.72
TOTAL LIABILITIES & EQUITY	6,997,141.50

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

											TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Year to Date	Budget	Variance
Income												
4100 - Available Beginning Cash	427,599.12	0.00	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	13,254.75	210,795.61	265,000.00	-54,204.39
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	6,988.15	127,129.42	100,000.00	27,129.42
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	499.66	5,838.07	6,000.00	-161.93
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	1,428.13	22,086.28	28,000.00	-5,913.72
4145 - Reservation Fees	4,160.00	5,160.00	5,310.00	2,170.00	620.00	410.00	250.00	400.00	1,000.00	19,480.00	21,000.00	-1,520.00
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	23,170.69	385,329.38	420,000.00	-34,670.62
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	1,200.00	9,000.00	7,200.00	1,800.00
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	1,200.00	10,800.00	7,200.00	3,600.00
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	4,542.08	40,878.72	49,900.00	-9,021.28
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	8,640.00	77,760.00	103,000.00	-25,240.00
4155 - Concessions	2,562.50	2,337.50	2,400.00	950.00	0.00	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	100.00	900.00	1,000.00	-100.00
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	15,682.08	147,588.72	177,300.00	-29,711.28
4160 - Moorage												
4162 - Commercial Moorage	933.81	1,010.67	896.54	883.97	1,326.88	958.15	1,461.15	939.30	1,736.15	10,146.62	15,000.00	-4,853.38
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	2,746.55	73,490.33	68,000.00	5,490.33
4165 - Liveaboard Fees	-31.58	960.00	924.02	320.00	320.00	160.00	200.00	160.00	200.00	3,212.44	2,000.00	1,212.44
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	4,682.70	86,849.39	85,000.00	1,849.39
4170 - Storage												
4171 - Outside storage	148.36	148.36	148.36	148.36	148.36	148.36	148.36	148.36	148.36	1,335.24	2,000.00	-664.76
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	2,235.70	20,065.99	18,000.00	2,065.99
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	2,384.06	21,401.23	20,000.00	1,401.23
4190 - Marine Fuel												
4191 - Diesel	3,234.19	1,501.11	1,832.20	54.81	450.14	235.11	0.00	0.00	0.00	7,307.56	5,000.00	2,307.56
4192 - Gas, Non-ethanol	1,454.56	6,033.58	16,520.88	5,649.56	322.39	89.73	342.83	122.38	0.00	30,535.91	35,000.00	-4,464.09
Total 4190 - Marine Fuel	4,688.75	7,534.69	18,353.08	5,704.37	772.53	324.84	342.83	122.38	0.00	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	82.00	10,074.72	12,200.00	-2,125.28

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

											TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Year to Date	Budget	Variance
4220 - Dump Station Fees	100.00	718.13	105.00	40.00	1,569.75	5.00	718.75	20.00	25.00	3,301.63	4,500.00	-1,198.37
4230 - Gazebo Rental	50.00	0.00	25.00	0.00	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	440.50	7,746.50	7,500.00	246.50
4250 - Forklift & Hoist	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	100.00	175.00	0.00	175.00
4252 - Seafood Seller Permits	200.00	0.00	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	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	64.00	622.00	1,000.00	-378.00
4300 - Cash Over/Short	-40.58	75.91	13.70	38.76	-40.03	1.01	-1.01	1.09	3.65	52.50	0.00	52.50
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	715.15	23,047.35	26,200.00	-3,152.65
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	6,469.49	293,916.17	287,000.00	6,916.17
4520 - Prior Years Levied Taxes	103.62	369.71	311.37	219.80	441.76	353.17	366.73	377.22	-71.31	2,472.07	4,000.00	-1,527.93
4525 - Levied Tax Interest	26.99	86.17	81.47	64.64	79.12	42.21	57.41	65.08	179.50	682.59	0.00	682.59
Total 4500 - Levied Taxes	454.72	857.83	938.85	586.24	175,024.52	103,763.78	6,047.09	2,820.12	6,577.68	297,070.83	291,000.00	6,070.83
4515 - State Forest Sales	0.00	14,176.38	0.00	0.00	6,588.86	0.00	0.00	100.97	0.00	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	46.77	49.11	395.16	500.00	-104.84
4550 - Maintenance Assistance Program	0.00	0.00	0.00	19,000.00	0.00	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	130.85	10,550.57	10,000.00	550.57
4650 - Sale of Surplus Equipment	500.00	0.00	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	0.00	27,166.50	0.00	27,166.50
4840 - Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,457.00	2,457.00	0.00	2,457.00
Total Income	573,062.27	160,567.67	149,035.19	96,733.58	229,193.47	143,629.66	53,061.29	46,532.48	55,849.32	1,507,664.93	1,389,000.00	118,664.93
Gross Profit	573,062.27	160,567.67	149,035.19	96,733.58	229,193.47	143,629.66	53,061.29	46,532.48	55,849.32	1,507,664.93	1,389,000.00	118,664.93
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	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	6,453.13	47,811.05	0.00	47,811.05
5030 - Administrative Assistant	0.00	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	2,607.60	23,537.22	34,454.00	-10,916.78
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	2,116.14	19,869.68	29,453.00	-9,583.32
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	1,281.00	13,901.17	8,091.00	5,810.17
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	3,580.20	32,281.14	45,998.00	-13,716.86

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

											TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Year to Date	Budget	Variance
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	2,912.00	27,645.45	37,856.00	-10,210.55
5077 - Maintenance III	856.75	304.75	0.00	0.00	2,576.00	2,570.42	2,352.00	2,576.00	2,240.00	13,475.92	22,425.00	-8,949.08
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	3,949.39	19,627.96	28,799.00	-9,171.04
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	3,297.12	27,425.05	49,391.00	-21,965.95
5181 - Life Insurance	12.90	12.90	8.60	10.75	10.75	10.75	15.05	12.90	12.90	107.50	160.00	-52.50
5182 - Dental Insurance	305.70	305.70	254.75	254.75	254.75	254.75	356.65	305.70	305.70	2,598.45	4,458.00	-1,859.55
5190 - Workers Compensation Insurance	10,217.74	0.00	-787.60	0.00	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	21.00	426.00	0.00	426.00
5270 - Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,983.69	7,983.69	5,000.00	2,983.69
5275 - Compensated absences	0.00	3,250.00	0.00	0.00	0.00	0.00	0.00	0.00	4,295.31	7,545.31	5,000.00	2,545.31
5280 - Overtime	0.00	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	41,055.18	261,790.72	376,800.00	-115,009.28
5300 - Material and Services												
5260 - Employee Training	125.00	50.00	150.00	50.00	0.00	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	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	500.00	6,126.33	13,000.00	-6,873.67
5345 - Web Site	0.00	0.00	0.00	219.45	0.00	700.00	0.00	1,250.00	1,250.00	3,419.45	1,000.00	2,419.45
5350 - Office Supplies	207.28	471.84	217.15	278.37	222.15	135.21	8.25	433.64	391.50	2,365.39	4,000.00	-1,634.61
5360 - Operation Supplies	709.45	799.38	777.35	482.63	1,179.33	700.01	909.23	1,567.10	963.50	8,087.98	15,000.00	-6,912.02
5370 - Marine Fuel	6,706.73	13,447.60	9,005.46	6,329.97	-89.74	0.00	-129.01	-54.87	-98.91	35,117.23	45,000.00	-9,882.77
5410 - Audit	0.00	0.00	2,500.00	4,000.00	0.00	3,250.00	0.00	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	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	600.00	1,900.00	0.00	1,900.00
5430 - Legal Services	0.00	1,075.00	0.00	62.50	350.00	231.00	25.00	87.50	137.00	1,968.00	5,000.00	-3,032.00
5435 - Legal Publications	47.20	42.92	39.09	0.00	0.00	160.78	0.00	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	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	0.00	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	0.00	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	1,195.95	12,566.29	19,000.00	-6,433.71
5510 - Travel & Meeting Expense	18.00	316.26	417.18	711.89	1,062.76	1,087.07	915.00	1,774.04	1,018.45	7,320.65	10,000.00	-2,679.35
5520 - Dues/Subscriptions	75.00	2,071.86	500.00	171.00	3,777.13	3,620.12	0.00	1,000.00	245.00	11,460.11	14,000.00	-2,539.89
5530 - Public Relations	605.00	493.92	265.00	324.76	365.00	365.00	265.00	365.00	299.35	3,348.03	5,000.00	-1,651.97

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

											TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Year to Date	Budget	Variance
5540 - Events	0.00	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	-83.69	3,882.68	7,000.00	-3,117.32
5610 - Property Taxes	0.00	0.00	0.00	13,908.17	0.00	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	1,733.74	22,574.75	25,000.00	-2,425.25
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	10,374.57	40,156.65	50,000.00	-9,843.35
5701 - MAP Repairs	2,308.93	2,229.50	977.92	1,049.14	657.66	2,002.69	797.09	1,537.60	173.25	11,733.78	14,000.00	-2,266.22
5730 - Tool & Equipment Purchase	7.29	201.87	0.00	0.00	41.95	109.10	0.00	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	102.48	2,298.67	9,000.00	-6,701.33
5790 - Equipment Repairs	778.14	728.68	1,569.50	1,375.24	30.00	92.23	741.95	387.90	989.69	6,693.33	8,000.00	-1,306.67
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	9,325.70	98,954.08	112,000.00	-13,045.92
5900 - State Lease Fees	0.00	404.00	0.00	0.00	9,312.30	0.00	375.00	0.00	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	1,072.26	773.77	20,431.50	23,000.00	-2,568.50
Total 5300 - Material and Services	30,200.66	57,649.16	41,666.39	57,782.27	39,111.10	31,435.85	23,635.12	77,881.89	29,891.35	389,253.79	479,000.00	-89,746.21
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	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	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	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	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	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	170.00	1,355.00	0.00	1,355.00
Total 6130 - Land	0.00	0.00	4,965.00	0.00	0.00	1,185.00	0.00	0.00	170.00	6,320.00	0.00	6,320.00
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	0.00	8,000.00	-8,000.00
6155 - Wharf/Bdwk 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	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	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	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	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	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	170.00	40,814.85	42,000.00	-1,185.15

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

											TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Year to Date	Budget	Variance
6700 - Contingency	0.00	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	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	0.00	34,799.79	46,400.00	-11,600.21
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	1,499.92	11,999.36	18,000.00	-6,000.64
7230 - PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	0.00	7,424.94	0.00	0.00	7,424.94	0.00	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	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	1,499.92	90,911.19	116,200.00	-25,288.81
7600 - Unappropriated Ending Fund Bal	0.00	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	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	72,422.22	115,234.16	72,616.45	847,770.55	1,389,000.00	-541,229.45
Net Income	437,513.66	59,636.25	48,669.96	5,003.63	134,497.83	79,402.79	-19,360.93	-68,701.68	-16,767.13	659,894.38	0.00	659,894.38

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

											TOTAL	
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 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	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	8.19	25.24	0.00	25.24
4700 - Incoming Transfer	65,000.00	0.00	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	8.19	98,132.75	70,000.00	28,132.75
Gross Profit	98,107.51	7.66	0.00	0.00	9.39	0.00	0.00	0.00	8.19	98,132.75	70,000.00	28,132.75
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	46,294.32	46,294.32	50,000.00	-3,705.68
6155 - Wharf/Bdwb Fire Syst	0.00	20,000.00	0.00	3,700.00	0.00	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	46,294.32	69,994.32	70,000.00	-5.68
Total 6000 - Capital Outlay	0.00	20,000.00	0.00	3,700.00	0.00	0.00	0.00	0.00	46,294.32	69,994.32	70,000.00	-5.68
Total Expense	0.00	20,000.00	0.00	3,700.00	0.00	0.00	0.00	0.00	46,294.32	69,994.32	70,000.00	-5.68
Net Income	98,107.51	-19,992.34	0.00	-3,700.00	9.39	0.00	0.00	0.00	-46,286.13	28,138.43	0.00	28,138.43

	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	28%	37%	880
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	48%		13357
REV YTD	\$408,911			\$424,844			\$439,396			\$381,385.00		

	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	5	\$44
APR	3	\$27		
MAY	11	\$121		
JUN	22	\$344		
Total	134	\$1,815	106	\$1,596

	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	24%	39%	886
APR	27%	42%	965			
MAY	28%	40%	1025			
JUN	31%	40%	1091			
TL YTD	40%	40%	17187	43%		13963
REV YTD	\$97,656			\$77,254.00		

MINUTES
PORT OF SIUSLAW SPECIAL MEETING
FOR ACTION

Monday, March 12, 2018
100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the Regular Meeting on April 25, 2018

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

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

Purpose of Special Meeting: For Commissioners to take action from Executive Session.

Commissioner Duman called the meeting to order at 5:21pm.

Commissioner Huntington declared a conflict of interest.

Motion: To close the recruitment process for Manager and appoint an Interim Manager, by Meyer.

Second: Buckwald

Vote: Unanimous

Motion: To hire Huntington as a temporary Interim Manager by Meyer

Second: Buckwald

Vote: unanimous

Motion: to authorize a 40 hour week at \$31.25 for Interim Manager by Meyer

Second: Buckwald

Vote: unanimous

McClure mentioned that since this is a temporary position, there are no benefits except sick time.

Duman adjourned the Special Meeting at 5:30pm.

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
 Wednesday March 31, 2018, 7:00pm
 100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the Regular Meeting on April 25, 2018.

Commissioners Attending: Terry Duman, Nancy Rickard, Bill Meyer, Mike Buckwald, David Huntington
Staff Attending: Kelly Stewart, Interim Administrative Assistant

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:** no public comments.
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 February were \$111,314.03. Campground occupancy is up 3% from last year and moorage is up 1%. There were no comments and the minutes were approved by consent.

Old Business:

6. **Update Erosion Repair Project:** Stewart said McClure and Wendy, from the City, signed off on the final joint permit application and it has been submitted to DSL and the Army Corp of Engineers per Akin. Duman said we should put off the repairs till after the salmon season. There will be too much traffic during the busy season.

7. **New Business:** Stewart said the April Board Meeting needs to be moved from the 18th to the 25th due to a conflict with the PCC conference that Meyer and Huntington are attending.

Motion: to move the Board Meeting in April to 4-25-18 by Meyer

Second: Rickard

Vote: Unanimous

Stewart said we have two vacancies for the budget committee and one application. We will need an executive session prior to the next meeting to discuss the applicant(s). Stewart said we received the renewal for the health insurance today from Coast Insurance. The coverage will be renewed as-is, but the monthly premium will be \$164.94 less. Stewart mentioned if the Commissioners want to refinance the PVIP property, the process would need to begin in September. Meyer asked if the process for SDAO to search for an Interim Manager had been started. Huntington said it had and we are waiting to hear from George Dunkel.

Manager and Commissioner Reports:

- Huntington said since we are selling some dredge spoils, we need to make sure the perimeter stays intact and it would best to access it from behind the hiker/biker area. Duman agreed. Huntington said the old Coast Guard shack has been dismantled and is now gone. Also, Terra Firma completed leveling the sidewalks and the ADA ramp by the market is done. Meyer said he has gotten compliments of how nice the ramp is and the speed in which it was done.
- Rickard went to the City Council meeting twice and the Watershed meeting regarding Dunes recovery. There was no Lane Act meeting this month.
- Meyer went to the Urban Renewal meeting and the Port is in that boundary which means some funds could be available for projects. He will be actively getting involved with them.
- Duman wanted to know what the status is on the Port sign. Huntington said there is a company that wants to do a trade out on the sign for the old boom logs. Stewart talked to Dunkel and was told that if we

do a trade or sell them, it still would have to be advertised or put on the Public Surplus site. Meyer wants us to get the value of them. Duman said to get a list of items for Public Surplus for next meeting.

Duman closed the regular session at 7:29pm.

DRAFT

**Port of Siuslaw
RESOLUTION 4-25-18A
A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET
AND APPROPRIATING FUNDS**

WHEREAS, on December 15, 2017, the Port of Siuslaw was awarded an SDAO Safety and Security Matching Grant to install five additional security cameras at the cost of \$4,913; and,

WHEREAS, the Port budgeted \$2,500 in Materials and Services Grant Expenses and therefore has available the required 50% matching grant funds; and,

WHEREAS, payment for 50% of the project was received from SDAO on 3-23-18;

BE IT RESOLVED that for the fiscal year beginning 1 July 2017, a General Fund supplemental budget is hereby adopted in the total sum of \$1,391,456 now on file at the Port office, and the amounts for the purposes shown below are hereby appropriated:

<u>General Fund</u>	<u>Existing</u>	<u>Change</u>	<u>Adjusted</u>
Personal Services	\$376,800	\$ 0	\$376,800
Materials & Services	\$479,000	(\$ 2,457)	\$476,543
Capital Outlay	\$ 42,000	\$ 4,913	\$ 46,913
Contingency	\$ 60,000	\$ 0	\$ 60,000
Debt Service	\$116,200	\$ 0	\$116,200
Unappropriated Funds	\$250,000	\$ 0	\$250,000
Transfers Out	\$ 65,000	\$ 0	\$ 65,000
 Total Appropriations	 \$1,389,000	 \$ 2,457	 \$1,391,456

ADOPTED by the Port of Siuslaw Board of Commissioners this 18th day of April 2018.

By: _____
Terry Duman, Commission President

Attest: _____
Mike Buckwald, Commission Secretary

Port of Siuslaw
Resolution 4-25-18B
A Resolution Adopting a Building Preventative Maintenance Policy

WHEREAS, the Port of Siuslaw Commissioners and public employees endeavor to practice the highest standards in preventative maintenance; and

WHEREAS, the Port of Siuslaw participates in the Special Districts Insurance Services Best Practices program which provides an opportunity for districts to earn an annual discount on property/casualty contributions; and

WHEREAS, this year's Best Practices include adopting a Building Preventative Maintenance Policy; and

THEREFORE, BE IT RESOLVED the Port of Siuslaw Board of Commissioners hereby adopts the Building Preventative Maintenance Policy in its present form (see Exhibit A).

ADOPTED by the Port of Siuslaw Board of Commissioners on the 25th day of April, 2018.

By: _____
Terry Duman, Commission President

Attest: _____
Mike Buckwald, Commission Secretary

District Building Preventative Maintenance Policy

Purpose

To define clear expectations for the preventative maintenance of district buildings. This policy will include critical areas to be inspected and a schedule of when to conduct these inspections. The district will decide who will conduct these inspections and provide training as necessary.

Schedule

District buildings will be inspected throughout the year that will include daily, monthly quarterly and during inclement weather.

Daily – Daily inspections should be conducted by all employees. These inspections will be done visually. The visual inspections are simply taking notice of something that does not look correct and making sure to report it.

Monthly – Monthly inspections will be conducted by maintenance personnel. This inspection should be comprehensive and documented. The district will provide a checklist of items that should be viewed. Any recommendations will be made to the District Manager.

Quarterly – The safety committee will conduct quarterly inspections of the buildings per OR-OSHA Rule 437-001-0765 (7). Once they have completed their inspections, these should be compared to the monthly inspections. Any recommendations will be made to the District Manager.

Inclement Weather – When the district is aware of a forecasted storm, the maintenance staff will conduct a preventative inspection to make sure the facilities are ready. Once the storm has passed, the maintenance staff will conduct another inspection to identify any damage or repairs that need to be made. Any recommendations for repairs will be made to the District Manager.

Building Maintenance

The following areas should be looked at during the documented inspections:

Outdoors

- Roof
- Gutters/Scuppers
- Downspouts - direct water away from the building
- Doors/Seals/Caulking
- Exterior Wall conditions/Holes/Paint/Siding
- Exterior Lighting/Cameras
- Parking Lots/Light Poles
- Emergency Backup Generators
- Vegetation trimmed away from buildings
- Foundation
- Combustibles away from buildings
- Exposed Piping

Indoors

- Emergency Lighting
- HVAC System/Filters/Batteries in Thermostats
- Water Intrusion/Moisture Issues
- Storage Areas
- Interior Wall Conditions
- Electrical Panels
- Attics

Training

The district will conduct annual training for staff that includes refreshing staff of items to be viewed or any new buildings or conditions they should be aware of. Refresher training should occur if a property claim is filed.

Property Maintenance Checklist

Date of Inspection: _____ Inspected by: _____

General:	OK	FIX	N/A	Comments
Emergency Procedures available				
SDS binders are up to date and available				
Map for emergency shut off locations for water, gas, etc. is posted				
All fire extinguisher inspected and serviced				
Fire alarm, smoke detectors, etc. have been tested				
Boiler, elevator, alarm permits are current and posted				
Back flow inspections are current				
Lock out tag out devices are onsite				
Emergency contact numbers posted				
First aid kits are available and properly stocked				
Personal protection equipment is available				

Custodial:	OK	FIX	N/A	Comments
Hand trucks, chair dolly's available/good condition				
Ladders are in good condition and secured				
Flammable products are stored in fireproof cabinets				
Hand tools and power tools are in good condition				
Appropriate container is available for oily rags Clean and dirty rags are clearly marked				
Wet floor signs are available				
Secondary containers are properly labeled				

Parking lots, grounds and athletic fields:	OK	FIX	N/A	Comments
Sidewalks and parking lots free of trip hazards				
Parking lot surfaces are adequate				
Parking lot light timers are adjusted properly				
All exterior signage is in good condition				
Security cameras cleaned, adjusted and operating				
All exterior lighting in working condition				
Bushes/trees have been trimmed away from facilities and exterior lighting				

Roofs:	OK	FIX	N/A	Comments/WO
Check roof for damage				
Roof drains, down spouts are clear of debris				
Moss problems have been treated				
Roof access ladders are securely mounted				

Offices	OK	FIX	N/A	Comments
All spaces are adequately lit and in good repair				
Power strips are UL listed and in good repair				
Electrical outlets within 4' of sinks are GFCI protected				
Extension cords are only used for temporary use				
Cords have been checked for grounding plugs				
Portable heaters have tip over switches and are not near flammable products				
Overhead storage is secured and stable				

Restrooms:	OK	FIX	N/A	Comments
Flooring is in good condition and clean				
All plumbing fixtures are in good condition				

Storage, mechanical, boiler rooms:	OK	FIX	N/A	Comments
Insulation material around piping is in good condition				
Electrical panels are accessible				
All electrical junction boxes have covers				
Water heaters are accessible				
Pressure release valve on water heaters works				
Filters have replaced in HVAC equipment				
Roof hatches work and can be secured				

Inclement weather preparation:	OK	FIX	N/A	Comments
Ice melt and snow removal equipment is available				
Check with Operations if HVAC system is set for cold weather conditions				
Shut off water to unheated out buildings				
Remove all exterior hoses from hose bibs				
Roof drains and storm drains are clear				

**Port of Siuslaw
Resolution 4-25-18C
A Resolution to Declare Surplus Property**

WHEREAS, the Board of Commissioners may declare unused equipment or materials as “surplus” if it is not needed for public use; and

THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby finds that the following items are not needed for public use and are surplus, and further authorizes the Port Manager to dispose of the items in the manner that is most advantageous to the Port of Siuslaw;

Item #	Description
1	Minn Kota 30 lb thrust electric troll motor
2	safe
3	two paper towel dispensers
4	boom logs
5	parking lot light fixtures (13)
6	Solar shelter lighting, panel, battery and box (2)
7	1992 Chevy 4X4 utility truck

ADOPTED by the Port of Siuslaw Board of Commissioners on the 25th day of April 2018.

By: _____
Terry Duman, Commission President

Attest: _____
Mike Buckwald, Commission Secretary

PTC
MAR 09 2018

Port of Siuslaw
Budget Committee Application

BY:

Name: Keith Stanton Date: 09 March 2018

Address: 7681 Bernhardt Heights Home Phone: 541 997 1398

City, State, Zip: Florence Oregon 97439 Cell Phone: 541 590 9293

Email: KeithUSA@RunBox.Com

Please answer yes (Y) or no (N):

1. Are you a registered voter residing within the Port District? yes
2. Are you able to attend daytime meetings as necessary? yes
3. Are you able to attend evening meetings as necessary? yes
4. Are you aware that committee members may have to devote up to 20 hours that include reviewing the budget and meeting one to three times between May and June each year? yes
5. Do you, or any family members, have any business dealings with the Port of Siuslaw? no
6. Can you foresee any potential conflicts of interest that would prevent you from making impartial decisions? If so, please explain: no

Please provide brief answers to the following:

7. How many years have you lived in the Port District? 15 yrs

8. What is your occupation? retired

9. What experience have you had related to budgeting? Pre Microsoft req computers accounting management
CEP Certified Computer Professional

10. Please list any city, county, or state committees you are on:
none presently

11. What other qualifications do you possess that would benefit the committee?
automation, aviation, law, property management/maintenance

12. Please explain why you want to be appointed to the committee:
be involved

Signature Keith Stanton

Date 09 March 2018