

**AGENDA**  
**PORT OF SIUSLAW COMMISSION MEETING**

Wednesday, July 18, 2018 7:00pm  
Port of Siuslaw Conference Room  
100 Harbor Street, Florence, OR 97439

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

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**Work Session – Jack Akin, C Row** 6:00pm

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**Regular Meeting** 7:00pm

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1. **Call to Order** Duman
2. **Public Comment:** *This is an opportunity for members of the audience to bring to the Commission's attention any item not otherwise listed on the Agenda. Comments will be limited to five (5) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.*
3. **Approval of the Agenda** Duman
4. **Approval of Minutes by Consent** Duman
  - a. 6-18-18 Special Session minutes
  - b. 6-20-18 Regular Meeting Minutes
5. **Approval of the Financials by Consent** Stewart
6. **New Business** Duman
  - a. Elect Officers
  - b. Committee Assignments for FY2018-19
  - c. Approval of the meeting schedule for FY2018-19
  - d. Approval of the Return to Work Policy
7. **Old Business:** PVIP update Huntington
8. **Manager and Commissioner Reports**
9. **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.*
10. **Upcoming Meetings and Conferences**
  - August 15, 2018 Board of Commissioners meeting.
  - October 4-5, 2018 OPPA Conference Coos Bay, Oregon

**MINUTES**  
**PORT OF SIUSLAW SPECIAL SESSION**  
Monday, June 18, 2018, 6:00pm  
100 Harbor Street, Florence, Oregon 97439

These minutes will be reviewed for approval at the July 18, 2018 meeting.

**Commissioners Attending:** Terry Duman, Bill Meyer, Mike Buckwald

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

1. **President Duman called the Special Session to order at 6:00pm**
2. **Public Comment:** none
3. **Review applicants:** There were 5 applicants that were chosen to be interviewed. Craig Zolezzi, Craig Brandt, Larry Scoville, Jay Cable and Maire Testa. Two questions came up to each applicant; 1. What is your vision for the Port of Siuslaw? And 2. Do you have any problems with dealing with people and their political views? Duman mentioned that two of the five will be appointed at the regular Board Meeting on 6-20-18.

**President Duman adjourned the Special Session at 6:40pm**

**MINUTES**  
**PORT OF SIUSLAW COMMISSION MEETING**  
 Wednesday June 20, 2018, 6:00pm  
 100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the Regular Meeting on July 18, 2018.

**Commissioners Attending:** Terry Duman, Bill Meyer and Mike Buckwald

**Staff Attending:** David Huntington, Manager, Kelly Stewart, Interim Administrative Assistant and Amy Wilson, Services Lead.

- 1. President Duman called the meeting to order at 6:00pm.**
- 2. Presentation by Keith Stanton:** Stanton stated he is not a realtor but has experience in buying and selling properties. He doesn't believe that with the way the PVIP property is being marketed that it will sell in this decade. Stanton says the Port needs to market the property and list it for sale by owner and get out of the contract with the realtor. Stanton showed what the listing from the Realtor looked like on the conference screen. Duman pointed out that the listing is under a "residential" category. Stanton suggested using Zillow to market the property. Stanton said he would mentor Port staff to do the marketing.
- 3. Approval of the Agenda:** There were no comments and the agenda was approved.
- 4. Public Comment:** Hale wanted to know if the Port was able to find out who owned the road to the boat launch. Huntington said that was not done yet but he will get the information. Hale believes the Port should charge launch fees. Duman and Stewart said we would lose a percentage of our MAP money if we charged to launch. Wilson, a campground guest, said she has been camping here on and off for 20 years. She explained her camping experiences and how much better the campground is this year compared to other years. Eisele wanted to know why he didn't get an interview for the Port Commissioner position. Duman stated we had ten (10) applicants and each Commissioner listed who they wanted to interview. There were five chosen for interviews.
- 5. Approval of the Minutes:** There were no comments and the minutes were approved by consent.
- 6. Approval of the Financials:** Stewart said bills paid in May were \$71619.91. Stewart said the campground occupancy last year was 35% and this year is 45%. Moorage is down 1%. Stewart requested the Board approve resolution 6-20-18A to transfer funds in the Budget from personnel to materials and services.  
**Motion:** by Meyer  
**Second:** by Buckwald  
**Vote:** Unanimous
- 7. New Business**
  - a. Open Public Hearing for FY2018-19 Budget:** no comments
  - b. Close Public Hearing**
  - c. Resolution 6-20-18** adopting FY2018-19 Budget, Making Appropriations and Levying Taxes**Motion:** by Buckwald  
**Second:** by Meyer  
**Vote:** Unanimous
- 8. Review and appoint applicant to Commissioner Position two (2) and swear oath of office:** Duman said this has been a tough decision. Meyer explained the process since there are only three (3) Commissioners at this time.  
**Motion:** by Buckwald to appoint Brandt to Commissioner position two (2)  
**Second:** by Meyer  
**Vote:** Unanimous

Huntington delivered the Oath of Office to Brandt.

**9. Review and appoint applicant to Commissioner Position four (4) and swear Oath of Office:**

**Motion:** by Duman to appoint Zolezzi to Commissioner position four (4)

**Second:** by Buckwald

**Vote:** 3 yes 1 nay

Huntington delivered the Oath of Office to Zolezzi.

Duman thanked all the applicants.

**10. Manager and Commissioner Reports:** Huntington said he is working with contractors on the projects that need to be done. He has also been talking with the Chamber regarding the 4<sup>th</sup> of July fireworks. The Chamber will have volunteers to help the Port. The fireworks will be synchronized to music and the local radio station will be set up on the Boardwalk. Huntington said we need a work session with the Commissioners and Akin to get up to date on the progress of permits and the C row repairs. Duman wanted to know if the repairs would be 100% funded and Huntington said he talked to Business Oregon and was assured it would be. Duman stated he talked with Dee from Banner Bank and the PVIP loan payment due in December is lower than originally thought. Huntington said we should start the refinancing of the loan now. Buckwald agreed because of finance rates climbing. There was more discussion regarding the PVIP property. Buckwald would like to know what the Port's total cost is in the property. Duman wants Huntington to contact Farley from the City and possibly set up a work session with her. Meyer went to the Chamber meeting. Brandt said he has been working on the old fish cleaning station and plans to be done the middle of next week. Buckwald welcomed both new Commissioners. Murphy suggested Commissioner training.

**President Duman closed the regular session at 7:13pm.**

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of June 30, 2018

Jun 30, 18

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

|                                   |            |
|-----------------------------------|------------|
| 1001 · BB Checking - General Fund | 58,297.67  |
| 1003 · BB SAV - Capital Reserve   | 28,141.93  |
| 1005 · BB MMA - General Fund      | 811,887.27 |
| 1050 · BB MMA - ICM               | 5,050.17   |
| 1070 · Petty Cash                 | 1,000.00   |

**Total Checking/Savings** 904,377.04

**Other Current Assets**

|                            |            |
|----------------------------|------------|
| 1130 · Inventory - Gas     | 3,586.30   |
| 1140 · Inventory - Diesel  | 5,533.10   |
| 1220 · Accounts Receivable | 1,686.95   |
| 1250 · Taxes receivable    | 25,649.00  |
| 1450 · Prepaid insurance   | 18,865.50  |
| 1499 · Undeposited Funds   | -10,599.45 |

**Total Other Current Assets** 44,721.40

**Total Current Assets** 949,098.44

**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** 7,033,668.74

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

2000 · \*Accounts Payable 3,850.46

**Total Accounts Payable** 3,850.46

**Credit Cards**

2021 · Port Credit Card 1 11,987.07

2022 · Port Credit Card 2 -20.75

**Total Credit Cards** 11,966.32

**Other Current Liabilities**

2030 · Deposits Held 8,920.00

2045 · Unearned CG Revenue (Hercules) 143,388.68

2050 · Deferred Compensation Plan NRS 9,281.63

2150 · Payroll related Liabilites 1,657.00

2160 · Accrued Interest 33,562.04

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

**Total Other Current Liabilities** 258,987.25

**Total Current Liabilities** 274,804.03

**Long Term Liabilities**

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

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of June 30, 2018

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|                                       | Jun 30, 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                 |
| <b>Total Long Term Liabilities</b>    | <b>1,097,614.00</b>        |
| <b>Total Liabilities</b>              | <b>1,372,418.03</b>        |
| <b>Equity</b>                         |                            |
| 3300 · Invested in Capital Assets     | 5,039,020.40               |
| 3900 · Fund Balance                   | -99,463.49                 |
| Net Income                            | 721,693.80                 |
| <b>Total Equity</b>                   | <b>5,661,250.71</b>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>7,033,668.74</u></b> |

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

|  | Jul 17           | Aug 17           | Sep 17           | Oct 17           | Nov 17           | Dec 17           | Jan 18           | Feb 18           | Mar 18           | Apr 18           | May 18           | Jun 18           | Year to Date      | TOTAL<br>Budget   | Variance         |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|------------------|
| <b>Income</b>                          |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |                   |                  |
| 4100 - Available Beginning Cash        | 427,599.12       | 0.00             | 0.00             | 0.00             | 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       |
| <b>4140 - Campground Revenue</b>       |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |                   |                  |
| 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        | 15,193.19        | 30,012.17        | 29,142.59        | 285,143.56        | 265,000.00        | 20,143.56        |
| 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         | 5,789.36         | 7,964.22         | 22,108.48        | 162,991.48        | 100,000.00        | 62,991.48        |
| 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           | 628.34           | 993.02           | 696.98           | 8,156.41          | 6,000.00          | 2,156.41         |
| 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         | 1,640.53         | 3,241.40         | 3,118.25         | 30,086.46         | 28,000.00         | 2,086.46         |
| 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         | 1,010.00         | 2,810.00         | 2,890.00         | 26,190.00         | 21,000.00         | 5,190.00         |
| <b>Total 4140 - Campground Revenue</b> | <b>80,898.50</b> | <b>90,351.56</b> | <b>78,588.13</b> | <b>36,213.85</b> | <b>21,629.36</b> | <b>15,867.80</b> | <b>21,753.00</b> | <b>16,856.49</b> | <b>23,170.69</b> | <b>24,261.42</b> | <b>45,020.81</b> | <b>57,956.30</b> | <b>512,567.91</b> | <b>420,000.00</b> | <b>92,567.91</b> |
| <b>4150 - Leases</b>                   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |                   |                  |
| 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         | 1,200.00         | 1,200.00         | 1,200.00         | 12,600.00         | 7,200.00          | 5,400.00         |
| 4152 - Building Lease - 080A Harbor    | 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         | 1,200.00         | 1,200.00         | 1,200.00         | 14,400.00         | 7,200.00          | 7,200.00         |
| 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         | 4,542.08         | 4,542.08         | 4,542.08         | 54,504.96         | 49,900.00         | 4,604.96         |
| 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         | 8,640.00         | 9,100.00         | 9,100.00         | 104,600.00        | 103,000.00        | 1,600.00         |
| 4155 - Concessions                     | 2,562.50         | 2,337.50         | 2,400.00         | 950.00           | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 2,100.00         | 2,350.00         | 12,700.00         | 9,000.00          | 3,700.00         |
| 4156 - Docking Lease                   | 100.00           | 100.00           | 100.00           | 100.00           | 100.00           | 100.00           | 100.00           | 100.00           | 100.00           | 100.00           | 100.00           | 100.00           | 1,200.00          | 1,000.00          | 200.00           |
| <b>Total 4150 - Leases</b>             | <b>17,044.58</b> | <b>17,982.08</b> | <b>17,519.58</b> | <b>16,632.08</b> | <b>15,682.08</b> | <b>15,682.08</b> | <b>15,682.08</b> | <b>15,682.08</b> | <b>15,682.08</b> | <b>15,682.08</b> | <b>18,242.08</b> | <b>18,492.08</b> | <b>200,004.96</b> | <b>177,300.00</b> | <b>22,704.96</b> |
| <b>4160 - Moorage</b>                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |                   |                  |
| 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         | 951.88           | 987.97           | 926.02           | 13,012.49         | 15,000.00         | -1,987.51        |
| 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         | 2,207.42         | 3,644.21         | 4,908.18         | 84,250.14         | 68,000.00         | 16,250.14        |
| 4165 - Liveaboard Fees                 | -31.58           | 960.00           | 924.02           | 320.00           | 320.00           | 160.00           | 200.00           | 160.00           | 200.00           | 360.00           | 1,040.00         | 320.00           | 4,932.44          | 2,000.00          | 2,932.44         |
| <b>Total 4160 - Moorage</b>            | <b>8,105.65</b>  | <b>20,639.16</b> | <b>23,599.84</b> | <b>12,022.26</b> | <b>4,717.76</b>  | <b>4,193.98</b>  | <b>5,104.85</b>  | <b>3,783.19</b>  | <b>4,682.70</b>  | <b>3,519.30</b>  | <b>5,672.18</b>  | <b>6,154.20</b>  | <b>102,195.07</b> | <b>85,000.00</b>  | <b>17,195.07</b> |
| <b>4170 - Storage</b>                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |                   |                  |
| 4171 - Outside storage                 | 148.36           | 148.36           | 148.36           | 148.36           | 148.36           | 148.36           | 148.36           | 148.36           | 148.36           | 148.36           | 148.36           | 148.24           | 1,780.20          | 2,000.00          | -219.80          |
| 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         | 2,228.20         | 2,213.20         | 2,325.70         | 26,833.09         | 18,000.00         | 8,833.09         |
| <b>Total 4170 - Storage</b>            | <b>2,080.19</b>  | <b>2,306.17</b>  | <b>2,411.93</b>  | <b>2,459.43</b>  | <b>2,521.93</b>  | <b>2,314.40</b>  | <b>2,506.56</b>  | <b>2,416.56</b>  | <b>2,384.06</b>  | <b>2,376.56</b>  | <b>2,361.56</b>  | <b>2,473.94</b>  | <b>28,613.29</b>  | <b>20,000.00</b>  | <b>8,613.29</b>  |
| <b>4190 - Marine Fuel</b>              |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |                   |                  |
| 4191 - Diesel                          | 3,234.19         | 1,501.11         | 1,832.20         | 54.81            | 450.14           | 235.11           | 0.00             | 0.00             | 0.00             | 0.00             | 1,976.99         | 523.87           | 9,808.42          | 5,000.00          | 4,808.42         |
| 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             | 546.43           | 450.65           | 1,333.93         | 32,866.92         | 35,000.00         | -2,133.08        |
| <b>Total 4190 - Marine Fuel</b>        | <b>4,688.75</b>  | <b>7,534.69</b>  | <b>18,353.08</b> | <b>5,704.37</b>  | <b>772.53</b>    | <b>324.84</b>    | <b>342.83</b>    | <b>122.38</b>    | <b>0.00</b>      | <b>546.43</b>    | <b>2,427.64</b>  | <b>1,857.80</b>  | <b>42,675.34</b>  | <b>40,000.00</b>  | <b>2,675.34</b>  |
| <b>4200 - Other Facility Income</b>    |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |                   |                  |
| 4210 - Parking Income                  | 741.35           | 2,759.07         | 4,260.99         | 1,815.77         | 131.00           | 115.00           | 40.00            | 129.54           | 82.00            | 86.01            | 261.05           | 486.00           | 10,907.78         | 12,200.00         | -1,292.22        |

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

|  | Jul 17            | Aug 17            | Sep 17            | Oct 17           | Nov 17            | Dec 17            | Jan 18           | Feb 18           | Mar 18           | Apr 18           | May 18           | Jun 18            | Year to Date        | TOTAL<br>Budget     | Variance          |
|--|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|-------------------|---------------------|---------------------|-------------------|
| <b>4220 - Dump Station Fees</b>              | 100.00            | 718.13            | 105.00            | 40.00            | 1,569.75          | 5.00              | 718.75           | 20.00            | 25.00            | 467.50           | 85.00            | 30.00             | 3,884.13            | 4,500.00            | -615.87           |
| <b>4230 - Gazebo Rental</b>                  | 50.00             | 0.00              | 25.00             | 0.00             | 0.00              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 75.00               | 0.00                | 75.00             |
| <b>4240 - Vending Sales</b>                  | 1,617.25          | 2,043.50          | 1,889.00          | 926.50           | 238.25            | 181.00            | 223.25           | 187.25           | 440.50           | 463.75           | 517.25           | 1,160.25          | 9,887.75            | 7,500.00            | 2,387.75          |
| <b>4250 - Forklift &amp; Hoist</b>           | 0.00              | 0.00              | 0.00              | 75.00            | 0.00              | 0.00              | 0.00             | 0.00             | 100.00           | 0.00             | 0.00             | 120.00            | 295.00              | 0.00                | 295.00            |
| <b>4252 - Seafood Seller Permits</b>         | 200.00            | 0.00              | 0.00              | 0.00             | 0.00              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 200.00              | 500.00              | -300.00           |
| <b>4253 - Charter/Guide Permit</b>           | 200.00            | 300.00            | 300.00            | 0.00             | 0.00              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00             | 200.00           | 0.00              | 1,000.00            | 500.00              | 500.00            |
| <b>4270 - Retail Sales</b>                   | 132.00            | 154.25            | 223.50            | 32.25            | 6.00              | 0.00              | 0.00             | 10.00            | 64.00            | 11.00            | 47.00            | 150.00            | 830.00              | 1,000.00            | -170.00           |
| <b>4300 - Cash Over/Short</b>                | -40.58            | 75.91             | 13.70             | 38.76            | -40.03            | 1.01              | -1.01            | 1.09             | 3.65             | -4.35            | 38.61            | 686.85            | 773.61              | 0.00                | 773.61            |
| <b>Total 4200 - Other Facility Income</b>    | <b>3,000.02</b>   | <b>6,050.86</b>   | <b>6,817.19</b>   | <b>2,928.28</b>  | <b>1,904.97</b>   | <b>302.01</b>     | <b>980.99</b>    | <b>347.88</b>    | <b>715.15</b>    | <b>1,023.91</b>  | <b>1,148.91</b>  | <b>2,633.10</b>   | <b>27,853.27</b>    | <b>26,200.00</b>    | <b>1,653.27</b>   |
| <b>4500 - Levied Taxes</b>                   |                   |                   |                   |                  |                   |                   |                  |                  |                  |                  |                  |                   |                     |                     |                   |
| <b>4510 - Current Levied Taxes</b>           | 324.11            | 401.95            | 546.01            | 301.80           | 174,503.64        | 103,368.40        | 5,622.95         | 2,377.82         | 6,469.49         | 926.06           | 1,125.68         | 6,662.26          | 302,630.17          | 287,000.00          | 15,630.17         |
| <b>4520 - Prior Years Levied Taxes</b>       | 103.62            | 369.71            | 311.37            | 219.80           | 441.76            | 353.17            | 366.73           | 377.22           | -71.31           | 330.70           | 369.23           | 497.36            | 3,669.36            | 4,000.00            | -330.64           |
| <b>4525 - Levied Tax Interest</b>            | 26.99             | 86.17             | 81.47             | 64.64            | 79.12             | 42.21             | 57.41            | 65.08            | 179.50           | 60.35            | 70.16            | 131.06            | 944.16              | 0.00                | 944.16            |
| <b>Total 4500 - Levied Taxes</b>             | <b>454.72</b>     | <b>857.83</b>     | <b>938.85</b>     | <b>586.24</b>    | <b>175,024.52</b> | <b>103,763.78</b> | <b>6,047.09</b>  | <b>2,820.12</b>  | <b>6,577.68</b>  | <b>1,317.11</b>  | <b>1,565.07</b>  | <b>7,290.68</b>   | <b>307,243.69</b>   | <b>291,000.00</b>   | <b>16,243.69</b>  |
| <b>4515 - State Forest Sales</b>             | 0.00              | 14,176.38         | 0.00              | 0.00             | 6,588.86          | 0.00              | 0.00             | 100.97           | 0.00             | 0.00             | 0.00             | 8,912.80          | 29,779.01           | 0.00                | 29,779.01         |
| <b>4540 - Interest Income</b>                | 36.54             | 38.06             | 38.09             | 39.45            | 40.15             | 53.70             | 53.29            | 46.77            | 49.11            | 46.58            | 48.25            | 47.19             | 537.18              | 500.00              | 37.18             |
| <b>4550 - Maintenance Assistance Program</b> | 0.00              | 0.00              | 0.00              | 19,000.00        | 0.00              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 19,000.00           | 19,000.00           | 0.00              |
| <b>4600 - Miscellaneous Income</b>           | 1,487.70          | 630.88            | 768.50            | 1,147.62         | 311.31            | 1,127.07          | 590.60           | 4,356.04         | 130.85           | 561.50           | 536.81           | 262.73            | 11,911.61           | 10,000.00           | 1,911.61          |
| <b>4650 - Sale of Surplus Equipment</b>      | 500.00            | 0.00              | 0.00              | 0.00             | 0.00              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 500.00              | 0.00                | 500.00            |
| <b>4670 - Sale of Surplus Property</b>       | 27,166.50         | 0.00              | 0.00              | 0.00             | 0.00              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 27,166.50           | 0.00                | 27,166.50         |
| <b>4840 - Grants</b>                         | 0.00              | 0.00              | 0.00              | 0.00             | 0.00              | 0.00              | 0.00             | 0.00             | 2,457.00         | 0.00             | -2,457.00        | 0.00              | 0.00                | 0.00                | 0.00              |
| <b>Total Income</b>                          | <b>573,062.27</b> | <b>160,567.67</b> | <b>149,035.19</b> | <b>96,733.58</b> | <b>229,193.47</b> | <b>143,629.66</b> | <b>53,061.29</b> | <b>46,532.48</b> | <b>55,849.32</b> | <b>49,334.89</b> | <b>74,566.31</b> | <b>106,080.82</b> | <b>1,737,646.95</b> | <b>1,389,000.00</b> | <b>348,646.95</b> |
|  | 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        | 49,334.89        | 74,566.31        | 106,080.82        | 1,737,646.95        | 1,389,000.00        | 348,646.95        |
| <b>Expense</b>                               |                   |                   |                   |                  |                   |                   |                  |                  |                  |                  |                  |                   |                     |                     |                   |
| <b>5000 - Personal Services</b>              |                   |                   |                   |                  |                   |                   |                  |                  |                  |                  |                  |                   |                     |                     |                   |
| <b>5020 - Port Manager</b>                   | 2,708.33          | 5,416.66          | 0.00              | 0.00             | 0.00              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 5,000.00          | 13,124.99           | 67,600.00           | -54,475.01        |
| <b>5021 - Interim Port Manager</b>           | 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         | 4,750.00         | 5,531.25         | 0.00              | 58,092.30           | 0.00                | 58,092.30         |
| <b>5030 - Administrative Assistant</b>       | 0.00              | 0.00              | 0.00              | 0.00             | 0.00              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 3,220.00          | 3,220.00            | 7,115.00            | -3,895.00         |
| <b>5045 - Services Lead</b>                  | 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         | 2,760.00         | 3,009.25         | 1,399.26          | 30,705.73           | 33,454.00           | -2,748.27         |
| <b>5050 - Office Assistant</b>               | 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         | 2,273.07         | 2,557.44         | 1,301.38          | 26,001.57           | 29,453.00           | -3,451.43         |
| <b>5061 - Campground Staff</b>               | 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         | 1,410.00         | 1,482.00         | 1,570.20          | 18,363.37           | 8,091.00            | 10,272.37         |
| <b>5075 - Maintenance I Lead</b>             | 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         | 3,806.73         | 3,889.60         | 3,989.05          | 43,966.52           | 43,998.00           | -31.48            |



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

|  | Jul 17           | Aug 17           | Sep 17           | Oct 17           | Nov 17           | Dec 17           | Jan 18           | Feb 18           | Mar 18           | Apr 18           | May 18           | Jun 18           | Year to Date      | TOTAL<br>Budget   | Variance          |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|
| <b>5076 - Maintenance II</b>               | 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         | 3,348.80         | 2,912.00         | 3,494.40         | 37,400.65         | 37,856.00         | -455.35           |
| <b>5077 - Maintenance III</b>              | 856.75           | 304.75           | 0.00             | 0.00             | 2,576.00         | 2,570.42         | 2,352.00         | 2,576.00         | 2,240.00         | 2,352.00         | 2,464.00         | 2,576.00         | 20,867.92         | 22,425.00         | -1,557.08         |
| <b>5110 - Payroll taxes</b>                | 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         | 2,136.99         | 2,253.44         | 2,328.03         | 26,346.42         | 28,799.00         | -2,452.58         |
| <b>5180 - Health Insurance</b>             | 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         | 2,198.08         | 2,747.60         | 4,231.28         | 36,602.01         | 49,391.00         | -12,788.99        |
| <b>5181 - Life Insurance</b>               | 12.90            | 12.90            | 8.60             | 10.75            | 10.75            | 10.75            | 15.05            | 12.90            | 12.90            | 8.60             | 10.75            | 18.52            | 145.37            | 160.00            | -14.63            |
| <b>5182 - Dental Insurance</b>             | 305.70           | 305.70           | 254.75           | 254.75           | 254.75           | 254.75           | 356.65           | 305.70           | 305.70           | 203.80           | 254.75           | 407.60           | 3,464.60          | 4,458.00          | -993.40           |
| <b>5190 - Workers Compensation Insura</b>  | 10,217.74        | 0.00             | -787.60          | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 9,430.14          | 12,000.00         | -2,569.86         |
| <b>5251 - Applicant Expenses</b>           | 52.00            | 0.00             | 60.00            | 0.00             | 0.00             | 0.00             | 0.00             | 293.00           | 21.00            | 0.00             | 0.00             | 0.00             | 426.00            | 0.00              | 426.00            |
| <b>5270 - Retirement</b>                   | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 7,983.69         | 0.00             | 0.00             | 0.00             | 7,983.69          | 5,000.00          | 2,983.69          |
| <b>5275 - Compensated absences</b>         | 0.00             | 3,250.00         | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 4,295.31         | 0.00             | 0.00             | 0.00             | 7,545.31          | 5,000.00          | 2,545.31          |
| <b>5280 - Overtime</b>                     | 0.00             | 0.00             | 0.00             | 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         |
| <b>Total 5000 - Personal Services</b>      | <b>27,248.10</b> | <b>34,357.40</b> | <b>24,539.07</b> | <b>24,547.83</b> | <b>26,322.38</b> | <b>27,606.10</b> | <b>27,687.25</b> | <b>28,427.41</b> | <b>41,055.18</b> | <b>25,248.07</b> | <b>27,112.08</b> | <b>29,535.72</b> | <b>343,686.59</b> | <b>357,800.00</b> | <b>-14,113.41</b> |
| <b>5300 - Material and Services</b>        |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                   |                   |                   |
| <b>5260 - Employee Training</b>            | 125.00           | 50.00            | 150.00           | 50.00            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 375.00            | 1,500.00          | -1,125.00         |
| <b>5310 - Grant Expenses</b>               | 0.00             | 0.00             | 0.00             | 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         |
| <b>5340 - Advertising</b>                  | 0.00             | 60.00            | 120.00           | 575.00           | 4,125.50         | 198.83           | 547.00           | 0.00             | 500.00           | 1,862.75         | 882.50           | 80.00            | 8,951.58          | 13,000.00         | -4,048.42         |
| <b>5345 - Web Site</b>                     | 0.00             | 0.00             | 0.00             | 219.45           | 0.00             | 700.00           | 0.00             | 1,250.00         | 1,250.00         | 20.00            | 0.00             | 0.00             | 3,439.45          | 1,000.00          | 2,439.45          |
| <b>5350 - Office Supplies</b>              | 207.28           | 471.84           | 217.15           | 278.37           | 222.15           | 135.21           | -90.53           | 433.64           | 421.42           | 279.12           | 283.09           | 374.75           | 3,233.49          | 4,000.00          | -766.51           |
| <b>5360 - Operation Supplies</b>           | 709.45           | 799.38           | 777.35           | 482.63           | 1,179.33         | 700.01           | 909.23           | 1,567.10         | 963.50           | 927.39           | 428.67           | 569.91           | 10,013.95         | 15,000.00         | -4,986.05         |
| <b>5370 - Marine Fuel</b>                  | 6,706.73         | 13,447.60        | 9,005.46         | 6,329.97         | -89.74           | 0.00             | -129.01          | -54.87           | -98.91           | -73.72           | 6,623.81         | -82.82           | 41,584.50         | 45,000.00         | -3,415.50         |
| <b>5410 - Audit</b>                        | 0.00             | 0.00             | 2,500.00         | 4,000.00         | 0.00             | 3,250.00         | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 9,750.00          | 8,000.00          | 1,750.00          |
| <b>5420 - Accounting Service</b>           | 117.75           | 370.50           | 117.50           | 101.50           | 201.25           | 101.25           | 397.25           | 0.00             | 0.00             | 0.00             | 101.50           | 135.00           | 1,643.50          | 2,000.00          | -356.50           |
| <b>5425 - Consultant services</b>          | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 1,300.00         | 0.00             | 600.00           | 0.00             | 0.00             | 0.00             | 1,900.00          | 0.00              | 1,900.00          |
| <b>5430 - Legal Services</b>               | 0.00             | 1,075.00         | 0.00             | 62.50            | 350.00           | 231.00           | 25.00            | 87.50            | 137.00           | 666.00           | 0.00             | 0.00             | 2,634.00          | 5,000.00          | -2,366.00         |
| <b>5435 - Legal Publications</b>           | 47.20            | 42.92            | 39.09            | 0.00             | 0.00             | 160.78           | 0.00             | 0.00             | 0.00             | 206.25           | 112.10           | 0.00             | 608.34            | 0.00              | 608.34            |
| <b>5436 - Cost of Retail Items</b>         | 0.00             | 251.04           | 0.00             | 0.00             | 0.00             | 148.83           | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 399.87            | 1,000.00          | -600.13           |
| <b>5450 - Insurance - General</b>          | 0.00             | 0.00             | 74.00            | 0.00             | 0.00             | 0.00             | 0.00             | 52,154.00        | 0.00             | 0.00             | 0.00             | 0.00             | 52,228.00         | 50,000.00         | 2,228.00          |
| <b>5455 - Insurance Claims Paid</b>        | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 39.35            | 0.00             | 0.00             | 0.00             | 0.00             | 39.35             | 0.00              | 39.35             |
| <b>5470 - Contracted Services</b>          | 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         | 1,686.98         | 378.32           | 824.32           | 15,455.91         | 19,000.00         | -3,544.09         |
| <b>5510 - Travel &amp; Meeting Expense</b> | 18.00            | 316.26           | 417.18           | 711.89           | 1,062.76         | 1,087.07         | 915.00           | 1,774.04         | 1,018.45         | 1,246.40         | 108.07           | 0.00             | 8,675.12          | 10,000.00         | -1,324.88         |
| <b>5520 - Dues/Subscriptions</b>           | 75.00            | 2,071.86         | 500.00           | 171.00           | 3,777.13         | 3,620.12         | 0.00             | 1,000.00         | 245.00           | 0.00             | 196.00           | 348.38           | 12,004.49         | 14,000.00         | -1,995.51         |
| <b>5530 - Public Relations</b>             | 605.00           | 493.92           | 265.00           | 324.76           | 365.00           | 365.00           | 265.00           | 365.00           | 299.35           | 345.00           | 265.00           | 726.38           | 4,684.41          | 5,000.00          | -315.59           |

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

|   | Jul 17    | Aug 17    | Sep 17    | Oct 17    | Nov 17    | Dec 17    | Jan 18    | Feb 18    | Mar 18    | Apr 18    | May 18    | Jun 18    | Year to Date | TOTAL<br>Budget | Variance   |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------|-----------------|------------|
| <b>5540 - Events</b>                        | 0.00      | 0.00      | 0.00      | 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  |
| <b>5550 - Telephone Expense</b>             | 726.10    | 514.83    | 48.38     | 694.90    | 473.13    | 616.03    | 397.45    | 495.55    | 419.64    | 417.40    | 401.35    | 623.19    | 5,827.95     | 7,000.00        | -1,172.05  |
| <b>5610 - Property Taxes</b>                | 0.00      | 0.00      | 0.00      | 13,908.17 | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 13,908.17    | 14,000.00       | -91.83     |
| <b>5620 - Transient Room Tax</b>            | 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  | 1,348.09  | 2,632.12  | 2,561.62  | 29,116.58    | 25,000.00       | 4,116.58   |
| <b>5700 - Facilities</b>                    | 6,514.13  | 5,478.29  | 1,531.07  | 2,643.76  | 1,846.31  | 4,312.58  | 3,524.63  | 3,931.31  | 10,398.54 | 7,740.63  | 4,880.50  | 952.19    | 53,753.94    | 54,000.00       | -246.06    |
| <b>5701 - MAP Repairs</b>                   | 2,308.93  | 2,229.50  | 977.92    | 1,049.14  | 657.66    | 2,002.69  | 797.09    | 1,537.60  | 197.22    | 209.28    | 1,104.22  | 508.84    | 13,580.09    | 14,000.00       | -419.91    |
| <b>5730 - Tool &amp; Equipment Purchase</b> | 7.29      | 201.87    | 0.00      | 0.00      | 41.95     | 109.10    | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 360.21       | 3,000.00        | -2,639.79  |
| <b>5750 - Equipment Rental</b>              | 585.08    | 960.83    | 779.49    | 613.83    | 90.52     | 52.48     | -1,188.52 | 302.48    | 102.48    | 476.97    | 1,665.34  | 447.95    | 4,888.93     | 9,000.00        | -4,111.07  |
| <b>5790 - Equipment Repairs</b>             | 778.14    | 728.68    | 1,569.50  | 1,375.24  | 30.00     | 92.23     | 741.95    | 387.90    | 989.69    | 1,919.18  | 0.00      | 80.76     | 8,693.27     | 8,000.00        | 693.27     |
| <b>5800 - Utilities</b>                     | 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  | 9,724.03  | 9,646.73  | 9,767.81  | 128,092.65   | 124,000.00      | 4,092.65   |
| <b>5900 - State Lease Fees</b>              | 0.00      | 404.00    | 0.00      | 0.00      | 9,312.30  | 0.00      | 375.00    | 0.00      | 0.00      | 4,437.15  | 3,110.19  | 0.00      | 17,638.64    | 18,000.00       | -361.36    |
| <b>5950 - Miscellaneous</b>                 | 2,184.07  | 3,656.86  | 3,298.93  | 3,474.87  | 2,224.07  | 1,111.92  | 2,634.75  | 1,072.26  | 779.57    | 1,030.02  | 1,424.17  | 1,559.01  | 24,450.50    | 23,000.00       | 1,450.50   |
| <b>5300 - Material and Services - Other</b> | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 50.93     | 0.00      | 50.93        |                 |            |
| <b>Total 5300 - Material and Services</b>   | 30,200.66 | 57,649.16 | 41,666.39 | 57,782.27 | 39,111.10 | 31,435.85 | 23,536.34 | 77,881.89 | 30,478.34 | 34,468.92 | 34,294.61 | 19,477.29 | 477,982.82   | 498,000.00      | -20,017.18 |
| <b>6000 - Capital Outlay</b>                |           |           |           |           |           |           |           |           |           |           |           |           |              |                 |            |
| <b>6060 - Operations Equipment</b>          |           |           |           |           |           |           |           |           |           |           |           |           |              |                 |            |
| <b>6063 - Vehicle Replacement</b>           | 0.00      | 0.00      | 8,995.00  | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 8,995.00     | 9,000.00        | -5.00      |
| <b>6064 - Security Cameras</b>              | 0.00      | 0.00      | 9,999.85  | 0.00      | 0.00      | 2,500.00  | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 12,499.85    | 10,000.00       | 2,499.85   |
| <b>6067 - Broadband Wi-Fi</b>               | 0.00      | 0.00      | 5,000.00  | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 5,000.00     | 0.00            | 5,000.00   |
| <b>Total 6060 - Operations Equipment</b>    | 0.00      | 0.00      | 23,994.85 | 0.00      | 0.00      | 2,500.00  | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 26,494.85    | 19,000.00       | 7,494.85   |
| <b>6130 - Land</b>                          |           |           |           |           |           |           |           |           |           |           |           |           |              |                 |            |
| <b>6131 - 1499 Parking Lot</b>              | 0.00      | 0.00      | 4,965.00  | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 4,965.00     | 0.00            | 4,965.00   |
| <b>6144 - C Row Erosion</b>                 | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 1,185.00  | 0.00      | 0.00      | 170.00    | 0.00      | 330.00    | 1,845.00  | 3,530.00     | 0.00            | 3,530.00   |
| <b>Total 6130 - Land</b>                    | 0.00      | 0.00      | 4,965.00  | 0.00      | 0.00      | 1,185.00  | 0.00      | 0.00      | 170.00    | 0.00      | 330.00    | 1,845.00  | 8,495.00     | 0.00            | 8,495.00   |
| <b>6150 - Facilities</b>                    |           |           |           |           |           |           |           |           |           |           |           |           |              |                 |            |
| <b>6110 - Port Office 100 Harbor</b>        | 0.00      | 0.00      | 0.00      | 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  |
| <b>6155 - Wharf/Bdwb Fire System</b>        | 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      | 0.00         | 0.00            | 0.00       |
| <b>Total 6150 - Facilities</b>              | 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      | 0.00         | 8,000.00        | -8,000.00  |
| <b>6170 - Marine Facilities</b>             |           |           |           |           |           |           |           |           |           |           |           |           |              |                 |            |
| <b>6175 - Debris/Shear Booms</b>            | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 8,000.00  | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 8,000.00     | 0.00            | 8,000.00   |
| <b>6179 - East Moorage Basin</b>            | 0.00      | 0.00      | 0.00      | 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 |
| <b>Total 6170 - Marine Facilities</b>       | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 8,000.00  | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 8,000.00     | 15,000.00       | -7,000.00  |

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

|  | Jul 17            | Aug 17           | Sep 17           | Oct 17          | Nov 17            | Dec 17           | Jan 18            | Feb 18            | Mar 18            | Apr 18            | May 18          | Jun 18           | Year to Date      | TOTAL<br>Budget | Variance          |
|--|-------------------|------------------|------------------|-----------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|-----------------|------------------|-------------------|-----------------|-------------------|
| <b>Total 6000 - Capital Outlay</b>           | 0.00              | 0.00             | 32,659.85        | -3,700.00       | 0.00              | 3,685.00         | 8,000.00          | 0.00              | 170.00            | 0.00              | 330.00          | 1,845.00         | 42,989.85         | 42,000.00       | 989.85            |
| <b>6700 - Contingency</b>                    | 0.00              | 0.00             | 0.00             | 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        |
| <b>7000 - Debt Service</b>                   |                   |                  |                  |                 |                   |                  |                   |                   |                   |                   |                 |                  |                   |                 |                   |
| <b>7215 - MNIF (Dredging) #524016</b>        | 0.00              | 0.00             | 0.00             | 0.00            | 5,876.15          | 0.00             | 0.00              | 0.00              | 0.00              | 0.00              | 0.00            | 0.00             | 5,876.15          | 5,880.00        | -3.85             |
| <b>7216 - PRLF (MSLTD) #525186</b>           | 11,599.93         | 0.00             | 0.00             | 11,599.93       | 0.00              | 0.00             | 11,599.93         | 0.00              | 0.00              | 11,599.93         | 0.00            | 0.00             | 46,399.72         | 46,400.00       | -0.28             |
| <b>7225 - Banner Bank (PVIP) 100021424</b>   | 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          | 1,499.92          | 1,499.92        | 1,499.92         | 16,499.12         | 18,000.00       | -1,500.88         |
| <b>7230 - PRLF Loan (Wharf) #525196</b>      | 0.00              | 7,424.94         | 0.00             | 0.00            | 7,424.94          | 0.00             | 0.00              | 7,424.94          | 0.00              | 0.00              | 7,424.94        | 0.00             | 29,699.76         | 29,950.00       | -250.24           |
| <b>7270 - SPWF (Bdwk Prj) L0004</b>          | 0.00              | 0.00             | 0.00             | 0.00            | 15,961.07         | 0.00             | 0.00              | 0.00              | 0.00              | 0.00              | 0.00            | 0.00             | 15,961.07         | 15,970.00       | -8.93             |
| <b>Total 7000 - Debt Service</b>             | 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          | 13,099.85         | 8,924.86        | 1,499.92         | 114,435.82        | 116,200.00      | -1,764.18         |
| <b>7600 - Unappropriated Ending Fund Bal</b> | 0.00              | 0.00             | 0.00             | 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       |
| <b>7700 - Transfer to other funds</b>        | 65,000.00         | 0.00             | 0.00             | 0.00            | 0.00              | 0.00             | 0.00              | 0.00              | 0.00              | 0.00              | 0.00            | 0.00             | 65,000.00         | 65,000.00       | 0.00              |
| <b>Total Expense</b>                         | 135,548.61        | 100,931.42       | 100,365.23       | 91,729.95       | 94,695.64         | 64,226.87        | 72,323.44         | 115,234.16        | 73,203.44         | 72,816.84         | 70,661.55       | 52,357.93        | 1,044,095.08      | 1,389,000.00    | -344,904.92       |
|  | <b>437,513.66</b> | <b>59,636.25</b> | <b>48,669.96</b> | <b>5,003.63</b> | <b>134,497.83</b> | <b>79,402.79</b> | <b>-19,262.15</b> | <b>-68,701.68</b> | <b>-17,354.12</b> | <b>-23,481.95</b> | <b>3,904.76</b> | <b>53,722.89</b> | <b>693,551.87</b> | <b>0.00</b>     | <b>693,551.87</b> |

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

|  |                  |                   |             |                  |             |             |             |             |                   |             |             |             |                  | TOTAL            |                  |
|--|------------------|-------------------|-------------|------------------|-------------|-------------|-------------|-------------|-------------------|-------------|-------------|-------------|------------------|------------------|------------------|
|  | Jul 17           | Aug 17            | Sep 17      | Oct 17           | Nov 17      | Dec 17      | Jan 18      | Feb 18      | Mar 18            | Apr 18      | May 18      | Jun 18      | Year to Date     | Budget           | Variance         |
| <b>Income</b>                          |                  |                   |             |                  |             |             |             |             |                   |             |             |             |                  |                  |                  |
| <b>4100 - Available Beginning Cash</b> | 33,107.51        | 0.00              | 0.00        | 0.00             | 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        |
| <b>4540 - Interest Income</b>          | 0.00             | 7.66              | 0.00        | 0.00             | 9.39        | 0.00        | 0.00        | 0.00        | 8.19              | 3.50        | 0.00        | 0.00        | 28.74            | 0.00             | 28.74            |
| <b>4700 - Incoming Transfer</b>        | 65,000.00        | 0.00              | 0.00        | 0.00             | 0.00        | 0.00        | 0.00        | 0.00        | 0.00              | 0.00        | 0.00        | 0.00        | 65,000.00        | 65,000.00        | 0.00             |
| <b>Total Income</b>                    | <b>98,107.51</b> | <b>7.66</b>       | <b>0.00</b> | <b>0.00</b>      | <b>9.39</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>8.19</b>       | <b>3.50</b> | <b>0.00</b> | <b>0.00</b> | <b>98,136.25</b> | <b>70,000.00</b> | <b>28,136.25</b> |
| <b>Gross Profit</b>                    | <b>98,107.51</b> | <b>7.66</b>       | <b>0.00</b> | <b>0.00</b>      | <b>9.39</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>8.19</b>       | <b>3.50</b> | <b>0.00</b> | <b>0.00</b> | <b>98,136.25</b> | <b>70,000.00</b> | <b>28,136.25</b> |
| <b>Expense</b>                         |                  |                   |             |                  |             |             |             |             |                   |             |             |             |                  |                  |                  |
| <b>6000 - Capital Outlay</b>           |                  |                   |             |                  |             |             |             |             |                   |             |             |             |                  |                  |                  |
| <b>6150 - Facilities</b>               |                  |                   |             |                  |             |             |             |             |                   |             |             |             |                  |                  |                  |
| <b>6151 - Mo's Building</b>            | 0.00             | 0.00              | 0.00        | 0.00             | 0.00        | 0.00        | 0.00        | 0.00        | 46,294.32         | 0.00        | 0.00        | 0.00        | 46,294.32        | 50,000.00        | -3,705.68        |
| <b>6155 - Wharf/Bdwk Fire Syst</b>     | 0.00             | 20,000.00         | 0.00        | 3,700.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00              | 0.00        | 0.00        | 0.00        | 23,700.00        | 20,000.00        | 3,700.00         |
| <b>Total 6150 - Facilities</b>         | <b>0.00</b>      | <b>20,000.00</b>  | <b>0.00</b> | <b>3,700.00</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>46,294.32</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>69,994.32</b> | <b>70,000.00</b> | <b>-5.68</b>     |
| <b>Total 6000 - Capital Outlay</b>     | <b>0.00</b>      | <b>20,000.00</b>  | <b>0.00</b> | <b>3,700.00</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>46,294.32</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>69,994.32</b> | <b>70,000.00</b> | <b>-5.68</b>     |
| <b>Total Expense</b>                   | <b>0.00</b>      | <b>20,000.00</b>  | <b>0.00</b> | <b>3,700.00</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>46,294.32</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>69,994.32</b> | <b>70,000.00</b> | <b>-5.68</b>     |
| <b>Net Income</b>                      | <b>98,107.51</b> | <b>-19,992.34</b> | <b>0.00</b> | <b>-3,700.00</b> | <b>9.39</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>-46,286.13</b> | <b>3.50</b> | <b>0.00</b> | <b>0.00</b> | <b>28,141.93</b> | <b>0.00</b>      | <b>28,141.93</b> |

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

|                                       | Jul '17 - Jun 18    | Jul '16 - Jun 17    | \$ Change         | % Change     |
|---------------------------------------|---------------------|---------------------|-------------------|--------------|
| <b>Income</b>                         |                     |                     |                   |              |
| 4100 · Available Beginning Cash       | 460,706.63          | 345,420.28          | 115,286.35        | 33.4%        |
| 4140 · Campground Revenue             | 512,567.91          | 414,666.06          | 97,901.85         | 23.6%        |
| 4150 · Leases                         | 200,004.96          | 188,515.60          | 11,489.36         | 6.1%         |
| 4160 · Moorage                        | 102,195.07          | 93,224.10           | 8,970.97          | 9.6%         |
| 4170 · Storage                        | 28,613.29           | 24,365.93           | 4,247.36          | 17.4%        |
| 4190 · Marine Fuel                    | 42,675.34           | 37,596.58           | 5,078.76          | 13.5%        |
| 4200 · Other Facility Income          | 27,853.27           | 28,577.34           | -724.07           | -2.5%        |
| 4500 · Levied Taxes                   | 307,243.69          | 294,513.36          | 12,730.33         | 4.3%         |
| 4515 · State Forest Sales             | 29,779.01           | 20,299.02           | 9,479.99          | 46.7%        |
| 4540 · Interest Income                | 565.92              | 408.73              | 157.19            | 38.5%        |
| 4550 · Maintenance Assistance Program | 19,000.00           | 19,000.00           | 0.00              | 0.0%         |
| 4600 · Miscellaneous Income           | 11,911.61           | 17,623.02           | -5,711.41         | -32.4%       |
| 4650 · Sale of Surplus Equipment      | 500.00              | 6,292.74            | -5,792.74         | -92.1%       |
| 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%      |
| <b>Total Income</b>                   | <b>1,835,783.20</b> | <b>1,595,383.81</b> | <b>240,399.39</b> | <b>15.1%</b> |
| <b>Gross Profit</b>                   | <b>1,835,783.20</b> | <b>1,595,383.81</b> | <b>240,399.39</b> | <b>15.1%</b> |
| <b>Expense</b>                        |                     |                     |                   |              |
| 5000 · Personal Services              | 343,686.59          | 361,478.04          | -17,791.45        | -4.9%        |
| 5300 · Material and Services          | 477,982.82          | 431,254.32          | 46,728.50         | 10.8%        |
| 6000 · Capital Outlay                 | 112,984.17          | 66,922.95           | 46,061.22         | 68.8%        |
| 6700 · Contingency                    | 0.00                | 58,866.62           | -58,866.62        | -100.0%      |
| 7000 · Debt Service                   | 114,435.82          | 115,935.74          | -1,499.92         | -1.3%        |
| 7700 · Transfer to other funds        | 65,000.00           | 100,000.00          | -35,000.00        | -35.0%       |
| <b>Total Expense</b>                  | <b>1,114,089.40</b> | <b>1,134,457.67</b> | <b>-20,368.27</b> | <b>-1.8%</b> |
| <b>Net Income</b>                     | <b>721,693.80</b>   | <b>460,926.14</b>   | <b>260,767.66</b> | <b>56.6%</b> |

|         | 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%                  | 50%   | 688    |
| MAR     | 39%                  | 50%   | 1211   | 23%                  | 46%   | 729    | 16%                  | 40%   | 513    | 28%                  | 48%   | 880    |
| APR     | 38%                  | 48%   | 1134   | 28%                  | 44%   | 838    | 22%                  | 38%   | 657    | 31%                  | 46%   | 951    |
| MAY     | 37%                  | 47%   | 1130   | 36%                  | 44%   | 1132   | 35%                  | 38%   | 1112   | 45%                  | 46%   | 1419   |
| JUN     | 45%                  | 47%   | 1362   | 46%                  | 44%   | 1396   | 43%                  | 38%   | 3875   | 54%                  | 47%   | 1659   |
| TL YTD  | 47%                  | 47%   | 17662  | 44%                  | 44%   | 16072  | 38%                  | 38%   | 16732  | 47%                  | 47%   | 17386  |
| REV YTD | \$408,911            |       |        | \$424,844            |       |        | \$439,396            |       |        | \$508,194.00         |       |        |

|       | 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    | 3       | \$35    |
| MAY   | 11                  | \$121   | 11      | \$155   |
| JUN   | 22                  | \$344   | 12      | \$139   |
| Total | 134                 | \$1,815 | 132     | \$1,925 |

|         | 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%             | 45%   | 852    |
| MAR     | 27%             | 43%   | 992    | 24%             | 43%   | 886    |
| APR     | 27%             | 42%   | 965    | 26%             | 41%   | 928    |
| MAY     | 28%             | 40%   | 1025   | 27%             | 40%   | 986    |
| JUN     | 31%             | 40%   | 1091   | 30%             | 39%   | 1056   |
| TL YTD  | 40%             | 40%   | 17187  | 39%             | 39%   | 16933  |
| REV YTD | \$97,656        |       |        | \$92,808.00     |       |        |

**Port of Siuslaw Board of Commissioners  
2018**

Terry Duman      **Position 1**      Exp 6-30-21  
Commission President  
PO Box 2740  
Florence, OR 97439  
541-991-7961  
[Duman\\_inc@yahoo.com](mailto:Duman_inc@yahoo.com)

Craig Brandt      **Position 2**      Exp 6-30-19  
Commission 2<sup>nd</sup> VP      appointed 6-20-18  
05732 Nicholson Rd.  
Florence, OR 97439  
541-590-0339  
[cbrandt1951@gmail.com](mailto:cbrandt1951@gmail.com)

Mike Buckwald      **Position 3**      Exp 6-30-21  
Commission Secretary  
11934 E Mapleton Rd  
Mapleton, OR 97453  
541-997-7173  
[Mike@buckwaldaccounting.com](mailto:Mike@buckwaldaccounting.com)

Bill Meyer      **Position 5**      Exp 6-30-21  
Commission Treasurer  
75 Harbor St. #306  
Florence, OR 97439  
[b.meyer@portofsiuslaw.com](mailto:b.meyer@portofsiuslaw.com)  
[harleywam@gmail.com](mailto:harleywam@gmail.com)

Craig Zolezzi      **Position 4**      Exp 6-30-19  
Commission 1<sup>st</sup> VP      appointed 6-20-18  
5370 Buckskin Bob  
Florence, OR 97439  
541-915-4059  
[craig@zianw.com](mailto:craig@zianw.com)

2018-2019 Committee Assignments

| <u>Organization</u>   | <u>Assigned</u> | <u>Alternate</u> | <u>Involvement / Issues</u>                           |
|---|-----------------|------------------|---|
| <b>*Lane Area Commission on Transportation</b>                  |                 |                  | Transportation issues affecting ODOT Region 2, Area 5 |
| <b>*Lane Council of Governments, LCOG</b>                       |                 |                  | Voting delegate for interagency cooperation           |
| <b>*Oregon Coastal Zone Management Assn, OCZMA</b>              |                 |                  | Voting delegate for coastal planning issues           |
| <b>**Oregon Economic Development Assn, OEDA</b>                 |                 |                  | Economic development training and cooperation         |
| <b>**Oregon Public Ports Association, OPPO</b>                  |                 |                  | Lobby for state legislation and funding               |
| <b>**Siuslaw Watershed Council SWC</b>                          |                 |                  | Executive council member                              |
| <b>**Pacific NW Waterways Assn, PNWA</b>                        |                 |                  | Federal transportation & trade, dredging              |
| Florence Area Chamber of Commerce                               |                 |                  | Business retention & recruitment, community marketing |
| Florence Urban Renewal Agency                                   |                 |                  | Representative contact                                |
| Pacific Coast Congress of Harbor Masters and Port Managers, PCC |                 |                  | Marina operations training and development            |
| Special Districts Association of Oregon, SDAO                   |                 |                  | Representative contact                                |
| West Lane Emergency Operations Group, WLEOG                     |                 |                  | Voting delegate for Emergency Response planning       |

**\* Requires elected official representative**

**\*\* Elected official recommended**



**Port of Siuslaw Board of Commissioners  
Regular Meeting Schedule**

**FY2018-19**

Wednesday, 18 July 2018

Wednesday, 15 August 2018

Wednesday, 19 September 2018

Wednesday, 17 October 2018 - Mapleton

Wednesday, 21 November 2018

Wednesday, 19 December 2018

Wednesday, 15 January 2019

Wednesday, 19 February 2019

Wednesday, 19 March 2019

Wednesday, 16 April 2019

Wednesday, 21 May 2019

Wednesday, 18 June 2019

Unless otherwise noted, all meetings begin at 7:00pm at the Port Office,  
100 Harbor Street, Florence OR, Lane County.

# Port of Siuslaw

## Return to Work Policy

The Port of Siuslaw strives to assist employees to return to work at the earliest possible date following an injury or illness. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA). Inquiries about the ADA or FMLA should be directed to Port Administration.

The policy applies to regular full and part time employees and volunteer employees who are on leave as a result of injury or illness and who are receiving workers' compensation benefits.

The Port of Siuslaw defines "transitional work" as temporary, modified work assignments within the worker's physical abilities, knowledge and skills.

When possible, transitional positions will be made available to injured workers to minimize or eliminate time lost from work. The Port of Siuslaw cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

Transitional duty assignments are designed to be temporary in nature and will be reviewed monthly to evaluate the appropriateness of continuance. The maximum time frame light duty will be provided is 6 months.

In the event an employee refuses transitional work (outside the employee's FMLA benefits period) and the employee's attending physician has affirmed the employee's physical ability to perform the transitional position, the Port of Siuslaw is not obligated to provide an alternative position. In such cases, the Port of Siuslaw will notify Special Districts Insurance Services (SDIS) of the employee's refusal of the transitional work.



## Implementing a Return to Work Program

Implementing a Return to Work Program can be challenging but the effort will pay off. Studies show that the longer an employee is out of work, the less likely they are to return to work. The longer an employee is out of work, the more costly the claim becomes. Higher claims costs can lead to increased premiums.

The most effective way of keeping claims costs in check is to provide transitional duty work while an employee recovers from an on the job injury. Benefits of working transitional duty include swifter recovery time frames, lower claims costs and lower premiums. These benefits make return to work a win-win for both the employee and the district.

Implementing a program does not have to be an uphill battle. There are a few easy steps a district can take to promote the benefits of return to work.

### **Plan Ahead**

- Train all district employees and volunteers on the district's Return to Work Policy. A brief reminder should be provided annually to all employees and volunteers.
- Create a master list of possible transitional duty tasks. List a variety of tasks that would fit a wide range of physical restrictions.
- Create several sample transitional duty job descriptions incorporating the above identified tasks.
- Ensure all regular job descriptions have a summary of the job along with the specific physical requirements of the job.

### **Communication**

- Provide the *Release to Work, Form 3245* to any employee who files a workers' compensation claim. Instruct the employee to take this form to every medical appointment and to have the physician complete the form. Inform the employee of his/her responsibility to return the completed form to management within 24 hours.
- Stay in regular contact with the injured employee and require the injured employee to check in weekly with management.

### **Commit**

Once your district has decided to implement a RTW program, it is important that transitional work is made available to all employees injured on the job, unless it would cause the district an undue hardship or the employee's restrictions are so strict they cannot be accommodated.

Providing a consistent response to injured employees will result in a strong return to work culture.

Advise employees that the district is committed to providing productive work following a workplace injury. The success of the return to work program is the responsibility of everyone. Only by working together can the district provide a safe and secure workplace.

## **Sample Return-to-Work Policy**

### **Purpose**

[Company Name] strives to assist employees to return to work at the earliest possible date following an injury or illness. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Inquiries about the ADA or FMLA should be directed to the human resource department (HR).

### **Eligibility**

The policy applies to regular full- and part-time employees and volunteer employees who are on leave as a result of injury or illness and who are receiving workers' compensation benefits.

### **Transitional Work**

[Company Name] defines "transitional work" as temporary, modified work assignments within the worker's physical abilities, knowledge and skills.

When possible, transitional positions will be made available to injured workers to minimize or eliminate time lost from work. [Company Name] cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

Transitional duty assignments are designed to be temporary in nature and will be reviewed monthly to evaluate the appropriateness of continuance. The maximum time frame light duty will be provided is 6 months.

In the event an employee refuses transitional work (outside the employee's FMLA benefits period) and the employee's attending physician has affirmed the employee's physical ability to perform the transitional position, [Company Name] is not obligated to provide an alternative position. In such cases, [Company Name] will notify Special Districts Insurance Services(SDIS) of the employee's refusal of the transitional work.

## **Procedures**

To obtain a transitional assignment, the employee must obtain a Return-to-Work Form and a Job Description Form from HR and provide them to the attending physician for completion.

If the attending physician releases the employee to return to work on modified duty and has completed the Return-to-Work Form and Job Description Form, the forms must be returned to HR within 24 hours following the medical treatment for assessment of transitional work. The employee cannot return to work without the release of the attending physician.

HR will review the Return-to-Work Form and identify a transitional position for the employee if appropriate and transitional work falls within business needs. A transitional position job description, including physical requirements, will be prepared for review and approval by the attending physician.

Transitional positions are developed based on the physical capability of the worker, the business needs of the company and the availability of transitional work. [Company Name] will determine appropriate work hours, shifts, duration and locations of all work assignments. [Company Name] reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

It is the responsibility of the employee to provide HR with a current telephone number and address, so the employee may be contacted. The employee must notify HR within 24 hours of any and all changes in medical conditions.

It is the responsibility of the employee or the employee's supervisor to notify HR immediately of any work-related injuries, if the employee misses time from transitional work, or of any changes to transitional work assignments. HR will communicate with SDIS or attending physician as necessary.

## **Job Offer**

Upon completion of the Return-to-Work Form and the attending physician's approval of the transitional position, a written job offer letter will be prepared by the employer and mailed to the employee's last known address. The letter will note the doctor's approval and the start date, hours, wage, duration and location of the transitional work assignment.

The employee will be asked to sign the letter indicating his or her acceptance or refusal of the transitional work job offer and to return the letter to HR. If the employee declines an offer of transitional duty, workers' compensation benefits may be affected. While off work, the employee must contact HR weekly to report current medical status.

Any employee returning to a transitional position must not exceed the duties of the position or go beyond the doctor's restrictions. If any medical restrictions change, the employee must immediately notify his or her supervisor and provide the supervisor a copy of the new medical release.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the attending physician. While on transitional duty, the employee will be held to all existing personnel policies and will be responsible for maintaining acceptable performance standards as a condition of continued employment. Copies of the job description, work releases and job offer letter will be forwarded to SDIS.

## Offer of Transitional Duty

Mailing Date

Employee Name

Mailing Address

City, State Zip

**Sent via Certified and Regular Mail – Return Receipt Requested**

**Article #**

RE: Date of Injury:

Claim No:

Dear (Name of Injured Employee):

Your attending physician or authorized nurse practitioner has released you for transitional work as of (date). The enclosed transitional duty position was reviewed and approved by your attending physician or authorized nurse practitioner. Any necessary commute was also found to be within your physical capacity.

Transitional work is intended to be an evolution from working with physical limitations due to a work injury, to ultimately, performing regular job duties as physical capacities increase.

While on transitional duty, you remain subject to all existing district policies and expectations. Duties and responsibilities will be assessed on an ongoing basis as your recovery progresses.

**Transitional work title:**

|                   |                          |                      |           |
|-------------------|--------------------------|----------------------|-----------|
| <b>Start Date</b> |                          | <b>Location</b>      |           |
| <b>Start Time</b> |                          | <b>Report to</b>     |           |
| <b>Shift</b>      | <i>Exact shift times</i> | <b>Days per week</b> |           |
| <b>Wage</b>       |                          | <b>Duration</b>      | Temporary |

If this letter is received after the above indicated start date, your transitional duty will begin 24 hours after this offer is received.

Pursuant to ORS 656.268(4) and OAR 436-060-0030(3)(F), you have the right to refuse this offer of employment without termination of temporary total disability if any of the following conditions apply:

- (i) The offer is at a site more than 50 miles from the location where the worker was injured or where the worker customarily reported for work, unless the work site is less than 50 miles from the worker's residence, or the job at the time of injury involved multiple or mobile work sites as established by the intent of the employer and worker at



## TRANSITIONAL JOB DESCRIPTION

EMPLOYER: \_\_\_\_\_ WORKER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 PHONE/FAX NUMBER(S): \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_ CLAIM NUMBER: \_\_\_\_\_  
 MODIFIED JOB TITLE OF WORKER: Transitional sedentary work HOURS PER DAY/WEEK: \_\_\_\_\_

LOCATION OF JOB: \_\_\_\_\_  
 JOB DUTIES: Answer phones, make photo copies, sort documents, type reports, type correspondence, compile information and files, sort and route mail, direct inquiries for information, shred documents  
 Work can be restricted to single arm use, standing or seated as needed.\*

### ENDURANCE

|          | Never | Intermittent <1 hr | Occas. 1-3 hrs | Freq. 3-6 hrs. | Continuous 6+ hrs. | Total Hours in a work day |
|----------|-------|--------------------|----------------|----------------|--------------------|---------------------------|
| Sitting  |       |                    |                | X              |                    |                           |
| Standing |       | X                  | As needed      |                |                    |                           |
| Walking  |       | X                  | As needed      |                |                    |                           |

### PHYSICAL REQUIREMENTS

|            | Lift |                    |                 |                |              |                      | Environment |                    |                 |                |              |
|------------|------|--------------------|-----------------|----------------|--------------|----------------------|-------------|--------------------|-----------------|----------------|--------------|
|            | 0 hr | Intermittent <1 hr | Occas. 1-3 hrs. | Freq. 3-6 hrs. | Cont. 6+ hrs |                      | 0 hr        | Intermittent <1 hr | Occas. 1-3 hrs. | Freq. 3-6 hrs. | Cont. 6+ hrs |
| 1-10 lbs   |      |                    |                 | X*             |              | Bend                 | X           |                    |                 |                |              |
| 11-20 lbs  | X    |                    |                 |                |              | Twist                |             | X                  |                 |                |              |
| 21-50 lbs  | X    |                    |                 |                |              | Crouch               | X           |                    |                 |                |              |
| 51-75 lbs  | X    |                    |                 |                |              | Kneel                | X           |                    |                 |                |              |
| 76-100 lbs | X    |                    |                 |                |              | Crawl                | X           |                    |                 |                |              |
|            |      |                    |                 |                |              | Walk-Level Surface   |             |                    | X*              |                |              |
|            |      |                    |                 |                |              | Walk-Uneven Surface  | X           |                    |                 |                |              |
|            |      |                    |                 |                |              | Climb Stairs         | X           |                    |                 |                |              |
|            |      |                    |                 |                |              | Climb Ladder         | X           |                    |                 |                |              |
|            |      |                    |                 |                |              | Reach Above Shoulder | X           |                    |                 |                |              |
|            |      |                    |                 |                |              | Use of Arms          |             |                    |                 | X*             |              |
|            |      |                    |                 |                |              | Use of Wrist         |             |                    |                 | X*             |              |
|            |      |                    |                 |                |              | Use of Hands         |             |                    |                 | X*             |              |
|            |      |                    |                 |                |              | (a) Grasping         |             |                    |                 | X*             |              |
|            |      |                    |                 |                |              | (b) Squeezing        |             |                    |                 | X*             |              |
|            |      |                    |                 |                |              | Operate Foot Control | X           |                    |                 |                |              |
|            |      |                    |                 |                |              | Environment          |             |                    |                 |                |              |
|            |      |                    |                 |                |              | Inside               |             |                    |                 | X              |              |
|            |      |                    |                 |                |              | Outside              | X           |                    |                 |                |              |
|            |      |                    |                 |                |              | Heat                 | X           |                    |                 |                |              |
|            |      |                    |                 |                |              | Cold                 | X           |                    |                 |                |              |
|            |      |                    |                 |                |              | Dusty                | X           |                    |                 |                |              |
|            |      |                    |                 |                |              | Noisy                | X           |                    |                 |                |              |
|            |      |                    |                 |                |              | Other                | X           |                    |                 |                |              |

ADDITIONAL COMMENTS:

EMPLOYER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### FOR PHYSICIAN TO COMPLETE:

Is the worker able to perform the modified job described above and also commute\* to that job?

Yes  No Date of Release: \_\_\_\_\_ (Note: Date of release is same as Physician's Signature Date unless specified)

\*By "commute" we mean: can the worker tolerate either 1) driving a car, OR 2) being a passenger in a car, OR 3) utilizing public transportation (to and from work)

If no, please indicate what changes are needed in order to make this job appropriate:

\_\_\_\_\_  
 Physician's signature Date

**EAIP Wage Subsidy  
Application Information**

|                  |  |                |  |
|------------------|--|----------------|--|
| District         |  | Contact Name   |  |
| Phone Number     |  | Email Address  |  |
| Policy Number    |  | District WCD # |  |
| Injured Employee |  | Date of Injury |  |
| Claim Number     |  |                |  |

**Transitional Duty (TD) / Light Duty Work Information**

|   |  |
|---|--|
| <p align="center"><b>Regular Duties</b></p> <p>Describe regular job duties the injured worker was not able to perform due to a district related injury.</p> | <p align="center"><b>Transitional Duties</b></p> <p>Describe transitional work the injured worker performed while working within restrictions provided by their AP or ANP.</p> |
|---|--|

|                                      |             |                             |                           |      |                      |  |
|--------------------------------------|-------------|-----------------------------|---------------------------|------|----------------------|--|
| TD Start Date                        | ___/___/___ | TD Wage                     | \$                        | / hr | Total TD Days Worked |  |
| 45% of transitional duty wages paid: | \$          | Wage Subsidy Request Period | ___/___/___ - ___/___/___ |      |                      |  |

I confirm that workers' compensation insurance was maintained for the injured employee throughout the duration of their transitional work, the employee was not covered by the Oregon inmate workers compensation and that the wages referred to have been paid to the employee.

District Contact  
Signature

Date

**Documentation To Be Included**

|  |
|--|
| <b>REQUIRED</b> <input type="checkbox"/> Proof of gross wages paid to injured employee (pay stubs, registry, etc.) |
| <b>REQUIRED</b> <input type="checkbox"/> Proof of daily hours worked (time cards, calendar tracking, etc.)         |
| <input type="checkbox"/> Copy of transitional duty offer letter  |
| <input type="checkbox"/> Copy of transitional duty job description   |

**SDIS Use Only**

|                    |  |                             |  |
|--------------------|--|-----------------------------|--|
| Date Received      |  | Application Date            |  |
| Reimbursement Rcvd |  | Reimbursement to Accounting |  |

## Employer-at-Injury Program (EAIP) Application: Questions & Answers

- 1. What makes a district eligible?**

The district must maintain workers' compensation coverage for the employee and be the employer at the time of injury, or re-employ the injured worker while their claim is open.
- 2. What makes an injured employee's wages eligible?**

A district's insured employee must have a deferred or accepted workers' compensation claim and be working within restrictions provided by their attending medical provider due to that injury. The first date the injured employee is released to work with restrictions is their first eligible date for EAIP.
- 3. What wages are eligible?**

The State will reimburse based on the employee's gross wages. The employee must actually be working transitional duty for the wages to be eligible. This does not include sick, furlough, or holiday time. If commenced after July 1, 2013, reimbursement is for 45% of the injured employee's transitional duty wages for 66 work days. If commenced prior to July 1, 2013, the percentage is 50%.
- 4. What is the minimum request the district can apply for?**

The State asks that requests be over \$100.
- 5. What if the injured employee's claim was denied?**

Effective January 1, 2010 the State has allowed for districts to utilize EAIP for deferred claims that may be later denied upon further information or investigation. The eligibility of EAIP does end upon denial of the claim.
- 6. What ends the injured employee's EAIP eligibility?**

Once the employee is released to full regular duties by their attending medical provider, they are no longer eligible for EAIP.
- 7. How soon should our district expect the wage subsidy money?**

Once SDIS receives the application, it must be reviewed, approved and send onto the State. Time provided for the State to review the request, approve appropriate funds and allow SDIS to return the funding to the district should be no less than six weeks.
- 8. Why would the wage subsidy request be less than what was submitted to SDIS/McCauley, Potter, Fain, Associates?**

McCauley, Potter, Fain Associates staff are responsible for reviewing and confirming all wage subsidy requests made by members. Sometimes, more wages were requested than were actually eligible. Most commonly this is due to reporting hours that did not qualify as they were holiday or sick pay, an employee worked more hours than their attending medical provider approved, or an employee was working outside the restrictions they were given.

Additional information is available from the state at  
<http://www.cbs.state.or.us/wcd/rdrs/rau/eaip/eaip.html#1>

# RETURN-TO-WORK STATUS

Worker's name: \_\_\_\_\_ Claim number (if known): \_\_\_\_\_

Next scheduled appointment date: \_\_\_\_\_

Is the worker expected to materially improve from medical treatment or the passage of time?  Yes  No

## WORK STATUS *(Select one option)*

**OPTION 1 – Released to Regular Work** Status from (date): \_\_\_\_\_  
 Released to the *hours routinely worked and tasks routinely performed in the job held at the time of injury.*

**OPTION 2 – Not Released to Work** Status from (date): \_\_\_\_\_ to: \_\_\_\_\_  
 The worker is *not capable of performing any work activities.*

**OPTION 3 – Released to Modified Work** Status from (date): \_\_\_\_\_ to: \_\_\_\_\_  
 Released to work, *subject to the following work restrictions (note only those that are applicable):*

Total work hours: \_\_\_\_\_ hours/day

### Lift/carry/push/pull restrictions

|               | One-time     | ≤1/3 of workday | 1/3-2/3 of workday | ≥2/3 of workday | Duration      |                    |
|---------------|--------------|-----------------|--------------------|-----------------|---------------|--------------------|
| <b>Lift:</b>  | _____ pounds | _____ pounds    | _____ pounds       | _____ pounds    | _____ hrs/day | _____ hrs/one time |
| <b>Carry:</b> | _____ pounds | _____ pounds    | _____ pounds       | _____ pounds    | _____ hrs/day | _____ hrs/one time |
| <b>Push:</b>  | _____ pounds | _____ pounds    | _____ pounds       | _____ pounds    | _____ hrs/day | _____ hrs/one time |
| <b>Pull:</b>  | _____ pounds | _____ pounds    | _____ pounds       | _____ pounds    | _____ hrs/day | _____ hrs/one time |

### Activity restrictions

|               |               |                    |                              |               |                    |                              |               |                    |
|---------------|---------------|--------------------|------------------------------|---------------|--------------------|------------------------------|---------------|--------------------|
| <b>Stand:</b> | _____ hrs/day | _____ hrs/one time | <b>Twist:</b>                | _____ hrs/day | _____ hrs/one time | <b>Crawl:</b>                | _____ hrs/day | _____ hrs/one time |
| <b>Walk:</b>  | _____ hrs/day | _____ hrs/one time | <b>Climb:</b>                | _____ hrs/day | _____ hrs/one time | <b>Crouch:</b>               | _____ hrs/day | _____ hrs/one time |
| <b>Sit:</b>   | _____ hrs/day | _____ hrs/one time | <b>Bend:</b>                 | _____ hrs/day | _____ hrs/one time | <b>Balance:</b>              | _____ hrs/day | _____ hrs/one time |
| <b>Drive:</b> | _____ hrs/day | _____ hrs/one time | <b>Above-shoulder-reach:</b> | _____ hrs/day | _____ hrs/one time | <b>Below-shoulder-reach:</b> | _____ hrs/day | _____ hrs/one time |
| <b>Kneel:</b> | _____ hrs/day | _____ hrs/one time |                              |               |                    |                              |               |                    |

### Hand use restrictions

|                      |                       |                       |
|----------------------|-----------------------|-----------------------|
| <b>Fine actions:</b> | _____ hrs./day L hand | _____ hrs./day R hand |
| <b>Keyboarding:</b>  | _____ hrs./day L hand | _____ hrs./day R hand |
| <b>Grasp:</b>        | _____ hrs./day L hand | _____ hrs./day R hand |

### Foot use restrictions

|               |                       |                       |
|---------------|-----------------------|-----------------------|
| <b>Raise:</b> | _____ hrs./day L foot | _____ hrs./day R foot |
| <b>Push:</b>  | _____ hrs./day L foot | _____ hrs./day R foot |

Notes / other restrictions: \_\_\_\_\_

Medical provider's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print medical provider's name: \_\_\_\_\_

Phone no.: \_\_\_\_\_

the time of hire or the employment pattern before the injury;

(ii) The offer is not with the employer at injury;

(iii) The offer is not at a work site of the employer at injury;

(iv) The offer is not consistent with existing written shift change policy or common practice of the employer at injury or aggravation; or

(v) The offer is not consistent with an existing shift change provision of an applicable union contract.

**“If you refuse this offer of work for any of the reasons listed in this notice, you should write to the insurer or employer and tell them your reasons for refusing the job. If the insurer reduces or stops your temporary total disability and you disagree with that action, you have the right to request a hearing. To request a hearing you must send a letter objecting to the insurer’s actions to the Worker’s Compensation Board, 2601 25th Street SE, Suite 150, Salem, Oregon 97302-1282.”**

Any questions regarding your transitional duty should be directed to *(Name of Claims Examiner)* at *(phone number)*.

Sincerely,

*First and Last Name*

*Job Title*

cc: SDIS

Enclosure: Transitional Job Description

**I HAVE READ AND UNDERSTAND THE OFFER OF TRANSITIONAL DUTY EMPLOYMENT**

**AND MY RIGHT TO REFUSE THE OFFER.**

\_\_\_\_\_ I accept this offer

\_\_\_\_\_ I refuse this offer (please include reason below)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# The Employer-at-Injury Program

## Helping employers return injured workers to work

### What is the Employer-at-Injury Program?

As an injured worker, returning to work can be a concern. All parties benefit when a worker returns to work as quickly as possible after an on-the-job injury. The Employer-at-Injury Program (EAIP) encourages the early return to work of injured workers by helping reduce an employer's early return-to-work costs and reducing claim costs. This voluntary program is funded by worker and employer contributions to the Workers' Benefit Fund and is administered by the insurer responsible for the claim. The insurer helps the employer develop the early return-to-work job (transitional work) and request reimbursement from the department.

### What makes an employer eligible?

The employer must be the employer at injury or the employer at the time of an aggravation or own-motion opening. The employer must maintain Oregon workers' compensation insurance coverage and follow all Oregon workers' compensation laws.

### What makes a worker eligible?

The worker must have an Oregon workers' compensation injury or occupational disease. The worker must be released for work with restrictions that prevent the worker from doing full-duty regular work.

### What is transitional work?

For purposes of the EAIP, transitional work is temporary work with the employer at injury that is not the worker's regular full-duty work. The transitional work is assigned because the worker has restrictions that keep the worker from returning to regular full-duty work. Transitional work must be within the worker's specific injury-caused restrictions. An employer can modify the worker's regular work, reduce the worker's job duties, or assign the worker to a different job to create transitional work. Transitional work can also be

created through a worksite modification. The transitional work may also be a skills building class or course of instruction.

### Who initiates use of the EAIP?

Use of the EAIP is optional. To use it, the employer requests help from its workers' compensation insurer or the insurer may suggest using the program. The insurer gets medical reports from the worker's medical provider and helps the employer identify transitional work that the worker can do within his or her restrictions. The injured worker may or may not know that the employer is using the program.

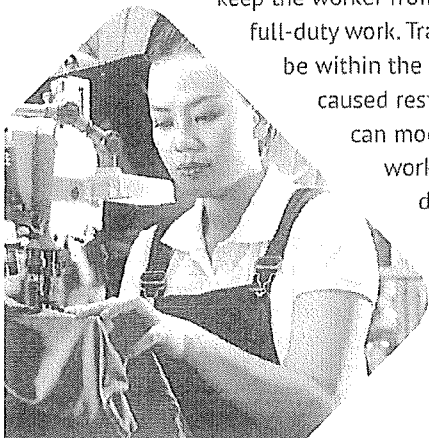
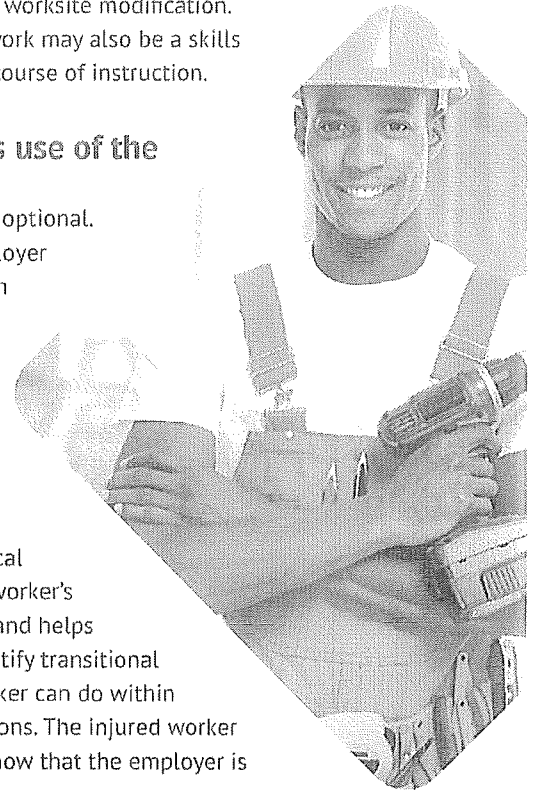
### What are the benefits of EAIP?

**Wage subsidy** repays the employer for 45 percent of the early return-to-work gross wages for up to 66 work days within a 24-consecutive-month period.

**Worksite modification** and purchases of tools and equipment are limited to a combined maximum of \$5,000. The employer can rent, purchase, or modify equipment so the worker can do early return-to-work job duties within the injury-related restrictions.

**Early return-to-work purchases** provide the employer with reimbursement for a variety of purchases:

- Tuition, books, and fees for a class or course of instruction to update existing skills or develop new skills that meet the requirements of transitional work. The maximum benefit is \$1,000.





All parties benefit when a worker returns to work as quickly as possible

- Clothing required for transitional work, except clothing the worker already possesses or the employer normally provides. The clothing becomes the property of the worker. The maximum benefit is \$400.

The insurer may make reimbursement requests on Form 2360 for all costs of the program, including a one-time administrative fee of \$120. For more information, call 800-445-3948 (toll-free) or email [eaip.oregon@oregon.gov](mailto:eaip.oregon@oregon.gov).

**For more information, call**

800-445-3948 (toll-free)

or visit our website:

[www.wcd.oregon.gov](http://www.wcd.oregon.gov)

Workers' Compensation Division

Employer-at-Injury Program

350 Winter St. NE

P.O. Box 14480

Salem, OR 97309-0405

Kelly:

While the overall general real estate market has been busy through the first ½ of 2018, development properties like the Port's 38+ acres have been sluggish. For example, we recently, had a 6 month escrow fall through (due to funding) on the church 16 acres at 35<sup>th</sup> & Oak, which is zoned multi-family. The Port's acreage represents an even bigger challenge due to a smaller piece of the market pie (non-residential Pacific View Business Park zoning) that customers are typically buying. It's probably a safe bet that interest would be much higher if the zoning was residential – the driving force of the Florence real estate market (approx. 90% of sales are residential). Nothing we can realistically do about that however so we have to find a buyer willing to take on the project as it is today.

That said, we've fielded a handful of inquiries, sent off marketing packets and have contacted all the regional economic development entities with the property info, as well as the commercial firms in the Eugene area. Bottom line, these bigger chunks, even like the bigger estate-type homes, will take more time to garner interest, buyer funding and a development concept to then become reality.

Not much news but that's where we are currently. I appreciate the Port's trust and support and will continue to work diligently on their behalf.

Thank you,

## **Andy Johnson**

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