

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, August 15, 2018 7:00pm
Port of Siuslaw Conference Room
100 Harbor Street, Florence, OR 97439

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

Regular Meeting	7:00pm
1. Call to Order	Duman
2. Presentation: Andy Johnson Coldwell Banker; PVIP Property	
3. Loan options PVIP Property; Dee Osbourne, Banner Bank	
4. Public Comment: <i>This is an opportunity for members of the audience to bring to the Commission's attention any item not otherwise listed on the Agenda. Comments will be limited to five (5) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.</i>	
5. Approval of the Agenda	Duman
6. Approval of Minutes by Consent	Duman
a. 7-18-18 Work Session minutes	
b. 7-18-18 Regular Meeting Minutes	
7. Approval of the Financials by Consent	Stewart
8. New Business: Commercial Moorage Definitions	Duman
9. Old Business: Port Strategic Business Plan	Meyer
10. Manager and Commissioner Reports	
11. Public Comment: <i>Comments will be limited to five (5) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.</i>	
12. Upcoming Meetings and Conferences	
• September 19, 2018 Board of Commissioners meeting.	
• October 4-5, 2018 OPPA Conference Coos Bay, Oregon	

MINUTES
PORT OF SIUSLAW WORK SESSION
Wednesday, July 18, 2018, 6:00pm
100 Harbor Street, Florence, Oregon 97439

These minutes will be reviewed for approval at the August 15, 2018 meeting.

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

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

- 1. President Duman called the Work Session to order at 6:00pm**

- 2. Presentation: Jack Akin – C Row update**
Akin gave an overview of the whole C Row project from the beginning in 2016. Akin said FEMA is aware the Port wants to do the repairs before the storm season starts. Akin has some paperwork to send in this coming week. FEMA requires bids for the project and Akin is contacting contractors. Akin was authorized to proceed by the Commission. See power point and work session audio dated 7-18-18.
Support share/monthly board meeting documents/work session audio 7-18-18.

President Duman adjourned the Work Session at 6:55pm

MINUTES
PORT OF SIUSLAW COMMISSION MEETING
 Wednesday July 18, 2018, 7:00pm
 100 Harbor Street, Florence, Oregon 97439

These Minutes will be reviewed for approval at the Regular Meeting on August 15, 2018.

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

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

1. **President Duman called the meeting to order at 7:00pm.**
2. **Public Comment:** Craig Hancock is a guest in the campground. He voiced concerns regarding park security. He stated vagrants are going through the dumpsters at all hours of the night. He said he talked to the police and they stated it was not a priority. He said other Ports have security.
3. **Approval of the Agenda:** There were no comments and the agenda was approved.
4. **Approval of the Minutes:** There were no comments and the minutes were approved by consent.
5. **Approval of the Financials:** Stewart said bills paid in June were \$57,520.04. Stewart said the campground occupancy is up 9% from last year and moorage is down 1%. The financials were approved by consent.
6. **New Business:**
 - a. **Elect Officers:** Buckwald nominated Duman for Commission President. Meyers second motion and vote was unanimous. Duman nominated Meyer as 1st VP. Second by Buckwald and vote was unanimous. Buckwald nominated Brandt for 2nd VP. Second by Meyer and vote was unanimous. Buckwald nominated Zolezzi for Treasurer. Second by Duman and vote was unanimous. Duman nominated Buckwald for Secretary. Second by Meyer and vote was unanimous.
 - b. **Committee Assignments:** see attached sheet.
 - c. **Approval of the meeting schedule for FY18-19:**
 Motion by Buckwald
 Second by Meyer
 Vote was unanimous
 - d. **Approval of the Return to Work Policy:**
 Motion by Buckwald
 Second by Zolezzi
 Vote was unanimous

7. Old Business: PVIP Update: The following is an e-mail from the realtor regarding the PVIP property;

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 35th & 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

Owner/Principal Broker

Coldwell Banker Coast Real Estate

Duman wondered if we should reduce the price. Meyer agreed and said we should have a sequential program. Buckwald wants to know exactly how much we have spent on the property so far. Duman said we need an appraisal. Meyer wants to know the feasibility and cost of an appraisal. Huntington said Wendy from the City of Florence is willing to come in and tell us what our alternatives are for the property. There were questions also regarding the street between Bridgeport Market and the Port's blue building as to who owns it, the City or the Port.

8. Manager and Commissioner Reports: Huntington said Springer wanted to know if we could move our new sign because it is blocking the art piece on the boardwalk. Harlan said he is getting a lot a pushback from the public art committee. Meyer wants to look at it before a decision is made.

9. Public Comment: Rocky Swinney wanted to know if there was a policy regarding small boats going into larger slips. He likes the G dock because of the locked gate. Huntington doesn't know of any policy. Swinney also would like to rent for a year but people have reserved 9 months in advance so the particular slip he wants is not available for a year. This conversation also brought up the December member group and the preference they get. Duman said we need to revisit the policy again.

President Duman closed the regular session at 8:00pm.

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

Jul 31, 18

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

1001 · BB Checking - General Fund	60,768.45
1003 · BB SAV - Capital Reserve	28,141.93
1005 · BB MMA - General Fund	871,421.53
1050 · BB MMA - ICM	5,050.38
1070 · Petty Cash	1,000.00

Total Checking/Savings 966,382.29

Other Current Assets

1130 · Inventory - Gas	3,586.30
1140 · Inventory - Diesel	5,533.10
1220 · Accounts Receivable	1,739.84
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	-16,819.55

Total Other Current Assets 38,554.19

Total Current Assets 1,004,936.48

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 7,089,506.78

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

2000 · *Accounts Payable 7,138.49

Total Accounts Payable 7,138.49

Credit Cards

2021 · Port Credit Card 1 20,589.74

2022 · Port Credit Card 2 -20.75

Total Credit Cards 20,568.99

Other Current Liabilities

2030 · Deposits Held 9,000.00

2045 · Unearned CG Revenue (Hercules) 142,601.78

2050 · Deferred Compensation Plan NRS 9,281.63

2150 · Payroll related Liabilites 1,624.92

2155 · Oregon Statewide Transit Tax 20.83

2160 · Accrued Interest 33,562.04

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

Total Other Current Liabilities 258,269.10

Total Current Liabilities 285,976.58

Long Term Liabilities

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

	Jul 31, 18
2380 · Long-Term Debt current portion	-62,177.90
2390 · OBD Loan L0004 Bdwk	99,115.42
2440 · OBD Loan 524016 Dredging	56,139.96
2491 · OBD Loan 525186 MSLTD	461,558.57
2492 · OBD Loan 525196 Wharf	326,224.69
2993 · BB Loan 1000214241 PVIP	216,753.26
Total Long Term Liabilities	1,097,614.00
Total Liabilities	1,383,590.58
Equity	
3300 · Invested in Capital Assets	5,039,020.40
3900 · Fund Balance	621,965.38
Net Income	44,930.42
Total Equity	5,705,916.20
TOTAL LIABILITIES & EQUITY	<u>7,089,506.78</u>

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

	Jul 18	Budget	Variance
Income			
4100 - Available Beginning Cash	0.00	33,107.00	-33,107.00
4700 - Incoming Transfer	0.00	55,000.00	-55,000.00
Total Income	0.00	88,107.00	-88,107.00
Gross Profit	0.00	88,107.00	-88,107.00
Expense			
6000 - Capital Outlay			
6150 - Facilities			
6155 - Wharf/Bdwc Fire System	0.00	20,000.00	-20,000.00
Total 6150 - Facilities	0.00	20,000.00	-20,000.00
Total 6000 - Capital Outlay	0.00	20,000.00	-20,000.00
7600 - Unappropriated Ending Fund Bal	0.00	88,107.00	-88,107.00
Total Expense	0.00	108,107.00	-108,107.00
Net Income	0.00	-20,000.00	20,000.00

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

	Jul 18	Budget	Variance
Income			
4100 - Available Beginning Cash	0.00	400,000.00	-400,000.00
4140 - Campground Revenue			
4141 - RV Sites- Taxable	47,160.20	300,000.00	-252,839.80
4142 - RV Sites -Non Taxable	31,490.20	100,000.00	-68,509.80
4143 - RV Site - Add'l revenue	1,953.51	6,000.00	-4,046.49
4144 - Transient Room Tax	5,052.61	24,000.00	-18,947.39
4145 - Reservation Fees	4,980.00	20,000.00	-15,020.00
Total 4140 - Campground Revenue	90,636.52	450,000.00	-359,363.48
4150 - Leases			
4151 - Building Lease - 1499 Bay St	1,200.00	14,400.00	-13,200.00
4152 - Building Lease - 080A Harbor St	1,200.00	14,400.00	-13,200.00
4153 - Wharf lease - ICM	4,542.08	54,000.00	-49,457.92
4154 - Wharf lease - Mo's	9,100.00	100,000.00	-90,900.00
4155 - Concessions	2,283.34	2,985.00	-701.66
4156 - Docking Lease	100.00	1,200.00	-1,100.00
Total 4150 - Leases	18,425.42	186,985.00	-168,559.58
4160 - Moorage			
4162 - Commercial Moorage	1,474.24	10,000.00	-8,525.76
4163 - Sport Moorage	7,337.26	75,500.00	-68,162.74
4165 - Liveaboard Fees	240.00	4,500.00	-4,260.00
Total 4160 - Moorage	9,051.50	90,000.00	-80,948.50
4170 - Storage	2,392.46	20,000.00	-17,607.54
4190 - Marine Fuel	932.94	40,000.00	-39,067.06
4200 - Other Facility Income	4,241.72	25,600.00	-21,358.28
4500 - Levied Taxes			
4510 - Current Levied Taxes	0.00	302,267.00	-302,267.00
4520 - Prior Years Levied Taxes	0.00	4,000.00	-4,000.00
Total 4500 - Levied Taxes	0.00	306,267.00	-306,267.00
4540 - Interest Income	50.58	0.00	50.58
4550 - Maintenance Assistance Program	0.00	19,000.00	-19,000.00
4600 - Miscellaneous Income	645.46	10,000.00	-9,354.54

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

	Jul 18	Budget	Variance
4840 · Grants	0.00	100,000.00	-100,000.00
Total Income	126,376.60	1,647,852.00	-1,521,475.40
Gross Profit	126,376.60	1,647,852.00	-1,521,475.40
Expense			
5000 · Personal Services			
5020 · Port Manager	5,000.00	65,000.00	-60,000.00
5030 · Administrative Assistant	2,800.00	42,118.00	-39,318.00
5045 · Services Lead	2,412.44	34,611.00	-32,198.56
5050 · Office Assistant	0.00	29,203.00	-29,203.00
5061 · Campground Staff	1,566.00	25,958.00	-24,392.00
5075 · Maintenance I Lead	3,734.90	47,807.00	-44,072.10
5076 · Maintenance II	3,203.20	39,370.00	-36,166.80
5077 · Maintenance III	2,240.00	30,285.00	-28,045.00
5110 · Payroll taxes	2,162.95	31,435.00	-29,272.05
5180 · Health Insurance	3,132.24	40,000.00	-36,867.76
5181 · Life Insurance	14.22	160.00	-145.78
5182 · Dental Insurance	305.70	4,000.00	-3,694.30
5190 · Workers Compensation Insurance	9,412.74	10,000.00	-587.26
5270 · Retirement	0.00	8,000.00	-8,000.00
5275 · Compensated absences	0.00	5,000.00	-5,000.00
5280 · Overtime	0.00	3,000.00	-3,000.00
5290 · Budget fund transfer - Capital	0.00	55,000.00	-55,000.00
Total 5000 · Personal Services	35,984.39	470,947.00	-434,962.61
5300 · Material and Services			
5260 · Employee Training	75.00	1,000.00	-925.00
5310 · Grant Expenses	0.00	500.00	-500.00
5340 · Advertising	325.00	10,000.00	-9,675.00
5345 · Web Site	0.00	2,000.00	-2,000.00
5350 · Office Supplies	5.00	4,000.00	-3,995.00
5360 · Operation Supplies	1,637.64	15,000.00	-13,362.36
5370 · Marine Fuel	-78.42	45,000.00	-45,078.42
5410 · Audit	0.00	10,000.00	-10,000.00

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

	Jul 18	Budget	Variance
5420 - Accounting Service	300.25	2,000.00	-1,699.75
5425 - Consultant services	0.00	1,500.00	-1,500.00
5430 - Legal Services	0.00	5,000.00	-5,000.00
5436 - Cost of Retail Items	286.82	800.00	-513.18
5450 - Insurance - General	0.00	53,000.00	-53,000.00
5470 - Contracted Services	1,679.32	19,000.00	-17,320.68
5510 - Travel & Meeting Expense	176.97	11,000.00	-10,823.03
5520 - Dues/Subscriptions	1,371.82	14,000.00	-12,628.18
5530 - Public Relations	265.00	3,000.00	-2,735.00
5540 - Events	0.00	1,000.00	-1,000.00
5550 - Telephone Expense	638.20	7,000.00	-6,361.80
5610 - Property Taxes	0.00	14,000.00	-14,000.00
5620 - Transient Room Tax	5,420.50	27,000.00	-21,579.50
5700 - Facilities	2,396.67	53,000.00	-50,603.33
5701 - MAP Repairs	643.01	14,000.00	-13,356.99
5730 - Tool & Equipment Purchase	0.00	2,000.00	-2,000.00
5750 - Equipment Rental	566.19	7,000.00	-6,433.81
5790 - Equipment Repairs	110.00	8,000.00	-7,890.00
5800 - Utilities	12,247.56	117,000.00	-104,752.44
5900 - State Lease Fees	375.00	17,000.00	-16,625.00
5950 - Miscellaneous	2,665.41	24,500.00	-21,834.59
Total 5300 - Material and Services	31,106.94	488,300.00	-457,193.06
6000 - Capital Outlay			
6130 - Land			
6144 - C Row Erosion	1,255.00	60,000.00	-58,745.00
Total 6130 - Land	1,255.00	60,000.00	-58,745.00
6150 - Facilities			
6151 - Mo's Building	0.00	217,500.00	-217,500.00
Total 6150 - Facilities	0.00	217,500.00	-217,500.00
6170 - Marine Facilities			
6180 - West Basin Repairs	0.00	15,000.00	-15,000.00
6181 - Security Cameras/Gates	0.00	25,000.00	-25,000.00

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

	Jul 18	Budget	Variance
Total 6170 - Marine Facilities	0.00	40,000.00	-40,000.00
Total 6000 - Capital Outlay	1,255.00	317,500.00	-316,245.00
7000 - Debt Service			
7215 - MNIF (Dredging) #524016	0.00	5,880.00	-5,880.00
7216 - PRLF (MSLTD) #525186	11,599.93	46,400.00	-34,800.07
7225 - Banner Bank (PVIP) 1000214241	1,499.92	121,000.00	-119,500.08
7230 - PRLF Loan (Wharf) #525196	0.00	29,950.00	-29,950.00
7270 - SPWF (Bdwb Prj) L0004	0.00	15,970.00	-15,970.00
Total 7000 - Debt Service	13,099.85	219,200.00	-206,100.15
7600 - Unappropriated Ending Fund Bal	0.00	94,371.00	-94,371.00
Total Expense	81,446.18	1,590,318.00	-1,508,871.82
Net Income	44,930.42	57,534.00	-12,603.58

	Campground 2015/2016			Campground 2016/2017			Campground 2017/2018			Campground 2018/2019		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	79%	79%	2448	74%	74%	2314	78%	78%	2452	88%	88%	2862
AUG	91%	85%	2812	88%	81%	2750	93%	86%	2953			
SEPT	88%	86%	2651	92%	85%	2776	91%	87%	2784			
OCT	49%	77%	1527	33%	72%	1027	40%	76%	1267			
NOV	26%	67%	770	15%	60%	466	28%	66%	862			
DEC	17%	58%	514	12%	52%	361	24%	59%	752			
JAN	20%	53%	621	15%	47%	480	23%	54%	719			
FEB	22%	49%	634	14%	43%	401	24%	50%	688			
MAR	23%	46%	729	16%	40%	513	28%	48%	880			
APR	28%	44%	838	22%	38%	657	31%	46%	951			
MAY	36%	44%	1132	35%	38%	1112	45%	46%	1419			
JUN	46%	44%	1396	43%	38%	3875	54%	47%	1659			
TL YTD	44%	44%	16072	38%	38%	16732	47%	47%	17386	88%		2862
REV YTD	\$424,844			\$439,396			\$508,194.00			\$89,870.00		

	Hiker/Biker 2017/18		2018/19	
	Guest	\$	Guest	\$
JULY	40	\$722	31	\$577
AUG	26	\$294		
SEPT	25	\$407		
OCT	6	\$77		
NOV	3	\$35		
DEC	1	\$17		
JAN	0	\$0		
FEB	0	\$0		
MAR	5	\$44		
APR	3	\$35		
MAY	11	\$155		
JUN	12	\$139		
Total	132	\$1,925	31	\$577

	Moorage 2017/18			Moorage 2018/19		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	42%	42%	1531	37%	37%	1374
AUG	74%	58%	2722			
SEPT	92%	69%	3285			
OCT	54%	66%	1986			
NOV	25%	57%	888			
DEC	24%	52%	886			
JAN	25%	48%	927			
FEB	26%	45%	852			
MAR	24%	43%	886			
APR	26%	41%	928			
MAY	27%	40%	986			
JUN	30%	39%	1056			
TL YTD	39%	39%	16933	37%		1374
REV YTD	\$92,808.00			\$9,343.00		

**Port of Siuslaw
Resolution 3-15-17A**

A Resolution to Clarify the Meaning of Commercial Vessel

WHEREAS, Ordinance 4 provides that a commercial vessel “shall mean any vessel used or engaged for any type of commercial venture, including but not limited to the display of advertising, commercial fishing, or the carrying of passengers for hire”, and;

WHEREAS, under current Port of Siuslaw regulations, commercial vessels are entitled to a discount on moorage, and;

WHEREAS, moorage customers claim they are engaged in commerce on their vessels to receive the discount, and they are not, thus resulting in a loss of revenue to the port,

THEREFORE, be it resolved:

The Commission of the Port of Siuslaw amends the definition of Ordinance 4 to read:

- 1) Complies with all local, state and federal laws and regulations.
- 2) Complies with all Port of Siuslaw requirements for moorage.
- 3) A “commercial vessel” is any vessel engaged in a maritime trade, the fishery or carries passengers for hire.
- 4) A “historic vessel” is defined as any vessel which is at least 50 years old.
- 5) Any vessel which meets the definition of a “commercial” or “historic” shall receive the commercial discount.

ADOPTED by the Port of Siuslaw Board of Commissioners this 15th day of March 2017.

By: _____
Ron Caputo, Commission President

Attest: _____
David Huntington, Commission Secretary