

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, August 21, 2019 7:00pm
Conference Room
100 Harbor St, Florence OR 97439

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

- | | |
|--|---------|
| 1. Call to Order | Duman |
| 2. Public Comment: <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> | |
| 3. Approval of the Agenda by consent | Duman |
| 4. Approval of Minutes by consent | Duman |
| a. 7-17-19 Regular Meeting Minutes | |
| 5. Approval of the Financials by consent | Stewart |
| a. Bills paid for Checks printed in July were \$173451.81 | |
| b. Occupancy for Campground down 8% and moorage up 7% YTD | |
| c. Letter from Umpqua – MMA interest from 2.35 to 2.15 as of 8-1 | |

Manager and Commissioner Reports

Public Comment: *Comments will be limited to five (5) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.*

Upcoming Meetings and Conferences

- September 18, 2019 Board Assessment 5:00pm & Board Commission Meeting 7:00pm - Port Conference Room

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, July 17, 2019 7:00pm
Conference Room
100 Harbor St, Florence OR 97439

These minutes will be reviewed for approval at the August 21, 2019 Commission Meeting

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

- 1. Call to Order – 7:00pm**
- 2. Approval of the Agenda by consent** – Duman changed the agenda to move #8, PVIP offer, to the top.
- 3. PVIP Offer** – Andy from Coldwell Banker summarized the offer from Sand Piper Ridge LLC, on the PVIP property. Meyer made motion to accept the offer as stated, second by Brandt and vote was unanimous. . Andy said he would keep Huntington updated on the progress.
- 4. Public Comment:** Geraldine, City Counselor, praised the Port for an outstanding job on the 4th of July and Huntington and staff for making the C row upgrade happen and that it looks fantastic. She also said the Port Commissioners are doing a great job.
- 5. Approval of Minutes by consent**
 - a. 6-19-19 Regular Meeting Minutes
- 6. Approval of the Financials by consent:** Stewart stated the bills paid for June were \$83,670.85. The occupancy for the campground was up 5% and moorage was down 1% YTD. She also said that since opening the upgraded sites, all spots were full except two (2). Huntington said we had a maintenance hold on those two sites to put in poles for the WiFi antennas. Buckwald asked about the -11,000 undeposited funds on the balance sheet. Stewart will research.
- 7. Elect Officers** – President, Secretary, 1st VP, 2nd VP, Treasurer – Buckwald made motion continue with the current positions, second by Meyer and vote was unanimous. Duman stated that Brandt went over and above his Commissioner duties to help the Port on the C row upgrade and it is very much appreciated. Buckwald stated that since Huntington has taken the manager position, it has been pleasant to attend the Commission meetings. He thanked Huntington for the job he is doing.
- 8. Blue Storage Buildings** - Brandt wants to make sure we are still on track to demolish the two buildings and make more RV sites. Huntington said that notices to vacate the units were going out to the customers tomorrow. He said we were looking at metal buildings for the maintenance shop and that we still need to meet with the City Planning Commission. Meyer said the metal buildings come with an engineering package. Duman wanted to know where the building would be put. Brandt said the old hiker/biker spot because it is out of the flood plain. Meyer wanted to know if everything was completed on the C row. Huntington said it is and stated that last year from July 12th to the 17th we brought in \$1570.00 and this year from July 12th to the 17th we brought in \$3258.00. Double from last year. The upgraded C row was officially opened on July 12th.
- 9. Manager and Commissioner Reports** - Meyer said he attended the Chamber meeting and is keeping them informed on the Port's progress. Huntington said the 4th of July went well and there were a lot more people than previous years. He said Bettina, from the Chamber, wants to use the Port again next year and will pay for the sites. Huntington said we will need more staff presence next year.

Adjourn 7:27pm

Port of Siuslaw
Combined Balance Sheet
As of July 31, 2019

Jul 31, 19

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

1006 · Umpqua General Checking	30,548.59
1007 · Umpqua Savings	63,156.82
1009 · Umpqua MMA General Fund	1,041,500.94
1011 · Umpqua MMA ICM	5,110.44
1070 · Petty Cash	1,000.00

Total Checking/Savings 1,141,316.79

Other Current Assets

1130 · Inventory - Gas	7,648.30
1140 · Inventory - Diesel	4,910.10
1220 · Accounts Receivable	-1,046.85
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	1,877.68

Total Other Current Assets 57,903.73

Total Current Assets

1,199,220.52

Fixed Assets**1500 · Fixed Assets**

1530 · Construction in Progress 42,289.00

Total 1500 · Fixed Assets 42,289.00

1510 · Land 2,617,874.00

1515 · Land Improvements 1,477,545.50

1520 · Buildings & Docks 7,691,227.56

1525 · Equipment & Vehicles 762,461.71

1615 · Accum Depr - Land Improvements -1,321,558.70

1620 · Accum Depr - Buildings & Docks -4,731,734.33

1625 · Accum Depr - Equip & Vehicles -706,731.44

Total Fixed Assets 5,831,373.30

TOTAL ASSETS

7,030,593.82

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

2000 · *Accounts Payable 7,870.02

Total Accounts Payable 7,870.02

Credit Cards

2021 · Port Credit Card 1 16,246.21

2022 · Port Credit Card 2 2,550.00

Total Credit Cards 18,796.21

Other Current Liabilities

2030 · Deposits Held 9,040.00

2045 · Unearned CG Revenue (Hercules) 152,516.34

2050 · Deferred Compensation Plan NRS 9,281.63

2155 · Oregon Statewide Transit Tax 22.21

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

Total Other Current Liabilities 233,038.08

Total Current Liabilities 259,704.31

Long Term Liabilities

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

2390 · OBD Loan L0004 Bdwk 89,101.42

2440 · OBD Loan 524016 Dredging 52,913.96

2491 · OBD Loan 525186 MSLTD 430,135.57

2492 · OBD Loan 525196 Wharf 312,517.69

Port of Siuslaw
Combined Balance Sheet
As of July 31, 2019

	Jul 31, 19
2993 · BB Loan 1000214241 PVIP	208,117.26
Total Long Term Liabilities	1,030,608.00
Total Liabilities	1,290,312.31
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-214,227.36
Net Income	1,215,921.47
Total Equity	5,740,281.51
TOTAL LIABILITIES & EQUITY	7,030,593.82

Port of Siuslaw
Profit & Loss Budget vs. Actual - Capital Maint Fund
July 2019

	<u>Jul 19</u>	<u>Budget</u>	<u>Variance</u>
Income			
4100 - Available Beginning Cash	63,156.82	63,152.00	4.82
4700 - Incoming Transfer	0.00	60,000.00	-60,000.00
Total Income	<u>63,156.82</u>	<u>123,152.00</u>	<u>-59,995.18</u>
Gross Profit	63,156.82	123,152.00	-59,995.18
Expense			
6000 - Capital Outlay			
6150 - Facilities			
6155 - Wharf/Bdwc Fire System	0.00	20,000.00	-20,000.00
Total 6150 - Facilities	<u>0.00</u>	<u>20,000.00</u>	<u>-20,000.00</u>
Total 6000 - Capital Outlay	<u>0.00</u>	<u>20,000.00</u>	<u>-20,000.00</u>
7600 - Unappropriated Ending Fund Bal	0.00	103,152.00	-103,152.00
Total Expense	<u>0.00</u>	<u>123,152.00</u>	<u>-123,152.00</u>
Net Income	<u><u>63,156.82</u></u>	<u><u>0.00</u></u>	<u><u>63,156.82</u></u>

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2019

	Jul 19	Budget	Variance
Income			
4100 · Available Beginning Cash	1,112,722.00	1,063,281.00	49,441.00
4140 · Campground Revenue			
4141 · RV Sites- Taxable	22,341.61	276,000.00	-253,658.39
4142 · RV Sites -Non Taxable	57,471.04	200,000.00	-142,528.96
4143 · RV Site - Add'l revenue	1,379.28	9,000.00	-7,620.72
4144 · Transient Room Tax	5,343.42	24,000.00	-18,656.58
4145 · Reservation Fees	4,640.00	21,000.00	-16,360.00
Total 4140 · Campground Revenue	91,175.35	530,000.00	-438,824.65
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	54,505.00	-49,962.92
4154 · Wharf lease - Mo's	9,083.00	108,996.00	-99,913.00
4155 · Concessions	3,350.00	10,000.00	-6,650.00
4156 · Docking Lease	200.27	2,699.00	-2,498.73
Total 4150 · Leases	19,575.35	205,000.00	-185,424.65
4160 · Moorage			
4162 · Commercial Moorage	1,154.18	12,000.00	-10,845.82
4163 · Sport Moorage	7,963.82	76,000.00	-68,036.18
4165 · Liveaboard Fees	440.00	4,000.00	-3,560.00
Total 4160 · Moorage	9,558.00	92,000.00	-82,442.00
4170 · Storage	2,493.36	7,780.00	-5,286.64
4190 · Marine Fuel	2,458.75	34,000.00	-31,541.25
4200 · Other Facility Income	3,886.55	24,800.00	-20,913.45
4500 · Levied Taxes	665.12	314,710.00	-314,044.88
4515 · State Forest Sales	0.00	20,000.00	-20,000.00
4540 · Interest Income	2,036.74	22,800.00	-20,763.26
4550 · Maintenance Assistance Program	0.00	19,000.00	-19,000.00
4600 · Miscellaneous Income	421.42	10,000.00	-9,578.58
4750 · Business Oregon Reimb Fund	0.00	90,000.00	-90,000.00
4770 · Business Oregon Loan	0.00	425,000.00	-425,000.00

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2019

	Jul 19	Budget	Variance
Total Income	1,244,992.64	2,858,371.00	-1,613,378.36
Gross Profit	1,244,992.64	2,858,371.00	-1,613,378.36
Expense			
5000 - Personal Services			
5020 - Port Manager	5,416.66	67,600.00	-62,183.34
5030 - Administrative Assistant	3,173.04	40,495.00	-37,321.96
5045 - Services Lead	2,556.06	32,621.00	-30,064.94
5050 - Office Assistant	0.00	30,285.00	-30,285.00
5061 - Campground Staff	1,544.40	26,997.00	-25,452.60
5075 - Maintenance I Lead	4,885.37	49,732.00	-44,846.63
5079 - Maint II/ Staff	2,691.00	33,746.00	-31,055.00
5080 - Maint III / groundskeeper	1,947.00	28,122.00	-26,175.00
5110 - Payroll taxes	2,312.84	30,960.00	-28,647.16
5180 - Health Insurance	2,610.20	49,000.00	-46,389.80
5181 - Life Insurance	11.85	250.00	-238.15
5182 - Dental Insurance	257.30	4,800.00	-4,542.70
5190 - Workers Compensation Insurance	11,199.40	11,550.00	-350.60
5270 - Retirement	0.00	7,000.00	-7,000.00
5275 - Compensated absences	0.00	5,000.00	-5,000.00
5280 - Overtime	0.00	3,000.00	-3,000.00
Total 5000 - Personal Services	38,605.12	421,158.00	-382,552.88
5300 - Material and Services			
5260 - Employee Training	0.00	1,000.00	-1,000.00
5310 - Grant Expenses	0.00	500.00	-500.00
5340 - Advertising	200.00	12,000.00	-11,800.00
5345 - Web Site	0.00	1,000.00	-1,000.00
5350 - Office Supplies	97.78	4,000.00	-3,902.22
5360 - Operation Supplies	448.44	15,000.00	-14,551.56
5370 - Marine Fuel	-130.64	42,000.00	-42,130.64
5410 - Audit	0.00	10,000.00	-10,000.00
5420 - Accounting Service	0.00	3,500.00	-3,500.00
5425 - Consultant services	0.00	3,500.00	-3,500.00

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2019

	Jul 19	Budget	Variance
5430 - Legal Services	0.00	4,000.00	-4,000.00
5435 - Legal Publications	0.00	1,000.00	-1,000.00
5436 - Cost of Retail Items	0.00	800.00	-800.00
5450 - Insurance - General	0.00	56,000.00	-56,000.00
5470 - Contracted Services	2,141.24	20,000.00	-17,858.76
5510 - Travel & Meeting Expense	79.74	12,000.00	-11,920.26
5520 - Dues/Subscriptions	1,371.82	15,000.00	-13,628.18
5530 - Public Relations	265.00	5,000.00	-4,735.00
5540 - Events	0.00	3,000.00	-3,000.00
5550 - Telephone Expense	497.23	7,000.00	-6,502.77
5610 - Property Taxes	0.00	16,000.00	-16,000.00
5620 - Transient Room Tax	3,134.94	32,000.00	-28,865.06
5700 - Facilities	3,347.19	65,000.00	-61,652.81
5701 - MAP Repairs	899.86	14,000.00	-13,100.14
5730 - Tool & Equipment Purchase	2,629.99	4,000.00	-1,370.01
5750 - Equipment Rental	947.46	7,000.00	-6,052.54
5790 - Equipment Repairs	1,148.94	7,000.00	-5,851.06
5800 - Utilities	10,584.35	155,000.00	-144,415.65
5900 - State Lease Fees	0.00	19,000.00	-19,000.00
5940 - Election Expense	2,172.04	2,500.00	-327.96
5950 - Miscellaneous	1,911.16	24,600.00	-22,688.84
Total 5300 - Material and Services	31,746.54	562,400.00	-530,653.46
6000 - Capital Outlay			
6050 - Office Equipment	0.00	5,700.00	-5,700.00
6060 - Operations Equipment			
6064 - Security Cameras	0.00	10,000.00	-10,000.00
Total 6060 - Operations Equipment	0.00	10,000.00	-10,000.00
6130 - Land			
6132 - Pull Through Campsites	418.45	190,000.00	-189,581.55
6144 - C Row Erosion	760.00	0.00	760.00
6145 - C Row Upgrade	7,379.65		
Total 6130 - Land	8,558.10	190,000.00	-181,441.90

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2019

	Jul 19	Budget	Variance
6150 - Facilities			
6151 - Mo's Building	286.25	96,000.00	-95,713.75
6153 - 080A Harbor	0.00	8,000.00	-8,000.00
6154 - Storage Bldgs Demo	0.00	40,000.00	-40,000.00
6156 - Maintenance Building	0.00	195,000.00	-195,000.00
6157 - Business Oregon Loan Fees	0.00	75,000.00	-75,000.00
Total 6150 - Facilities	286.25	414,000.00	-413,713.75
6300 - Dredging	0.00	325,000.00	-325,000.00
6350 - Strategic Business Plan	0.00	40,000.00	-40,000.00
Total 6000 - Capital Outlay	8,844.35	984,700.00	-975,855.65
6700 - Contingency	0.00	600,000.00	-600,000.00
7000 - Debt Service			
7200 - Business Oregon - SBP/Maint Bdg	0.00	71,604.00	-71,604.00
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	1,432.05	17,200.00	-15,767.95
7230 - PRLF Loan (Wharf) #525196	0.00	29,700.00	-29,700.00
7270 - SPWF (Bdwk Prj) L0004	0.00	15,970.00	-15,970.00
Total 7000 - Debt Service	13,031.98	186,754.00	-173,722.02
7600 - Unappropriated Ending Fund Bal	0.00	43,359.00	-43,359.00
7700 - Transfer to other funds	0.00	60,000.00	-60,000.00
Total Expense	92,227.99	2,858,371.00	-2,766,143.01
Net Income	1,152,764.65	0.00	1,152,764.65

	Campground 2016/2017			Campground 2017/2018			Campground 2018/2019			Campground 2019-2020		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	74%	74%	2314	78%	78%	2452	86%	86%	2862	78%	78%	2617
AUG	88%	81%	2750	93%	86%	2953	94%	90%	3052			
SEPT	92%	85%	2776	91%	87%	2784	88%	89%	2760			
OCT	33%	72%	1027	40%	76%	1267	43%	78%	1398			
NOV	15%	60%	466	28%	66%	862	30%	68%	878			
DEC	12%	52%	361	24%	59%	752	32%	62%	1035			
JAN	15%	47%	480	23%	54%	719	36%	58%	1168			
FEB	14%	43%	401	24%	50%	688	39%	56%	1152			
MAR	16%	40%	513	28%	48%	880	44%	55%	1417			
APR	22%	38%	657	31%	46%	951	39%	53%	1232			
MAY	35%	38%	1112	45%	46%	1419	44%	52%	1418			
JUN	43%	38%	3875	54%	47%	1659	45%	52%	1452			
TL YTD	38%	38%	16732	47%	47%	17386	52%	52%	19824			
REV YTD	\$439,396			\$508,194.00			\$549,278.00			\$90,758.00		

	Moorage 2018/19			Moorage 2019-20		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	37%	37%	1374	44%	44%	1608
AUG	69%	53%	2537			
SEPT	91%	66%	3262			
OCT	50%	62%	1823			
NOV	26%	55%	929			
DEC	25%	50%	901			
JAN	25%	46%	933			
FEB	25%	44%	840			
MAR	26%	42%	940			
APR	24%	40%	871			
MAY	28%	39%	1017			
JUN	33%	38%	1170			
TL YTD	38%	38%	16597			
REV YTD	\$102,381.00			\$9,868.00		

Kelly

From: Diane Sellers <DianeSellers@UmpquaBank.com>
Sent: Friday, August 02, 2019 1:08 PM
To: Kelly
Subject: Public Money Market Rate Adjustment

Kelly. Hope this finds you well and you are enjoying the summer. With the recent Fed rate adjustment, the Public Money Market interest rate has been reduced from 235bps to 215bps as of 8/1. Let me know if you have any questions.

Have a great weekend

Thanks

Diane

Diane Sellers, CTP
Senior Vice President
Public Deposit Director
Office 425 921 3340

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