

MINUTES

PORT OF SIUSLAW SPECIAL SESSION

Monday August 26, 2019 5:06pm

Port of Siuslaw Conference Room

100 Harbor Street, Florence, OR 97439

These minutes were approved at the September 18, 2019 Board Meeting

Commissioners

Terry Duman, President; Mike Buckwald, Secretary;

Bill Meyer, 1st VP, Craig Brandt, 2nd VP

Craig Zolezzi, Treasurer

Attorney Jim Brewer attended via phone.

1. Call to Order Special Session – 5:06pm
2. Action taken from Executive Session 8-26-19 – Zolezzi made motion to release Lucio from the 080 building lease per her 30 day request. Second by Meyer. Vote was unanimous. Final date is 9-15-19.
3. The Commission wanted to discuss the complaint from a December Member regarding the rate increase. The campground rates were raised 5-1-19. The Port honored the old rates for the 2019 season but sent a notice to the December Members that their 2020 reservations will reflect the new rates.
4. Duman said our December Member policy has some flaws that need to be corrected. Brewer said part of the problem is how far out they can make reservations. He said anything more than six (6) months out, the Port can say that the rates were increased and if you no longer want the site, the Port will refund your down payments. He also said it would be good, from here on out, to include a clause stating the rates may vary. Huntington asked Brewer that since we gave Gregg sufficient notice, could we still charge her the new rates for 2020. Brewer agreed. Brandt said there are other December members with the same situation, about 20. Brandt says we don't charge extra for electricity but a lot of the people in the campground are running freezers and cookers for canning. He also mentioned all the extra cars, tents, canopies, boats etc. that we are not collecting extra fees on. He said an increase of \$80.00 is nothing compared to what other places, that have meters, charge for electricity and other extras. Buckwald said the first step is to respond to the complaint we received. He wanted to make sure from Legal counsel that we are able to charge the new rates for 2020, which has been established. He just wants this issue taken care of. Huntington said we have a new proposed letter to send out to the December Members and Brewer said he received that from Stewart, which he will review and help with the wording. Zolezzi asked if we need to do a new resolution if we decide to discontinue the December Member policy. He also wanted to know how much notice we have to give them. Brewer stated we could withdraw that resolution and it would be an agenda item and that would be their notice. If we terminate the program, they would have plenty of notice since they already have their 2020 reservations. Brewer said when the Commissioners decide what they are going to do, Huntington can inform Brewer and draw up something from there. Brewer left the meeting. Duman said December members have been very good to us but we need a policy that we should collect in full for the reservations. Huntington explained the cancellation issues we have, example – Customer makes a six (6) month reservation to get a particular spot when they know they will only be here three (3) months. Customer calls a

month before coming in and cancels three (3) months. The customer will lose the one week per month down payment but it still ties up our sites for other people. Meyer says this is a serious problem. Buckwald said we need to address these issues a step at a time and get a policy together that will work, or discontinue program all together. Duman suggested a 60% non-refundable reservation down payment. Huntington referred the Commissioners to the "Issues and Suggestions" page for review. Meyer says we need to tighten up on our policies. Zolezzi agreed. Huntington said to let staff come up with some language and suggestions and bring it back to the Board. Buckwald suggested that the wording "at manager's discretion" should not be used. He said if the Board makes a policy, it needs to be upheld. If it needs changed, it should come back to the Board. He said that has caused us problems in the past. Buckwald said the complaints he has heard are from people who are not December members and they don't get the opportunity to camp in the waterfront sites. He said no matter what we do, we need to get paid. Duman said if you want to reserve, it's not refundable.

Duman said we are taking the 080 building back and we should make that the maintenance shop and use the budgeted money (for a new shop) for putting additional restrooms in for customers at the back of the campground. Huntington agreed. Huntington said the building will work for maintenance but the electrical and plumbing need to be addressed. He said we have \$8000.00 allowed for the building in the current budget. Duman instructed Huntington to go forward in getting an electrician and plumber in the 080 building.

5. Adjourn Special Session 5:45pm

Duman