

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, September 18, 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:** *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 by consent** Duman

4. **Approval of Minutes by consent** Duman
 - a. 8-21-19 Regular Meeting Minutes
 - b. 8-26-19 Special Meeting Minutes

5. **Approval of the Financials by consent** Stewart
 - a. Checks printed in August were \$85,333.42
 - b. Occupancy for Campground down 6% and moorage up 2% YTD

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

- OPPA Annual Conference October 3rd and 4th – Port of Morrow

- October 16, 2019 Board Commission Meeting 7:00pm - Mapleton

Meeting Minutes
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, August 21, 2019 7:00pm
Conference Room

100 Harbor St, Florence OR 97439

These minutes will be reviewed for approval at the September 18, 2019 Commission Meeting

Commissioners

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

1. Call to Order – 7:00pm

2. Public Comment: Dorothy Gregg said she made reservations for 2020 and paid her deposit, then received an e mail stating that the rates were going up for 2020. She believes the reservation receipt she received is a contract with the Port. Huntington explained to the Commission that the Port stood by the old rates for 2019 but not for 2020. She wanted to know what our written policy is. Duman explained that there is not a written policy. Zolezzi said she was given about an 11 month notice. Gregg said that is not a reason because she made a contract with us. Brandt asked to see the contract and Gregg gave him her reservation receipt. Gregg said it's not the amount but it's the principle. Duman said we will take it under consideration and reply back to her.

3. Approval of the Agenda by consent

4. Approval of Minutes by consent

- a. 7-17-19 Regular Meeting Minutes

5. Approval of the Financials by consent

- 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

Stewart also reminded the Commissioners about the Board Assessment at 5:00 before the September Board Meeting. Huntington said the occupancy is down due to shutting down the C Row sites to be updated. Buckwald wants Stewart to contact Umpqua Bank regarding the interest being lowered and report back to the Board.

Duman wanted to talk about the Gregg reservation and believes we need to honor it after talking with Meyer and Buckwald. Zolezzi said we need to have a discussion regarding the December Member policy. Meyer said some people have challenged the legality of the policy. Zolezzi said SDAO pre-loss could help us with this. Huntington was instructed to contact our attorney and SDAO pre-loss and contact the Commissioners.

Manager and Commissioner Reports – Huntington said an eelgrass survey has been done for dredging and we are moving forward. We are trying to finalize a draft agreement with Coos Bay and to have them do a site survey. Huntington said him and Meyer attended the Coastal Caucus. He said we have lost 300 some feet off our jetty. Coos Bay has lost 500 feet. He also said Wyden reported there should be monies for coastal waterways.

Adjourn 7:32pm

MINUTES

PORT OF SIUSLAW SPECIAL SESSION

Monday August 26, 2019 5:06pm
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

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

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

Aug 31, 19

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

1006 · Umpqua General Checking	43,297.99
1007 · Umpqua Savings	123,161.32
1009 · Umpqua MMA General Fund	1,010,835.77
1011 · Umpqua MMA ICM	5,119.77
1070 · Petty Cash	1,000.00

Total Checking/Savings 1,183,414.85

Other Current Assets

1130 · Inventory - Gas	7,648.30
1140 · Inventory - Diesel	4,910.10
1220 · Accounts Receivable	739.32
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	3,860.86

Total Other Current Assets 61,673.08

Total Current Assets

1,245,087.93

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

7,076,461.23

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

2000 · *Accounts Payable 17,894.23

Total Accounts Payable 17,894.23

Credit Cards

2021 · Port Credit Card 1 16,425.25

Total Credit Cards 16,425.25

Other Current Liabilities

2030 · Deposits Held 7,520.00

2045 · Unearned CG Revenue (Hercules) 134,427.30

2050 · Deferred Compensation Plan NRS 9,281.63

2155 · Oregon Statewide Transit Tax 45.01

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

Total Other Current Liabilities 213,451.84

Total Current Liabilities 247,771.32

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

2993 · BB Loan 1000214241 PVIP 208,117.26

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

	Aug 31, 19
Total Long Term Liabilities	1,030,608.00
Total Liabilities	1,278,379.32
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-214,222.54
Net Income	1,273,717.05
Total Equity	5,798,081.91
TOTAL LIABILITIES & EQUITY	<u>7,076,461.23</u>

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

	TOTAL				
	Jul 19	Aug 19	Year to Date	Budget	Variance
Income					
4100 - Available Beginning Cash	63,156.82	0.00	63,156.82	63,152.00	4.82
4540 - Interest Income	1.60	2.90	4.50	0.00	4.50
4700 - Incoming Transfer	0.00	60,000.00	60,000.00	60,000.00	0.00
Total Income	63,158.42	60,002.90	123,161.32	123,152.00	9.32
Gross Profit	63,158.42	60,002.90	123,161.32	123,152.00	9.32
Expense					
6000 - Capital Outlay					
6150 - Facilities					
6155 - Wharf/Bdwk Fire System	0.00	0.00	0.00	20,000.00	-20,000.00
Total 6150 - Facilities	0.00	0.00	0.00	20,000.00	-20,000.00
Total 6000 - Capital Outlay	0.00	0.00	0.00	20,000.00	-20,000.00
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	103,152.00	-103,152.00
Total Expense	0.00	0.00	0.00	123,152.00	-123,152.00
Net Income	63,158.42	60,002.90	123,161.32	0.00	123,161.32

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

	TOTAL				
	Jul 19	Aug 19	Year to Date	Budget	Variance
Income					
4100 - Available Beginning Cash	1,112,722.00	0.00	1,112,722.00	1,063,281.00	49,441.00
4140 - Campground Revenue					
4141 - RV Sites- Taxable	49,871.95	50,554.79	100,426.74	276,000.00	-175,573.26
4142 - RV Sites -Non Taxable	29,940.70	34,625.84	64,566.54	200,000.00	-135,433.46
4143 - RV Site - Add'l revenue	1,379.28	1,411.88	2,791.16	9,000.00	-6,208.84
4144 - Transient Room Tax	5,343.42	5,427.27	10,770.69	24,000.00	-13,229.31
4145 - Reservation Fees	4,640.00	4,980.00	9,620.00	21,000.00	-11,380.00
Total 4140 - Campground Revenue	91,175.35	96,999.78	188,175.13	530,000.00	-341,824.87
4150 - Leases					
4151 - Building Lease - 1499 Bay St	1,200.00	1,200.00	2,400.00	14,400.00	-12,000.00
4152 - Building Lease - 080A Harbor St	1,200.00	1,200.00	2,400.00	14,400.00	-12,000.00
4153 - Wharf lease - ICM	4,542.08	4,542.08	9,084.16	54,505.00	-45,420.84
4154 - Wharf lease - Mo's	9,083.00	9,083.00	18,166.00	108,996.00	-90,830.00
4155 - Concessions	3,350.00	2,950.00	6,300.00	10,000.00	-3,700.00
4156 - Docking Lease	200.27	200.27	400.54	2,699.00	-2,298.46
Total 4150 - Leases	19,575.35	19,175.35	38,750.70	205,000.00	-166,249.30
4160 - Moorage	9,558.00	17,103.26	26,661.26	92,000.00	-65,338.74
4170 - Storage	2,493.36	2,280.86	4,774.22	7,780.00	-3,005.78
4190 - Marine Fuel	2,458.75	5,022.13	7,480.88	34,000.00	-26,519.12
4200 - Other Facility Income	3,886.55	5,052.40	8,938.95	24,800.00	-15,861.05
4500 - Levied Taxes	665.12	1,055.97	1,721.09	314,710.00	-312,988.91
4515 - State Forest Sales	0.00	0.00	0.00	20,000.00	-20,000.00
4540 - Interest Income	2,036.74	1,862.26	3,899.00	22,800.00	-18,901.00
4550 - Maintenance Assistance Program	0.00	0.00	0.00	19,000.00	-19,000.00
4600 - Miscellaneous Income	421.42	427.27	848.69	10,000.00	-9,151.31
4750 - Business Oregon Reimb Fund	0.00	0.00	0.00	90,000.00	-90,000.00
4770 - Business Oregon Loan	0.00	0.00	0.00	425,000.00	-425,000.00
Total Income	1,244,992.64	148,979.28	1,393,971.92	2,858,371.00	-1,464,399.08
Gross Profit	1,244,992.64	148,979.28	1,393,971.92	2,858,371.00	-1,464,399.08
Expense					
5000 - Personal Services					

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

	TOTAL				
	Jul 19	Aug 19	Year to Date	Budget	Variance
5020 - Port Manager	5,416.66	5,416.66	10,833.32	67,600.00	-56,766.68
5030 - Administrative Assistant	3,173.04	3,628.72	6,801.76	40,495.00	-33,693.24
5045 - Services Lead	2,556.06	2,910.50	5,466.56	32,621.00	-27,154.44
5050 - Office Assistant	0.00	0.00	0.00	30,285.00	-30,285.00
5061 - Campground Staff	1,544.40	1,566.24	3,110.64	26,997.00	-23,886.36
5075 - Maintenance I Lead	4,885.37	4,046.25	8,931.62	49,732.00	-40,800.38
5079 - Maint II/ Staff	2,691.00	3,018.78	5,709.78	33,746.00	-28,036.22
5080 - Maint III / groundskeeper	1,947.00	2,208.00	4,155.00	28,122.00	-23,967.00
5110 - Payroll taxes	2,312.84	2,299.04	4,611.88	30,960.00	-26,348.12
5180 - Health Insurance	2,610.20	2,610.20	5,220.40	49,000.00	-43,779.60
5181 - Life Insurance	11.85	11.85	23.70	250.00	-226.30
5182 - Dental Insurance	257.30	257.30	514.60	4,800.00	-4,285.40
5190 - Workers Compensation Insurance	11,199.40	0.00	11,199.40	11,550.00	-350.60
5270 - Retirement	0.00	0.00	0.00	7,000.00	-7,000.00
5275 - Compensated absences	0.00	0.00	0.00	5,000.00	-5,000.00
5280 - Overtime	0.00	0.00	0.00	3,000.00	-3,000.00
Total 5000 - Personal Services	38,605.12	27,973.54	66,578.66	421,158.00	-354,579.34
5300 - Material and Services	34,346.76	48,170.93	82,517.69	562,400.00	-479,882.31
6000 - Capital Outlay					
6050 - Office Equipment	0.00	0.00	0.00	5,700.00	-5,700.00
6060 - Operations Equipment					
6064 - Security Cameras	0.00	0.00	0.00	10,000.00	-10,000.00
Total 6060 - Operations Equipment	0.00	0.00	0.00	10,000.00	-10,000.00
6130 - Land					
6132 - Pull Through Campsites	418.45	0.00	418.45	190,000.00	-189,581.55
6144 - C Row Erosion	760.00	601.70	1,361.70	0.00	1,361.70
6145 - C Row Upgrade	7,379.65	0.00	7,379.65		
Total 6130 - Land	8,558.10	601.70	9,159.80	190,000.00	-180,840.20
6150 - Facilities					
6151 - Mo's Building	286.25	0.00	286.25	96,000.00	-95,713.75
6153 - 080A Harbor	0.00	0.00	0.00	8,000.00	-8,000.00
6154 - Storage Bldgs Demo	0.00	0.00	0.00	40,000.00	-40,000.00

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

	TOTAL				
	Jul 19	Aug 19	Year to Date	Budget	Variance
6156 · Maintenance Building	0.00	0.00	0.00	195,000.00	-195,000.00
6157 · Business Oregon Loan Fees	0.00	0.00	0.00	75,000.00	-75,000.00
Total 6150 · Facilities	286.25	0.00	286.25	414,000.00	-413,713.75
6300 · Dredging	0.00	2,980.00	2,980.00	325,000.00	-322,020.00
6350 · Strategic Business Plan	0.00	0.00	0.00	40,000.00	-40,000.00
Total 6000 · Capital Outlay	8,844.35	3,581.70	12,426.05	984,700.00	-972,273.95
6700 · Contingency	0.00	0.00	0.00	600,000.00	-600,000.00
7000 · Debt Service					
7200 · Business Oregon - SBP/Maint Bdg	0.00	0.00	0.00	71,604.00	-71,604.00
7215 · MNIF (Dredging) #524016	0.00	0.00	0.00	5,880.00	-5,880.00
7216 · PRLF (MSLTD) #525186	11,599.93	0.00	11,599.93	46,400.00	-34,800.07
7225 · Banner Bank (PVIP) 1000214241	1,432.05	1,432.05	2,864.10	17,200.00	-14,335.90
7230 · PRLF Loan (Wharf) #525196	0.00	7,424.94	7,424.94	29,700.00	-22,275.06
7270 · SPWF (Bdwk Prj) L0004	0.00	0.00	0.00	15,970.00	-15,970.00
Total 7000 · Debt Service	13,031.98	8,856.99	21,888.97	186,754.00	-164,865.03
7600 · Unappropriated Ending Fund Bal	0.00	0.00	0.00	43,359.00	-43,359.00
7700 · Transfer to other funds	0.00	60,000.00	60,000.00	60,000.00	0.00
Total Expense	94,828.21	148,583.16	243,411.37	2,858,371.00	-2,614,959.63
Net Income	1,150,164.43	396.12	1,150,560.55	0.00	1,150,560.55

	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	89%	84%	2978
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			\$186,995.00		

	Moorage 2018/19			Moorage 2019-20		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	37%	37%	1374	44%	44%	1608
AUG	69%	53%	2537	65%	55%	2413
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			\$27,701.00		