

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, December 18, 2019 7:00pm

Port of Siuslaw Conference Room

100 Harbor St, Florence, OR 97439 OR

Commissioners

Terry Duman, President; Mike Buckwald, Secretary;

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

Craig Zolezzi, Treasurer

- **Call to Order**

Duman

- **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.*

- **F/Y 18-19 Audit** – Signe Grimstad, Grimstad and Associates.

- **Approval of the Agenda by consent**

Duman

- **Approval of Minutes by consent**

Duman

- 10-16-19 Regular Meeting Minutes
- 10-16-19 Work Session Minutes
- 11-8-19 Work Session Minutes
- 12-2-19 Special Session Minutes

- **Approval of the Financials by consent**

Stewart

- Checks printed in November were \$104,453.89
- Occupancy for Campground is down 3% and moorage is down 3% YTD

- **Approval of Resolution 12-18-19A** – Prevention of Workplace Discrimination, Harassment, and Retaliation

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

- January 15, 2020 Board Commission Meeting 7:00pm

- February 7 – 9, 2020 SDAO Conference Seaside, Oregon

Adjourn

Duman

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, October 16, 2019 7:00pm

Library

10868 E Mapleton Rd, Mapleton OR

These minutes will be reviewed for approval at the December 18, 2019 meeting

Commissioners

Terry Duman, President; Mike Buckwald, Secretary;

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

Craig Zolezzi, Treasurer

1. Call to Order – 7:01pm

2. Strategic Business Plan - Jacob Callister and Henry Hearley from Lane Council of Governments (LCOG). Jacob is the principal planner of LCOG and Henry Hearley is assistant planner for LCOG. The Port asked for LCOG's help in updating the Strategic Business Plan. Callister and Hearley explained the Scope of Work and the three (3) different price levels. In general, the Commissioners were concerned about the price of doing the Strategic Business Plan. The Commission knows the Plan needs to be updated and is required for funding from Government agencies. The Commissioners want to see the other price levels and plan a work session.

3. Public Comment: *There were no comments*

4. Approval of the Agenda by consent

5. Approval of Minutes by consent

a. 9-18-19 Regular Meeting Minutes

6. Approval of the Financials by consent

a. Checks printed in September were \$70,760.84

b. Occupancy for Campground is down 5% and moorage is down 3% YTD

Manager and Commissioner Reports: Huntington gave the Commissioners the assessment report from SDAO. There was only one area needing attention and it's been addressed.

Public Comment: *There were no comments*

Upcoming Meetings

- November 20, 2019 Board Commission Meeting Cancelled

Adjourn – 7:58pm

MINUTES
PORT OF SIUSLAW WORK SESSION MEETING

Wednesday October 16, 2019 5:30pm
Library

10868 E Mapleton Rd, Mapleton OR

These minutes will be reviewed for approval at the December 18, 2019 meeting

Commissioners

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

This Work Session is to review the Ports reservation and cancellation policies.

- 1. Call to Order – 5:35pm**
- 2. Public Comment:** *No public comment.*
- 3. Approval of the Agenda by consent**
- 4. Reservation and Cancellation Policies –** Stewart explained the policy for the December Members. The question is to keep the existing policy for the December members or discontinue the program. In addition, was the amount of customers booking ahead of when they want to come in to get a particular site before someone else then cancelling several months. The following decisions were made....

December Members – will be able to make reservations starting December 1, 2019 for 2021. The deposit for the 2021 reservation is 100% payment of reservation total and is due at booking. If the reservation is cancelled, there is no refund. If the reservation is pushed back or the dates change, there will be no price adjustment and you will be charged for any dates added to the reservation and payment is due at the time of change. There are no refunds. After the 2021 reservation is made, future reservations can be made nine (9) months in advance. There are no refunds.

Motion by Meyer

2nd by Buckwald

Vote was unanimous

New Reservation Policy - Reservations may be made nine (9) months in advance of arrival. If the reservation is less than seven (7) days, 100% of the reservation is due at time of booking. If the reservation is less than 30 days, the deposit is 50% of the total reservation amount due at booking. On multi-month reservations, the total for the first month is charged as a deposit due at booking. If the reservation is cancelled, the deposit is forfeit. If the reservation is pushed back and rescheduled for a later date, the deposit is forfeit and a new deposit is required. There are no refunds.

Motion by Meyer

2nd by Brandt

Vote was unanimous

Stewart was instructed to make a resolution and be effective November 1, 2019.

Public Comment: *no public comment*

Adjourn – 6:57pm

Port Work Session Minutes

MINUTES

PORT OF SIUSLAW WORK SESSION

Friday, November 8, 2019 4:30pm
Port of Siuslaw Conference Room
100 Harbor Street, Florence, OR 97439

Commissioners

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

1. Call to Order – 5:13pm
2. Action to be taken from Executive session if any - Meyer made motion for the manager's salary to be increased by 5% and his paid vacation time be two (2) weeks. Second by Brandt and vote was unanimous.
3. Reservation and cancellation policies – Stewart explained the difference in the two (2) resolutions regarding booking sites and how the deposit is applied. The resolution would become effective December 1, 2019. Motion made by Meyer that the Resolution 10-16-19 be adopted, second by Duman and vote was unanimous. Meyer said to keep track of how this is working with the public and the feedback. He said it may need some fine tuning. There was another Resolution regarding our Winter Special. The winter special allowed customers to store their trailers for \$200.00 per month and stay in them up to eight (8) days during the month. Huntington explained that people are staying more than eight (8) days and abusing the system. The new resolution 11-8-19 would still allow them to store their trailer, but not be allowed to stay in them. Motion made by Brandt to adopt resolution 11-8-19, second by Meyer and vote was unanimous.
4. Adjourn Work Session at 5:32pm

MINUTES

PORT OF SIUSLAW SPECIAL SESSION

Monday, December 2, 2019 5:00pm
Port of Siuslaw Conference Room
100 Harbor Street, Florence, OR 97439

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

1. Call to Order – 5:03
2. Port of Coos Bay IGA for dredging – Huntington was wanting authorization to sign the IGA for the Port of Coos Bay for dredging. Murphey had concerns regarding the insurance they are wanting us to have. Murphey would like for him, Zolezzi and Huntington to consult with Special Districts before signing the IGA. Zolezzi says we are hiring them to do the work and they should be covering the insurance needed. Huntington said the State of Oregon owns the dredge and Coos Bay runs it, but we are paying their wages. It was decided to consult with Special Districts and Coos Bay for clarification before signing the agreement.
3. Adjourn Special Session - 5:45

Port of Siuslaw
Combined Balance Sheet
As of November 30, 2019

	Nov 30, 19
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	45,640.30
1007 · Umpqua Savings	104,164.35
1009 · Umpqua MMA General Fund	1,143,369.30
1011 · Umpqua MMA ICM	5,143.60
1070 · Petty Cash	1,000.00
Total Checking/Savings	1,299,317.55
Other Current Assets	
1130 · Inventory - Gas	7,648.30
1140 · Inventory - Diesel	4,910.10
1220 · Accounts Receivable	-660.34
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	6,385.75
Total Other Current Assets	62,798.31
Total Current Assets	1,362,115.86
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	7,193,489.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	8,207.63
Total Accounts Payable	8,207.63
Credit Cards	
2021 · Port Credit Card 1	18,907.96
2022 · Port Credit Card 2	62.45
Total Credit Cards	18,970.41
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2045 · Unearned CG Revenue (Hercules)	124,609.63
2050 · Deferred Compensation Plan NRS	9,281.63
2155 · Oregon Statewide Transit Tax	46.48
2495 · Current Ptn of Lon-Term Debt	62,177.90
Total Other Current Liabilities	203,475.64
Total Current Liabilities	230,653.68
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

2:56 PM

12/09/19

Accrual Basis

Port of Siuslaw
Combined Balance Sheet
As of November 30, 2019

	<u>Nov 30, 19</u>
2491 · OBD Loan 525186 MSLTD	430,135.57
2492 · OBD Loan 525196 Wharf	312,517.69
2993 · BB Loan 1000214241 PVIP	208,117.26
Total Long Term Liabilities	<u>1,030,608.00</u>
Total Liabilities	1,261,261.68
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-214,227.36
Net Income	1,407,867.44
Total Equity	<u>5,932,227.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,193,489.16</u></u>

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

							TOTAL	
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Year to Date	Budget	Variance
Income								
4100 · Available Beginning Cash	1,112,722.00	0.00	0.00	0.00	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	50,623.07	36,901.10	12,956.39	200,907.30	276,000.00	-75,092.70
4142 · RV Sites -Non Taxable	29,940.70	34,625.84	22,155.03	7,874.19	15,670.42	110,266.18	200,000.00	-89,733.82
4143 · RV Site - Add'l revenue	1,379.28	1,411.88	1,113.31	334.00	580.00	4,818.47	9,000.00	-4,181.53
4144 · Transient Room Tax	5,343.42	5,427.27	5,439.28	3,885.61	1,390.39	21,485.97	24,000.00	-2,514.03
4145 · Reservation Fees	4,640.00	4,980.00	4,550.00	2,950.00	700.00	17,820.00	21,000.00	-3,180.00
Total 4140 · Campground Revenue	91,175.35	96,999.78	83,880.69	51,944.90	31,297.20	355,297.92	530,000.00	-174,702.08
4150 · Leases								
4151 · Building Lease - 1499 Bay St	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	6,000.00	14,400.00	-8,400.00
4152 · Building Lease - 080A Harbor St	1,200.00	1,200.00	0.00	0.00	0.00	2,400.00	14,400.00	-12,000.00
4153 · Wharf lease - ICM	4,542.08	4,542.08	4,542.08	4,542.08	4,542.08	22,710.40	54,505.00	-31,794.60
4154 · Wharf lease - Mo's	9,083.00	9,083.00	9,083.00	9,083.00	9,083.00	45,415.00	108,996.00	-63,581.00
4155 · Concessions	3,350.00	2,950.00	2,150.00	800.00	0.00	9,250.00	10,000.00	-750.00
4156 · Docking Lease	200.27	200.27	200.27	200.27	200.27	1,001.35	2,699.00	-1,697.65
Total 4150 · Leases	19,575.35	19,175.35	17,175.35	15,825.35	15,025.35	86,776.75	205,000.00	-118,223.25
4160 · Moorage	9,558.00	17,103.26	18,873.48	6,900.55	4,924.02	57,359.31	92,000.00	-34,640.69
4170 · Storage	2,493.36	2,280.86	1,545.10	1,136.62	233.36	7,689.30	7,780.00	-90.70
4190 · Marine Fuel	2,458.75	5,022.13	11,683.39	4,201.68	181.07	23,547.02	34,000.00	-10,452.98
4200 · Other Facility Income	3,886.55	5,052.40	4,421.14	3,236.78	1,144.45	17,741.32	24,800.00	-7,058.68
4500 · Levied Taxes	665.12	1,055.97	788.82	703.33	198,696.54	201,909.78	314,710.00	-112,800.22
4515 · State Forest Sales	0.00	0.00	21,516.73	0.00	0.00	21,516.73	20,000.00	1,516.73
4540 · Interest Income	2,036.74	1,862.26	1,789.25	1,682.53	1,362.75	8,733.53	22,800.00	-14,066.47
4550 · Maintenance Assistance Program	0.00	0.00	0.00	19,000.00	0.00	19,000.00	19,000.00	0.00
4600 · Miscellaneous Income	421.42	427.27	187.60	338.16	3,352.30	4,726.75	10,000.00	-5,273.25
4750 · Business Oregon Reimb Fund	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00	-90,000.00
4770 · Business Oregon Loan	0.00	0.00	0.00	0.00	0.00	0.00	425,000.00	-425,000.00
Total Income	1,244,992.64	148,979.28	161,861.55	104,969.90	256,217.04	1,917,020.41	2,858,371.00	-941,350.59
Gross Profit	1,244,992.64	148,979.28	161,861.55	104,969.90	256,217.04	1,917,020.41	2,858,371.00	-941,350.59
Expense								
5000 · Personal Services								

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

							TOTAL	
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Year to Date	Budget	Variance
5020 - Port Manager	5,416.66	5,416.66	5,416.66	5,416.66	5,552.08	27,218.72	67,600.00	-40,381.28
5030 - Administrative Assistant	3,173.04	3,628.72	3,363.45	3,488.23	3,680.00	17,333.44	40,495.00	-23,161.56
5045 - Services Lead	2,556.06	2,910.50	2,628.08	2,769.29	2,948.00	13,811.93	32,621.00	-18,809.07
5050 - Office Assistant	0.00	0.00	0.00	520.00	2,288.00	2,808.00	30,285.00	-27,477.00
5061 - Campground Staff	1,544.40	1,566.24	1,847.04	1,959.36	0.00	6,917.04	26,997.00	-20,079.96
5075 - Maintenance I Lead	4,885.37	4,046.25	3,873.82	4,046.24	3,862.34	20,714.02	49,732.00	-29,017.98
5079 - Maint II/ Staff	2,691.00	3,018.78	2,726.64	2,929.52	3,012.24	14,378.18	33,746.00	-19,367.82
5080 - Maint III / groundskeeper	1,947.00	2,208.00	2,297.75	2,119.00	1,895.40	10,467.15	28,122.00	-17,654.85
5110 - Payroll taxes	2,312.84	2,299.04	2,159.88	2,264.90	2,163.88	11,200.54	30,960.00	-19,759.46
5180 - Health Insurance	2,610.20	2,610.20	2,610.20	2,610.20	2,610.20	13,051.00	49,000.00	-35,949.00
5181 - Life Insurance	11.85	11.85	11.85	11.85	11.85	59.25	250.00	-190.75
5182 - Dental Insurance	257.30	257.30	257.30	257.30	257.30	1,286.50	4,800.00	-3,513.50
5190 - Workers Compensation Insurance	11,199.40	0.00	0.00	0.00	0.00	11,199.40	11,550.00	-350.60
5251 - Applicant Expenses	0.00	0.00	0.00	0.00	38.25	38.25	0.00	38.25
5270 - Retirement	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	-7,000.00
5275 - Compensated absences	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
5280 - Overtime	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
Total 5000 - Personal Services	38,605.12	27,973.54	27,192.67	28,392.55	28,319.54	150,483.42	421,158.00	-270,674.58
5300 - Material and Services	34,346.76	48,170.93	38,496.09	54,906.01	29,955.21	205,875.00	562,400.00	-356,525.00
6000 - Capital Outlay								
6050 - Office Equipment	0.00	0.00	33.83	5,610.00	0.00	5,643.83	5,700.00	-56.17
6060 - Operations Equipment								
6064 - Security Cameras	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
Total 6060 - Operations Equipment	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
6130 - Land								
6132 - Pull Through Campsites	418.45	0.00	0.00	0.00	0.00	418.45	190,000.00	-189,581.55
6144 - C Row Erosion	760.00	601.70	0.00	0.00	0.00	1,361.70	0.00	1,361.70
6145 - C Row Upgrade	7,379.65	0.00	0.00	0.00	0.00	7,379.65		
Total 6130 - Land	8,558.10	601.70	0.00	0.00	0.00	9,159.80	190,000.00	-180,840.20
6150 - Facilities								
6151 - Mo's Building	286.25	0.00	25,477.00	55,786.00	0.00	81,549.25	96,000.00	-14,450.75
6153 - 080A Harbor	0.00	0.00	53.97	4,807.34	0.00	4,861.31	8,000.00	-3,138.69

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

							TOTAL	
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Year to Date	Budget	Variance
6154 - Storage Bldgs Demo	0.00	0.00	0.00	435.00	0.00	435.00	40,000.00	-39,565.00
6156 - Maintenance Building	0.00	0.00	0.00	0.00	0.00	0.00	195,000.00	-195,000.00
6157 - Business Oregon Loan Fees	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	-75,000.00
Total 6150 - Facilities	286.25	0.00	25,530.97	61,028.34	0.00	86,845.56	414,000.00	-327,154.44
6300 - Dredging	0.00	2,980.00	20,567.50	4,715.00	0.00	28,262.50	325,000.00	-296,737.50
6350 - Strategic Business Plan	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	-40,000.00
Total 6000 - Capital Outlay	8,844.35	3,581.70	46,132.30	71,353.34	0.00	129,911.69	984,700.00	-854,788.31
6700 - Contingency	0.00	0.00	0.00	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	0.00	0.00	0.00	71,604.00	-71,604.00
7215 - MNIF (Dredging) #524016	0.00	0.00	0.00	0.00	5,876.15	5,876.15	5,880.00	-3.85
7216 - PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	0.00	23,199.86	46,400.00	-23,200.14
7225 - Banner Bank (PVIP) 1000214241	1,432.05	1,432.05	1,432.05	1,432.05	1,432.05	7,160.25	17,200.00	-10,039.75
7230 - PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	0.00	7,424.94	14,849.88	29,700.00	-14,850.12
7270 - SPWF (Bdwb Prj) L0004	0.00	0.00	0.00	0.00	15,961.07	15,961.07	15,970.00	-8.93
Total 7000 - Debt Service	13,031.98	8,856.99	1,432.05	13,031.98	30,694.21	67,047.21	186,754.00	-119,706.79
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	43,359.00	-43,359.00
7700 - Transfer to other funds	0.00	60,000.00	0.00	0.00	0.00	60,000.00	60,000.00	0.00
Total Expense	94,828.21	148,583.16	113,253.11	167,683.88	88,968.96	613,317.32	2,858,371.00	-2,245,053.68
Net Income	1,150,164.43	396.12	48,608.44	-62,713.98	167,248.08	1,303,703.09	0.00	1,303,703.09

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

							TOTAL	
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Year to Date	Budget	Variance
Income								
4100 - Available Beginning Cash	63,156.82	0.00	0.00	0.00	0.00	63,156.82	63,152.00	4.82
4540 - Interest Income	1.60	2.90	3.03	0.00	0.00	7.53	0.00	7.53
4700 - Incoming Transfer	0.00	60,000.00	0.00	0.00	0.00	60,000.00	60,000.00	0.00
Total Income	63,158.42	60,002.90	3.03	0.00	0.00	123,164.35	123,152.00	12.35
Gross Profit	63,158.42	60,002.90	3.03	0.00	0.00	123,164.35	123,152.00	12.35
Expense								
6000 - Capital Outlay								
6150 - Facilities								
6155 - Wharf/Bdwk Fire System	0.00	0.00	3,325.00	0.00	15,675.00	19,000.00	20,000.00	-1,000.00
Total 6150 - Facilities	0.00	0.00	3,325.00	0.00	15,675.00	19,000.00	20,000.00	-1,000.00
Total 6000 - Capital Outlay	0.00	0.00	3,325.00	0.00	15,675.00	19,000.00	20,000.00	-1,000.00
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	0.00	103,152.00	-103,152.00
Total Expense	0.00	0.00	3,325.00	0.00	15,675.00	19,000.00	123,152.00	-104,152.00
Net Income	63,158.42	60,002.90	-3,321.97	0.00	-15,675.00	104,164.35	0.00	104,164.35

	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	84%	84%	2724
OCT	33%	72%	1027	40%	76%	1267	43%	78%	1398	42%	73%	1393
NOV	15%	60%	466	28%	66%	862	30%	68%	878	33%	65%	1059
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			\$352,343.00		

	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	79%	63%	2836
OCT	50%	62%	1823	43%	58%	1575
NOV	26%	55%	929	28%	52%	994
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			\$60,191.00		

Port of Siuslaw
Profit & Loss Prev Year Comparison
July through November 2019

	<u>Jul - Nov 19</u>	<u>Jul - Nov 18</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4100 · Available Beginning Cash	1,175,878.82	779,733.89	396,144.93	50.8%
4140 · Campground Revenue	355,297.92	320,451.01	34,846.91	10.9%
4150 · Leases	86,776.75	89,110.40	-2,333.65	-2.6%
4160 · Moorage	57,359.31	63,427.47	-6,068.16	-9.6%
4170 · Storage	7,689.30	12,527.35	-4,838.05	-38.6%
4190 · Marine Fuel	23,547.02	29,844.87	-6,297.85	-21.1%
4200 · Other Facility Income	17,741.32	22,152.91	-4,411.59	-19.9%
4500 · Levied Taxes	201,909.78	201,067.54	842.24	0.4%
4515 · State Forest Sales	21,516.73	25,096.76	-3,580.03	-14.3%
4540 · Interest Income	8,741.06	291.46	8,449.60	2,899.1%
4550 · Maintenance Assistance Program	19,000.00	19,000.00	0.00	0.0%
4600 · Miscellaneous Income	4,726.75	3,259.97	1,466.78	45.0%
4700 · Incoming Transfer	60,000.00	0.00	60,000.00	100.0%
Total Income	<u>2,040,184.76</u>	<u>1,565,963.63</u>	<u>474,221.13</u>	<u>30.3%</u>
Gross Profit	2,040,184.76	1,565,963.63	474,221.13	30.3%
Expense				
5000 · Personal Services	150,483.42	160,501.74	-10,018.32	-6.2%
5300 · Material and Services	205,875.00	232,105.21	-26,230.21	-11.3%
6000 · Capital Outlay	148,911.69	52,737.61	96,174.08	182.4%
7000 · Debt Service	67,047.21	67,386.56	-339.35	-0.5%
7700 · Transfer to other funds	60,000.00	0.00	60,000.00	100.0%
Total Expense	<u>632,317.32</u>	<u>512,731.12</u>	<u>119,586.20</u>	<u>23.3%</u>
Net Income	<u><u>1,407,867.44</u></u>	<u><u>1,053,232.51</u></u>	<u><u>354,634.93</u></u>	<u><u>33.7%</u></u>

Port of Siuslaw
Resolution 12-18-19A
**A Resolution Adopting a New Prevention of Workplace Discrimination,
Harassment, and Retaliation Policy**

WHEREAS, the Port of Siuslaw Commissioners and public employees are committed to a work environment in which all individuals are treated with respect and dignity; and

WHEREAS, the Oregon Legislature passed a Senate Bill 479 requiring the establishment, adoption or upgrade of a written policy, with very specific policy provisions, to prevent workplace harassment, discrimination and retaliation ; and

WHEREAS, this new legislation goes into effect on January 1, 2020 and we are required to have a policy in place that meets the requirements of SB 479; and

THEREFORE, BE IT RESOLVED the Port of Siuslaw Board of Commissioners hereby adopts the Prevention of Workplace Discrimination, Harassment, and Retaliation Policy in its present form (see Exhibit A).

ADOPTED by the Port of Siuslaw Board of Commissioners on the 18th day of December, 2019.

By: _____
Terry Duman, Commission President

Attest: _____

PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION (OREGON PUBLIC SECTOR)

The Port of Siuslaw is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, The Port of Siuslaw expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

The Port of Siuslaw has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. The Port of Siuslaw will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact the Port Manager, as an alternative you may reach the Administrative Assistant.

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

RETALIATION

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of The Port of Siuslaw to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct

PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION (OREGON PUBLIC SECTOR)

is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

HARASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

The Port of Siuslaw encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Port Manager, or the Administrative Assistant. See the complaint procedure described below.

PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION (OREGON PUBLIC SECTOR)

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like to discontinue the follow-up process, a request must be submitted in writing to the Port Manager.

INTERNAL COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Port Manager, if you are unable to reach the primary contact please reach out to the Administrative Assistant. We encourage employees to document the event(s), associated date(s), and potential witnesses.

The Port of Siuslaw encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

The Port of Siuslaw will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination as The Port of Siuslaw believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION (OREGON PUBLIC SECTOR)

EXTERNAL COMPLAINT PROCEDURES

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Legal Resources
- Counseling and Support Services and/or Employee Assistance Services