

AGENDA
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, August 19, 2020 7:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439 OR

Teleconference call in # 1-317-762-7200 ID# 2236457409

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> | |
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 | |
| 3. Approval of the Agenda by consent | Duman |
|
 | |
| 4. Approval of the Minutes by consent | Duman |
|
 | |
| a. 7-15-20 Regular Meeting Minutes | |
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 | |
| 5. Approval of the financials by consent | Stewart |
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 | |
| a. Checks printed in July were \$126,920.79 | |
| b. Occupancy for Campground is down 8% and moorage is up 7% | |
|
 | |
| 6. Manager evaluation forms | Commission |
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 | |
| a. SVFR | |
| b. Willamalane | |
| c. Sunset Trans District | |
| d. SDAO Evaluation | |
| e. Library District | |
|
 | |
| 7. Board of Commissioners | Commission |
|
 | |
| a. Positions | |
| b. Annual meeting schedule | |
| c. Committee assignments | |
|
 | |
| 8. 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 16, 2020 Board Commission Meeting, Port Conference room

Adjourn Duman

MINUTES
PORT OF SIUSLAW COMMISSION MEETING

Wednesday, July 15, 2020 7:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439 OR

Teleconference call in # 1-317-762-7200 ID# 2236457409

These minutes will be reviewed for approval at the 8-19-20 meeting

Commissioners

Via phone - Terry Duman, President; Mike Buckwald, Secretary; Absent - Craig Zolezzi, Treasurer

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

1. Call to Order – 7:00pm

2. Public Comment: *none*

3. Approval of the Agenda by consent

4. Approval of the Minutes by consent

5. Approval of the financials by consent – Stewart said checks printed in May were \$88,078.88. Occupancy for the campground is down 10% and the moorage stayed the same as last year at this time.

6. Sealing and Striping of Harbor Lot

- a. **Strahm's Sealcoat & Striping, Inc.**
- b. **Colyer General Construction LLC.**
- c. **Coast Pavement Maintenance Inc.**

Huntington said we only received three (3) estimates. The Commissioners wanted more clarification of the bids. There were some differences in the linear feet of filling cracks and square footage of the sealer. Huntington was instructed to get clarification then award the bid.

7. Manager and Commissioner Reports – Huntington said the campground has been extremely busy and we have been full. He said we are working really hard to get the new sites done. After the rock, we should be ready to rent them. Commissioner Brandt has been helping with the sites. Huntington said him and Stewart will be meeting with Henry from LCOG regarding the strategic business plan. Meyer just hopes we don't get shut down again.

Public Comment: *none*

Adjourn – 7:19pm

Port of Siuslaw
Combined Balance Sheet
As of July 31, 2020

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	11,220.56
1007 · Umpqua Savings	103,188.58
1009 · Umpqua MMA General Fund	909,886.24
1011 · Umpqua MMA ICM	5,172.44
1070 · Petty Cash	1,000.00
Total Checking/Savings	1,030,467.82
Other Current Assets	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	2,412.34
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	7,580.90
Total Other Current Assets	61,038.14
Total Current Assets	1,091,505.96
Fixed Assets	
1500 · Fixed Assets	
1530 · Construction in Progress	405,356.00
Total 1500 · Fixed Assets	405,356.00
1510 · Land	2,617,874.00
1515 · Land Improvements	1,527,968.50
1520 · Buildings & Docks	7,765,295.56
1525 · Equipment & Vehicles	747,361.71
1600 · Accumulated Depreciation	-338,570.00
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	5,965,261.30
TOTAL ASSETS	7,056,767.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	28,443.01
Total Accounts Payable	28,443.01
Credit Cards	
2021 · Port Credit Card 1	9,921.99
2022 · Port Credit Card 2	5,013.00
Total Credit Cards	14,934.99
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	186,768.66
2050 · Deferred Compensation Plan NRS	9,281.63
2155 · Oregon Statewide Transit Tax	-36.65
2495 · Current Ptn of Lon-Term Debt	62,177.90
Total Other Current Liabilities	265,651.54
Total Current Liabilities	309,029.54
Long Term Liabilities	
2380 · Long-Term Debt current portion	-62,177.90

9:21 AM

08/12/20

Accrual Basis

Port of Siuslaw
Combined Balance Sheet
As of July 31, 2020

	<u>Jul 31, 20</u>
2390 · OBD Loan L0004 Bdwk	78,486.42
2440 · OBD Loan 524016 Dredging	49,534.96
2491 · OBD Loan 525186 MSLTD	403,956.57
2492 · OBD Loan 525196 Wharf	298,114.69
2993 · BB Loan 1000214241 PVIP	196,959.26
Total Long Term Liabilities	<u>964,874.00</u>
Total Liabilities	1,273,903.54
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-51,184.50
Net Income	1,095,460.82
Total Equity	<u>5,782,863.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,056,767.26</u></u>

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2020

	Jul 20	Budget	Variance
Income			
4100 · Available Beginning Cash	948,963.00	948,963.00	0.00
4140 · Campground Revenue			
4141 · RV Sites- Taxable	61,480.14	320,000.00	-258,519.86
4142 · RV Sites -Non Taxable	39,451.80	100,000.00	-60,548.20
4143 · RV Site - Add'l revenue	1,315.84	20,000.00	-18,684.16
4144 · Transient Room Tax	6,175.89	0.00	6,175.89
4145 · Reservation Fees	5,740.00	0.00	5,740.00
Total 4140 · Campground Revenue	114,163.67	440,000.00	-325,836.33
4150 · Leases			
4151 · Building Lease - 1499 Bay 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	8,660.00	103,920.00	-95,260.00
4156 · Docking Lease	200.00	2,400.00	-2,200.00
Total 4150 · Leases	14,602.08	175,225.00	-160,622.92
4160 · Moorage			
4162 · Commercial Moorage	1,190.69	10,000.00	-8,809.31
4163 · Sport Moorage	10,406.82	62,000.00	-51,593.18
4165 · Liveaboard Fees	200.00	2,000.00	-1,800.00
Total 4160 · Moorage	11,797.51	74,000.00	-62,202.49
4170 · Storage	148.36	1,600.00	-1,451.64
4190 · Marine Fuel	2,920.62	15,000.00	-12,079.38
4200 · Other Facility Income	3,520.47	14,000.00	-10,479.53
4500 · Levied Taxes	463.10	329,900.00	-329,436.90
4515 · State Forest Sales	0.00	20,000.00	-20,000.00
4540 · Interest Income	189.61	5,000.00	-4,810.39
4550 · Maintenance Assistance Program	0.00	19,000.00	-19,000.00
4600 · Miscellaneous Income	5,042.56	10,000.00	-4,957.44
4750 · Business Oregon Reimb Fund	0.00	33,750.00	-33,750.00
Total Income	1,101,810.98	2,086,438.00	-984,627.02
Gross Profit	1,101,810.98	2,086,438.00	-984,627.02
Expense			

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2020

	Jul 20	Budget	Variance
5000 · Personal Services			
5020 · Port Manager	8,531.25	70,997.00	-62,465.75
5030 · Administrative Assistant	5,739.36	45,428.00	-39,688.64
5045 · Services Lead	3,100.16	35,693.00	-32,592.84
5050 · Office Assistant	3,522.40	0.00	3,522.40
5061 · Campground Staff	0.00	32,448.00	-32,448.00
5075 · Maintenance I Lead	5,885.44	49,732.00	-43,846.56
5079 · Maint II/ Staff	4,607.68	37,856.00	-33,248.32
5080 · Maint III / groundskeeper	2,132.90	32,448.00	-30,315.10
5110 · Payroll taxes	3,586.93	30,500.00	-26,913.07
5180 · Health Insurance	3,508.14	50,000.00	-46,491.86
5181 · Life Insurance	14.22	200.00	-185.78
5182 · Dental Insurance	308.76	4,500.00	-4,191.24
5190 · Workers Compensation Insurance	9,525.24	12,000.00	-2,474.76
5251 · Applicant Expenses	45.75	0.00	45.75
5270 · Retirement	0.00	13,000.00	-13,000.00
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	50,508.23	422,802.00	-372,293.77
5300 · Material and Services	45,990.95	576,000.00	-530,009.05
6000 · Capital Outlay			
6130 · Land			
6136 · Campground Restrooms	0.00	175,000.00	-175,000.00
6139 · Harbor Parking Lot	0.00	20,000.00	-20,000.00
6146 · Landscape Pull Through Sites	0.00	10,000.00	-10,000.00
Total 6130 · Land	0.00	205,000.00	-205,000.00
6150 · Facilities			
6151 · Mo's Building	0.00	12,000.00	-12,000.00
6155 · Wharf/Bdwk Fire System	0.00	20,000.00	-20,000.00
6157 · Business Oregon Fees	0.00	11,250.00	-11,250.00
6158 · CG outer Circle Electrical Upgr	0.00	75,000.00	-75,000.00
6159 · CG Pedestal Repairs	0.00	17,000.00	-17,000.00

Port of Siuslaw
Profit & Loss Budget vs. Actual - General Fund
July 2020

	Jul 20	Budget	Variance
Total 6150 - Facilities	0.00	135,250.00	-135,250.00
Total 6000 - Capital Outlay	0.00	340,250.00	-340,250.00
6700 - Contingency	0.00	515,000.00	-515,000.00
7000 - Debt Service	13,031.98	115,150.00	-102,118.02
7600 - Unappropriated Ending Fund Bal	0.00	44,085.00	-44,085.00
7700 - Transfer to other funds	0.00	73,151.00	-73,151.00
Total Expense	109,531.16	2,086,438.00	-1,976,906.84
Net Income	992,279.82	0.00	992,279.82

Port of Siuslaw
Profit & Loss Budget vs. Actual - Capital Maint Fund
July 2020

	Jul 20	Budget	Variance
Income			
4100 - Available Beginning Cash	103,181.00	103,181.00	0.00
4700 - Incoming Transfer	0.00	73,151.00	-73,151.00
Total Income	103,181.00	176,332.00	-73,151.00
Gross Profit	103,181.00	176,332.00	-73,151.00
Expense			
7600 - Unappropriated Ending Fund Bal	0.00	176,332.00	-176,332.00
Total Expense	0.00	176,332.00	-176,332.00
Net Income	103,181.00	0.00	103,181.00

	Campground 2017/2018			Campground 2018/2019			Campground 2019/2020			Campground 2020-2021		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	78%	74%	2452	86%	78%	2862	78%	86%	2617	77%	78%	2939
AUG	93%	86%	2953	94%	90%	3052	89%	84%	2978		77%	
SEPT	91%	87%	2784	88%	89%	2760	84%	84%	2724		77%	
OCT	40%	76%	1267	43%	78%	1398	42%	73%	1393		77%	
NOV	28%	66%	862	30%	68%	878	33%	65%	1059		77%	
DEC	24%	59%	752	32%	62%	1035	28%	59%	937		77%	
JAN	23%	54%	719	36%	58%	1168	25%	54%	842		77%	
FEB	24%	50%	688	39%	56%	1152	28%	51%	861		77%	
MAR	28%	48%	880	44%	55%	1417	25%	48%	847		77%	
APR	31%	46%	951	39%	53%	1232	13%	45%	423		77%	
MAY	45%	46%	1419	44%	52%	1418	13%	42%	417		77%	
JUN	54%	47%	1659	45%	52%	1452	48%	42%	1566		77%	
TL YTD	47%	47%	17386	52%	52%	19824	42%	42%	16664		77%	
REV YTD	\$508,194.00			\$549,278.00			\$519,620.00			\$113,944.00		

	Moorage 2019/20			Moorage 2020-21		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	44%	37%	1608	48%	44%	1745
AUG	65%	55%	2413		48%	
SEPT	79%	63%	2836		48%	
OCT	43%	58%	1575		48%	
NOV	28%	52%	994		48%	
DEC	27%	48%	992		48%	
JAN	26%	45%	961		48%	
FEB	26%	42%	903		48%	
MAR	26%	40%	934		48%	
APR	26%	39%	914		48%	
MAY	30%	38%	1088		48%	
JUN	39%	38%	1367		48%	
TL YTD	38%	38%	16585		48%	
REV YTD	\$97,214.00			\$11,643.00		

Port of Siuslaw
Profit & Loss Prev Year Comparison
July 2020

	Jul 20	Jul 19	\$ Change	% Change
Income				
4100 · Available Beginning Cash	1,052,144.00	1,175,878.82	-123,734.82	-10.5%
4140 · Campground Revenue	114,163.67	91,175.35	22,988.32	25.2%
4150 · Leases	14,602.08	19,575.35	-4,973.27	-25.4%
4160 · Moorage	11,797.51	9,558.00	2,239.51	23.4%
4170 · Storage	148.36	2,493.36	-2,345.00	-94.1%
4190 · Marine Fuel	2,920.62	2,458.75	461.87	18.8%
4200 · Other Facility Income	3,520.47	3,886.55	-366.08	-9.4%
4500 · Levied Taxes	463.10	13,257.12	-12,794.02	-96.5%
4540 · Interest Income	189.61	2,038.34	-1,848.73	-90.7%
4600 · Miscellaneous Income	5,042.56	421.42	4,621.14	1,096.6%
Total Income	<u>1,204,991.98</u>	<u>1,320,743.06</u>	<u>-115,751.08</u>	<u>-8.8%</u>
Gross Profit	1,204,991.98	1,320,743.06	-115,751.08	-8.8%
Expense				
5000 · Personal Services	50,508.23	38,605.12	11,903.11	30.8%
5300 · Material and Services	45,990.95	42,662.76	3,328.19	7.8%
6000 · Capital Outlay	0.00	8,844.35	-8,844.35	-100.0%
7000 · Debt Service	13,031.98	13,031.98	0.00	0.0%
Total Expense	<u>109,531.16</u>	<u>103,144.21</u>	<u>6,386.95</u>	<u>6.2%</u>
Net Income	<u>1,095,460.82</u>	<u>1,217,598.85</u>	<u>-122,138.03</u>	<u>-10.0%</u>



SIUSLAW VALLEY FIRE & RESCUE JOB PERFORMANCE EVALUATION FORM

Employee Name:

Evaluation Period:

Employee Position / Title:

Evaluator:

Date:

PERFORMANCE PLANNING AND RESULTS

Performance Review

- Review a current job description (job descriptions are available on the web page).
- Rate the person's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate their work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "Outstanding" "Below Expectations, and "Unsatisfactory")

Outstanding	Performance is consistently superior (Rarely Given)
Exceeds Expectations	Performance is routinely above job requirements
Meets Expectations	Performance is regularly competent and dependable
Below Expectations	Performance fails to meet job requirements on a frequent basis
Unsatisfactory	Performance is consistently unacceptable

A. PERFORMANCE FACTORS

<p>Administration - Measures effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities <i>Comments:</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Knowledge of Work - Consider employee's skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience. <i>Comments:</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Communication - Measures effectiveness in listening to others, expressing ideas, both orally in writing and providing relevant and timely information to management, co-workers, subordinates, and customers. <i>Comments:</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Teamwork - Measures how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit. <i>Comments:</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Decision Making/Problem Solving - Measures effectiveness in understanding problems and making timely, practical decisions. <i>Comments:</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Expense Management - Measures effectiveness in establishing appropriate reporting and control procedures; operating efficiently at lowest cost; staying within established budgets. <i>Comments:</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Human Resource Management - Measures effectiveness in selecting qualified people; evaluating subordinates' performance; strengths and development needs; providing constructive feedback and taking appropriate and timely action with marginal or unsatisfactory performers. <i>Comments:</i></p>	<p>Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Independent Action - Measures effectiveness in time</p>	<p>Outstanding Exceeds Expectations</p>	<input type="checkbox"/> <input type="checkbox"/>

management; initiative and independent action within prescribed limits. <i>Comments:</i>	Meets Expectations	<input type="checkbox"/>
	Below Expectations	<input type="checkbox"/>
	Unsatisfactory	<input type="checkbox"/>
	NA	<input type="checkbox"/>
		<input type="checkbox"/>

Job Knowledge - Measures effectiveness in keeping knowledgeable of methods, techniques and skills required in own job and related functions; remaining current on new developments affecting the district and its work activities. <i>Comments:</i>	Outstanding	<input type="checkbox"/>
	Exceeds Expectations	<input type="checkbox"/>
	Meets Expectations	<input type="checkbox"/>
	Below Expectations	<input type="checkbox"/>
	Unsatisfactory	<input type="checkbox"/>
	NA	<input type="checkbox"/>

Leadership - Measures effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively; promoting innovation and team effort. <i>Comments:</i>	Outstanding	<input type="checkbox"/>
	Exceeds Expectations	<input type="checkbox"/>
	Meets Expectations	<input type="checkbox"/>
	Below Expectations	<input type="checkbox"/>
	Unsatisfactory	<input type="checkbox"/>
	NA	<input type="checkbox"/>

Managing Change and Improvement - Measures effectiveness in initiating changes, adapting to necessary changes from old methods when they are no longer practical, identifying new methods and generating improvement in facility's performance. <i>Comments:</i>	Outstanding	<input type="checkbox"/>
	Exceeds Expectations	<input type="checkbox"/>
	Meets Expectations	<input type="checkbox"/>
	Below Expectations	<input type="checkbox"/>
	Unsatisfactory	<input type="checkbox"/>
	NA	<input type="checkbox"/>

Customer Responsiveness - Measures responsiveness and courtesy in dealing with internal staff, external customers and vendors; employee projects a courteous manner. <i>Comments:</i>	Outstanding	<input type="checkbox"/>
	Exceeds Expectations	<input type="checkbox"/>
	Meets Expectations	<input type="checkbox"/>
	Below Expectations	<input type="checkbox"/>
	Unsatisfactory	<input type="checkbox"/>
	NA	<input type="checkbox"/>

Personal Appearance → Uniform consistently looks sharp and personal hygiene appropriate to position. <i>Comments:</i>	Outstanding	<input type="checkbox"/>
	Exceeds Expectations	<input type="checkbox"/>
	Meets Expectations	<input type="checkbox"/>
	Below Expectations	<input type="checkbox"/>
	Unsatisfactory	<input type="checkbox"/>
	NA	<input type="checkbox"/>

Dependability - Measures how well employee complies with instructions and performs under unusual circumstances; consider record of attendance, use of sick leave, and punctuality. <i>Comments:</i>	Outstanding	<input type="checkbox"/>
	Exceeds Expectations	<input type="checkbox"/>
	Meets Expectations	<input type="checkbox"/>
	Below Expectations	<input type="checkbox"/>
	Unsatisfactory	<input type="checkbox"/>
	NA	<input type="checkbox"/>

Safety - Measures individual's work habits and attitudes as they apply to working safely. Consider their contribution to accident prevention, safety awareness, ability to care for district property and keep workspace safe and tidy. <i>Comments:</i>	Outstanding	<input type="checkbox"/>
	Exceeds Expectations	<input type="checkbox"/>
	Meets Expectations	<input type="checkbox"/>
	Below Expectations	<input type="checkbox"/>
	Unsatisfactory	<input type="checkbox"/>
	NA	<input type="checkbox"/>

Employee's Responsiveness - Measures responsiveness in	Outstanding	<input type="checkbox"/>
	Exceeds Expectations	<input type="checkbox"/>

completing job tasks in a timely manner.

Comments:

Meets Expectations	<input type="checkbox"/>
Below Expectations	<input type="checkbox"/>
Unsatisfactory	<input type="checkbox"/>
NA	<input type="checkbox"/>

B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS: Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance.

Comments:

C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT:

Comments:

D. PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:

Comments:

E. EMPLOYEE COMMENTS:

F. SIGNATURES:

Employee _____ Date _____

(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Evaluated by _____ Date _____

Reviewed by _____ Date _____

Supervisor Recommends Salary Step Increase?



SUPERINTENDENT
Performance Evaluation
March 5, 2020 – September 5, 2020

- 5 → EXEMPLARY** Consistently performed in a manner demonstrating an exceptional level of knowledge and skill exceeding what is normally expected in performing this function and merits recognition.
- 4 → EXCEEDS EXPECTATIONS** Consistently performed in a manner that meets and frequently exceeds expectations. The performance is distinctly better than what is normally expected in performing this function.
- 3 → EFFECTIVE** Consistently meets normal expectations and is performed in a competent and skilled manner. Performance is fully satisfactory in its performance without any significant exceptions.
- 2 → DEVELOPING** Performed at a level that is expected of a person who is learning and gaining experience in this function. Skill and performance are near or steadily approaching full proficiency.
- 1 → IMPROVEMENT NEEDED** Improvements are needed to bring performance to a consistent and effective level to meet expectations.
- N/A → DON'T KNOW** Did not observe this area.

ADVISING / ASSISTING THE BOARD OF DIRECTORS N/A 5 4 3 2 1

- Preparation for Board meetings – Agenda and supporting materials.
- Quality of content and clarity of the Superintendent’s Board Reports.
- The adequacy and timeliness of presentations of major plans and programs, along with alternative courses of action for Board review and action.
- The quality of assistance in getting answers and resolving problems brought to the Superintendent’s attention by individual Board members.
- Reports progress and outcomes to the Board and offers strategies for mid-course corrections and adjustments as necessary.

Comments:

MANAGEMENT

- **Fiscal Management** N/A 5 4 3 2 1
 - Develops Willamalane programs, resource plans, and budgets for projects and divisions.
 - Monitors expenditures and resources to ensure spending is within budget or makes appropriate modifications.
- **Risk Management** N/A 5 4 3 2 1
 - Takes actions in which the benefits in efficiency and effectiveness in service and reliability are weighed against potential risks.
 - Establishes internal controls which address potential risks of inefficiency, ineffectiveness, fraud, abuse, or mismanagement.

- **Performance Management** N/A 5 4 3 2 1
 - Works with employees to set and communicate performance standards. Provides specific performance feedback.
 - Supports and corrects employee efforts to achieve District goals.
 - Clarifies responsibilities, authority and expectations.
 - Provides timely guidance and feedback to help employees accomplish tasks or solve problems.

- **Problem Solving** N/A 5 4 3 2 1
 - Approaches problems by determining their significance, collecting data and making sound decisions.

- **Change Management** N/A 5 4 3 2 1
 - Demonstrates support for innovation and organization changes needed to improve the District's effectiveness.
 - Develops, plans and follows through on change initiatives.

Comments:

VISION / MISSION

- **Communications** N/A 5 4 3 2 1
 - Ensures the Board is kept informed about developments, issues and plans.
 - Ensures that important information is shared with employees and others as appropriate.

- **Thinks Strategically** N/A 5 4 3 2 1
 - Formulates strategies that are achievable, cost-effective and meet District goals and mission.
 - Provides analysis of policy issues; develops proposals and develops plans that address patron and stakeholder concerns.

- **Long Term Vision** N/A 5 4 3 2 1
 - Communicates clear and relevant information of where the District should be in 3, 5, 10, or 20 years.

Comments:

ACCOUNTABILITY

- **Building Trust** N/A 5 4 3 2 1
 - Understands others interests, needs and concerns.
 - Develops, maintains and strengthens partnerships with others inside **and** outside the District.
- **The Community** N/A 5 4 3 2 1
 - Makes patrons and their needs a primary focus.
 - Develops and sustains positive patron relationships.
- **Credibility / Ethics** N/A 5 4 3 2 1
 - When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, District values and personal values.
 - Meets commitments and takes responsibility for actions.

Comments:

COMMUNICATIONS

- **Conflict Management** N/A 5 4 3 2 1
 - Recognizes differences of opinion, brings them out into the open for discussion and looks for, if possible, win-win solutions.
- **Communicating in Writing** N/A 5 4 3 2 1
 - Presents information, analysis, ideas and positions in writing in a clear manner to the Board and others within and outside the District.
- **Communicating Verbally** N/A 5 4 3 2 1
 - Makes clear and informational oral presentations to the Board and others within and outside the District.
- **Listening** N/A 5 4 3 2 1
 - Responds to statements and comments of others in a way that reflects understanding of the content and intent.
- **Facilitation** N/A 5 4 3 2 1
 - Uses facilitation skills to lead a group to consensus, effectively solving problems and accomplishing tasks.

Comments:

STAFF DEVELOPMENT / SUCCESSION PLANNING

- **Delegation** N/A 5 4 3 2 1
 - Assigns decision-making and work functions to maximize District and individual effectiveness.
- **Develops Employees** N/A 5 4 3 2 1
 - Shares information, advice and suggestions to help employees and others to be more successful; promotes training and educational opportunities.
 - Collaboratively works and meets with direct reports to set performance objectives and discuss progress.
- **Provides Support** N/A 5 4 3 2 1
 - Recognizes and rewards employees for their achievements.
 - Acknowledges and thanks employees for their contributions in completing work and meeting patron needs.

Comments:

PERSONAL DEVELOPMENT

- **Initiative** N/A 5 4 3 2 1
 - Identifies what needs to be done and takes action.
- **Flexibility** N/A 5 4 3 2 1
 - Makes effective decisions and achieves desired results when unplanned changes occur.
- **Emotional Intelligence** N/A 5 4 3 2 1
 - Exhibits consideration of the feelings of others.
 - Demonstrates an appreciation of the differences in people and opinions.
- **Performing Under Stress** N/A 5 4 3 2 1
 - Keeps functioning effectively under critical and tight deadlines, heavy workloads and/or other pressures.
 - Can effectively handle several challenging problems or tasks concurrently.

Comments:

LEADERSHIPN/A 5 4 3 2 1

- Demonstrates support for the Board and its direction to the Management Team and employees, patrons and outside stakeholders/agencies.
- Appropriately challenges and engages in healthy dialogue with the Board regarding matters in which there were dissenting opinions.
- Appropriately demonstrates support for the Management Team in their recommendations and management of their divisions, departments, and with stakeholders/agencies and/or patrons.
- Accepts personal responsibility and accountability for District decisions, initiatives and results to employees, external stakeholders/agencies and patrons.

Comments:**COMMUNITY ENGAGEMENT**N/A 5 4 3 2 1

- Manage and oversee Community Engagement Team to develop and coordinate a broad range of public relations, community involvement, and public education programs.
- Establish and maintains cooperative planning and working relationships with other local agencies; governmental, voluntary, and private and with state, regional, and national agencies.
- Oversees the Community Engagement Team to provide an effective system of continuous interpretation, promotion, and publicizing of the services of the District.
- Counsels with Districtwide groups and individuals to determine program needs, area, and facility requirements and improvements.

Comments:

Board Goals

Does the Superintendent's performance support and promote Willamalane Values, Mission, and Board Goals?

1. Position Willamalane as a desirable place to work where employees have a high level of work satisfaction.

N/A 5 4 3 2 1

2. Systematize and fund a comprehensive maintenance and reinvestment plan for physical assets to ensure high quality parks, facilities, and operations.

N/A 5 4 3 2 1

3. Expedite completion of current bond-funded capital projects and nurture public trust through frequent updates on progress and successes.

N/A 5 4 3 2 1

4. Become more reflective of the diversity of our population at the leadership, staff and patron levels.

N/A 5 4 3 2 1

5. Generate operating efficiencies and increase data security through integrated administrative systems.

N/A 5 4 3 2 1

CONCLUDING REMARKS

What do you feel are the Superintendent's strengths?

Comments:

What do you feel are the Superintendent's areas for growth?

Comments:

Additional Comments:

SIGNATURE AND DATE

Completed by:

Board Member

Date



Sunset Empire Transportation District

PERFORMANCE EVALUATION FORM

SECTION A

Name	Last	First	Middle	Date of Evaluation
Job Class	Immediate Supervisor		Date of Last Evaluation	Date of Next Evaluation
Department	Time in Present Job Job Years Mos.		Reason for Evaluation <input checked="" type="checkbox"/> Scheduled/Annual <input type="checkbox"/> Special <input type="checkbox"/> Probationary Period	

Major Job Responsibilities: (Review class specifications, job descriptions, work plans, etc., in completing this section. Attach separate sheet if necessary.) Update job description if needed.

SECTION B

Please mark the box which most accurately describes employee performance. Cite examples and make comments to substantiate rating.

1) JOB KNOWLEDGE	Consider: present knowledge of the techniques, skills, equipment, procedures, and/or materials to do the job.				
Severe lack of knowledge. Very little understanding of tasks, techniques, etc.	Limited knowledge. Considerable supervision and job instruction required.	Satisfactory knowledge. Needs normal amount of assistance and job instruction.	Very good knowledge of own & related tasks. Occasionally needs job instructions.	Authoritative knowledge. Rarely needs assistance. Extremely capable.	Not Relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Examples:

2) QUALITY OF WORK	Consider: freedom from errors and mistakes, accuracy, neatness; general quality of work.				
Work is of poor quality. Continually makes errors. Requires excessive checking and rework.	Is careless and often makes mistakes. Work is marginally acceptable.	Makes no more mistakes than should be expected. Quality is definitely acceptable.	Quality exceeds normal requirements. Makes few errors and mistakes.	Consistently turns out highest quality work. Very seldom makes mistakes. Final job nears perfection.	Not Relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Examples:

3) QUANTITY OF WORK	Consider: actual work accomplished in relation to the results expected; speed of performance.
----------------------------	--



Sunset Empire Transportation District

Contributes extremely low output. Very slow worker.	Contributes low and barely acceptable output. Below average.	Contributes average output. Definitely acceptable.	Produces more than most. Above average output.	Is unusually productive and a very fast worker.	Not Relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Examples:

4) ABILITY TO LEARN NEW TASKS, PROCEDURES	Consider: speed with which the employee masters new tasks and methods and grasps explanations; retains knowledge.				
Is very slow to absorb instructions, new techniques, etc. Has difficulty handling job changes.	Requires unusual amount of instruction. Learns new tasks slowly.	Average amount of instruction required for new tasks.	Learns rapidly. Retains instructions well.	Exceptionally fast to learn and adjust to changed conditions. Very rarely forgets prior instructions.	Not Relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Examples:

5) INITIATIVE	Consider: degree to which employee is self-starter; makes constructive suggestions; completes own assignments.				
Unwilling to go beyond assigned job responsibilities. Does not complete assignments even with follow-up.	Needs to be provided with specific work assignments and requires ongoing follow-up to assure that assignments are completed.	Occasionally needs to be told what to do.	Works independently without specific work direction, recognizes needs of the job or the organization and actively works to fulfill these needs.	Volunteers or takes a leadership role in accepting assignments beyond the scope of regular job responsibilities.	Not Relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Examples:



Sunset Empire Transportation District

6) INTERPERSONAL RELATIONSHIPS

Consider: tactfulness, helpfulness, and courtesy to the public and/or coworkers; how employee presents self; ability to handle tough situations.

Is usually tactless, rude, and antagonistic to the public and/or co-workers. Is rarely cooperative.	Is frequently tactless, discourteous. Is often unwilling to cooperate.	Is generally agreeable, courteous and helpful.	Is usually very polite and willing to help. Usually presents self and ideas in positive manner.	Is extremely courteous and helpful. Stimulates good attitudes in others. Very diplomatic.	Not Relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Examples:

7) JUDGMENT AND COMMON SENSE

Consider: degree to which employee shows good sense and thinks before acting and making decisions.

Shows very little common sense. Decisions are usually poor and unreliable.	Is often illogical. Often makes poor decisions.	Generally makes fairly logical and reliable decisions.	Analyzes situation well. Usually makes sensible decisions.	Almost always thinks logically. Makes exceptionally sound decisions. Shows unusual insight.	Not Relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Examples:

8) DEPENDABILITY

Consider: amount of direct supervision required to get job done and meet deadlines; amount of time wasted.

Requires constant supervision to get assigned tasks done. Usually leaves jobs unfinished or takes too long. Uses time inefficiently.	Requires frequent supervision on assigned tasks. Often leaves jobs unfinished or takes too long. Often uses time inefficiently.	Needs normal amount of supervision on assigned tasks. Completes work in reasonable time.	Requires occasional supervision. Uses time efficiently.	Rarely needs direct supervision. Completes tasks very rapidly. Uses time very efficiently.	Not Relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Examples:



Sunset Empire Transportation District

9) WORK HABITS

Consider: degree to which employee's work exhibits neatness, safe working procedures, proper care, and efficient use of equipment and supplies, etc.

Work is usually sloppy. Is careless with equipment and supplies.	Work is often messy. Is often careless with equipment and supplies.	Work is acceptably neat. Is careful about and efficient with equipment and supplies.	Work is usually neat. Is usually careful about and efficient with equipment and supplies.	Work is extremely neat. Consistently uses equipment and supplies carefully and efficiently.	Not Relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Examples:

10) COMMUNICATIONS

Consider: degree to which employee effectively expresses her/himself orally and/or in writing (that is, how well ideas are put across and understood by others).

Usually comes across poorly and is rarely understood.	Is often misunderstood.	Can adequately communicate with others.	Usually communicates well and ideas are usually understood.	Is exceptional in putting across ideas to different people. Is seldom misunderstood.	Not Relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Examples:

11) ATTENDANCE

Consider: punctuality; conformity to work schedule; abuse of sick leave.

Needs Improvement

Acceptable

Not Relevant

Comments and Examples:

SECTION C

12) OVERALL PERFORMANCE

Needs Improvement

Meets Expectations



Sunset Empire Transportation District

SECTION D

Supervisor's Comments: Consider: major strong points and how they can be used more effectively; major weak points and how they can be strengthened; and training and development needs. Review accomplishment of goals for this period. Attach additional sheet if necessary.

SECTION E

Employee's Comments: Employees are encouraged to comment on this evaluation. Attach additional sheet if necessary.

SECTION F

GOALS FOR NEXT RATING PERIOD AND PROJECTED COMPLETION DATE

1.
2.
3.
4.

This evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

Employee's Signature _____ Date _____

Reviewed by _____

Title _____ Date _____



Sunset Empire Transportation District

Authorization of Payroll Change

Employee _____

Position _____

Effective Date _____

Nature of change:

() Change in Job Classification

Old _____

New _____

() Change in Rate

Old \$ _____ Step _____

New \$ _____ Step _____

() Probationary to Part Time

() Probationary to Full Time

() Part Time to Full Time

Reason for Change:

Same as above

Title of new position _____

\$ _____
Amount of increase

\$ _____
New Rate

Retro Information:

From _____ To _____

_____ x _____ = _____
Hours Increase Wage Adjust

_____ x _____ = _____
Vac. Hours Increase Wage Adjust

_____ x _____ = _____
OT Hours Increase Wage Adjust

_____ x _____ = _____
Hol. Hours Increase Wage Adjust

Total Wage Adjust & Total Hours

Recommended by Manager

Acknowledge by HR/Payroll Officer

Approved by Executive Director

PERFORMANCE REVIEW MANAGER

For the period beginning _____ and ending _____

Rating

U = Unsatisfactory

ME = Meets Expectations

O = Outstanding

NI = Needs Improvement

EE = Exceeds Expectations

PUBLIC RELATIONS	U	NI	ME	EE	O
Maintains a proactive image of district programs in the community through effective utilization					
Ensures that a public perception of service by the District is with courtesy and professionalism					
Remains accessible to the community					
Effectively handles citizen complaints/inquires					

COMMENTS: _____

ADMINISTRATION	U	NI	ME	EE	O
Plans and organizes implementation of programs and policies approved or adopted by the Board of Directors					
Provides a clear, concise budget document that funds District services					
Administers the adopted budget within approved revenue and expenditure allocations					
Plans and organizes the maintenance of District-owned facilities, buildings, and equipment to ensure maximum and safe utilization					
Plans for future staffing needs to meet District established service levels					
Plans and organizes programs to maintain quality staff					
Manages general District operations, including supervision of District staff					

COMMENTS: _____

RELATIONSHIP WITH BOARD OF DIRECTORS	U	NI	ME	EE	O
Maintains effective communications with the Board of Directors					
Plans and organizes materials to present comprehensive information to the Board that assist in decision making					

COMMENTS: _____

PERSONAL / PROFESSIONAL DEVELOPMENT	U	NI	ME	EE	O
Maintains relationships with professional associations and colleagues					
Attends conferences and seminars to remain aware of developments in the field of communication					

COMMENTS: _____

PUBLIC RELATIONS	u	NI	ME	EE	O
Maintains a proactive image of the District programs in the community through effective utilization					
Ensure that a public perception of service by the District is with courtesy and professionalism					
Remains accessible to the community					

COMMENTS: _____

ACCOMPLISHMENTS AND ACHIEVEMENT OF GOALS

FUTURE GOALS (Mutually Agreed Upon for Next Review Period)

Manager

Date

President, Board of Directors

Date

Evaluation of _____, Library Director/District Manager
Lower Umpqua Library District

Date: _____ Period reviewed: _____

Explanation of ratings:	1=Unsatisfactory performance/does not meet expectations 2=Less than satisfactory performance/needs improvement 3=Satisfactory performance/meets expectations 4=Performance exceeds expectations 5=Outstanding achievements/performance U=Unable to evaluate
-------------------------	--

*Circle one for each item:
 Explain ratings of 1 or 2 in Comments section*

I. Administration

- | | |
|---|---------------------------------|
| 1. Plan and coordinate library services and operations | 1.....2.....3.....4.....5.....U |
| 2. Select and order all library equipment and oversee maintenance and repair of equipment | 1.....2.....3.....4.....5.....U |
| 3. Develop, implement and monitor library procedures | 1.....2.....3.....4.....5.....U |
| 4. Plan, implement and monitor the library technology systems | 1.....2.....3.....4.....5.....U |
| 5. Prepare reports and compile statistical data as needed | 1.....2.....3.....4.....5.....U |
| 6. Oversee condition of facility and grounds | 1.....2.....3.....4.....5.....U |

II. Budget

- | | |
|--|---------------------------------|
| 1. Prepare budget recommendations for the Library Board | 1.....2.....3.....4.....5.....U |
| 2. Represent the Library Board during budget formulation | 1.....2.....3.....4.....5.....U |
| 3. Administer the library and district budgets | 1.....2.....3.....4.....5.....U |
| 4. Prepare monthly and annual financial/budget reports | 1.....2.....3.....4.....5.....U |

III. Personnel

- | | |
|---|---------------------------------|
| 1. Provide hiring procedures and select new employees | 1.....2.....3.....4.....5.....U |
| 2. Provide training and instruction for library personnel | 1.....2.....3.....4.....5.....U |
| 3. Supervise and evaluate library personnel | 1.....2.....3.....4.....5.....U |
| 4. Provide assistance to library personnel in performing their duties | 1.....2.....3.....4.....5.....U |
| 5. Communicate with library personnel as appropriate | 1.....2.....3.....4.....5.....U |

IV. Library Collection

- | | |
|--|---------------------------------|
| 1. Develop and maintain the library collection according to the needs of the community | 1.....2.....3.....4.....5.....U |
| 2. Review, evaluate, and select books, periodicals and other library materials | 1.....2.....3.....4.....5.....U |

- 3. Develop and maintain the local history collection 1.....2.....3.....4.....5.....U
- 4. Supervise and direct the cataloging and classification of the collection 1.....2.....3.....4.....5.....U

V. Public and Community Relations

- 1. Serve as a liaison to the community 1.....2.....3.....4.....5.....U
- 2. Prepare news releases, notices and library publications 1.....2.....3.....4.....5.....U
- 3. Respond to public inquiries and complaints 1.....2.....3.....4.....5.....U
- 4. Serve as a liaison to the Friends of the Library, Lower Umpqua Library Foundation, and any other special committees or groups 1.....2.....3.....4.....5.....U

VI. Library Board Relations

- 1. Assist the Board in planning and setting the agenda for its meetings 1.....2.....3.....4.....5.....U
- 2. Participate in Board meetings 1.....2.....3.....4.....5.....U
- 3. Assist the Board in making policies, plans and objectives 1.....2.....3.....4.....5.....U
- 4. Conduct new Board member's orientation 1.....2.....3.....4.....5.....U
- 5. Apprise the Board of present and future needs 1.....2.....3.....4.....5.....U

VII. Liaison Responsibility with City, State, County and System Groups

- 1. Represent the Library Board to the Reedsport city government 1.....2.....3.....4.....5.....U
- 2. Represent the Library Board and attend meetings during budget deliberations of other local special districts 1.....2.....3.....4.....5.....U
- 3. Represent the Library Board in communications with the other library districts or libraries 1.....2.....3.....4.....5.....U
- 4. Represent the Library Board and communicate with members of Reedsport School District 1.....2.....3.....4.....5.....U
- 5. Prepare the annual report for the State Library 1.....2.....3.....4.....5.....U

VIII. Professional Development

- 1. Keep current with knowledge, skills and trends relevant to public libraries and librarianship in general 1.....2.....3.....4.....5.....U
- 2. Ensure compliance with all laws relating to public libraries 1.....2.....3.....4.....5.....U
- 3. Maintain appropriate certification 1.....2.....3.....4.....5.....U

PROCEDURES FOR LIBRARY DIRECTOR EVALUATION
Lower Umpqua Library District Board of Directors

1. The evaluation of the library director shall be done annually.
2. The evaluation shall involve all Board members and the library director.
3. The evaluation tool(s) shall be agreed upon by the Library Board and the library director and based upon the director's position description.
4. The Library Board members, under the direction of the Board President, shall consolidate the members' evaluations into one agreed-upon director's evaluation. All completed evaluations should be returned to the Board President in a sealed envelope to the Library's street address.
 - a. Typically, an evaluation score of 3.5-4.4 would merit a performance award of 2-2½.
 - b. An evaluation score of 4.5-5.0 would merit a performance award of 3-5%.
 - c. Other performance awards may be substituted, and budget considerations must always be considered.
5. The Library Board shall present the Library Director's evaluation during a special closed session meeting held after the incumbent's annual employment anniversary.
6. The written record of the evaluation shall be signed by the Board President and the library director and filed in the library.

**Port of Siuslaw Board of Commissioners
2020**

Terry Duman **Position 1** Exp 6-30-21
Commission President
PO Box 2740
Florence, OR 97439
541-991-7961
Duman_inc@yahoo.com

Craig Brandt **Position 2** Exp 6-30-23
Commission 2nd VP appointed 6-20-18
05732 Nicholson Rd. Elected 5-21-19
Florence, OR 97439
541-590-0339
cbrandt1951@gmail.com

Mike Buckwald **Position 3** Exp 6-30-21
Commission Secretary
11934 E Mapleton Rd
Mapleton, OR 97453
541-997-7173
Mike@buckwaldaccounting.com

William Meyer **Position 5** Exp 6-30-21
Commission 1st VP
75 Harbor St. #306
Florence, OR 97439
harleywam@gmail.com

Craig Zolezzi **Position 4** Exp 6-30-23
Commission Treasurer appointed 6-20-18
5370 Buckskin Bob Elected 5-21-19
Florence, OR 97439
541-915-4059
craig@zianw.com

**Port of Siuslaw Board of Commissioners
Regular Meeting Schedule**

FY2020-21

Wednesday, 15 July 2020

Wednesday, 19 August 2020

Wednesday, 16 September 2020

Wednesday, 21 October 2020 - Mapleton

Wednesday, 18 November 2020

Wednesday, 16 December 2020

Wednesday, 20 January 2021

Wednesday, 17 February 2021

Wednesday, 17 March 2021

Wednesday, 21 April 2021

Wednesday, 19 May 2021

Wednesday, 16 June 2021

Unless otherwise noted, all meetings begin at 7:00pm at the Port Office,
100 Harbor Street, Florence OR, Lane County.

**Motion by
Second by
Vote**

2020-2021 Committee Assignments

<u>Organization</u>	<u>Assigned</u>	<u>Alternate</u>	<u>Involvement / Issues</u>
*Lane Area Commission on Transportation			Transportation issues affecting ODOT Region 2, Area 5
*Lane Council of Governments, LCOG			Voting delegate for interagency cooperation
*Oregon Coastal Zone Management Assn, OCZMA			Voting delegate for coastal planning issues
**Oregon Economic Development Assn, OEDA			Economic development training and cooperation
**Oregon Public Ports Association, OPPO			Lobby for state legislation and funding
**Siuslaw Watershed Council SWC			Executive council member
**Pacific NW Waterways Assn, PNWA			Federal transportation & trade, dredging
Florence Area Chamber of Commerce			Business retention & recruitment, community marketing
Florence Urban Renewal Agency			Representative contact
Pacific Coast Congress of Harbor Masters and Port Managers, PCC	Huntington		Marina operations training and development
Special Districts Association of Oregon, SDAO	Stewart		Representative contact
West Lane Emergency Operations Group, WLEOG	Staff	Staff	Voting delegate for Emergency Response planning

* Requires elected official representative

** Elected official recommended