

## **AGENDA**

### **PORT OF SIUSLAW WORK SESSION**

Wednesday, September 16, 2020 6:00pm

Port of Siuslaw Conference Room

100 Harbor St, Florence, OR 97439 OR

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

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Commissioners

Terry Duman, President; Mike Buckwald, Secretary;

Bill Meyer, 1<sup>st</sup> VP, Vacant, Treasurer

Craig Zolezzi, 2nd VP

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**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. Commissioner Application Interviews.**

- 4. 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.*

**Adjourn**

Duman

**PORT OF SIUSLAW**  
Commission Vacancy Candidate Questions

Name of Applicant \_\_\_\_\_

Greet the applicant and thank them for their interest in becoming a Port Commissioner

Let applicant know the interview will only take 15 minutes

1. Tell us what you know about the Port of Siuslaw, its mission, goals, and the services it provides?
  
2. What experience have you had serving on boards (public or private)?
  
3. What do you view as the Port's strengths?
  
4. What do you see as the Port's weaknesses? What would you suggest to address those weaknesses?
  
5. What do you believe your role is as a Port Commissioner?
  
6. How would your participation on the board be a benefit to the Port of Siuslaw?
  
7. If appointed, are you available to attend a full day board member training at some point?
  
8. We have \_\_\_ minutes left. Is there anything else you'd like to say?

Thank the applicant and let them know a decision will be made in the regular Meeting..

They will be notified if they have been chosen or not.

**AGENDA**  
**PORT OF SIUSLAW COMMISSION MEETING**  
Wednesday, September 16, 2020 7:00pm  
Port of Siuslaw Conference Room  
100 Harbor St, Florence, OR 97439 OR  
**Teleconference call in # 1-317-762-7200 ID# 2236457409**

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Commissioners  
Terry Duman, President; Mike Buckwald, Secretary;  
Bill Meyer, 1<sup>st</sup> VP, Vacant, Treasurer  
Craig Zolezzi, 2nd VP

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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 the Minutes by consent** Duman
  - a. 8-19-20 Regular Meeting Minutes
  
5. **Approval of the financials by consent** Stewart
  - a. Checks printed in August were \$104,378.03
  - b. Occupancy for Campground is down 1% and moorage is up 1%
  - c. Manager evaluation forms
  - d. October meeting
  
6. **Appointment of Commissioner for position 2 Treasurer.** Commission
  
7. **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**

  - October 21, 2020 Board Commission Meeting,
  
- Adjourn** Duman

**MINUTES**  
**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**

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Commissioners  
Via phone - Terry Duman, President; Mike Buckwald, Secretary;  
Craig Zolezzi, Treasurer  
Attending - Bill Meyer, 1<sup>st</sup> VP

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1. **Call to Order – 7:00pm** Meyer
  
2. **Public Comment:** Harlen Springer called into the meeting to thank the Port for the early support of the local arts. He said they are now ready to replace five of the art sculptures around Old Town. Ed Niemann addressed the Commission regarding the reservation policy. Meyer thanked him for his input.
  
3. **Approval of the Agenda** was amended to add a resignation letter from Craig Brandt. Motion made by Buckwald, second by Duman and vote was unanimous. Motion was made to accept the letter of resignation by Duman, second by Buckwald and vote was unanimous.
  
4. **Approval of the Minutes by consent** Meyer
  - a. 7-15-20 Regular Meeting Minutes
  
5. **Approval of the financials by consent** Stewart

Checks printed in July were \$126,920.79  
Occupancy for Campground is down 8% and moorage is up 7%  
Stewart said her and Grimstad, the auditor, have started the audit process and that Grimstad would be at the Port on September 2<sup>nd</sup>.
  
6. **Manager evaluation forms** – Stewart said the evaluation forms were examples for the Commission to look over and see how they would like the Port's manager evaluation to look. Meyer said nothing would be decided at this time.
  - a. **SVFR**
  - b. **Willamalane**
  - c. **Sunset Trans District**
  - d. **SDAO Evaluation**
  - e. **Library District**
  
7. **Board of Commissioners**
  - a. **Positions** – Buckwald made motion that the officers stay the same as last year except for Zolezzi to be 2<sup>nd</sup> VP and position 2 of treasurer is open. Second by Duman and vote was unanimous.
  - b. **Annual meeting schedule** – Motion made by Buckwald to approve the FY20-21 meeting schedule. Second by Zolezzi and vote was unanimous.
  - c. **Committee assignments** – Committee assignments stayed the same as last year with the exceptions of adding Huntington to OEDA and staff to WLEOG. Motion made as presented by Buckwald, second by Zolezzi and vote was unanimous.
  
8. **Manager and Commissioner Reports** – Huntington said the Harbor lot was striped and sealed and the new sites are up and running. We will continue with the landscaping and working around customers. He said in the 13 days since opening the new sites, we have grossed over 10K. Zolezzi wanted to know about

the WiFi situation. Huntington said customers are getting signal it's just not strong especially with the amount of customers we have now. Meyer is extremely proud of the progress we have made.and Huntington working with staff.

**Adjourn – 7:35pm**

Meyer

DRAFT

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of August 31, 2020

	Aug 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1006 · Umpqua General Checking	20,998.00
1007 · Umpqua Savings	103,188.58
1009 · Umpqua MMA General Fund	934,360.39
1011 · Umpqua MMA ICM	5,173.54
1070 · Petty Cash	1,000.00
<b>Total Checking/Savings</b>	1,064,720.51
<b>Other Current Assets</b>	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	4,384.75
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	506.05
<b>Total Other Current Assets</b>	55,935.70
<b>Total Current Assets</b>	1,120,656.21
<b>Fixed Assets</b>	
<b>1500 · Fixed Assets</b>	
1530 · Construction in Progress	405,356.00
<b>Total 1500 · Fixed Assets</b>	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
<b>Total Fixed Assets</b>	5,965,261.30
<b>TOTAL ASSETS</b>	<b>7,085,917.51</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · *Accounts Payable	1,429.34
<b>Total Accounts Payable</b>	1,429.34
<b>Credit Cards</b>	
2021 · Port Credit Card 1	12,311.14
<b>Total Credit Cards</b>	12,311.14
<b>Other Current Liabilities</b>	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	175,163.34
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
<b>Total Other Current Liabilities</b>	254,046.22
<b>Total Current Liabilities</b>	267,786.70
<b>Long Term Liabilities</b>	
2380 · Long-Term Debt current portion	-62,177.90
2390 · OBD Loan L0004 Bdwk	78,486.42

2:31 PM

09/10/20

Accrual Basis

**Port of Siuslaw**  
**Combined Balance Sheet**  
As of August 31, 2020

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	<u>Aug 31, 20</u>
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
<b>Total Long Term Liabilities</b>	<u>964,874.00</u>
<b>Total Liabilities</b>	1,232,660.70
<b>Equity</b>	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-50,992.86
Net Income	1,165,662.27
<b>Total Equity</b>	<u>5,853,256.81</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,085,917.51</u></u>

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

	TOTAL				
	Jul 20	Aug 20	Year to Date	Budget	Variance
<b>Income</b>					
4100 - Available Beginning Cash	103,181.00	0.00	103,181.00	103,181.00	0.00
4700 - Incoming Transfer	0.00	0.00	0.00	73,151.00	-73,151.00
<b>Total Income</b>	103,181.00	0.00	103,181.00	176,332.00	-73,151.00
<b>Gross Profit</b>	103,181.00	0.00	103,181.00	176,332.00	-73,151.00
<b>Expense</b>					
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	176,332.00	-176,332.00
<b>Total Expense</b>	0.00	0.00	0.00	176,332.00	-176,332.00
<b>Net Income</b>	103,181.00	0.00	103,181.00	0.00	103,181.00



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

	TOTAL				
	Jul 20	Aug 20	Year to Date	Budget	Variance
<b>Income</b>					
4100 · Available Beginning Cash	948,963.00	0.00	948,963.00	948,963.00	0.00
4140 · Campground Revenue					
4141 · RV Sites- Taxable	61,480.14	59,727.45	121,207.59	320,000.00	-198,792.41
4142 · RV Sites -Non Taxable	39,451.80	51,390.71	90,842.51	100,000.00	-9,157.49
4143 · RV Site - Add'l revenue	1,315.84	892.32	2,208.16	20,000.00	-17,791.84
4144 · Transient Room Tax	6,175.89	5,892.87	12,068.76	0.00	12,068.76
4145 · Reservation Fees	5,740.00	4,930.00	10,670.00	0.00	10,670.00
<b>Total 4140 · Campground Revenue</b>	<b>114,163.67</b>	<b>122,833.35</b>	<b>236,997.02</b>	<b>440,000.00</b>	<b>-203,002.98</b>
4150 · Leases					
4151 · Building Lease - 1499 Bay 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	8,660.00	8,660.00	17,320.00	103,920.00	-86,600.00
4156 · Docking Lease	200.00	200.00	400.00	2,400.00	-2,000.00
<b>Total 4150 · Leases</b>	<b>14,602.08</b>	<b>14,602.08</b>	<b>29,204.16</b>	<b>175,225.00</b>	<b>-146,020.84</b>
4160 · Moorage					
4162 · Commercial Moorage	1,190.69	1,669.57	2,860.26	10,000.00	-7,139.74
4163 · Sport Moorage	10,406.82	12,854.53	23,261.35	62,000.00	-38,738.65
4165 · Liveaboard Fees	200.00	240.00	440.00	2,000.00	-1,560.00
<b>Total 4160 · Moorage</b>	<b>11,797.51</b>	<b>14,764.10</b>	<b>26,561.61</b>	<b>74,000.00</b>	<b>-47,438.39</b>
4170 · Storage	148.36	148.36	296.72	1,600.00	-1,303.28
4190 · Marine Fuel	2,920.62	3,793.32	6,713.94	15,000.00	-8,286.06
4200 · Other Facility Income	3,520.47	4,430.73	7,951.20	14,000.00	-6,048.80
4500 · Levied Taxes	463.10	931.19	1,394.29	329,900.00	-328,505.71
4515 · State Forest Sales	0.00	0.00	0.00	20,000.00	-20,000.00
4540 · Interest Income	189.61	194.68	384.29	5,000.00	-4,615.71
4550 · Maintenance Assistance Program	0.00	0.00	0.00	19,000.00	-19,000.00
4600 · Miscellaneous Income	29.56	186.58	216.14	10,000.00	-9,783.86
4750 · Business Oregon Reimb Fund	0.00	0.00	0.00	33,750.00	-33,750.00
<b>Total Income</b>	<b>1,096,797.98</b>	<b>161,884.39</b>	<b>1,258,682.37</b>	<b>2,086,438.00</b>	<b>-827,755.63</b>
<b>Gross Profit</b>	<b>1,096,797.98</b>	<b>161,884.39</b>	<b>1,258,682.37</b>	<b>2,086,438.00</b>	<b>-827,755.63</b>
<b>Expense</b>					

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

	TOTAL				
	Jul 20	Aug 20	Year to Date	Budget	Variance
<b>5000 · Personal Services</b>					
<b>5020 · Port Manager</b>	8,531.25	2,843.75	11,375.00	70,997.00	-59,622.00
<b>5030 · Administrative Assistant</b>	5,739.36	1,967.68	7,707.04	45,428.00	-37,720.96
<b>5045 · Services Lead</b>	3,100.16	1,464.32	4,564.48	35,693.00	-31,128.52
<b>5050 · Office Assistant</b>	3,522.40	1,397.76	4,920.16	0.00	4,920.16
<b>5061 · Campground Staff</b>	0.00	0.00	0.00	32,448.00	-32,448.00
<b>5075 · Maintenance I Lead</b>	5,885.44	2,023.12	7,908.56	49,732.00	-41,823.44
<b>5079 · Maint II/ Staff</b>	4,607.68	1,555.84	6,163.52	37,856.00	-31,692.48
<b>5080 · Maint III / groundskeeper</b>	2,132.90	0.00	2,132.90	32,448.00	-30,315.10
<b>5110 · Payroll taxes</b>	3,586.93	1,187.57	4,774.50	30,500.00	-25,725.50
<b>5180 · Health Insurance</b>	3,508.14	3,508.14	7,016.28	50,000.00	-42,983.72
<b>5181 · Life Insurance</b>	14.22	14.22	28.44	200.00	-171.56
<b>5182 · Dental Insurance</b>	308.76	308.76	617.52	4,500.00	-3,882.48
<b>5190 · Workers Compensation Insurance</b>	9,525.24	0.00	9,525.24	12,000.00	-2,474.76
<b>5251 · Applicant Expenses</b>	45.75	0.00	45.75	0.00	45.75
<b>5270 · Retirement</b>	0.00	0.00	0.00	13,000.00	-13,000.00
<b>5275 · Compensated absences</b>	0.00	0.00	0.00	5,000.00	-5,000.00
<b>5280 · Overtime</b>	0.00	0.00	0.00	3,000.00	-3,000.00
<b>Total 5000 · Personal Services</b>	50,508.23	16,271.16	66,779.39	422,802.00	-356,022.61
<b>5300 · Material and Services</b>	41,087.95	47,176.73	88,264.68	576,000.00	-487,735.32
<b>6000 · Capital Outlay</b>					
<b>6130 · Land</b>					
<b>6136 · Campground Restrooms</b>	0.00	0.00	0.00	175,000.00	-175,000.00
<b>6139 · Harbor Parking Lot</b>	0.00	15,650.00	15,650.00	20,000.00	-4,350.00
<b>6146 · Landscape Pull Through Sites</b>	0.00	0.00	0.00	10,000.00	-10,000.00
<b>Total 6130 · Land</b>	0.00	15,650.00	15,650.00	205,000.00	-189,350.00
<b>6150 · Facilities</b>					
<b>6151 · Mo's Building</b>	0.00	0.00	0.00	12,000.00	-12,000.00
<b>6155 · Wharf/Bdwk Fire System</b>	0.00	0.00	0.00	20,000.00	-20,000.00
<b>6157 · Business Oregon Fees</b>	0.00	3,618.06	3,618.06	11,250.00	-7,631.94
<b>6158 · CG outer Circle Electrical Upgr</b>	0.00	0.00	0.00	75,000.00	-75,000.00
<b>6159 · CG Pedestal Repairs</b>	0.00	0.00	0.00	17,000.00	-17,000.00

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

	TOTAL				
	Jul 20	Aug 20	Year to Date	Budget	Variance
Total 6150 - Facilities	0.00	3,618.06	3,618.06	135,250.00	-131,631.94
Total 6000 - Capital Outlay	0.00	19,268.06	19,268.06	340,250.00	-320,981.94
6700 - Contingency	0.00	0.00	0.00	515,000.00	-515,000.00
7000 - Debt Service					
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	115,150.00	-93,261.03
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	44,085.00	-44,085.00
7700 - Transfer to other funds	0.00	0.00	0.00	73,151.00	-73,151.00
Total Expense	104,628.16	91,572.94	196,201.10	2,086,438.00	-1,890,236.90
Net Income	<b>992,169.82</b>	<b>70,311.45</b>	<b>1,062,481.27</b>	<b>0.00</b>	<b>1,062,481.27</b>

	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
<b>AUG</b>	<b>93%</b>	<b>86%</b>	<b>2953</b>	<b>94%</b>	<b>90%</b>	<b>3052</b>	<b>89%</b>	<b>84%</b>	<b>2978</b>	<b>88%</b>	<b>83%</b>	<b>3357</b>
SEPT	91%	87%	2784	88%	89%	2760	84%	84%	2724		83%	
OCT	40%	76%	1267	43%	78%	1398	42%	73%	1393		83%	
NOV	28%	66%	862	30%	68%	878	33%	65%	1059		83%	
DEC	24%	59%	752	32%	62%	1035	28%	59%	937		83%	
JAN	23%	54%	719	36%	58%	1168	25%	54%	842		83%	
FEB	24%	50%	688	39%	56%	1152	28%	51%	861		83%	
MAR	28%	48%	880	44%	55%	1417	25%	48%	847		83%	
APR	31%	46%	951	39%	53%	1232	13%	45%	423		83%	
MAY	45%	46%	1419	44%	52%	1418	13%	42%	417		83%	
JUN	54%	47%	1659	45%	52%	1452	48%	42%	1566		83%	
TL YTD	<b>47%</b>	<b>47%</b>	<b>17386</b>	<b>52%</b>	<b>52%</b>	<b>19824</b>	<b>42%</b>	<b>42%</b>	<b>16664</b>		<b>83%</b>	
REV YTD	<b>\$508,194.00</b>			<b>\$549,278.00</b>			<b>\$519,620.00</b>			<b>\$236,161.00</b>		

	Moorage 2019/20			Moorage 2020-21		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	44%	37%	1608	48%	44%	1745
<b>AUG</b>	<b>65%</b>	<b>55%</b>	<b>2413</b>	<b>63%</b>	<b>56%</b>	<b>2293</b>
SEPT	79%	63%	2836		56%	
OCT	43%	58%	1575		56%	
NOV	28%	52%	994		56%	
DEC	27%	48%	992		56%	
JAN	26%	45%	961		56%	
FEB	26%	42%	903		56%	
MAR	26%	40%	934		56%	
APR	26%	39%	914		56%	
MAY	30%	38%	1088		56%	
JUN	39%	38%	1367		56%	
TL YTD	<b>38%</b>	<b>38%</b>	<b>16585</b>		<b>56%</b>	
REV YTD	<b>\$97,214.00</b>			<b>\$27,023.00</b>		

**Port of Siuslaw**  
**Profit & Loss Prev Year Comparison**  
**July through August 2020**

	<u>Jul - Aug 20</u>	<u>Jul - Aug 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
4100 · Available Beginning Cash	1,052,144.00	1,175,878.82	-123,734.82	-10.5%
4140 · Campground Revenue	236,997.02	188,175.13	48,821.89	25.9%
4150 · Leases	29,204.16	38,750.70	-9,546.54	-24.6%
4160 · Moorage	26,561.61	26,661.26	-99.65	-0.4%
4170 · Storage	296.72	4,774.22	-4,477.50	-93.8%
4190 · Marine Fuel	6,713.94	7,480.88	-766.94	-10.3%
4200 · Other Facility Income	7,951.20	8,938.95	-987.75	-11.1%
4500 · Levied Taxes	1,394.29	14,313.09	-12,918.80	-90.3%
4540 · Interest Income	384.29	3,903.50	-3,519.21	-90.2%
4600 · Miscellaneous Income	216.14	848.69	-632.55	-74.5%
4700 · Incoming Transfer	0.00	60,000.00	-60,000.00	-100.0%
<b>Total Income</b>	<u>1,361,863.37</u>	<u>1,529,725.24</u>	<u>-167,861.87</u>	<u>-11.0%</u>
<b>Gross Profit</b>	1,361,863.37	1,529,725.24	-167,861.87	-11.0%
<b>Expense</b>				
5000 · Personal Services	66,779.39	66,578.66	200.73	0.3%
5300 · Material and Services	88,264.68	90,833.69	-2,569.01	-2.8%
6000 · Capital Outlay	19,268.06	12,426.05	6,842.01	55.1%
7000 · Debt Service	21,888.97	21,888.97	0.00	0.0%
7700 · Transfer to other funds	0.00	60,000.00	-60,000.00	-100.0%
<b>Total Expense</b>	<u>196,201.10</u>	<u>251,727.37</u>	<u>-55,526.27</u>	<u>-22.1%</u>
<b>Net Income</b>	<u><u>1,165,662.27</u></u>	<u><u>1,277,997.87</u></u>	<u><u>-112,335.60</u></u>	<u><u>-8.8%</u></u>

**Kelly**

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**From:** Jeffrey Witters <jdwitters1@gmail.com>  
**Sent:** Sunday, September 6, 2020 9:39 AM  
**To:** Kelly  
**Subject:** Refund or Credit  
**Attachments:** Sam Witters death certificate.pdf

Port of Siuslaw Commissioners,

I made reservation at Port of Siuslaw Rv park for the weekend September 10th staying for three nights. I called to cancel the reservations or get a credit for another time. The reason for cancelation is, my father passed away suddenly on August 28th and his funeral and wake are going to be that weekend of September 11th. I have been informed of your "no refund" policy. Given the circumstances, I am requesting that you make an exception and give a refund or credit for a future date. I have attached a copy of his death certificate as proof.

Respectfully,

Jeff Witters  
541-261-0878

**STATE OF OREGON**  
**CERTIFICATION OF VITAL RECORD**

**OREGON HEALTH AUTHORITY**  
**CENTER FOR HEALTH STATISTICS**  
**CERTIFICATE OF DEATH**

916831  
LD 7429 NO.

STATE FILE NUMBER

TO BE COMPLETED BY FUNERAL FACILITY

1. Legal Name First Sam Last Witters		2. Death Date August 28, 2020	
3. Sex Male	4. Age 79 years	5. Social Security Number 520-40-5669	
6. County of Death Jackson		7. Decedent's Education Bachelor's degree	
7. Birthdate September 26, 1940		8. Birthplace Powell, Wyoming	
9. Was Decedent of Hispanic Origin? No		10. Decedent's Race(s) White	
11. Decedent's Number and Street 1644 Veranda Park Drive #207		12. Was Decedent Ever in U.S. Armed Forces? Yes	
13. Residence County Jackson		14. City/Town Medford	15. Inside City Limits? Yes
16. State or Foreign Country Oregon		17. Zip Code + 4 97504	18. Mailing Address 1541 Veranda Park Drive #207, Medford, OR 97504
19. Marital Status at Time of Death Married		20. Spouse's Name Prior to First Marriage Miriam Ann Kowalik	
21. Usual Occupation Claims Manager		22. Kind of Business/Industry Electrical Utility	
23. Father's Name Ralph Stuart Witters		24. Mother's Name Prior to First Marriage Virginia Evelyn Larson	
25. Informant's Name Miriam Witters		26. Informant's Relationship to Decedent Spouse	27. Relationship to Decedent Spouse
28. Place of Death Other - Son's Home		29. Facility Name	
30. Location of Death 4265 Tamarack Drive		31. City/Town or Location of Death Medford	32. State Oregon
33. Method of Disposition Cremation		34. Place of Disposition Siskiyou Memorial Park Crematory	35. Zip Code + 4 97504
36. Name and Complete Address of Funeral Facility Peri Funeral Home		37. Location Medford, Oregon	
38. Date of Disposition TBD		39. Funeral Director's Signature Gene L. Drake	
40. Registrar's Signature <i>[Signature]</i>		41. Date Filed SEP 04 2020	42. OR License Number 00-3536
43. Allegiance		44. Local File Number	

TO BE COMPLETED BY MEDICAL EXAMINER

45. Was case referred to Medical Examiner? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		46. Autopsy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	47. Were autopsy findings available to complete the cause of death? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	48. Time of Death 2100
49. Enter the chain of events - diseases, injuries, or complications - that directly caused the death. DO NOT ENTER TERMINAL EVENTS such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE.				
Final disease or condition resulting in death Sepsis from cellulitis, dairy feeding to the cause listed on line 50		IMMEDIATE CAUSE 1. Heart failure		
ENTER THE UNDERLYING CAUSE LAST (disease or injury that initiated the events resulting in death)		2. Coronary artery disease		
		3. Aortic atherosclerosis		
		4. Aortic atherosclerosis		
		5. Aortic atherosclerosis		
51. Other significant conditions contributing to death, but not reporting the underlying cause given above: Chronic kidney disease, Stage 3		6. Aortic atherosclerosis		
52. Manner of Death <input checked="" type="checkbox"/> Natural <input type="checkbox"/> Homicide <input type="checkbox"/> Accident <input type="checkbox"/> Unintentional <input type="checkbox"/> Suicide <input type="checkbox"/> Pending		53. If Female <input type="checkbox"/> Not pregnant within past year <input type="checkbox"/> Not pregnant, but pregnant 1-12 days in 1 year before death <input type="checkbox"/> Pregnant at time of death <input type="checkbox"/> Unknown if pregnant within the past year <input type="checkbox"/> Not pregnant, but pregnant within 12 days before death		
54. Date of Injury (month/year)		55. Time of Injury		
56. Location of Injury (Home or Street or PO Box, City/Town, State, Zip + 4)		57. Place of Injury (e.g., Decedent's home, construction site, restaurant, wooded area)		
58. Describe how injury occurred		59. If transportation injury, specify: <input type="checkbox"/> Driver/Operator <input type="checkbox"/> Passenger <input type="checkbox"/> Pedestrian <input type="checkbox"/> Other (Specify)		
60. Name and Address of Certifier (Number & Street or PO Box, City/Town, State, Zip + 4) Rosemary Chiodini MD, 691 Murphy Road #107, Medford, OR				
61. Name and Title of Attending Physician or Other than Certifier				
62. Title of Certifier MD		63. License Number MD161631	64. Date Signed (month/year) 09/04/2020	
65. Medical Certifier - To the best of my knowledge, death occurred at the time, date, and place, and due to the cause stated on this certificate.				
66. Medical Examiner - On the basis of examination, autopsy investigation, in my opinion, death occurred at the time, date, and place, and due to the cause(s) and manner stated.				
67. Additional				

45-22P (01/05)



I CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF THE ORIGINAL CERTIFICATE ON FILE OR THE VITAL RECORDS FACTS ON FILE IN THE OREGON CENTER FOR HEALTH STATISTICS.

SEP 04 2020

*Jennifer A. Woodward*  
JENNIFER A. WOODWARD, FR.D.  
STATE REGISTRAR

DATE ISSUED:

THIS COPY IS NOT VALID WITHOUT INTACT STATE SEAL AND BORDER.

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE

**Kelly**

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**From:** Natasha Richter <n.annerichter@yahoo.com>  
**Sent:** Saturday, September 5, 2020 2:36 PM  
**To:** Kelly  
**Subject:** Reservation for 9/4

Hello,

We had made a reservation online for Friday 9/4/20. When we arrived for some reason the reservation online had gone through as an rv or travel trailer. This was not our intent as we did not and do not have a travel trailer to bring. We have previously tent camped but were not aware that that was no longer an option with COVID. When we arrived with three adults and 4 kids only having a tent we realized we would not be able to camp especially next to all RVs. I know that you usually do not offer refunds or rain checks. The person we talked to at the front counter was very nice and said that she could not directly provide a discount but that it was worth sending an email request given the situation and having to leave. If you could please look into some compensation that would be very appreciated. The reservation was made under Ashley Meyers with an assigned spot of B21.

Thank you

[Sent from Yahoo Mail for iPhone](#)