

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, October 21, 2020 7:00pm
Port of Siuslaw Conference Room
100 Harbor St, Florence, OR 97439 OR
Teleconference call in # 1-317-762-7200 ID# 2236457409

Join Zoom Meeting

<https://zoom.us/j/92552478683?pwd=bjMzUjM4UmhFWmlvcjlfFdXluUXZlZz09>

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

- | | |
|--|------------|
| 1. Call to Order | Duman |
| 2. Appointment of Commissioner for position 2 Treasurer. <ul style="list-style-type: none">a. Ronald Caputob. Doug Barrettc. Robert Wardd. Oath of Office | Commission |
| 3. 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> | |
| 4. Approval of the Agenda by consent | Duman |
| 5. Approval of the Minutes by consent <ul style="list-style-type: none">a. 9-16-20 work session minutes draftb. 9-16-20 regular meeting minutes draft | Duman |
| 6. Approval of the financials by consent <ul style="list-style-type: none">a. Checks printed in September were \$42,476.23b. Occupancy for Campground stayed the same at 84% and moorage stayed the same at 63%c. Manager evaluation form | Stewart |
| 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

- November 18, 2020 Board Commission Meeting,

Adjourn

Duman

6:15

Port of Siuslaw Board of Commissioners
Application

Name Doug Barnett - CADDC-1 & CPS

Address P.O. Box 114 Florence OR 97439

Phone(s) 541-297-2130 or 541-991-0091 Email dbarnett@ctclusi.org

1. yes Are you a registered voter who resides within the Port district?

2. 60 Number of year(s) you have lived in the area?

3. yes Would you be able to attend at least 1-2 meetings/ month on Wednesday evenings?

4. yes Are you aware that Commissioners may have to devote considerable time at home for study and analyses of Port issues?

5. NO Can you foresee any potential conflicts of interest that would prevent you from making impartial decisions? If so, please explain _____

6. yes Would you be willing to represent the Port at out-of-town meetings?

7. What is your occupation (if retired what was it before retirement)? Drug & Alcohol Counselor CADDC-1 & (CPS) - certifies Prevention Specialist

8. What previous port-related experience do you have? I have grown up on the Siuslaw, I am a Dishcated woodworker & fisherman. I grew up on the Docks !!!

9. Please give a brief statement explaining why you desire to participate in Port activities and projects. I Believe in Protecting our water ways & Water Sheds. I would like to help make & keep our Port thriving by keeping the crabbing & Fishin Industries alive and Bring Back Fishman to our Port.

10. Give a brief explanation as to why you should be appointed to the Port Commission. Being a Siuslaw native and stewards of our lands & waters is one of the most important things I care about & need to sustain life.

11. What qualifications do you possess that would benefit the Port of Siuslaw? I am a member of Tribal Council, on the LAD PC (Mental Health advisory Board to the Lane County commissioners), on the Culture Committee for the Tribe, a Captain on SIFR (Siuslaw Area Rescue) for 30 years.

6:30

Port of Siuslaw Board of Commissioners
Application

Name Robert Ward

Address 7 Park Village Drive - Florence, OR 97439

Phone(s) 541-991-7898 Email rob@nwlsinc.com

1. Yes Are you a registered voter who resides within the Port district?
2. 46 Number of year(s) you have lived in the area?
3. Yes Would you be able to attend at least 1-2 meetings/ month on Wednesday evenings?
4. Yes Are you aware that Commissioners may have to devote considerable time at home for study and analyses of Port issues?
5. No Can you foresee any potential conflicts of interest that would prevent you from making impartial decisions? If so, please explain _____

6. Yes Would you be willing to represent the Port at out-of-town meetings?
7. What is your occupation (if retired what was it before retirement)? Land Surveyor
8. What previous port-related experience do you have? As a former Mayor of Florence, 1989-1990
I have always supported the Ports dredging program
9. Please give a brief statement explaining why you desire to participate in Port activities and projects. I feel that the Port of Siuslaw is headed in a very good direction. My knowledge of Oregon Budget Law and Public Meeting Laws, my ability to move projects forward by building consensus among Board Members and my willingness to always work to make a project a success even if I may have been in the minority when a project is voted on.
10. Give a brief explanation as to why you should be appointed to the Port Commission. I am a Former Mayor of Florence and Dunes City. I served as the First Board President for the Boys & Girls Club here in Florence, I served 9 years as a Board Member for Siuslaw Valley Fire & Rescue. I have always felt it is important to give back to my Community.
11. What qualifications do you possess that would benefit the Port of Siuslaw? I have a long back ground of Public Service and I would be honored to be able to work with the Port of Siuslaw Board of Directors to help the Port continue on what I see as a very positive path.

Rob Ward *8/30/2020*



PORT OF SIUSLAW

Serving Western Lane County and The Central Oregon Coast

"Creating quality jobs and businesses through the development and application of Port facilities, resources and unique capabilities."

PORT OF SIUSLAW

COUNTY OF LANE

STATE OF OREGON

I, _____, do solemnly swear I will support the Constitution of the United States of America and the Constitution of Oregon, and the laws thereof, and that I will faithfully and honorably discharge my duties as Commissioner of the Port of Siuslaw.

DATED this _____ day of _____ in the year of _____.

Commission President – Terry Duman

WORK SESSION MINUTES
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

These minutes will be reviewed for approval at the October 21, 2020 meeting

Commissioners

Attending: Terry Duman, President;

Bill Meyer, 1st VP, Vacant, Treasurer

Via phone: Mike Buckwald, Secretary; Craig Zolezzi, 2nd VP

1. Call to Order – 6:00pm

Duman

2. Public Comment: *none*

3. Commissioner Application Interviews – Interviews were scheduled for Ron Caputo, Robert Ward and Doug Barrett. Caputo and Ward attending in person and Barrett attended via phone. Each interviewee was asked the same set of questions.

Adjourn – 6:47pm

MINUTES
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

These minutes will be reviewed for approval at the 10-21-20 meeting

Commissioners

Via phone - Mike Buckwald, Secretary; Craig Zolezzi, 2nd VP

Attending - Terry Duman, President; Bill Meyer, 1st VP,

1. **Call to Order – 7:00pm**
2. **Appointment of Commissioner for position 2 Treasurer.** The Commissioners postponed the appointment till the October meeting.
3. **Public Comment:** Frank Eisele. Eisele stated he is a long time Florence resident and his main concern is the health of the waterways
4. **Approval of the Agenda by consent**
5. **Approval of the Minutes by consent**
 - a. 8-19-20 Meeting minutes approved
6. **Approval of the financials by consent** – Stewart said checks printed in August were \$104,378.03. Occupancy for the campground is down 1% and the moorage is up 1%. The October meeting to be held in Mapleton has been moved to the Port conference room. A meeting in Mapleton will occur at a later date to be announced. Zolezzi suggested that meetings be a video call instead of just over the phone. Commissioners asked staff to research our options. Duman would like a public service announcement to get more people in the District involved with the Port. If we publish the call in number, we may get more public comments and ideas. We should also be posting on our Facebook page. Meyer wanted to know, regarding the occupancy, about the income. Huntington said revenue is definitely up. This July and August compared to July and August of 2019 is up approximately 50K. Buckwald asked about our audit and wondered if Grimstad had been to the office. Stewart said Grimstad was here September 2.
7. **Manager and Commissioner Reports** – Huntington said the campground is busy and the fishing is really good. He stated the new sites have grossed over 26K in a little over a month and we will be working on the landscaping over the winter. Huntington said we were getting proposals for upgrading the electrical on the outer circle. Huntington said we need a work session to go over the reservation and cancellation policy.

Public Comment: *none*

Adjourn – 7:34pm

Port of Siuslaw
Combined Balance Sheet
 As of September 30, 2020

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	25,511.27
1007 · Umpqua Savings	103,196.38
1009 · Umpqua MMA General Fund	1,023,509.99
1011 · Umpqua MMA ICM	5,174.61
1070 · Petty Cash	1,000.00
Total Checking/Savings	1,158,392.25
Other Current Assets	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	6,823.73
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	422.34
Total Other Current Assets	58,290.97
Total Current Assets	1,216,683.22
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	7,181,944.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	18,862.64
Total Accounts Payable	18,862.64
Credit Cards	
2021 · Port Credit Card 1	13,187.00
Total Credit Cards	13,187.00
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	139,859.00
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	218,741.88
Total Current Liabilities	250,791.52
Long Term Liabilities	
2380 · Long-Term Debt current portion	-62,177.90
2390 · OBD Loan L0004 Bdwk	78,486.42

9:19 AM

10/15/20

Accrual Basis

Port of Siuslaw
Combined Balance Sheet
As of September 30, 2020

	<u>Sep 30, 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
Total Long Term Liabilities	<u>964,874.00</u>
Total Liabilities	1,215,665.52
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-50,992.86
Net Income	1,278,684.46
Total Equity	<u>5,966,279.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,181,944.52</u></u>

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

					TOTAL	
	Jul 20	Aug 20	Sep 20	Year to Date	Budget	Variance
Income						
4100 · Available Beginning Cash	948,963.00	0.00	0.00	948,963.00	948,963.00	0.00
4140 · Campground Revenue						
4141 · RV Sites- Taxable	61,480.14	59,727.45	72,477.94	193,685.53	320,000.00	-126,314.47
4142 · RV Sites -Non Taxable	39,451.80	51,390.71	30,235.42	121,077.93	100,000.00	21,077.93
4143 · RV Site - Add'l revenue	1,315.84	892.32	1,349.01	3,557.17	20,000.00	-16,442.83
4144 · Transient Room Tax	6,175.89	5,892.87	6,707.67	18,776.43	0.00	18,776.43
4145 · Reservation Fees	5,740.00	4,930.00	5,430.00	16,100.00	0.00	16,100.00
Total 4140 · Campground Revenue	114,163.67	122,833.35	116,200.04	353,197.06	440,000.00	-86,802.94
4150 · Leases						
4151 · Building Lease - 1499 Bay St	1,200.00	1,200.00	1,200.00	3,600.00	14,400.00	-10,800.00
4153 · Wharf lease - ICM	4,542.08	4,542.08	4,542.08	13,626.24	54,505.00	-40,878.76
4154 · Wharf lease - Mo's	8,660.00	8,660.00	8,660.00	25,980.00	103,920.00	-77,940.00
4156 · Docking Lease	200.00	200.00	200.00	600.00	2,400.00	-1,800.00
Total 4150 · Leases	14,602.08	14,602.08	14,602.08	43,806.24	175,225.00	-131,418.76
4160 · Moorage						
4162 · Commercial Moorage	1,190.69	1,669.57	1,297.99	4,158.25	10,000.00	-5,841.75
4163 · Sport Moorage	10,406.82	12,854.53	17,521.53	40,782.88	62,000.00	-21,217.12
4165 · Liveaboard Fees	200.00	240.00	1,120.00	1,560.00	2,000.00	-440.00
Total 4160 · Moorage	11,797.51	14,764.10	19,939.52	46,501.13	74,000.00	-27,498.87
4170 · Storage	148.36	148.36	148.36	445.08	1,600.00	-1,154.92
4190 · Marine Fuel	2,920.62	3,793.32	9,886.61	16,600.55	15,000.00	1,600.55
4200 · Other Facility Income	3,520.47	4,430.73	4,319.00	12,270.20	14,000.00	-1,729.80
4500 · Levied Taxes	463.10	931.19	761.43	2,155.72	329,900.00	-327,744.28
4515 · State Forest Sales	0.00	0.00	16,517.61	16,517.61	20,000.00	-3,482.39
4540 · Interest Income	189.61	194.68	200.83	585.12	5,000.00	-4,414.88
4550 · Maintenance Assistance Program	0.00	0.00	0.00	0.00	19,000.00	-19,000.00
4600 · Miscellaneous Income	29.56	186.58	80.25	296.39	10,000.00	-9,703.61
4750 · Business Oregon Reimb Fund	0.00	0.00	0.00	0.00	33,750.00	-33,750.00
Total Income	1,096,797.98	161,884.39	182,655.73	1,441,338.10	2,086,438.00	-645,099.90
Gross Profit	1,096,797.98	161,884.39	182,655.73	1,441,338.10	2,086,438.00	-645,099.90
Expense						

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

					TOTAL	
	Jul 20	Aug 20	Sep 20	Year to Date	Budget	Variance
5000 · Personal Services						
5020 · Port Manager	8,531.25	2,843.75	5,687.50	17,062.50	70,997.00	-53,934.50
5030 · Administrative Assistant	5,739.36	1,967.68	3,980.08	11,687.12	45,428.00	-33,740.88
5045 · Services Lead	3,100.16	1,464.32	2,936.96	7,501.44	35,693.00	-28,191.56
5050 · Office Assistant	3,522.40	1,397.76	2,562.56	7,482.72	0.00	7,482.72
5061 · Campground Staff	0.00	0.00	0.00	0.00	32,448.00	-32,448.00
5075 · Maintenance I Lead	5,885.44	2,023.12	4,230.16	12,138.72	49,732.00	-37,593.28
5079 · Maint II/ Staff	4,607.68	1,555.84	3,111.68	9,275.20	37,856.00	-28,580.80
5080 · Maint III / groundskeeper	2,132.90	0.00	0.00	2,132.90	32,448.00	-30,315.10
5110 · Payroll taxes	3,586.93	1,187.57	2,237.11	7,011.61	30,500.00	-23,488.39
5180 · Health Insurance	3,508.14	3,508.14	3,508.14	10,524.42	50,000.00	-39,475.58
5181 · Life Insurance	14.22	14.22	14.22	42.66	200.00	-157.34
5182 · Dental Insurance	308.76	308.76	308.76	926.28	4,500.00	-3,573.72
5190 · Workers Compensation Insurance	9,525.24	0.00	764.95	10,290.19	12,000.00	-1,709.81
5251 · Applicant Expenses	45.75	0.00	0.00	45.75	0.00	45.75
5270 · Retirement	0.00	0.00	0.00	0.00	13,000.00	-13,000.00
5275 · Compensated absences	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
5280 · Overtime	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
Total 5000 · Personal Services	50,508.23	16,271.16	29,342.12	96,121.51	422,802.00	-326,680.49
5300 · Material and Services	41,087.95	55,001.73	38,867.17	134,956.85	576,000.00	-441,043.15
6000 · Capital Outlay						
6130 · Land						
6136 · Campground Restrooms	0.00	0.00	0.00	0.00	175,000.00	-175,000.00
6139 · Harbor Parking Lot	0.00	7,825.00	0.00	7,825.00	20,000.00	-12,175.00
6146 · Landscape Pull Through Sites	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
Total 6130 · Land	0.00	7,825.00	0.00	7,825.00	205,000.00	-197,175.00
6150 · Facilities						
6151 · Mo's Building	0.00	0.00	0.00	0.00	12,000.00	-12,000.00
6155 · Wharf/Bdwk Fire System	0.00	0.00	0.00	0.00	20,000.00	-20,000.00
6157 · Business Oregon Fees	0.00	3,618.06	0.00	3,618.06	11,250.00	-7,631.94
6158 · CG outer Circle Electrical Upgr	0.00	0.00	0.00	0.00	75,000.00	-75,000.00
6159 · CG Pedestal Repairs	0.00	0.00	0.00	0.00	17,000.00	-17,000.00

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

	TOTAL					
	Jul 20	Aug 20	Sep 20	Year to Date	Budget	Variance
Total 6150 - Facilities	0.00	3,618.06	0.00	3,618.06	135,250.00	-131,631.94
Total 6000 - Capital Outlay	0.00	11,443.06	0.00	11,443.06	340,250.00	-328,806.94
6700 - Contingency	0.00	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	0.00	5,880.00	-5,880.00
7216 - PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	46,400.00	-34,800.07
7225 - Banner Bank (PVIP) 1000214241	1,432.05	1,432.05	1,432.05	4,296.15	17,200.00	-12,903.85
7230 - PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	7,424.94	29,700.00	-22,275.06
7270 - SPWF (Bdwk Prj) L0004	0.00	0.00	0.00	0.00	15,970.00	-15,970.00
Total 7000 - Debt Service	13,031.98	8,856.99	1,432.05	23,321.02	115,150.00	-91,828.98
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	44,085.00	-44,085.00
7700 - Transfer to other funds	0.00	0.00	0.00	0.00	73,151.00	-73,151.00
Total Expense	104,628.16	91,572.94	69,641.34	265,842.44	2,086,438.00	-1,820,595.56
Net Income	992,169.82	70,311.45	113,014.39	1,175,495.66	0.00	1,175,495.66

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

	TOTAL					
	Jul 20	Aug 20	Sep 20	Year to Date	Budget	Variance
Income						
4100 - Available Beginning Cash	103,188.58	0.00	0.00	103,188.58	103,181.00	7.58
4540 - Interest Income	0.00	0.00	7.80	7.80	0.00	7.80
4700 - Incoming Transfer	0.00	0.00	0.00	0.00	73,151.00	-73,151.00
Total Income	103,188.58	0.00	7.80	103,196.38	176,332.00	-73,135.62
Gross Profit	103,188.58	0.00	7.80	103,196.38	176,332.00	-73,135.62
Expense						
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	176,332.00	-176,332.00
Total Expense	0.00	0.00	0.00	0.00	176,332.00	-176,332.00
Net Income	103,188.58	0.00	7.80	103,196.38	0.00	103,196.38

	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	88%	83%	3357
SEPT	91%	87%	2784	88%	89%	2760	84%	84%	2724	88%	84%	3243
OCT	40%	76%	1267	43%	78%	1398	42%	73%	1393		84%	
NOV	28%	66%	862	30%	68%	878	33%	65%	1059		84%	
DEC	24%	59%	752	32%	62%	1035	28%	59%	937		84%	
JAN	23%	54%	719	36%	58%	1168	25%	54%	842		84%	
FEB	24%	50%	688	39%	56%	1152	28%	51%	861		84%	
MAR	28%	48%	880	44%	55%	1417	25%	48%	847		84%	
APR	31%	46%	951	39%	53%	1232	13%	45%	423		84%	
MAY	45%	46%	1419	44%	52%	1418	13%	42%	417		84%	
JUN	54%	47%	1659	45%	52%	1452	48%	42%	1566		84%	
TL YTD	47%	47%	17386	52%	52%	19824	42%	42%	16664		84%	
REV YTD	\$508,194.00			\$549,278.00			\$519,620.00			\$351,356.00		

	Moorage 2019/20			Moorage 2020-21		
	% Occ.	YTD %	Nights	% Occ.	YTD %	Nights
JULY	44%	37%	1608	48%	44%	1745
AUG	65%	55%	2413	63%	56%	2293
SEPT	79%	63%	2836	79%	63%	2796
OCT	43%	58%	1575		63%	
NOV	28%	52%	994		63%	
DEC	27%	48%	992		63%	
JAN	26%	45%	961		63%	
FEB	26%	42%	903		63%	
MAR	26%	40%	934		63%	
APR	26%	39%	914		63%	
MAY	30%	38%	1088		63%	
JUN	39%	38%	1367		63%	
TL YTD	38%	38%	16585		63%	
REV YTD	\$97,214.00			\$47,968.00		

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

	<u>Jul - Sep 20</u>	<u>Jul - Sep 19</u>	<u>\$ Change</u>	<u>% Cha...</u>
Income				
4100 · Available Beginning Cash	1,052,151.58	1,175,878.82	-123,727.24	-10.5%
4140 · Campground Revenue	353,197.06	272,055.82	81,141.24	29.8%
4150 · Leases	43,806.24	55,926.05	-12,119.81	-21.7%
4160 · Moorage	46,501.13	45,534.74	966.39	2.1%
4170 · Storage	445.08	6,319.32	-5,874.24	-93.0%
4190 · Marine Fuel	16,600.55	19,164.27	-2,563.72	-13.4%
4200 · Other Facility Income	12,270.20	14,102.76	-1,832.56	-13.0%
4500 · Levied Taxes	2,155.72	15,101.91	-12,946.19	-85.7%
4515 · State Forest Sales	16,517.61	21,516.73	-4,999.12	-23.2%
4540 · Interest Income	592.92	5,695.78	-5,102.86	-89.6%
4600 · Miscellaneous Income	296.39	1,036.29	-739.90	-71.4%
4700 · Incoming Transfer	0.00	60,000.00	-60,000.00	-100.0%
Total Income	<u>1,544,534.48</u>	<u>1,692,332.49</u>	<u>-147,798.01</u>	<u>-8.7%</u>
Gross Profit	1,544,534.48	1,692,332.49	-147,798.01	-8.7%
Expense				
5000 · Personal Services	96,121.51	93,771.33	2,350.18	2.5%
5300 · Material and Services	134,956.85	130,072.45	4,884.40	3.8%
6000 · Capital Outlay	11,443.06	61,883.35	-50,440.29	-81.5%
7000 · Debt Service	23,321.02	23,321.02	0.00	0.0%
7700 · Transfer to other funds	0.00	60,000.00	-60,000.00	-100.0%
Total Expense	<u>265,842.44</u>	<u>369,048.15</u>	<u>-103,205.71</u>	<u>-28.0%</u>
Net Income	<u><u>1,278,692.04</u></u>	<u><u>1,323,284.34</u></u>	<u><u>-44,592.30</u></u>	<u><u>-3.4%</u></u>

**PORT OF SIUSLAW
PORT MANAGER EVALUATION PROGRAM**

The attached Port Manager evaluation program is more comprehensive than the typical employee performance review.

The primary purpose of an evaluation is to help the Port Manager to do his/her best and consequently have the Commission have its goals and objectives put into practice by the Port Manager. This will only come about if the evaluation is undertaken with the utmost frankness in an atmosphere of mutual trust.

The results of the evaluation should also be used in setting compensation and to give the Port Manager a clear statement about his/her continued employment.

The sequence of events in the evaluation process is as follows:

1. The Commission adopts this system of evaluation and form.
2. Commissioners receive the evaluation forms. Forms are submitted to the Port Commission President for review and to the Administrative Assistant to compile information.
3. Staff members receive employee evaluations to be completed by each staff member. Forms are submitted to the Administrative Assistant to compile information for the Port Commission.
4. Evaluation meeting is held where Commissioners and Port Manager review the consensus. The Port Commission President will be the spokesperson for the Board.

Port of Siuslaw

Port Manager Job Description

The Port Manager shall be the chief executive officer of the Siuslaw Port District. He or she is responsible for: the management and operations of the Port of Siuslaw; promoting economic development in the Port district; the overall administration of the Port's fiscal matters and personnel policies; the development, operation and maintenance of all Port facilities; tenant and public relations; and being on call 24 hours per day. The Manager reports to and is evaluated by the Port Commission.

Job Responsibilities

- Develop and provide leadership in the Port's relationships with federal, state, and local governmental agencies and Special Districts, particularly as it relates to accessing funding opportunities for the Port.
- Work with community leaders within the Port District as necessary to improve the Port's relationships and represent the Port when needed. Participate in community activities which affect the Port district including all communities of the Port District.
- Ensure the Port Commission receives appropriate fiscal data related to financial resources and expenditures as needed. Keep the Commission informed on personnel and relevant law changes.
- Update information, plans, and materials needed by the Port Commissioners to help them make the best decisions. Continually improve communication between management and Port Commission.
- Be responsible for daily operations and maintenance of Port facilities.
- Prepare, implement and have full understanding of each fiscal year budget.
- Meet with Port staff and develop and maintain an effective employee team. Responsible for the activities and evaluation of personnel, and hiring and firing of all Port employees.
- Ensure the Port's adopted business plan is implemented to the best of the Port's ability and assets.
- Review and assess Port facilities in person on at least a weekly basis; make recommendations or changes as required.
- Port business trips outside the Port District are subject to timely Commission notification.

- Maintain an awareness of and comply with all legal requirements as presented in the Oregon statutes and Port policies.
- Send a weekly project and update report to the Commissioners.
- Attend all Port meetings i.e. board meetings, special meetings, work sessions, budget meetings, strategic plan meetings and any other meeting that could arise.
- Carry out any additional assignments as requested by the Port Commission.

This job description is an outline of the major recurring responsibilities of the job. It is not intended to be all inclusive of the work to be performed. Other related job objectives, special assignments and responsibilities will typically be performed.

PORT OF SIUSLAW

Job Performance Evaluation Form

Employee Name: David Huntington

Evaluation Period: November 2019 to November 2020

Employee Position / Title: Manager

Evaluator: Commission

Date:

PERFORMANCE PLANNING AND RESULTS

Performance Review

- Review of current job description (attached).
- 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

Administration – Plans and organizes implementation of programs and policies approved or adopted by the Board of Commissioners. <i>Comments:</i>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
Administration – Provides a clear, concise budget document that funds District services. Administers the adopted budget within approved revenue and expenditure allocations. <i>Comments:</i>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	

<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 style="text-align: center;">Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>Communication - Measures effectiveness in listening to others, expressing ideas, providing relevant and timely information to Commission. Plans and organizes materials to present comprehensive information to the Board that assist in decision making. <i>Comments:</i></p>	<p style="text-align: center;">Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<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 style="text-align: center;">Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>Decision Making/Problem Solving - Measures effectiveness in understanding problems and making timely, practical decisions. <i>Comments:</i></p>	<p style="text-align: center;">Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>Independent Action - Measures effectiveness in time management; initiative and independent action within prescribed limits. <i>Comments:</i></p>	<p style="text-align: center;">Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>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></p>	<p style="text-align: center;">Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	
<p>Public Relations – Maintains a proactive image of the District programs in the community through effective utilization. Attends conferences and seminars to remain aware of developments. Maintains relationships with professional associations and colleagues. <i>Comments:</i></p>	<p style="text-align: center;">Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA</p>	

<p>Personal Appearance – Uniform consistently looks sharp and personal hygiene appropriate to position. <i>Comments:</i></p>	<p style="text-align: center;">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>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></p>	<p style="text-align: center;">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>Employee's Responsiveness - Measures responsiveness in completing job tasks in a timely manner. <i>Comments:</i></p>	<p style="text-align: center;">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"/>

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. FUTURE GOALS (MUTUALLY AGREED UPON FOR NEXT REVIEW PERIOD)

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 Commissioners _____ Date _____

Commission President _____ Date _____
Terry Duman

Commission Recommends Salary Step Increase?

Part 2: EMPLOYEE EVALUATION OF PORT MANAGER PERFORMANCE

Ratings:

1 = Needs Improvement 2 = Meets Expectations N/O = No Observation

1. The manager effectively motivates, trains and supervises staff.	
2. The manager schedules staff and approves leave requests based on Port needs.	
3. The manager oversees safety training and compliance.	
4. The manager is able to assess problems and propose solutions that are productive.	
5. The manager creates a teamwork atmosphere.	
6. The manager performs annual staff performance evaluations.	
7. The manager treats all employees equally.	
8. The manager conducts himself/herself in a professional manner.	
9. The manager inspects port property and implements improvements.	
10. This is my overall opinion of the Port Manager's performance.	

Comments:

Part 2: STAFF EVALUATION OF PORT MANAGER PERFORMANCE SUMMARY

Ratings:

1 = Needs Improvement 2 = Meets Expectations N/O = No Observation

1. The manager effectively motivates, trains and supervises staff.									
2. The manager schedules staff and approves leave requests based on Port needs.									
3. The manager oversees safety training and compliance.									
4. The manager is able to assess problems and propose solutions that are productive.									
5. The manager creates a teamwork atmosphere.									
6. The manager performs annual staff performance evaluations.									
7. The manager treats all employees equally.									
8. The manager conducts himself/herself in a professional manner.									
9. The manager inspects port property and implements improvements.									
10. This is my overall opinion of the Port Manager's performance.									

Comments:
