

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, November 18, 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/91626419458?pwd=cEtsXpwbEtaMUZUczgvRVI1ZUZYQT09>

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

1. **Call to Order** Duman
2. **Executive Session action if needed.**
3. **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.*
4. **Approval of the Agenda by consent** Duman
5. **Approval of the Minutes by consent** Duman
 - a. 10-21-20 Meeting Minutes draft
6. **Approval of the financials by consent** Stewart
 - a. Checks printed in October \$104017.87
 - b. Occupancy for Campground is up 2% and moorage is up 2%
 - c. Interest rate is being lowered from .25% to .20%
7. **Review of "Port of Siuslaw Commission Responsibilities"** regarding legal, auditor, insurance and banking
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

- December 16, 2020 Board Commission Meeting,

Adjourn

Duman

MINUTES
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

These minutes will be reviewed for approval at the 11- 18 -20 meeting

Join Zoom Meeting

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

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.

Meyer made motion to appoint Robert Ward to the Commission position two Treasurer
Second by Buckwald

Zolezzi stated that the current Commissioners work well together and who ever we bring in should
Continue in the same manner. Duman agreed and said it has been a very tough decision.

Roll call vote – Meyer I, Buckwald I, Zolezzi Nay, Duman I. Motion carries 3 to 1

Duman welcomed Robert Ward to the Commission. Oath of office was administered.

3. Public Comment: no comment

4. Presentation by Rob Quandt on PVIP 40 acres. Duman had seen a video that Rob had done and thought it may be a good thing for the PVIP property. Quandt said he is a drone pilot and that he could do some arial work. He wanted to know how the Commission wanted it to be presented. Possibly a video commercial or just some photos. Huntington said our listing of the 40 acres has expired. Huntington was thinking we should do another RFP to get an agent of record. Duman said we could use a video from Quandt and attach it to our website advertisement. Buckwald said we need to get together and hammer this out. We've been down this road before then COVID hit. A work session is needed and Quandt agreed.

5. Approval of the Agenda by consent

6. Approval of the Minutes by consent

- a. 9-16-20 work session minutes
- b. 9-16-20 regular meeting minutes

7. Approval of the financials by consent – Stewart said checks printed in September were \$42,476.23. The occupancy for the campground stayed the same at 84% and moorage stayed the same at 63%. Buckwald wanted an update on the audit. Signe sent a draft and Stewart forwarded to the Commissioners. Stewart wanted to know if the Commissioners wanted Signe to come and present the audit or accept it as is. The Commissioners will look at it and decide.

8. Manager and Commissioner Reports – Huntington said he and Stewart had a zoom meeting with LCOG and they would like to have a meeting with the Commissioners in January. Huntington wanted to know if everyone would be available for an Executive session for his evaluation in November. Duman asked Huntington about employee evaluations. Huntington said he is working on them. Stewart said the

Port Commission Minutes

evaluation process and form need to be adopted. Motion by Meyer to accept the job performance form as presented. Second by Ward, vote was unanimous. Executive Session set for November 18th at 6:00 pm with the regular Commission meeting to follow.

Public Comment: *none*

Adjourn – 7:37pm

DRAFT

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

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1006 · Umpqua General Checking	39,681.66
1007 · Umpqua Savings	103,196.38
1009 · Umpqua MMA General Fund	1,017,455.18
1011 · Umpqua MMA ICM	5,175.70
1070 · Petty Cash	1,000.00
Total Checking/Savings	1,166,508.92
Other Current Assets	
1130 · Inventory - Gas	4,467.30
1140 · Inventory - Diesel	2,063.10
1220 · Accounts Receivable	7,205.23
1250 · Taxes receivable	25,649.00
1450 · Prepaid insurance	18,865.50
1499 · Undeposited Funds	1,997.92
Total Other Current Assets	60,248.05
Total Current Assets	1,226,756.97
Fixed Assets	
1510 · Land	2,617,874.00
1515 · Land Improvements	1,967,044.50
1520 · Buildings & Docks	7,940,393.56
1525 · Equipment & Vehicles	753,005.71
1600 · Accumulated Depreciation	-690,873.00
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	5,827,420.30
TOTAL ASSETS	7,054,177.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	30,107.50
Total Accounts Payable	30,107.50
Credit Cards	
2021 · Port Credit Card 1	6,536.55
Total Credit Cards	6,536.55
Other Current Liabilities	
2030 · Deposits Held	7,360.00
2040 · Gift Certificates	100.00
2045 · Unearned CG Revenue (Hercules)	130,640.91
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	209,523.79
Total Current Liabilities	246,167.84
Long Term Liabilities	
2380 · Long-Term Debt current portion	-62,177.90
2390 · OBD Loan L0004 Bdwk	67,234.42
2440 · OBD Loan 524016 Dredging	45,996.96
2491 · OBD Loan 525186 MSLTD	376,532.57
2492 · OBD Loan 525196 Wharf	282,981.69
2993 · BB Loan 1000214241 PVIP	186,014.26

11:47 AM

11/11/20

Accrual Basis

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

	<u>Oct 31, 20</u>
Total Long Term Liabilities	896,582.00
Total Liabilities	1,142,749.84
Equity	
3300 · Invested in Capital Assets	4,738,587.40
3900 · Fund Balance	-123,720.09
Net Income	1,296,560.12
Total Equity	5,911,427.43
TOTAL LIABILITIES & EQUITY	<u>7,054,177.27</u>

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

						TOTAL	
	Jul 20	Aug 20	Sep 20	Oct 20	Year to Date	Budget	Variance
Income							
4100 · Available Beginning Cash	948,963.00	0.00	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	0.00	193,685.53	320,000.00	-126,314.47
4142 · RV Sites -Non Taxable	39,451.80	51,390.71	30,235.42	9,301.99	130,379.92	100,000.00	30,379.92
4143 · RV Site - Add'l revenue	1,315.84	892.32	1,349.01	638.54	4,195.71	20,000.00	-15,804.29
4144 · Transient Room Tax	6,175.89	5,892.87	6,707.67	4,924.23	23,700.66	0.00	23,700.66
4145 · Reservation Fees	5,740.00	4,930.00	5,430.00	2,700.00	18,800.00	0.00	18,800.00
4147 · Hercules Payments, Online	0.00	0.00	226.58	-1,060.00	-833.42	0.00	-833.42
4140 · Campground Revenue - Other	0.00	0.00	0.00	47,784.97	47,784.97		
Total 4140 · Campground Revenue	114,163.67	122,833.35	116,426.62	64,289.73	417,713.37	440,000.00	-22,286.63
4150 · Leases							
4151 · Building Lease - 1499 Bay St	1,200.00	1,200.00	1,200.00	1,200.00	4,800.00	14,400.00	-9,600.00
4153 · Wharf lease - ICM	4,542.08	4,542.08	4,542.08	4,542.08	18,168.32	54,505.00	-36,336.68
4154 · Wharf lease - Mo's	8,660.00	8,660.00	8,660.00	8,660.00	34,640.00	103,920.00	-69,280.00
4156 · Docking Lease	200.00	200.00	200.00	200.00	800.00	2,400.00	-1,600.00
Total 4150 · Leases	14,602.08	14,602.08	14,602.08	14,602.08	58,408.32	175,225.00	-116,816.68
4160 · Moorage							
4162 · Commercial Moorage	1,190.69	1,669.57	1,297.99	455.17	4,613.42	10,000.00	-5,386.58
4163 · Sport Moorage	10,406.82	12,854.53	17,521.53	8,908.71	49,691.59	62,000.00	-12,308.41
4165 · Liveaboard Fees	200.00	240.00	1,120.00	241.36	1,801.36	2,000.00	-198.64
Total 4160 · Moorage	11,797.51	14,764.10	19,939.52	9,605.24	56,106.37	74,000.00	-17,893.63
4170 · Storage	148.36	148.36	148.36	148.36	593.44	1,600.00	-1,006.56
4190 · Marine Fuel	2,920.62	3,793.32	9,886.61	3,868.64	20,469.19	15,000.00	5,469.19
4200 · Other Facility Income	3,520.47	4,430.73	4,319.00	5,836.15	18,106.35	14,000.00	4,106.35
4500 · Levied Taxes							
4510 · Current Levied Taxes	11,764.00	459.52	404.28	380.04	13,007.84	325,900.00	-312,892.16
4520 · Prior Years Levied Taxes	145.38	381.17	285.75	284.29	1,096.59	3,500.00	-2,403.41
4525 · Levied Tax Interest	317.72	90.50	71.40	99.50	579.12	500.00	79.12
Total 4500 · Levied Taxes	12,227.10	931.19	761.43	763.83	14,683.55	329,900.00	-315,216.45
4515 · State Forest Sales	0.00	0.00	16,517.61	0.00	16,517.61	20,000.00	-3,482.39
4540 · Interest Income	189.61	194.68	200.83	218.18	803.30	5,000.00	-4,196.70

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

						TOTAL	
	Jul 20	Aug 20	Sep 20	Oct 20	Year to Date	Budget	Variance
4550 · Maintenance Assistance Program	0.00	0.00	0.00	19,000.00	19,000.00	19,000.00	0.00
4600 · Miscellaneous Income	29.56	186.58	80.25	5,722.96	6,019.35	10,000.00	-3,980.65
4750 · Business Oregon Reimb Fund	0.00	0.00	0.00	0.00	0.00	33,750.00	-33,750.00
Total Income	1,108,561.98	161,884.39	182,882.31	124,055.17	1,577,383.85	2,086,438.00	-509,054.15
Gross Profit	1,108,561.98	161,884.39	182,882.31	124,055.17	1,577,383.85	2,086,438.00	-509,054.15
Expense							
5000 · Personal Services							
5020 · Port Manager	8,531.25	2,843.75	5,687.50	5,687.50	22,750.00	70,997.00	-48,247.00
5030 · Administrative Assistant	5,739.36	1,967.68	3,980.08	3,938.16	15,625.28	45,428.00	-29,802.72
5045 · Services Lead	3,100.16	1,464.32	2,936.96	2,932.80	10,434.24	35,693.00	-25,258.76
5050 · Office Assistant	3,522.40	1,397.76	2,562.56	2,446.08	9,928.80	32,448.00	-22,519.20
5075 · Maintenance I Lead	5,885.44	2,023.12	4,230.16	3,862.32	16,001.04	49,732.00	-33,730.96
5079 · Maint II/ Staff	4,607.68	1,555.84	3,111.68	3,111.68	12,386.88	37,856.00	-25,469.12
5080 · Maint III / groundskeeper	2,132.90	0.00	0.00	0.00	2,132.90	32,448.00	-30,315.10
5110 · Payroll taxes	3,550.28	1,187.57	2,237.11	2,180.29	9,155.25	30,500.00	-21,344.75
5180 · Health Insurance	3,508.14	3,508.14	3,508.14	3,508.14	14,032.56	50,000.00	-35,967.44
5181 · Life Insurance	14.22	14.22	14.22	14.22	56.88	200.00	-143.12
5182 · Dental Insurance	308.76	308.76	308.76	308.76	1,235.04	4,500.00	-3,264.96
5190 · Workers Compensation Insurance	9,525.24	0.00	764.95	0.00	10,290.19	12,000.00	-1,709.81
5251 · Applicant Expenses	45.75	0.00	0.00	0.00	45.75	0.00	45.75
5270 · Retirement	0.00	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	0.00	5,000.00	-5,000.00
5280 · Overtime	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00
Total 5000 · Personal Services	50,471.58	16,271.16	29,342.12	27,989.95	124,074.81	422,802.00	-298,727.19
5300 · Material and Services	49,717.95	55,001.73	38,883.87	48,545.69	192,149.24	576,000.00	-383,850.76
6000 · Capital Outlay							
6130 · Land							
6136 · Campground Restrooms	0.00	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	0.00	7,825.00	20,000.00	-12,175.00
6146 · Landscape Pull Through Sites	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
Total 6130 · Land	0.00	7,825.00	0.00	0.00	7,825.00	205,000.00	-197,175.00
6150 · Facilities							

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

						TOTAL	
	Jul 20	Aug 20	Sep 20	Oct 20	Year to Date	Budget	Variance
6151 - Mo's Building	0.00	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	20,000.00	20,000.00	20,000.00	0.00
6157 - Business Oregon Fees	0.00	3,618.06	0.00	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	0.00	75,000.00	-75,000.00
6159 - CG Pedestal Repairs	0.00	0.00	0.00	0.00	0.00	17,000.00	-17,000.00
Total 6150 - Facilities	0.00	3,618.06	0.00	20,000.00	23,618.06	135,250.00	-111,631.94
Total 6000 - Capital Outlay	0.00	11,443.06	0.00	20,000.00	31,443.06	340,250.00	-308,806.94
6700 - Contingency	0.00	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	0.00	5,880.00	-5,880.00
7216 - PRLF (MSLTD) #525186	11,599.93	0.00	0.00	11,599.93	23,199.86	46,400.00	-23,200.14
7225 - Banner Bank (PVIP) 1000214241	1,432.05	1,432.05	1,432.05	1,432.05	5,728.20	17,200.00	-11,471.80
7230 - PRLF Loan (Wharf) #525196	0.00	7,424.94	0.00	0.00	7,424.94	29,700.00	-22,275.06
7270 - SPWF (Bdwk Prj) L0004	0.00	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	13,031.98	36,353.00	115,150.00	-78,797.00
7600 - Unappropriated Ending Fund Bal	0.00	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	0.00	73,151.00	-73,151.00
Total Expense	113,221.51	91,572.94	69,658.04	109,567.62	384,020.11	2,086,438.00	-1,702,417.89
Net Income	995,340.47	70,311.45	113,224.27	14,487.55	1,193,363.74	0.00	1,193,363.74

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

						TOTAL	
	Jul 20	Aug 20	Sep 20	Oct 20	Year to date	Budget	Variance
Income							
4100 - Available Beginning Cash	103,188.58	0.00	0.00	0.00	103,188.58	103,181.00	7.58
4540 - Interest Income	0.00	0.00	7.80	0.00	7.80	0.00	7.80
4700 - Incoming Transfer	0.00	0.00	0.00	0.00	0.00	73,151.00	-73,151.00
Total Income	103,188.58	0.00	7.80	0.00	103,196.38	176,332.00	-73,135.62
Gross Profit	103,188.58	0.00	7.80	0.00	103,196.38	176,332.00	-73,135.62
Expense							
7600 - Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00	176,332.00	-176,332.00
Total Expense	0.00	0.00	0.00	0.00	0.00	176,332.00	-176,332.00
Net Income	103,188.58	0.00	7.80	0.00	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	47%	75%	1780
NOV	28%	66%	862	30%	68%	878	33%	65%	1059		75%	
DEC	24%	59%	752	32%	62%	1035	28%	59%	937		75%	
JAN	23%	54%	719	36%	58%	1168	25%	54%	842		75%	
FEB	24%	50%	688	39%	56%	1152	28%	51%	861		75%	
MAR	28%	48%	880	44%	55%	1417	25%	48%	847		75%	
APR	31%	46%	951	39%	53%	1232	13%	45%	423		75%	
MAY	45%	46%	1419	44%	52%	1418	13%	42%	417		75%	
JUN	54%	47%	1659	45%	52%	1452	48%	42%	1566		75%	
TL YTD	47%	47%	17386	52%	52%	19824	42%	42%	16664		75%	
REV YTD	\$508,194.00			\$549,278.00			\$519,620.00			\$416,411.00		

	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	49%	60%	1790
NOV	28%	52%	994		60%	
DEC	27%	48%	992		60%	
JAN	26%	45%	961		60%	
FEB	26%	42%	903		60%	
MAR	26%	40%	934		60%	
APR	26%	39%	914		60%	
MAY	30%	38%	1088		60%	
JUN	39%	38%	1367		60%	
TL YTD	38%	38%	16585		60%	
REV YTD	\$97,214.00			\$57,868.00		

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

	<u>Jul - Oct 20</u>	<u>Jul - Oct 19</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4100 · Available Beginning Cash	1,052,151.58	1,175,878.82	-123,727.24	-10.5%
4140 · Campground Revenue	417,713.37	324,000.72	93,712.65	28.9%
4150 · Leases	58,408.32	71,751.40	-13,343.08	-18.6%
4160 · Moorage	56,106.37	52,435.29	3,671.08	7.0%
4170 · Storage	593.44	7,455.94	-6,862.50	-92.0%
4190 · Marine Fuel	20,469.19	23,365.95	-2,896.76	-12.4%
4200 · Other Facility Income	18,106.35	17,358.45	747.90	4.3%
4500 · Levied Taxes	14,683.55	15,805.24	-1,121.69	-7.1%
4515 · State Forest Sales	16,517.61	21,516.73	-4,999.12	-23.2%
4540 · Interest Income	811.10	7,387.10	-6,576.00	-89.0%
4550 · Maintenance Assistance Program	19,000.00	19,000.00	0.00	0.0%
4600 · Miscellaneous Income	6,019.35	1,374.45	4,644.90	338.0%
4700 · Incoming Transfer	0.00	60,000.00	-60,000.00	-100.0%
Total Income	<u>1,680,580.23</u>	<u>1,797,330.09</u>	<u>-116,749.86</u>	<u>-6.5%</u>
Gross Profit	1,680,580.23	1,797,330.09	-116,749.86	-6.5%
Expense				
5000 · Personal Services	124,074.81	122,163.88	1,910.93	1.6%
5300 · Material and Services	192,149.24	179,136.09	13,013.15	7.3%
6000 · Capital Outlay	31,443.06	133,236.69	-101,793.63	-76.4%
7000 · Debt Service	36,353.00	36,353.00	0.00	0.0%
7700 · Transfer to other funds	0.00	60,000.00	-60,000.00	-100.0%
Total Expense	<u>384,020.11</u>	<u>530,889.66</u>	<u>-146,869.55</u>	<u>-27.7%</u>
Net Income	<u><u>1,296,560.12</u></u>	<u><u>1,266,440.43</u></u>	<u><u>30,119.69</u></u>	<u><u>2.4%</u></u>

that course, the Commissioner will submit a request for reimbursement to the Administrative Assistant. The Administrative Assistant will fill out an authorization for payment, obtain the Port Manager's signature, and route the authorization to date services for processing. Copies of the authorization for payment will be forwarded to the Board of Commissioners.

LEGAL COUNSEL

1. An attorney shall be selected by the Commission. The Port Manager and the President of the Commission may request any legal advice that may be needed in handling or in dealing with matters pertaining to the welfare of the Port of Siuslaw District. Individual Commissioners should direct requests through the Port Manager and/or the President. The adequacy and cost/benefit of Port Legal Counsel shall be reviewed every three years or less if circumstances so dictate.

AUDITOR

1. An auditor shall be selected and appointed by the Commission and retained on a yearly retainer fee. The auditor must be a Certified Public Accountant and a member of the State Board of Accountancy roster authorized to conduct municipal audits. The Port Manager and the President of the Commission may request advice on any financial matters pertaining to the financial welfare of the Port of Siuslaw District. Individual Commissioners should direct requests through the Port Manager and/or the President. The adequacy and cost/benefit of the Port Auditor shall be reviewed every three years or less if circumstances so dictate.

INSURANCE AGENT(S) OF RECORD

1. An Insurance Agent(s) of Record shall be selected and appointed by the Commission. The Port Manager and the President of the Commission may request advice that may be needed in handling or in dealing with insurance matters pertaining to the welfare of the Port of Siuslaw District. Individual Commissioners should direct requests through the Port Manager and/or the President. Request for proposals for Insurance Agent of Record shall be solicited every three years.

BANKING SERVICES

1. Request for Proposals for Banking Services shall be solicited every three years. The Port Manager and the President of the Commission may request advice that may be needed for decisions regarding the finances of the Port of Siuslaw District. Individual Commissioners should direct requests through the Port Manager and/or the President.

Port of Siuslaw Commission Responsibilities

Kelly

From: Kelly
Sent: Monday, February 3, 2020 10:55 AM
To: Jim Brewer
Subject: RE: RFP's

Thank you.

Kelly
Administrative Assistant
Port of Siuslaw
541 -997-3426
kelly@portofsiuslaw.com

From: Jim Brewer <jkbrewer@peak.org>
Sent: Monday, February 3, 2020 10:52 AM
To: Kelly <Admin@PortofSiuslaw.com>
Cc: David Huntington <Port@PortofSiuslaw.com>
Subject: RE: RFP's

Hi Kelly:

Sorry about the delay.

As I read the rules, on page 4, under the heading "Amendment or Suspension of Rules", item 1, it looks like a majority of the Board can always under the board can always amend or suspend the rules. It reads like that would normally be done by a motion, but I think amending the rules probably should be done by resolution or ordinance (I'm assuming the 2015 rules were adopted by resolution or port ordinance).

Is it possible that the rules just restate a requirement that comes from a different Ordinance or Resolution on contracts or procurement? If so, then any change should be aligned with that enactment, too (it wouldn't be good to have "rules" that conflict with an ordinance that requires the RFP process every three years).

Finally, I don't see anything in state law that requires three year reviews, but I know many entities like a three year RFP process to keep fresh sets of eyes on their auditors, lawyers, and banks (and to see if there is someone new or better who is available).

Jim

From: Kelly <Admin@PortofSiuslaw.com>
Sent: Monday, February 03, 2020 9:05 AM
To: Jim Brewer (jkbrewer@peak.org) <jkbrewer@peak.org>
Cc: David Huntington <Port@PortofSiuslaw.com>
Subject: RFP's

Good morning Jim,

Have you had a chance to look at the email I sent on 1-28 regarding RFP's?