

AGENDA
PORT OF SIUSLAW COMMISSION MEETING
Wednesday, 21 September 2011
Port Office, 1499 Bay Street
Lane County, Florence, OR 97439

CALL TO ORDER

7:00 pm

PRESENTATION: Tammy Fitch, Wilson-Heirgood & Assoc: SDAO & Insurance update

APPROVAL OF MINUTES

Meetings held on August 17, August 24, Sept 9

REMARKS FROM CITIZENS/GROUPS

Use Sign-in Sheet on Counter...Limited to 5 minutes per speaker (15 minutes total)

FINANCIALS

Financial Statements,
Ratify bills paid: \$118,197.89

OLD BUSINESS

1. Ratification of Land Sale (tentative)
2. Finalize Port Manager Skills Assessments Procedure
3. Other Items by Commission

NEW BUSINESS

1. Resolution #09-21-11A Revise Personnel Policy to Include Minimum Call Out Time
2. Award of Boarding Float Pile Driving and Installation RFP
3. Other items by Commission

REPORTS President, Commission, Manager FYI Items

- Progress report on current projects

SCHEDULED MEETINGS

- Wednesday, 19 October 2011, Regular Commission Meeting, 7:00pm
- Wednesday, 16 November 2011, Regular Commission Meeting, 7:00pm
- Wednesday, 14 December 2011, Regular Commission Meeting, 7:00pm

ADJOURN

The Board of Commissioners will enter into Executive Session following the regular meeting, per ORS 192.660(2)(e) to discuss real property transactions.

MINUTES
PORT OF SIUSLAW BOARD OF COMMISSIONERS
Regular Meeting
Wednesday, 17 August 2011
Port office 1499 Bay Street, Florence, OR 97439

ATTENDANCE: Commission: Commissioner John Buchanan, Commissioner Joshua Greene (Greene), Commissioner Bill Fleenor (Fleenor); Commissioner Sally Owens (Owens); Commissioner John Scott (Scott) Staff: Interim Port Manager Susy Lacer (Lacer), Recording Secretary Dina McClure (McClure); Audience: Amy Bartlett of the Siuslaw News, John Spangler w/ODFW, Alan Campbell, Cindy Cable, Brien Mill, Ed Millerstrom, Bob and Pat Thorp, Bianca Hein

Commissioner Buchanan called the meeting to order at 7:00pm.

PRESENTATION: John Spangler from the Oregon Dept. of Fish & Wildlife asked if the Board was interested in trading a piece of property upriver near the Davidson Mill for the two islands in the middle of the river near North Fork. Spangler said the property was purchased in the 80's with federal money and appraised at \$85K one year ago. If ODFW sells the property, they are obligated to give 75% of the sale money back to the Feds. Part of the property is in a flood plain and neighbors are currently using it for cattle grazing. The property has no fish and wildlife habitat value and they are looking to trade for property that does, such as the islands the Port owns. If a trade was made, these islands would remain undeveloped. Fleenor said previous Port Manager Mark Freeman was in favor of this trade. Spangler said if the trade takes place, the Port would not be tied to the conditions of paying the Feds 75% if the Port sells the property. The Board agreed to move forward with the trade and asked Lacer to work with Spangler.

APPROVAL OF THE MINUTES: On the Motion made by Fleenor and seconded by Scott, the Board unanimously approved the Minutes of 20 July 2011 based on the correction of changing "Commissioner Commissioner Sally Owens" to "Commissioner Sally Owens".

REMARKS FROM CITIZENS: Thom Champlain requested the Board to consider expanding B Row to make more spots for RV's. Buchanan said they would look at the budget and consider it. Champlain thanked the Commissioners for the new restroom and said the staff seems to be in good spirits and working hard to get things done since the change in management. Champlain asked who owns the river (not happy to see the SS Eco moored across river) and Scott said the Dept of State Lands. Champlain asked if there was anything that could be sprayed on the gravel to keep down the dust in the campground. Champlain also made comment that G Dock lock was not operating right and the Board should consider security cameras since there had been some incidents of theft. Greene

said he had a conversation with previous Manager Freeman that security cameras were in the budget and suggested an oil based spray to keep down the dust in the campground. There was discussion regarding a substance that would be environmentally safe due to the proximity to the river.

FINANCIALS: Fleenor asked about the \$9543 loss on the July statements. McClure said \$300K of the budget (cash on hand) had not been entered into QuickBooks and will be corrected. Scott asked about a loan payment and McClure asked the Board to look at a short spreadsheet she had created that showed all the loans, frequency of payments and approximate outstanding balances. Fleenor asked about the equipment rental expense and McClure said it was the monthly Xerox rental and additional port-a-potty rental due to the new restroom project. Fleenor asked about advertising cost for July. McClure said in addition to the budgeted TV advertising, the annual payment for the Woodall's Campground directory came due. Fleenor asked about Marine Fuel and expressed concern of the \$800 annual profit. Lacer explained the flux in fuel cost versus the continuous change in retail price and said one of her projects was to take a closer look at policy. Greene mentioned the complexity of having fuel on hand, when to buy and forecasting how much will be sold. Fleenor had questions about labor expense and staff responsibilities. McClure offered to email him the Port staff job descriptions. **On the Motion made by Scott and seconded by Fleenor, the Board unanimously voted to approve the Financials of \$81,518.82.**

OLD BUSINESS

1. Other Items by Commission:

Fleenor asked about the Committee assignment for WLEOG and Buchanan said the assignment needed to be staff since it is an operational group.

Buchanan closed the Open Session at 7:30pm to adjourn to an Executive Session per ORS 192.660(2)(e).

Buchanan re-opened the Regular Session at 7:45pm.

NEW BUSINESS

1. Resolution 08-17-11A, Authorizing a Loan from the Oregon Port Revolving Fund, by entering into a Loan Contract with the Oregon Business Development Department for the Old Town Wharf Improvement Project.

On the Motion made by Scott, and seconded by Greene, the Board unanimously agreed to approve Resolution 08-17-11A, Authorizing a

Loan from the Oregon Port Revolving Fund, by entering into a Loan Contract with the Oregon Business Development Department for the Old Town Wharf Improvement Project conditioned upon the verification that the collateral mentioned in the Trust Deed is the Boardwalk property not the Wharf.

2. Other Items by Commission

Ice machine contract update: Greene had a conversation with Port Attorney Wolf regarding the SFA and the ice machine contract. Greene said SFA sent the device to be built by a company in Seattle called Westcold. Mike Slover w/Key Mechanical was employed at Westcold at the time. Westcold then went bankrupt and was bought by another company. It is unknown if the new company took on any liability or was indemnified. Greene said Bill Deitrich, SFA Chair, is going to contact SFA's attorney to review the acceptance document. This document has language that says it's the contractor responsibility to "check the machine, have it running and make sure it can be given permits" and this language could make them liable. In order to move past this point Greene wants permission to have the Port attorney talk to the SFA attorney. Buchanan and Scott expressed concern regarding the assumption of ownership by getting further involved. Greene stated that since the Port acted as the contracting party that accepted the machine, the Port has a responsibility to deliver the machine in working order to the SFA. Greene added there are State ordinances and laws that require these types of machines to be tested from a DEQ/air quality aspect. Greene emphasized the importance of the Port attorney's involvement since the contract is between the Port and the Contractor. Fleenor suggested the expenditure of up to five hours of legal counsel. **On the Motion made by Fleenor and seconded by Scott, the Board unanimously voted to allow up to five hours of legal counsel for the purpose of addressing the Port's responsibility in regards to the operation of the ice machine.** Scott asked the status of the ice machine's operation. Greene said the bladders should have been tested with nitrogen before the Freon was put in. Scott asked if that was mandated by the State and Greene said that's what they are trying to find out.

REPORTS:

Scott said according to staff, the concrete floats the Port has on property are not usable and Terry Duman is interested in a few. Scott suggested staff advertise these docks for sale.

Fleenor said he spoke with fishermen on the docks and they requested larger cleats for their large ropes. The Board requested Lacer to look into the cost of placing four or five cleats on the Transient Dock.

Lacer reported:

- McClure has agreed to work additional hours during the interim months.
- Commissioners Owens and Buchanan will attend PNWA's annual meeting in Portland Oct 12-14.
- Commissioner Fleenor will attend a presentation for NOAA in Newport on August 20.

Fleenor reminded Lacer to send an award letter to PND for the Wharf Improvement Project.

Buchanan closed the Open Session at 8:07pm to adjourn to an Executive Session per ORS 192.660(2)(a).

Buchanan re-opened the Regular Session at 8:50pm.

On the Motion made by Fleenor and seconded by Scott, the Board unanimously agreed to accept the Employment Agreement between Susy Lacer and the Port of Siuslaw.

Greene questioned the next move toward the ICM lease. Fleenor said the Sub-Committee will meet with Millerstrom as soon as possible to go over the decisions made tonight.

Meeting Adjourned 8:50pm.

President

MINUTES
PORT OF SIUSLAW COMMISSION
Special Meeting
Wednesday 24 August 2011
Port Office at 1499 Bay Street
Lane County, Florence, OR 97439

ATTENDANCE: Commission: Commissioner John Buchanan, Commissioner Joshua Greene (Greene), Commissioner Bill Fleenor (Fleenor); Commissioner Sally Owens (Owens); Commissioner John Scott (Scott); Staff: Interim Port Manager Susy Lacer (Lacer), Recording Secretary Dina McClure (McClure); Audience: Bob Sneddon of KCST

PURPOSE OF MEETING: To award the Mo's Roof Repair project, and to allow the Interim Port Manager to provide updates and receive guidance from the Commission.

Commissioner Buchanan called the meeting to order at 11:40am.

1. Mo's Roof Project

Lacer said from the two bids, staff recommended Prater since they were less expensive, local, and we've been pleased with their work in the past. There was discussion regarding the difference in materials listed in the two bids. There was also discussion about the possibility of putting on a metal roof. Lacer said Prater's bid was from last year, he was in the process of updating it, and she would talk to him about the materials he planned to use. Fleenor said he preferred Evergreen due to the higher quality materials listed in their bid. Lacer said the Port's mission is to encourage economic development in our district and Evergreen is in Eugene which is not in the Port district. Scott asked Lacer to discuss the Board's concerns with Prater.

On the Motion made by Scott, and seconded by Fleenor, the Board unanimously voted to accept Prater as the contractor to perform the work on Mo's roof, with the understanding that Prater install 30# felt underlayment, replace all vent roofs and plumbing pipe flashings with coated or stainless steel, all metals be coated or stainless steel, clean up the job site, with the cost not to exceed \$16,895.

2. Other items by Commission

- Buchanan would like to schedule an Executive Session to discuss BJ's appraisal. The Board agreed on Monday the 29th at noon. Greene requested including an Open Session so he can give an update regarding the ice machine.
- Lacer said the Chamber has reorganized and doesn't want to trade sponsorship with free storage as they have done in past years. A Distinguished Sponsorship is \$2500 and a Business Membership is \$199. Scott suggested the Port be a

Business Member, charge the Chamber for storage, and negotiate a fee for the use of the Nopal Parking lot for the Rhody Carnival.

- Scott expressed concern about the public fishing and crabbing from the Transient Dock. He stated the conditions in the loan contract with OSMB have language that says this is not an allowable use and we need clarification. Lacer said the language says No Fishing and she needs to check what the signage is on the dock.
- Greene said the Port needs friendly signage (i.e. history and what property the Port owns). Owens agreed and said most people think the City owns the parking lot.
- Fleenor requested the addition of ICM Lease to Monday's Executive Session. Fleenor said Monson is out of the office until 6 Sept and upon her return, a sub-committee needs to respond to some minor changes. Scott suggested the Board make the final changes before meeting with Monson in order to save legal costs. Lacer said Monson requested a meeting with the Board when she returns to finalize the lease.
- Lacer referred to the letter from Gene Olson. The Board agreed with the issue of Scotch Broom, that the Port can't spray for environmental reasons, and to consider bringing in some of the Camp Florence kids again. Owens asked if the Port really needed all four parking spaces next to the Port office. Lacer said Port office staff take two, the Port car uses one, and the forth needs to be available for Maintenance staff use.
- Lacer said interviews will start today for the Campground Staff II position. She will make a recommendation for the Board's approval at Monday's meeting.
- Lacer said the Wharf RFQ Selection Committee was supposed to score and rank the firms numerically but that information cannot be found. Greene said Thorp and Cox did a numeric scoring process on their own and he would call them to reproduce the numbers.
- There was discussion regarding the Campground Host position.
- Fleenor spoke with some people who have been using the new restrooms and there is a problem with the flusher sticking when foot activated and water is running continuously. Lacer said the staff are aware of the problem and she will follow up.

Meeting adjourned 12:10pm

President

MINUTES
PORT OF SIUSLAW BOARD OF COMMISSIONERS
Special Meeting
Friday, 9 September 2011
Port office 1499 Bay Street,
Lane County, Florence, OR 97439

ATTENDANCE: Commission: Commissioner John Buchanan, Commissioner Bill Fleenor (Fleenor); Commissioner Sally Owens (Owens); Staff: Interim Port Manager Susy Lacer (Lacer), Recording Secretary Dina McClure (McClure); Absent: Commissioner Joshua Greene (Greene), Commissioner John Scott (Scott).

Purpose: To discuss the award contract with PND Engineers for the Wharf Improvement Project.

Commissioner Buchanan called the Meeting to order at 3:00pm.

Lacer said PND has responded after receiving the award contract. The inspection firm PND wants to use for the project is not available until mid-November. This is due to the Port being 2 months behind schedule in awarding the contract. Their first suggestion is to delay the project until next year's "in water work window". Lacer has left inquiries with ODOT and the State to find out if delaying the grant funds and loan are possible. Lacer heard back from ODOT regarding the Connect III Grant today at noon and while it's not certain yet, Carol Olsen, Program Manager, said it's possible and very likely the grant funds can be held over one year. ODOT wants to meet with the Port for more information. Lacer was in touch with the State and they said postponing the loan was agreeable.

Fleenor said the Port needs a contingency plan on the slim chance the grant funds cannot be held over one year and asked about Norwest, the second firm in the RFP process. Fleenor said he thought the scoring was close. Lacer said that Greene had stopped by earlier and in his opinion PND was superior for a variety of reasons. There was discussion about contacting Norwest to see if they could deliver the project in the given timeframe. Buchanan suggested approving the contract with the caveat that in the event the grant is in jeopardy the Port will consider Norwest if they can perform in the timeframe. Owens asked if there were safety concerns regarding the urgency of the project being completed this year and Lacer said there is a sense of urgency but postponing the project one year will be all right. Fleenor asked if PND had other firms they could use and Lacer responded that PND has a lot of experience and confidence in this firm and this situation wouldn't be happening if the Port wasn't close to three months behind schedule.

On the Motion, made by Fleenor, and seconded by Owens, the Board unanimously approved to pursue extending the grant one year and in the event the grant is in jeopardy, the Board gives Lacer the authority to contact Norwest to see if they can work in the given timeframe.

Fleenor said there is a possibility that when work starts on the Wharf, more damage might be found than what was discovered in the 2008 inspection and what is budgeted to repair. This would reduce the life expectancy of the Wharf which dovetails into the lease agreement with ICM. He recommends adding language to the lease agreement that states that the lease cannot exceed the life expectancy of the Wharf. It was agreed that this was a good recommendation and Lacer would review this with the Port attorney.

Adjourn 3:10pm

President

AGENDA
PORT OF SIUSLAW
SPECIAL MEETING
Wednesday, 24 August 2011
Port Office at 1499 Bay Street
Lane County, Florence, OR 97439

CALL TO ORDER

11:00am

PURPOSE:

To finalize the job description and application package for the Port Manager search, to award the Mo's Roof Repair project, and to allow the Interim Port Manager to provide updates and receive guidance from the Commission.

ADJOURN

AGENDA
PORT OF SIUSLAW
SPECIAL MEETING & EXECUTIVE SESSION
Monday, 29 August 2011
Port Office at 1499 Bay Street
Lane County, Florence, OR 97439

Call to Order

Noon

Open Regular Session

PURPOSE: To get an update from Commissioner Greene regarding the Ice Machine contract, and to allow the Interim Port Manager to provide updates and receive guidance from the Commission.

Close Regular Session

Open Executive Session

The Port of Siuslaw Board of Commissioners will now enter into executive session per ORS 192.660(2)(e), to conduct deliberations with persons designated by the Board to negotiate real property transactions, and per ORS 192.660(2)(a), to consider the employment of a public officer, employee, staff member or individual agent.

"Representatives of the news media and designated individuals will be allowed to attend this session. All other audience members must leave the room. News media representatives and other attendees are specifically directed not to report on any of the deliberations made during the executive session, except to state the general subject as announced above. No final decisions will be made during the session."

Close Executive Session

Adjourn

AGENDA
PORT OF SIUSLAW
SPECIAL MEETING
Friday, 9 September 2011
Port Office at 1499 Bay Street
Lane County, Florence, OR 97439

Call to Order

3:00pm

Open Regular Session

PURPOSE: To discuss the award contract with PND Engineers for the Wharf Improvement Project and to allow the Interim Port Manager to provide updates and receive guidance from the Commission.

Close Regular Session

Adjourn

2011-2012 FINANCIAL REPORT-CONDENSED (revenue includes beginning cash)					
*black denotes over budget/(red denotes under budget)					
	AUGUST	YTD	% of	BUDGET	VARIANCE*
			Budget		
REVENUE (incl beg bal)	123,492	195,249	13%	1,465,441	(1,270,192)
EXPENSES					
Personal Services	49,471	78,836	26%	309,085	(230,249)
Materials & Services	59,428	91,494	24%	375,299	(283,805)
Capital Outlay	1,224	2,129	0%	486,700	(484,571)
Debt Service	6,878	25,842	22%	118,333	(92,491)
Contingency			0%	156,024	(156,024)
Transfers			0%	20,000	(20,000)
Unappropriated				0	0
TOTAL EXPENSES	117,001	198,301	14%	1,465,441	(1,267,140)
CURRENT SURPLUS	6,491	(3,052)		0	(3,052)
SPECIAL SERVICE GRANT FUND					
	AUGUST	YTD	% of	BUDGET	VARIANCE
			Budget		
REVENUE (incl beg bal)	0	114,528	7%	1,668,740	(1,554,212)
EXPENSES					
Materials & Services			0%	4,264	(4,264)
Capital Outlay			0%	1,664,476	(1,664,476)
Debt Service		0		0	0
Unappropriated		0		0	0
Transfers		0		0	0
TOTAL EXPENSES	0	0	0%	1,668,740	(1,668,740)
CURRENT SURPLUS	0	114,528		0	114,528
CAPITAL MAINTENANCE RESERVE FUND					
	AUGUST	YTD	% of	BUDGET	VARIANCE
			Budget		
REVENUE (incl beg bal)	9	21	0%	41,112	(41,091)
EXPENSES					
Materials & Services	0	0		0	0
Capital Outlay	0	0	0%	40,000	(40,000)
Reserved for future expen	0	0	0%	1,112	(1,112)
TOTAL EXPENSES	0	0	0%	41,112	(41,112)
CURRENT SURPLUS	9	21		0	21

10:09 AM
 09/15/11
 Cash Basis

Port of Siuslaw
Balance Sheet Prev Year Comparison
 As of August 31, 2011

	Aug 31, 11	Aug 31, 10	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1001 · SVB Checking				
1002 · General Fund	24,118.09	26,345.20	-2,227.11	-8.5%
1003 · General Service Grant Fund	3,558.07	511.25	3,046.82	596.0%
1004 · Capital Maintenance Fund	3,603.80	3,557.49	46.31	1.3%
Total 1001 · SVB Checking	31,279.96	30,413.94	866.02	2.9%
1005 · SVB Money Market				
1006 · General Fund	80,920.91	349,547.29	-268,626.38	-76.9%
1007 · General Service Grant Fund	141,159.52	3,503.95	137,655.57	3,928.6%
1008 · Capital Maintenance Fund	15,366.26	185,875.37	-170,509.11	-91.7%
Total 1005 · SVB Money Market	237,446.69	538,926.61	-301,479.92	-55.9%
1050 · SVB - MMA/ICM	7,801.49	7,761.98	39.51	0.5%
1060 · SVB - FMeyer Deposit	32,323.71	32,159.96	163.75	0.5%
1070 · Petty Cash	250.00	250.00	0.00	0.0%
1080 · Marine Fuel Cash	100.00	100.00	0.00	0.0%
Total Checking/Savings	309,201.85	609,612.49	-300,410.64	-49.3%
Accounts Receivable				
1201 · *Accounts Receivable	777.00	777.00	0.00	0.0%
Total Accounts Receivable	777.00	777.00	0.00	0.0%
Other Current Assets				
1160 · Deferred Compensation Plan	50,344.46	43,796.56	6,547.90	15.0%
1350 · Advances Receivable	443.80	443.80	0.00	0.0%
1499 · Undeposited Funds	4,136.55	469.04	3,667.51	781.9%
Total Other Current Assets	54,924.81	44,709.40	10,215.41	22.9%
Total Current Assets	364,903.66	655,098.89	-290,195.23	-44.3%
Other Assets				
1950 · To be provided debt retirement	8,505.00	8,505.00	0.00	0.0%
Total Other Assets	8,505.00	8,505.00	0.00	0.0%
TOTAL ASSETS	373,408.66	663,603.89	-290,195.23	-43.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2015 · Deposit ICM	7,801.49	7,761.98	39.51	0.5%
2020 · Deposit Fred Meyer	32,323.71	32,159.96	163.75	0.5%
2030 · Deposit Held	2,413.85	1,893.85	520.00	27.5%
2050 · Deferred Compensation Plan NRS	50,344.46	43,796.56	6,547.90	15.0%
2100 · Payroll Liabilities	782.50	753.86	28.64	3.8%
2150 · Social security	0.00	-1,635.50	1,635.50	100.0%
2160 · Federal withholding tax	0.00	-948.00	948.00	100.0%
2170 · State withholding tax	0.00	-636.00	636.00	100.0%
2200 · Other Payroll Deductions	-140.50	-140.50	0.00	0.0%
2220 · Dep Health Prem Contribution	82.73	82.73	0.00	0.0%
Total Other Current Liabilities	93,608.24	83,088.94	10,519.30	12.7%
Total Current Liabilities	93,608.24	83,088.94	10,519.30	12.7%
Total Liabilities	93,608.24	83,088.94	10,519.30	12.7%
Equity				
3200 · Retained earnings	-11.50	-11.50	0.00	0.0%
3900 · *Retained Earnings	168,315.18	1,250,553.53	-1,082,238.35	-86.5%
Net Income	111,496.74	-670,027.08	781,523.82	116.6%
Total Equity	279,800.42	580,514.95	-300,714.53	-51.8%
TOTAL LIABILITIES & EQUITY	373,408.66	663,603.89	-290,195.23	-43.7%

Port of Siuslaw
Profit & Loss by Class
 August 2011

	Capital Maint. ...	General Fund	TOTAL
Income			
3001 · Resources			
3050 · Prior Year's Taxes	0.00	353.16	353.16
3100 · Wharf lease - ICM	0.00	3,923.55	3,923.55
3101 · Wharf lease - Mo's	0.00	7,548.70	7,548.70
3110 · Interest	8.82	215.52	224.34
3150 · Land Leases	0.00	1,050.00	1,050.00
3151 · Concessionaires	0.00	900.00	900.00
3152 · 080 Harbor Building Lease	0.00	1,200.00	1,200.00
3160 · Moorage			
3162 · Commercial Moorage	0.00	1,850.00	1,850.00
3163 · Sport Moorage			
3164 · Sport Moorage Overflow	0.00	2,703.00	2,703.00
3163 · Sport Moorage - Other	0.00	4,329.00	4,329.00
Total 3163 · Sport Moorage	0.00	7,032.00	7,032.00
3165 · Liveaboard Fees	0.00	120.00	120.00
Total 3160 · Moorage	0.00	9,002.00	9,002.00
3190 · Marine Fuel	0.00	13,168.72	13,168.72
3210 · State Forest Sales	0.00	6,282.52	6,282.52
3220 · Storage	0.00	736.00	736.00
3230 · Campground Fees			
3232 · Non-Taxable Campground Fees	0.00	35,297.00	35,297.00
3233 · Taxable Campground Fees	0.00	32,287.81	32,287.81
3234 · Hercules Reservations	0.00	3,278.77	3,278.77
Total 3230 · Campground Fees	0.00	70,863.58	70,863.58
3231 · Other Fees	0.00	1,880.00	1,880.00
3240 · Vending	0.00	348.00	348.00
3260 · Miscellaneous			
3261 · Tidebooks	0.00	1.00	1.00
3260 · Miscellaneous - Other	0.00	12.00	12.00
Total 3260 · Miscellaneous	0.00	13.00	13.00
3420 · Current Levied Taxes	0.00	560.95	560.95
3690 · Dump Station	0.00	260.00	260.00
3700 · Parking	0.00	1,465.00	1,465.00
3720 · Cash Over/Short	0.00	645.50	645.50
3770 · Lane County & State Room Tax	0.00	3,076.19	3,076.19
Total 3001 · Resources	8.82	123,492.39	123,501.21
Total Income	8.82	123,492.39	123,501.21
Gross Profit	8.82	123,492.39	123,501.21

09/15/11

Port of Siuslaw
Profit & Loss by Class
 August 2011

	Capital Maint. ...	General Fund	TOTAL
Expense			
4000 · Personal Services			
4020 · Port Manager	0.00	30,749.09	30,749.09
4030 · Administrative Assistant	0.00	2,883.15	2,883.15
4060 · Campground Staff II	0.00	1,965.92	1,965.92
4130 · Maintenance III	0.00	1,952.25	1,952.25
4131 · Maintenance I/ Lead	0.00	2,912.80	2,912.80
4140 · CG Lead/ Asst Harbormaster	0.00	3,177.75	3,177.75
4150 · Overtime	0.00	675.64	675.64
4180 · Health Insurance	0.00	1,248.78	1,248.78
4181 · Life Insurance	0.00	16.70	16.70
4182 · Dental Insurance	0.00	203.73	203.73
4200 · Payroll taxes	0.00	3,685.55	3,685.55
Total 4000 · Personal Services	0.00	49,471.36	49,471.36
4300 · Materials and Services			
4350 · Office Supplies	0.00	129.98	129.98
4360 · Operation Supplies			
4361 · Safety Supplies	0.00	1,080.72	1,080.72
4362 · Vehicle fuel	0.00	344.94	344.94
4360 · Operation Supplies - Other	0.00	1,502.31	1,502.31
Total 4360 · Operation Supplies	0.00	2,927.97	2,927.97
4370 · Equipment Rental	0.00	569.49	569.49
4450 · Travel Expense	0.00	528.66	528.66
4500 · Legal Publications	0.00	9.69	9.69
4550 · Telephone Expense	0.00	498.11	498.11
4670 · Public Relations	0.00	340.00	340.00
4700 · Facilities Repair	0.00	3,712.49	3,712.49
4701 · MAP Repairs	0.00	1,283.10	1,283.10
4730 · Tools	0.00	28.55	28.55
4750 · Dues/Subscriptions	0.00	1,491.75	1,491.75
4800 · Utilities	0.00	8,224.69	8,224.69
4850 · Advertising	0.00	1,267.80	1,267.80
4900 · Equipment Repairs	0.00	920.52	920.52
4940 · Election Expense	0.00	1,913.87	1,913.87
4970 · Transient Room Tax	0.00	2,089.32	2,089.32
5000 · State Lease Fees	0.00	8,919.63	8,919.63
5150 · Legal Services	0.00	11,822.72	11,822.72
5200 · Marine Fuel	0.00	10,616.10	10,616.10
5250 · Miscellaneous			
5251 · Applicant Expenses	0.00	61.00	61.00
5250 · Miscellaneous - Other	0.00	1,622.42	1,622.42
Total 5250 · Miscellaneous	0.00	1,683.42	1,683.42
5530 · Contracted Services	0.00	450.00	450.00

09/15/11

Port of Siuslaw
Profit & Loss by Class
August 2011

	<u>Capital Maint. ...</u>	<u>General Fund</u>	<u>TOTAL</u>
Total 4300 · Materials and Services	0.00	59,427.86	59,427.86
6000 · Capital Outlay			
6150 · Facilities			
6152 · Harbor St Restroom	0.00	1,223.64	1,223.64
Total 6150 · Facilities	<u>0.00</u>	<u>1,223.64</u>	<u>1,223.64</u>
Total 6000 · Capital Outlay	0.00	1,223.64	1,223.64
7000 · Debt Service			
7225 · Siuslaw Bank Loan-1000214241	0.00	5,686.11	5,686.11
7230 · Connect III Loan	0.00	1,192.00	1,192.00
Total 7000 · Debt Service	<u>0.00</u>	<u>6,878.11</u>	<u>6,878.11</u>
Total Expense	<u>0.00</u>	<u>117,000.97</u>	<u>117,000.97</u>
Net Income	<u>8.82</u>	<u>6,491.42</u>	<u>6,500.24</u>

**Port of Siuslaw
Profit & Loss Budget Performance**
August 2011

10:57 AM
09/15/11
Cash Basis

Income	Aug 11	Budget	% of Budget	Jul - Aug 11	YTD Budget	% of Budget	Annual Budget
3001 - Resources							
3050 - Prior Year's Taxes	363	500	71%	509	1,000	51%	5,500
3100 - Wharf lease - ICM	3,924	2,500	157%	6,562	5,000	131%	19,000
3101 - Wharf lease - Mo's	7,549	7,572	100%	15,997	15,144	106%	90,862
3110 - Interest	224	250	90%	435	500	87%	3,000
3120 - Seafood Landings	0	50	0%	0	100	0%	350
3150 - Land Leases	1,050	1,050	100%	2,100	2,100	100%	2,100
3151 - Concessionaires	900	1,000	90%	2,400	2,000	120%	5,500
3152 - 080 Harbor Building Lease	1,200	1,200	100%	2,500	1,200	208%	8,700
3160 - Moorage							
3162 - Commercial Moorage	1,850	1,500	123%	3,798	3,000	127%	17,331
3163 - Sport Moorage							
3164 - Sport Moorage Overflow	2,703	200	1,352%	2,934	400	734%	2,000
3163 - Sport Moorage - Other	4,329	5,525	78%	6,376	9,025	71%	30,675
Total 3163 - Sport Moorage	7,032	5,725	123%	9,310	9,425	99%	32,675
3165 - Liveboard Fees	120	120	100%	160	240	67%	1,440
Total 3160 - Moorage	9,002	7,345	123%	13,268	12,665	105%	51,446
3161 - Commercial gear storage	0	200	0%	0	400	0%	2,000
3190 - Marine Fuel	13,169	7,000	188%	20,989	14,000	150%	35,000
3210 - State Forest Sales	6,283	0	100%	6,283	0	100%	0
3220 - Storage	736	1,800	41%	3,626	3,800	95%	20,000
3230 - Campground Fees							
3232 - Non-Taxable Campground Fees	35,297	14,000	252%	45,420	23,000	197%	66,000
3233 - Taxable Campground Fees	32,288	32,000	101%	56,724	62,000	91%	166,200
3234 - Hercules Reservations	3,279	4,929	67%	4,929	3,800	129%	20,000
Total 3230 - Campground Fees	70,864	46,000	154%	107,073	85,000	126%	232,200
3231 - Other Fees	1,880	2,250	84%	3,529	5,050	70%	13,500
3240 - Vending	348	800	44%	422	1,200	35%	4,250
3260 - Miscellaneous							
3261 - Tidebooks	1	0	100%	4	0	100%	0
3260 - Miscellaneous - Other	12	100	12%	45	300	15%	1,000
Total 3260 - Miscellaneous	13	100	13%	49	300	16%	1,000
3420 - Current Levied Taxes	561	21,686	3%	903	43,372	2%	260,233
3470 - Sale of surplus property	0	0	0%	0	0	0%	500
3550 - Marine Board Maintenance	0	0	0%	0	0	0%	12,300
3690 - Dump Station	260	0	100%	419	0	100%	0
3700 - Parking	1,465	1,700	86%	2,059	2,350	88%	7,000
3720 - Cash Over/Short	646	0	100%	740	0	100%	0
3750 - Marine Board Grant	0	0	0%	114,528	0	100%	0
3770 - Lane County & State Room Tax	3,076	3,200	96%	5,407	6,100	89%	16,000
3830 - Loans	0	0	0%	0	0	0%	375,000
3835 - PRLF Loan Wharf	0	0	0%	0	0	0%	375,000
Total 3830 - Loans	0	0	0%	0	0	0%	750,000
Total 3001 - Resources	123,503	106,203	116%	309,796	201,281	154%	1,165,441

Port of Siuslaw
Profit & Loss Budget Performance
August 2011

	Aug 11	Budget	% of Budget	Jul - Aug 11	YTD Budget	% of Budget	Annual Budget
3010 - Available beginning cash	0	0	0%	0	300,000	0%	300,000
Total Income	123,503	106,203	116%	309,798	501,281	62%	1,465,441
Gross Profit	123,503	106,203	116%	309,798	501,281	62%	1,465,441
Expense							
4000 - Personal Services							
4020 - Port Manager	30,749	6,159	499%	36,684	12,318	298%	73,909
4030 - Administrative Assistant	2,883	2,734	105%	5,981	5,468	109%	32,815
4060 - Campground Staff II	1,966	1,195	165%	2,956	2,390	124%	7,170
4100 - Maintenance II	0	2,258	0%	1,100	4,516	24%	27,105
4130 - Maintenance III	1,952	2,034	96%	3,730	4,068	92%	24,413
4131 - Maintenance II/Lead	2,913	2,953	99%	5,940	5,906	101%	35,445
4140 - CG Lead/ Asst Harbormaster	3,178	3,275	97%	6,667	6,550	102%	39,310
4150 - Overtime	676	500	135%	814	1,000	81%	3,000
4180 - Health Insurance	1,249	2,218	56%	2,903	4,436	65%	26,618
4181 - Life Insurance	17	46	37%	33	92	36%	550
4182 - Dental Insurance	204	233	88%	407	467	87%	2,800
4190 - Workers Compensation Insurance	0	0	0%	5,969	4,950	121%	4,950
4200 - Payroll taxes	3,686	2,000	184%	5,651	4,000	141%	24,000
4250 - Compensated absences	0	330	0%	0	660	0%	4,000
4270 - Retirement	0	0	0%	0	0	0%	3,000
Total 4000 - Personal Services	49,473	25,935	191%	78,835	56,821	139%	309,085
4300 - Materials and Services							
4350 - Office Supplies	130	100	130%	274	200	137%	1,200
4360 - Operation Supplies							
4361 - Safety Supplies	1,081	200	541%	1,081	500	216%	2,500
4362 - Vehicle fuel	345	0	100%	608	0	100%	0
4360 - Operation Supplies - Other	1,502	1,100	137%	2,147	2,200	98%	13,300
Total 4360 - Operation Supplies	2,928	1,300	225%	3,836	2,700	142%	15,800
4370 - Equipment Rental	569	450	126%	2,049	900	228%	5,500
4400 - Audit	0	0	0%	0	0	0%	8,000
4450 - Travel Expense	529	500	106%	871	1,500	58%	19,000
4500 - Legal Publications	10	50	20%	258	100	258%	500
4550 - Telephone Expense	498	600	83%	994	1,200	83%	7,200
4650 - Insurance - General	0	0	0%	0	0	0%	45,700
4670 - Public Relations	340	150	227%	340	300	113%	2,100
4700 - Facilities Repair	3,712	3,465	107%	8,007	6,930	116%	41,560
4701 - MAP Repairs	1,283	1,100	117%	2,290	2,200	104%	12,300
4730 - Tools	29	250	12%	62	500	12%	1,750
4750 - Dues/Subscriptions	1,492	725	206%	2,961	1,450	204%	8,700
4800 - Utilities	8,225	7,500	110%	13,613	15,000	91%	83,734
4850 - Advertising	1,268	1,500	85%	3,697	3,000	123%	19,000
4900 - Equipment Repairs	921	500	184%	1,273	1,000	127%	5,500
4930 - Property Taxes	0	0	0%	0	0	0%	6,135
4940 - Election Expense	1,914	0	100%	1,914	0	100%	0
4970 - Transient Room Tax	2,089	2,000	104%	3,688	4,000	92%	16,000
5000 - State Lease Fees	8,920	5,000	178%	8,920	5,000	178%	9,700

Port of Siuylaw
Profit & Loss Budget Performance
August 2011

	Aug 11	Budget	% of Budget	Jul - Aug 11	YTD Budget	% of Budget	Annual Budget
5150 · Legal Services	11,823	4,000	296%	16,333	7,000	233%	17,000
5200 · Marine Fuel	10,616	5,000	212%	16,951	6,000	283%	34,200
5250 · Miscellaneous	61	0	100%	61	0	100%	0
5251 · Applicant Expenses	1,622	625	260%	2,525	1,250	202%	7,500
5250 · Miscellaneous - Other	1,683	625	269%	2,586	1,250	207%	7,500
Total 5250 · Miscellaneous							
5400 · Accounting Services	0	50	0%	0	50	0%	200
5500 · Employee Training	0	125	0%	125	250	50%	1,500
5530 · Contracted Services	450	150	300%	450	300	150%	2,000
Total 4300 · Materials and Services	59,429	35,140	169%	91,492	60,830	150%	371,799
6000 · Capital Outlay							
6050 · Office Equipment	0	0	0%	0	0	0%	7,000
6060 · Operations Equipment	0	0	0%	0	0	0%	6,700
6110 · Port Office Relocation	0	0	0%	0	0	0%	40,000
6130 · Land	0	0	0%	0	0	0%	3,000
6150 · Facilities							
6152 · Harbor St Restroom	1,224	0	100%	1,937	0	100%	0
6150 · Facilities - Other	0	0	0%	0	0	0%	30,000
Total 6150 · Facilities	1,224	0	100%	1,937	0	100%	30,000
6170 · Marine Facilities							
6171 · Old Town Wharf	0	0	0%	0	0	0%	375,000
6173 · Ice Machine	0	0	0%	179	0	100%	0
6170 · Marine Facilities - Other	0	0	0%	13	0	100%	0
Total 6170 · Marine Facilities	0	0	0%	192	0	100%	375,000
6250 · Florence Public Ramp	0	0	0%	0	0	0%	25,000
Total 6000 · Capital Outlay	1,224	0	100%	2,129	0	100%	486,700
6700 · Contingency	0	0	0%	0	0	0%	156,024
7000 · Debt Service							
7215 · MNIF (Dredging) #524016	0	0	0%	0	0	0%	5,876
7216 · PRLF Loan#525186	0	0	0%	11,600	0	100%	46,400
7220 · PRL F #040-130	0	0	0%	7,364	7,364	100%	29,456
7225 · Siuylaw Bank Loan-1000214241	5,686	5,640	101%	5,686	5,640	101%	5,640
7230 · Connect III Loan	1,192	0	100%	1,192	0	100%	15,000
7270 · SPWF Loan L0004 (Bdawk Prj)	0	0	0%	0	0	0%	15,961
Total 7000 · Debt Service	6,878	5,640	122%	25,842	13,004	199%	118,333
7700 · Transfer to other Funds	0	0	0%	0	0	0%	20,000
Total Expense	117,004	66,715	175%	198,298	130,655	152%	1,461,941
Net Income	6,499	39,488	16%	111,500	370,626	30%	3,500

Port of Siuslaw
Profit & Loss Prev Year Comparison
 August 2011

11:07 AM
 09/15/11
 Cash Basis

	Aug 11	Aug 10	\$ Change	% Change
Income				
3001 · Resources				
3050 · Prior Year's Taxes	353.16	745.96	-392.80	-52.7%
3100 · Wharf lease - ICM	3,923.55	3,881.51	42.04	1.1%
3101 · Wharf lease - Mo's	7,548.70	7,571.88	-23.18	-0.3%
3110 · Interest	224.34	595.44	-371.10	-62.3%
3150 · Land Leases	1,050.00	0.00	1,050.00	100.0%
3151 · Concessionaires	900.00	1,200.00	-300.00	-25.0%
3152 · 080 Harbor Building Lease	1,200.00	0.00	1,200.00	100.0%
3160 · Moorage				
3162 · Commercial Moorage	1,850.00	1,794.00	56.00	3.1%
3163 · Sport Moorage				
3164 · Sport Moorage Overflow	2,703.00	916.00	1,787.00	195.1%
3163 · Sport Moorage - Other	4,329.00	3,512.00	817.00	23.3%
Total 3163 · Sport Moorage	7,032.00	4,428.00	2,604.00	58.8%
3165 · Liveboard Fees	120.00	75.00	45.00	60.0%
Total 3160 · Moorage	9,002.00	6,297.00	2,705.00	43.0%
3161 · Commercial gear storage	0.00	150.00	-150.00	-100.0%
3190 · Marine Fuel	13,168.72	11,610.60	1,558.12	13.4%
3210 · State Forest Sales	6,282.52	7,849.94	-1,567.42	-20.0%
3220 · Storage	736.00	1,799.00	-1,063.00	-59.1%
3230 · Campground Fees				
3232 · Non-Taxable Campground Fees	35,297.00	15,376.00	19,921.00	129.6%
3233 · Taxable Campground Fees	32,287.81	32,516.89	-229.08	-0.7%
3234 · Hercules Reservations	3,278.77	0.00	3,278.77	100.0%
Total 3230 · Campground Fees	70,863.58	47,892.89	22,970.69	48.0%
3231 · Other Fees	1,880.00	2,130.00	-250.00	-11.7%
3240 · Vending	348.00	877.00	-529.00	-60.3%
3260 · Miscellaneous				
3261 · Tidebooks	1.00	0.00	1.00	100.0%
3260 · Miscellaneous - Other	12.00	8.25	3.75	45.5%
Total 3260 · Miscellaneous	13.00	8.25	4.75	57.6%
3420 · Current Levied Taxes	560.95	58.89	502.06	852.5%
3690 · Dump Station	260.00	209.00	51.00	24.4%
3700 · Parking	1,465.00	1,517.00	-52.00	-3.4%
3720 · Cash Over/Short	645.50	-140.00	785.50	561.1%
3770 · Lane County & State Room Tax	3,076.19	3,160.11	-83.92	-2.7%
Total 3001 · Resources	123,501.21	97,414.47	26,086.74	26.8%
Total Income	123,501.21	97,414.47	26,086.74	26.8%
Gross Profit	123,501.21	97,414.47	26,086.74	26.8%
Expense				
4000 · Personal Services	30,749.09	5,898.38	24,850.71	421.3%
4020 · Port Manager	2,883.15	2,711.75	171.40	6.3%
4030 · Administrative Assistant	1,965.92	2,043.31	-77.39	-3.8%
4060 · Campground Staff II	0.00	2,100.00	-2,100.00	-100.0%
4100 · Maintenance II	1,952.25	1,836.32	115.93	6.3%
4130 · Maintenance III	2,912.80	3,008.40	-95.60	-3.2%
4131 · Maintenance I/Lead	3,177.75	3,153.36	24.39	0.8%
4140 · CG Lead/ Asst Harbormaster				

Port of Siuslaw
Profit & Loss Prev Year Comparison
August 2011

	Aug 11	Aug 10	\$ Change	% Change
4150 · Overtime	675.64	167.92	507.72	302.4%
4180 · Health Insurance	1,248.78	2,033.76	-784.98	-38.6%
4181 · Life Insurance	16.70	28.60	-11.90	-41.6%
4182 · Dental Insurance	203.73	249.66	-45.93	-18.4%
4200 · Payroll taxes	3,685.55	1,882.53	1,803.02	95.8%
Total 4000 · Personal Services	49,471.36	25,113.99	24,357.37	97.0%
4300 · Materials and Services				
4350 · Office Supplies	129.98	15.98	114.00	713.4%
4360 · Operation Supplies				
4361 · Safety Supplies	1,080.72	24.82	1,055.90	4,254.2%
4362 · Vehicle fuel	344.94	227.60	117.34	51.6%
4360 · Operation Supplies - Other	1,502.31	1,152.71	349.60	30.3%
Total 4360 · Operation Supplies	2,927.97	1,405.13	1,522.84	108.4%
4370 · Equipment Rental	569.49	386.00	183.49	47.5%
4450 · Travel Expense	528.66	245.60	283.06	115.3%
4500 · Legal Publications	9.69	0.00	9.69	100.0%
4550 · Telephone Expense	498.11	129.18	368.93	285.6%
4670 · Public Relations	340.00	207.36	132.64	64.0%
4700 · Facilities Repair	3,712.49	10,177.61	-6,465.12	-63.5%
4701 · MAP Repairs	1,283.10	841.25	441.85	52.5%
4730 · Tools	28.55	351.86	-323.31	-91.9%
4750 · Dues/Subscriptions	1,491.75	108.80	1,382.95	1,271.1%
4800 · Utilities	8,224.69	7,542.57	682.12	9.0%
4850 · Advertising	1,267.80	4,496.75	-3,228.95	-71.8%
4900 · Equipment Repairs	920.52	246.05	674.47	274.1%
4940 · Election Expense	1,913.87	0.00	1,913.87	100.0%
4970 · Transient Room Tax	2,089.32	1,702.43	386.89	22.7%
5000 · State Lease Fees	8,919.63	4,573.21	4,346.42	95.0%
5150 · Legal Services	11,822.72	578.00	11,244.72	1,945.5%
5200 · Marine Fuel	10,616.10	13,320.67	-2,704.57	-20.3%
5250 · Miscellaneous	61.00	0.00	61.00	100.0%
5251 · Applicant Expenses	1,622.42	1,362.23	260.19	19.1%
5250 · Miscellaneous - Other				
Total 5250 · Miscellaneous	1,683.42	1,362.23	321.19	23.6%
5530 · Contracted Services	450.00	610.00	-160.00	-26.2%
Total 4300 · Materials and Services	59,427.86	48,300.68	11,127.18	23.0%
6000 · Capital Outlay				
6050 · Office Equipment	0.00	56.98	-56.98	-100.0%
6150 · Facilities				
6152 · Harbor St Restroom	1,223.64	0.00	1,223.64	100.0%
Total 6150 · Facilities	1,223.64	0.00	1,223.64	100.0%
6170 · Marine Facilities				
6172 · Maple St Landing&Transient D...	0.00	711,844.00	-711,844.00	-100.0%
6173 · Ice Machine	0.00	271.30	-271.30	-100.0%
Total 6170 · Marine Facilities	0.00	712,115.30	-712,115.30	-100.0%
Total 6000 · Capital Outlay	1,223.64	712,172.28	-710,948.64	-99.8%
7000 · Debt Service				
7225 · Siuslaw Bank Loan-1000214241	5,686.11	5,686.11	0.00	0.0%
7230 · Connect III Loan	1,192.00	0.00	1,192.00	100.0%

Port of Siuslaw
 Profit & Loss Prev Year Comparison
 August 2011

	Aug 11	Aug 10	\$ Change	% Change
Total 7000 - Debt Service	6,878.11	5,686.11	1,192.00	21.0%
Total Expense	117,000.97	791,273.06	-674,272.09	-85.2%
Net Income	6,500.24	-693,858.59	700,358.83	100.9%

**OCCUPANCY AND SITE NIGHT COMPARISON
JULY THRU JUNE
2007-2011**

	2008/2009		2009\2010		2010\2011		2011\2012	
	OCC-NIGHTS		OCC-NIGHTS		OCC-NIGHTS		OCC-NIGHTS	
JULY	50%	1685	56%	1867	54%	1797	54%	1771
AUG.	56%	1884	61%	2040	66%	2151	65%	2108
SEPT	73%	2379	66%	2147	66%	2099		
OCT.	29%	986	29%	984	29%	946		
NOV.	10%	339	11%	360	13%	415		
DEC.	5%	175	7%	225	8%	281		
JAN.	7%	237	7%	223	10%	320		
FEB.	9%	262	11%	327	9%	257		
MAR	11%	356	12%	411	11%	349		
APR	13%	431	15%	471	14%	448		
MAY	20%	680	26%	867	25%	813		
JUNE	28%	922	28%	901	29%	937		
TOT.	25.91%	10511	27.42%	10820	27.41%	10813	59.50%	3879
REV.	\$241,355.76		\$255,652.71		\$262,148.45		\$106,082.68	

ACTUAL NUMBERS AS OF 8/1/11

REVENUE FROM JULY 1 THRU JUNE 30

2001\2002	\$136,514.25
2002\2003	\$161,760.15
2003\2004	\$184,529.00
2004/2005	\$217,581.20
2005/2006	\$223,846.60
2006/2007	\$239,223.00
2007\2008	\$258,752.40
2008/2009	\$224,905.60
2009\2010	\$259,526.20
2010/2011	\$262,128.45
2011\2012	\$106,082.68

- RATES INCREASED 1\1/08
- ADDED 13 NEW SITES 5/1/08
- RATE INCREASE 1/1/2011

Port of Siuslaw
RESOLUTION 09-21-11A

A Resolution Amending the Personnel Policy, Section 7.0 Payroll, Scheduling and Overtime Practices,
by adding Section 7.11 Minimum Call Out Time After Hours

The Port of Siuslaw hereby resolves to amend Section 7.0 of the Port's Personnel Manual to add Section 7.11 entitled Minimum Call Out Time After Hours, as follows:

7.11 Minimum Call Out Time After Hours

If an employee is called back to work after completing the regular work schedule and leaving the premises, the employee shall be paid for time actually worked upon return, or a minimum of two hours, whichever is greater. If the employee receives an additional call out to conduct Port business during the two hour timeframe, the subsequent call(s) do not constitute a call-out and will not entitle the employee to an additional two hours of pay unless actual work time exceeds two hours. An extension of regular work hours does not constitute a call back to the workplace. Call out time begins when the employee arrives at the work site.

Adopted this 21st day of September 2011, by the Port of Siuslaw Board of Commissioners.

President

Interim Manager FYIs
21 Sept 2011

1. Waiting for NMFS review of COE permit for F/H Dock piling relocation and Wharf Repair. Working with PND Engineers to provide requested wharf piling repair details to NMFS. At this point, F/H Dock permit is tied to Wharf permit in same NMFS consultation request.
2. DSL permits are in hand for Boarding Float project, F/H Dock project, and Wharf Repair. COE permit is in hand for Boarding Float project.
3. The Policy Review Committee will be revising the Fuel Pricing Policy, looking at a Panhandling policy, reviewing the Service Charges. A schedule needs to be established for this Committee and staff presence, if any, needs to be determined.
4. We need to determine a course of action for a few past due customer accounts (see list).
5. John Spangler from ODFW called. USFWS is requiring them to do another appraisal on the property so nothing will be happening soon.
6. F dock is in use and full of boats. Staff brought the final two 40' dock sections on site are working on installing them. Remaining dock sections will be brought down over the next 4-6 weeks to complete the rebuild of H dock. Staff are to be commended for their many months of hard work on this project.
7. Don Wilbur removed all but three of the old concrete floats from the storage area. The three remaining floats will be sold.
8. Performance evals for staff were completed on 16 and 19 Sept. Port staff do not receive the recognition and rewards that they deserve for their year-round dedication to public service under often difficult circumstances. Please express your appreciation to them.
9. Buchanan and I will be meeting the ConnectOregon Program Director on Monday, 26 Sept to discuss extension of the wharf project by one year.
10. The new restrooms are working better. The running water for the toilets has been resolved (grit in the plumbing lines). We have an electrician scheduled to fix the magnetic door locks. The shower draining issue will be resolved this fall.
11. We are investigating getting timed door locks for the Mapleton restroom to address vagrant issues and concerns from the Mapleton Commercial Association.

12. We are investigating getting Slow-No Wake buoys for near the marinas. Speeding boats are causing damage on our docks (breaking plumbing lines), inconveniencing boaters, and creating difficulty while fueling boats.
 13. We are collecting proposals to install security cameras in the campground and sport marina.
 14. The fuel dock gate is operational again and codes have been changed.
 15. The boarding float pile driving and installation project RFP is out; it closes 19 Sept. The project is scheduled to begin November 2011 and be complete by 12/31/11.
 16. Mo's roof replacement is scheduled to begin 22 Sept.
 17. Staff are currently looking at completing the laundry room construction in house. We are gathering materials costs and time estimates for scheduling.
 18. We implemented a new employee recognition program, Spot Awards, for staff who go above and beyond. Ken Hill was the first recipient for his efforts in rescuing two boaters.
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AUGUST

Project	Wharf Repair/ Replacement	Boarding float replacement	ADA curb cut & spaces, life ring stations & ladders	F Dock Replacements	H Dock Replacements	Security Cameras/ Gates
Budgeted Amount	\$1,800,000	\$146,000	\$5,760	\$15,000	\$0	\$2,768
Costs this Month			\$1,071			
Costs to Date	\$914	\$66,415	\$2,491	\$37,891	\$0	\$0
Source of Funds	COIII \$1.5m, Port \$375k	OMB \$121k, Port \$25k	SDAO \$2880, Port \$2880	Port GF	Port GF	SDAO \$1384, Port \$1384
Expected Completion	Winter 2012-13	Winter 2011	2011	2011	Winter 2011	2011
Comments	Meeting with ODOT/PND scheduled for 9/26 to postpone project.	Floats to be installed Winter 2011	Life rings posts being made, 4 of 6 ladders installed, going out to bid on ADA curb cut.	Dock is in use. Last sections are on site and being installed.	Remaining Lotus docks will be brought down over next 4-6 weeks.	Awarded SDAO security grant, 50% match.

- CG--Campground
- MSLTD--Maple Street Landing & Transient Dock
- GF- General Fund
- MNIF--Marine Navigation Improvement Fund
- OMB--Oregon Marine Board
- OPRD--Oregon Parks & Recreation Department
- USDOT--U.S. Dept of Transportation
- TIGER--Transportation Investment Generating Economic Recovery
- COIII-- Connect Oregon III
- ODOT-- Oregon Dept of Transportation
- OTC--Oregon Tourism Commission
- DHS-- Dept Homeland Security
- PPMF-- Port Planning & Marketing Fund
- SDAO-- Special Districts Association of OR