

MINUTES
PORT OF SIUSLAW
BUDGET COMMITTEE
MEETING
Wednesday, 14 May 2008

Port of Siuslaw Budget Officer Mark Freeman called the Budget Committee meeting to order at 6:32 pm in the Port office conference room located at 1499 Bay Street, Florence, Lane County, Oregon.

ATTENDANCE: Budget Committee: John Buchanan (Buchanan), Lonnie Iholts (Iholts), Bob Thorp (Thorp), Brien Mill (Mill), Joe Xavier (Xavier), Bud Saulsgiver (Saulsgiver). Absent: John Scott, Dave Davis, Joshua Greene, Al Pazar. Staff: Port Manager Mark Freeman (Freeman), Recording Secretary Susy Lacer (Lacer).

DISCUSSION & REVIEW OF PROPOSED BUDGET: Budget Officer Freeman opened discussion and stated he had revised the budget documents since the last meeting, based on input from the Committee. He reported ongoing efforts to resolve and reconfigure software to provide more accuracy and ease of use for next year's budget process. Freeman noted one correction to the budget document, the addition of \$10,500 as YTD FY07-08 lease income for land leases. Iholts asked about the 2% increase in campground revenue. Freeman stated that was a 2% increase over last year's revenues. Xavier suggested a monthly Profit & Loss statement showing balances and YTD figures would be helpful for the budget process next year. Freeman noted a minor increase to the Dues line item from last week to reflect additional subscriptions. Mill asked about the type and quantity of haz mat response supplies on hand. Freeman stated there were some supplies on hand, but that the Coast Guard was the designated response unit. Freeman noted he had adjusted the legal services allocation down somewhat, and that he reduced the employee training category to \$2,250. Iholts asked about the former practice of budgeting for seasonal employees under contracted services. Freeman stated that position was budgeted under Personal Services now as the Port hires the employee directly. Freeman stated he proposed a 3% merit and 3.9% COLA wage increase for staff, with the exception of the Senior Harbor Attendant position which he increased to bring that wage closer to market. Freeman stated he eliminated the gym membership on advice of legal counsel. Freeman stated he reduced the Port's employer contribution to the 457 plan to 2.5% for the upcoming year. He reported these changes resulted in an unappropriated balance of \$42,787 for the general fund. Buchanan stated that for his budgeting process with the Fire Dept he considers revenue received over budget in the prior year and not spent then to be the unappropriated balance; not the amount that is left over from what is appropriated. Mill asked about funds for the debris boom. Freeman stated there is no grant yet for those funds, but he hopes to buy some sections of new debris booms. **On the MOTION, made by Iholts, seconded by Xavier, the Budget Committee unanimously approved the proposed budget, as shown on the budget documents, including a 3% merit and 3.9% COLA wage increase and all forecasted revenues and expenses, and recommended the budget to the Port Commission.**

ADJOURNMENT: Freeman adjourned the meeting at 6:54pm and thanked the Budget Committee for their time and assistance.

President