

MINUTES
 PORT OF SIUSLAW
 Budget Committee Meeting
 Monday, 9 May 2016
 100 Harbor St, Florence, OR

ATTENDANCE:

Commission: Ron Caputo, Nancy Rickard, David Huntington, Terry Duman, Mike Buckwald

Budget Committee Members: Karla Holloway, Brien Mill, Dee Osborne, Joel Marks

Budget Committee Members Absent: Rick Cox

Staff: Port Manager/Budget Officer Steven Leskin, Recording Secretary Dina McClure

- 1) **Budget Officer Leskin called the meeting to order at 5:30 p.m.** Introductions were made.
- 2) **The Budget was distributed and the Budget Message (attached to these Minutes) was read by Budget Officer Leskin.** There was discussion regarding the Pacific View Industrial Park property. BC Member Marks stated the FY16-17 budget amount was less than the FY15-16 budget amount. Budget Officer Leskin said no grant contracts carried over to FY16-17. The current tax rate was discussed. Health insurance was discussed.
- 3) **Nomination of Budget Committee President:** Commissioner Caputo nominated Commissioner Buckwald to be Budget Committee President. Commissioner Huntington seconded. All members voted in favor.
- 4) **Approval of the 2015 Minutes:** BC Member Mill requested two corrections to the 2015 Minutes. Under LB 31 Debt Service, the acronym for MSLTD was not correct. Under Capital Outlay, the word budgeting was not spelled correctly. Minutes for the 2015 Budget Committee Meeting will be incorporated into the record but unapproved due to no quorum.
- 5) **Public Hearing:** There were no public comments.
- 6) **Review proposed Budget:** Secretary McClure explained how the Capital Maintenance Fund was budgeted. BC Member Marks said its standard for Contingency to be 5% of budget. Secretary McClure said \$100K had been budgeted in recent years.

General Fund LB 20 Income: Parking revenue, Charter/Guide fees, Rhody Days Carnival revenue, and Vending income were discussed. (At 6pm, BC Member Marks left to attend the City budget meeting.)

General Fund LB 31 Personnel Services: Health insurance and salaries were discussed.

General Fund LB 31 Materials & Services: BC Member Osborne asked about Dues & Subscriptions, Employee Clothing, and Election Expense. BC Member Mill asked what account the Dancing with Sea Lions donation went to. Commissioner Duman asked about Telephones, Accounting Services, and Legal Services. There was discussion about Legal

Services. Manager Leskin gave an explanation of the Oregon State Marine Board Maintenance Assistance Program (MAP). Commissioner Duman asked about Audit fees.

General Fund LB 31 Capital Outlay: No Capital Outlay was budgeted in the General Fund for FY16-17.

General Fund LB 31 Debt Service: Secretary McClure said the Nopal Development Loan was paid in full. BC Member Mill asked McClure to update Siuslaw Bank to Banner Bank.

General Fund LB 30 Requirements Summary: President Buckwald reviewed the Transfers to Other Funds.

Capital Maintenance Fund: Manager Leskin informed the Committee that staff is working on a Capital Asset Report that will assist in budgeting for capital asset maintenance and replacement in the future. Secretary McClure reviewed the three Capital Outlay projects scheduled for FY16-17.

Profit & Loss Report Review: There was discussion about Vending and Retail sub-categories and how Personnel salaries were budgeted.

There being no further questions regarding the FY16-17 Budget, President Buckwald called for a vote.

- 7) **On the Motion, made by Commissioner Caputo, and seconded by Commissioner Huntington, the Budget Committee voted unanimously to approve Port of Siuslaw budget for the 2016-17 fiscal year in the amount of \$1,463,000.**
- 8) **On the Motion, made by Commissioner Rickard, and seconded by BC Member Osborn, the Budget Committee voted unanimously to approve Port of Siuslaw property taxes for the 2016-17 fiscal year at the tax rate of \$0.1474 per \$1,000 of assessed value.**
- 9) **President Buckwald adjourned the Budget Committee meeting at 6:25pm.**

Budget Committee President