

**DRAFT MINUTES
BUDGET COMMITTEE MEETING OF THE BOARD OF COMMISSIONERS
PORT OF BROOKINGS HARBOR DISTRICT**

Tuesday, May 7, 2024

This is not an exact transcript. The audio of the session is available on the Port's website.

The Port of Brookings Harbor District met in Budget Committee session on the above date at 10:00am. Open session at the Port Conference Room, 16350 Lower Harbor Road Suite 202, Harbor OR, 97415, teleconference and webinar.

1. CALL MEETING TO ORDER

Commission Secretary/Treasurer Sharon Hartung called the Budget Committee Meeting of the Port of Brookings Harbor of Commissioners to order at 10:00am.

- **Port of Brookings Harbor Commissioners Present:**
Sharon Hartung Secretary/Treasurer (Pos. #2); Larry Jonas (Pos. #3); Daniel Fraser (Pos. #5). Richard Heap, President (Pos. #4) and Joseph Speir, Vice-President (Pos. #1) were absent.
- **Members at Large**
Richard Contestabile (Pos. #8); Gary Hartung (Pos. #9); Brett Hester (Pos. #10). Al Cornell (Pos. #6) and Wayne King (Pos. # 7) were absent.
- **Port of Brookings Harbor Management and Staff:**
Travis Webster, Port Manager; April Walker, Office Manager; and Danielle King, Safety/Administrative.

2. VOTE FOR BUDGET COMMITTEE PRESIDENT – Audio time 0:02:39

A motion was made by Hartung and seconded by no one to elect Daniel Fraser for Budget Committee President. The motion failed.

A motion was made by Jonas and seconded by Fraser to elect Sharon Hartung as Budget Committee President. The motion passed 6 – 0.

3. RECEIVE BUDGET MESSAGE – Audio time 0:01:42

Webster confirmed with the Committee that they have read the Budget Message. Hartung confirmed the Committee had read the message and asked if anyone had any questions. Webster had some updates: The General Page Overview, where it says 2022-23 Actuals should say Budgeted. We were expecting to have our audit back but have not received it. On the lower tables, the numbers for Personnel Services and Fuel Purchases for Resale need to be swapped under 2022-23 budget. And the bottom two numbers under Permits, Licenses Taxes, and Misc. and Bank Services and Fees numbers also need to be swapped. Under Repairs and Maintenance for the 2023-2024 budget needs to be \$368,077.00.

4. PRESENTATION OF PROPOSED BUDGET FOR FISCAL YEAR 2024-2025 – Audio time 0:07:36

Webster asked if there are any questions, concerns, comments, something standing out for what we have proposed. Contestabile commented that unless you are an analytical bookkeeper it's hard to tell what is going on. Webster shared his frustration. Hester commented that it's easier to read than last year's. Hartung mentioned a graph on the second overview, Travis made a graph for our different Port funds and the different amounts. Webster commented that there is a lot in here, but staff has learned a lot about our projects within the last year. Webster reminded the Committee that if we don't budget a potential purchase that we could do or spend money on, if we don't budget for it then we can't spend it. Jonas asked what happens to the money that isn't used. There was discussion about Port vehicles. Contestabile asked about our loans. Staff reviewed what has been paid and still owed. Fraser asked about the funds and the different debt with the Port. There was discussion about our loans, needing another employee and our upcoming FEMA projects. Webster went over proposed changes to the budget; \$100,000 for clam shell dredging between the docks, \$100,000 for slope repair out of General Funds, FEMA won't pay for slope repair. The committee had a discussion about dredging and where the material will go. Webster also wants to budget \$100,000 to fix the roof on retail building for building number one from Capital Reserve. The Committee discussed the layout of the buildings. Our General Fund will be \$4,367,000 total proposed budget \$6,646,638.00.

5. BUDGET DISCUSSION BY BUDGET COMMITTEE AND PUBLIC COMMENTS – Audio Time 0:43:10

The Committee discussed the potholes in the RV Park. Jonas asked about our consistent revenue producer. Hartung asked about number 28, RV Park cabins, Webster explained his proposed idea. There were no public comments.

6. APPROVAL OF BUDGET – Audio Time 0:47:37

A motion was made by Jonas and seconded by Contestabile that the budget committee approve the proposed budget as presented for the Port of Brookings Harbor 2024-2025 fiscal year in the amount of \$6,646,638.. The motion passed 6 – 0.

7. APPROVAL OF TAX RATE FOR THE PORT'S FY 2024-2025 TO SUBMIT TO ASSESSOR – Audio Time 0:48:41

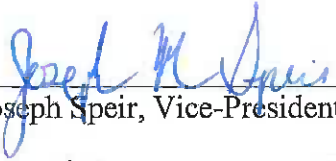
Fraser asked about our current tax rate.

A motion was made by Fraser and seconded by Hartung that the budget committee approve the tax rate of 0.1316 per \$1000.00 upon the assessed value of all taxable property within the district for the tax year 2024-2025 for operating purposes in the General Fund. The motion passed 6 – 0.

There was a discussion about how to increase the tax rate.

8. ADJOURNMENT – Audio time 0:55:29

Having no further business, the meeting adjourned at 10:55 am.



Joseph Speir, Vice-President

6-18-24

Date Signed



Sharon Hartung, Secretary/Treasurer

6-18-24

Date Signed

An audio recording was made of these proceedings. The recording and the full commission packet are available on the Ports website: www.portofbrookingsharbor.com.