

Port of Toledo Budget Committee
496 NE Hwy 20, Unit #1, Toledo, OR 97391
Tuesday, May 25, 2023, 6:00 pm

MINUTES

- 1) **Call to Order:** Commission President Chuck Gerttula, called the 2023/2024 Budget Committee meeting to order at 6:06 pm.
- 2) **In Attendance:** Port Commissioners: Chuck Gerttula, Rick Graff, Zack Dahl, and Mike Kriz. Committee members: Jim Chambers, Cora Warfield, David Davis. Charlie Cyphert was excused. Port staff: Port Manager Debbie Scacco and Bookkeeper Kaitlin Heart.
- 3) **Elect Budget Committee Chair & Secretary:** President Gerttula asked for nominations for Committee Chairman and Secretary. Rick Graff nominated Jim Chambers. Chambers declined the nomination and nominated Chuck Gerttula. Gerttula was elected unanimously. Rick Graff nominated Cora Warfield as Secretary and she was elected unanimously. The Committee Secretary appointed Debbie Scacco to take notes and transcribe minutes.
- 4) **Presentation of Budget:** Budget Officer Debbie Scacco read the budget message into the record. Scacco advised that at the end of each organizational unit she will pause and ask for questions and discussion regarding that section of the budget.
- 5) **Discussion:** The full budget was reviewed and discussed. Scacco advised that the budgeted amounts for personnel did not include the Port's contribution for the new Oregon Paid Leave Program. It was discussed and determined that the .6% would not significantly affect the personnel numbers and that the original proposals should remain unchanged.

General Fund: Chambers recommended an adjustment to the Commissioner's per diem since the Commission has made no increase to this amount since he has been on the committee. There was discussion that the Commission adopted a Board Duties Policy in December 2022 that specified per diem at \$25 per diem. At that time, it was discussed that the maximum rate allowed for Special Districts by ORS is \$50 and that rate could prompt miscellaneous income reporting.

Shipyard Enterprise Fund: No changes to proposed amounts.

Reserve Fund: No changes to proposed amounts

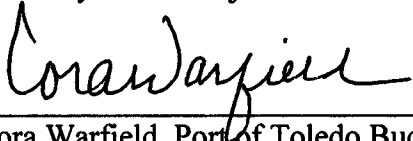
Special Grant Fund: Dahl asked if costs for a Project Manager would be included as Capital Outlay expense. It was determined that \$100,000 should be adjusted from a capital outlay line for Contract services to cover expenses of a project manager for the project.

The total for all funds \$12,788,118

- 6) **Public Comment:** No public comment was received.
- 7) **Approval of the Budget:** A motion was made and seconded (Chambers/Kriz) to approve the budget as adjusted. Motion passed 7/0.

A motion was made and seconded (Dahl/Graff) to approve the operating tax rate for fiscal year 2023/2024 of \$0.2345 per \$1,000. Motion passed 7/0.

8) Adjournment: It was moved and seconded (Kriz/Graff) to adjourn. Chairman Gerttula thanked everyone and adjourned the meeting at 7:31 pm.

A handwritten signature in black ink that reads "Cora Warfield". The signature is written in a cursive style with a large initial 'C'.

Cora Warfield, Port of Toledo Budget Committee Secretary