

**Port of Hood River Commission
Meeting Minutes of May 7, 2024, Budget Committee Meeting
Via Remote Video Conference & Marina Center Boardroom
1:30 p.m.**

THESE MINUTES ARE NOT OFFICIAL until approved by the Port Commission at the next regular meeting.

Budget Committee Meeting

PRESENT: Commissioners: Kristi Chapman, Heather Gehring (left at 3:20 p.m.), Tor Bieker, and Ben Sheppard (left at 3:00 p.m.). **Staff:** Kevin Greenwood, Debbie Smith-Wagar, Daryl Stafford, Ryan Klapprich, and Patty Rosas. **Budget Committee:** Judy Newman, John Benton, Bonifacio Romero, Brian Shortt, and Larry Brown.

ABSENT: Mike Fox

MEDIA: None

1. **CALL TO ORDER:** President Kristi Chapman called the meeting to order at 1:28 p.m.

2. **ELECTION OF OFFICERS:**

- a. **Motion:** Move to elect Brian Shortt as President
Move: Brown
Second: Newman
Discussion: None
Vote: **Aye:** Chapman, Gehring, Bieker, Sheppard, Newman, Benton, Romero, Shortt, and Brown.
Absent: Fox

MOTION CARRIED

- b. **Motion:** Move to elect John Benton as Secretary
Move: Brown
Second: Newman
Discussion: None
Vote: **Aye:** Chapman, Gehring, Bieker, Sheppard, Newman, Benton, Romero, Shortt, and Brown.
Absent: Fox

MOTION CARRIED

Brian Shortt, Budget Committee President, turned the meeting over to Kevin Greenwood, Executive Director, to present the Budget Message as the Budget Officer.

3. **BUDGET MESSAGE:** Greenwood commented that operating under ORS 777 regulations, the Port annually prepares a budget for review and approval, adhering to ORS 294.403 for the Budget Message. The proposed budget, serving as the financial plan for the next fiscal year, is based on historical data for balanced projections. Greenwood noted that taxpayers of the district provide financial support to the Port District that generates about \$105,000. Drawing from the Port's Strategic Business Plan, Capital Facilities List, and planning sessions, the budget is structured to address Port objectives and programming needs.

Themes from the Planning Session were also discussed. Greenwood commented that this year's budget introduces significant changes directed by the Commission to enhance transparency and financial management. These changes include restructuring finances for better transparency, especially regarding tolls, and implementing new financial software to provide more regular reports. The budget, effective from July 1, 2024, adopts a new fund organization outlined in the Planning Session, featuring the Administration Fund, General Fund, Bridge Fund, Bridge Replacement Fund, and Bi-State Bridge Fund.

Greenwood elaborated on the specifics of each fund. Concerns were raised regarding the apparent low Full Time Equivalent (FTE) for the Waterfront, prompting the suggestion to verify the accuracy of the FTE count. Finally, Greenwood highlighted that new software and tracking systems will improve transparency and budget management. He expressed gratitude to the Staff, Port Commission, and the Budget Committee for their valuable contributions.

4. **BUDGET REVIEW:** Debbie Smith-Wagar, Finance Director, outlined recent changes to the Port’s budget and financial structure. She clarified that the budget for the Big 7 building was allocated for both sale and operation for the year. Smith-Wagar then presented a detailed breakdown of the budget, covering expenses for different properties and revenue from grants. The discussion shifted to Marina Green Park and the airport, exploring potential additional revenue-generating uses. Furthermore, Smith-Wagar discussed the personnel summary, highlighting the addition of a new administrative position, as well as potential adjustments to employee deductibles aimed at addressing the rising healthcare expenses. Additionally, the Budget Committee has expressed interest in participating in the upcoming Fall Planning Sessions.

6. **BUDGET DELIBERATIONS:** Deliberations occurred throughout the meeting.

7. **ACTION ITEMS:**

a. **Motion:** Move to approve a property tax levy at the rate of \$.0332 per thousand of assessed value for FY 2024-25.

Move: Brown

Second: Romero

Discussion: None

Vote: **Aye:** Chapman, Bieker, Newman, Benton, Romero, Shortt, and Brown.

Absent: Fox, Gehring, and Sheppard.

MOTION CARRIED

b. **Motion:** Move to approve the FY 2024-25 budget.

Move: Brown

Second: Benton

Discussion: None

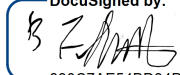
Vote: **Aye:** Chapman, Bieker, Newman, Benton, Romero, Shortt, and Brown.

Absent: Fox, Gehring, and Sheppard.

MOTION CARRIED

The meeting was adjourned at 3:26 p.m.

ATTEST:

DocuSigned by:

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Brian Shortt, President, Budget Committee


John Benton, Secretary, Budget Committee