

**Port of Hood River Commission
Meeting Minutes of April 22, 2014 Budget Committee Meeting
Marina Center Boardroom
5:00 PM**

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

Present: Commissioners Fred Duckwall, Rich McBride, Brian Shortt and Hoby Streich; Budget Committee Members John Benton, Larry Brown, Jeff Nicol and Rich Truax; from staff, Michael McElwee, Anne Medenbach, Fred Kowell and Mellissa Halseth

Absent: Commissioner Jon Davies; Budget Committee Member John Everitt

Media: None

1. CALL TO ORDER: President Rich McBride called the meeting to order at 5:13 p.m.

2. ELECTION OF OFFICERS:

Motion: Move to elect John Benton as Chair

Move: Duckwall

Second: Brown

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

Motion: Move to elect Jeff Nicol as Secretary

Move: Benton

Second: Shortt

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

Jeff Nicol requested staff to keep minutes. McBride turned the meeting over to Benton. Benton called on Michael McElwee, Executive Director as Budget Officer.

3. BUDGET MESSAGE: McElwee presented the budget message. Highlights included and overview of the three funds the Port uses, Financial Policies, Asset Areas, Bridge/Transportation, Recreation/Marina, Airport, Administration and Maintenance.

4. PUBLIC COMMENT: None.

5. BUDGET DELIBERATIONS: Fred Kowell, Finance Manager, reviewed and discussed the budget with the Budget Committee and Commission. The following items were highlighted:

- Lease Vacancies: There will be vacancies in the Big 7 Building as well as the Wasco Building. McElwee anticipates them being vacant for a while. The Big 7 space has restrictions and will require a special tenant to fill the space.
- Maritime Building Tenant Improvements: Improvements that were in the proposed budget include lighting upgrades and building improvements.
- Personnel Costs: The proposed budget shows an increase of 7.1% which equates to approximately \$122,000.
- General Fund: The property taxes collected are approximately \$59,000 annually.
- Revenue Fund:
 - Bridge Tolls – BreezeBy and ticket discounts are proposed to decrease January 2015 based upon the CPI that has occurred since the last toll increase. There was discussion of removing the ticket option entirely due to cost of printing and staff time related to the internal controls to monitor tickets. There was discussion to look at the customers who use the bridge the most and have an alternative option. Staff has historically looked at alternative solutions that would replace tickets in the long term.
 - Marina – Staff to research Cruise Ship schedules and potential funding opportunities.

- Debt Service: All debt service is dedicated to all revenue streams. When asked if the reserves could be used to meet the debt coverage ratio the answer was no. Commissioner Shortt requested an annual aggregate of all grants received and a possible staff member to go after more grant opportunities.
- Recreation Costs: McElwee explained that there was a new maintenance assessment for all green open space on the Waterfront for land/ building sales sold by the Port. There was a suggestion to include the assessment in future leases and renewals as well.
- Internship: It was suggested to add funding for an intern that could assist on some of the smaller projects or studies that the Port has in their current budget.
- A placeholder will be set aside for purposes of providing funding for a project that will result in value added benefit to the community.

6. ACTION ITEMS:

Motion: Move to Add Line Item for an Intern for a 6 month duration in the Amount of \$1,500 a month or \$9,000.

Move: Nicol

Second: Shortt

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

Motion: Move to Add Line Item for Value Added Funding Benefiting the Community in the Amount of \$30,000

Move: McBride

Second: Shortt

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

Motion: Move to Approve a Property Tax Levy at the Rate of \$.0332 Per Thousand of Assessed Value for the FY 2014-15 Period

Move: Duckwall

Second: Shortt

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

Motion: Move to Approve the FY 2014-2015 Budget as Amended

Move: Nicol

Second: Duckwall

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

7. ADJOURN: Benton then turned the meeting back over to McBride. President McBride adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

John Benton, Chair, Budget Committee

Rich McBride, President, Port Commission

Jeff Nicol, Secretary, Budget Committee

Hoby Streich, Secretary, Port Commission