



APPROVED 5/15/24

MINUTES

FOR THE ANNUAL MEETING OF THE
PORT OF TILLAMOOK BAY BUDGET COMMITTEE
PORT OFFICE, 4000 BLIMP BLVD., TILLAMOOK – CONFERENCE ROOM
TO BE HELD ON WEDNESDAY, APRIL 24, 2024 AT 12:00 P.M.

Open in Regular Meeting

1. Call to Order @ 12:01 p.m.
Recognition of Persons Present: POTB Commissioners Jack Mulder, Sierra Lauder, Matt Mumford, Kevin Stoecker, and (by Zoom) Bill Baertlein
Port Staff: General Manager Michele Bradley, Pami Boomer, Rita Welch and Margaret Amick
POTB Budget Committee Members: James Potts, Gary Bond and Chris Sween
Prospective Budget Committee member: Matt Thenell
2. Appoint Budget Committee Members (if necessary) – **Matt Mumford moved to appoint Dallas Adams and Matt Thenell to the Budget Committee. Bill Baertlein seconded, and the motion passed 5-0.**

Now sitting as the POTB Budget Committee @ 12:04 p.m.

3. Election of Officers:
 - a. Election of Chairperson and Vice-Chairperson -
(Duty is to preside over the remainder of the meeting and/or meetings thereafter) **Matt Mumford nominated Chris Sween for Chairperson and James Potts for Vice Chair, Kevin seconded and the motion passed 9-0.**
4. Presentation of Proposed Budget for Fiscal Year 2024-2025 and Discussion of Budget by Committee Members - Pami Boomer, Budget Officer, said she had received comments from a committee member about how the Port's budget form uses "Personal Services" and Oregon state form uses "Personnel Services". Pami said she isn't sure if she is able to change the wording in the accounting software but will research to find out. If it is possible, she will revise it on the approved budget. She said another change in switching from the state's form to the Port's form was that she excluded the number of FTE (Full Time Equivalent) employees in the salaries. She proposes to add that information on the highlighted department requirements title lines for the approved budget and going forward if the committee is doesn't object. She also corrected some misspellings. Pami reviewed the proposed budget and answered questions from the committee. She told the committee that she had allocated an expense of \$18,000 to Car Hire in Department 50 (Railroad) which wasn't needed anymore and asked them where

they wanted it allocated. Pami and Michele spoke of the increase in legal fees involved with the right of way issues along the railroad line, and after discussion, it was decided to move the funds to the Department 50 legal fees line item.

5. Public Testimony on Proposed Budget for Fiscal Year 2024-2025 - None
6. Consideration of Proposed Budget and Tax Levy - Pami Boomer, Budget Officer

Action Requested:

Motion to approve the proposed Budget for Fiscal Year 2024-2025 as presented or as amended, and approve the tax levy rate of .0364 cents per \$1,000 of assessed valuation for the General Fund for Fiscal Year 2024-2025. **Sierra moved to approve the proposed Budget for Fiscal Year 2024-2025 as amended, and approve the tax levy rate of .0364 cents per \$1,000 of assessed valuation for the General Fund for Fiscal Year 2024-2025 and Matt Mumford seconded. Jack asked if the tax levy rate should read 3.64 cents per \$1,000. Sierra amended her motion to state the tax levy rate of 3.64 cents per \$1,000, Matt Mumford seconded and the motion passed unanimously.**

7. Adjourned @ 1:16 p.m.