

CBJ DOCKS & HARBORS BOARD
FINANCE SUB- COMMITTEE MEETING MINUTES
For Wednesday, May 15th, 2019

I. Call to Order Mr. Wostmann called the meeting to order at 3:11 pm in CBJ Room 224.

II. Roll Call

The following members were present: Mark Ridgway(arrived at 3:15), Weston Eiler, and Bob Wostmann.

Also present: Carl Uchtyl – Port Director, Jennifer Shinn – Administrative Assistant III, and Teena Larson - Administrative Officer.

III. Approval of Agenda

MOTION BY MR. EILER: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT

Motion passed with no objection

IV. Public Participation on Non-Agenda Items – None

V. Items for Information/Discussion

1. Review of Docks & Harbors Budget reports working session.

Mr. Wostmann said this meeting is an orientation for the sub-committee to review the internal reports available, audit procedures, and how it all applies to Docks & Harbors budget creation. He said this is a working session with open communication.

Ms. Larson provided a hand out of the following reports and gave an overview of them and Committee discussion followed.

Fleet Replacement Schedule

FY19 and FY20 Staffing Schedule for Docks and Harbors employees.

Staffing Details sheets for Docks & Harbors

Projection sheets from Finance for Docks and Harbors

Tideland lease excel sheet

Harbors GL298 (Expense and Revenue)

Docks GL298 (Expense and Revenue)

CBJ Harbor Fund Operations report

CBJ Docks Fund Operations report

Overview:

Mr. Eiler said he would like the bottom line totals for Docks and Harbors and not the reports that get so far in the numbers. He recommended for future Finance meetings:

- Provide a CBJ Docks & Harbor fund operation report with several fiscal years totals.

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- Staff present at the October Finance Sub-Committee meeting their proposal for the next budget so that information is ready for the budget cycle that starts in December.

Mr. Wostmann suggested to have another meeting in the October/November time line and recommended to:

- Look at the FY19 final numbers
- Have a bigger picture planning effort to give consideration to the priority projects and take the preliminary conclusions to the Board.
- Review the analysis report expenditures to date with encumbrances. This would be a good report to see the differences from year to year and ask staff what the differences are?

Mr. Ridgway would like to be able to present to the Board:

- an explanation on the budget
- an analysis on the budget
- provide options for the budget

VI. Committee Administrative Matters

Next Finance Sub-Committee Meeting – The Committee decided to meet on October 16th at 3:00 pm in CBJ Room 224.

VII. Adjournment – The meeting adjourned at 4:34 pm.