



## Personnel Committee Meeting

Thursday, August 14, 2025 at 10:15 AM

In Person & Videoconference - Administration Building - 1100 Cherry Street - Freeport

This meeting agenda with the agenda packet is posted online at [www.portfreeport.com](http://www.portfreeport.com)

The meeting will be conducted pursuant to Section 551.127 of the Texas Government Code titled "Videoconference Call." A quorum of the Personnel Committee, including the presiding officer, will be present at the Commissioner Meeting Room located at 1100 Cherry Street, Freeport, Texas. The public will be permitted to attend the meeting in person or by videoconference.

### Join Zoom Meeting

<https://us02web.zoom.us/j/82969931004?pwd=491XDzVzdkLdlvLiaCLY7l3lbmrxeA.1>

Meeting ID: 829 6993 1004

Passcode: 786604

Dial by your location

• +1 346 248 7799 US (Houston)

Meeting ID: 829 6993 1004

Find your local number: <https://us02web.zoom.us/u/keE7l0tOg1>

- 1. Committee Members: Kincannon (Chairman), Singhania, Giesecke**
- 2. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:**
- 3. Roll Call.**
- 4. Public Comment.**

Public comment on any matter not on this Agenda will be limited to 5 minutes per participant and can be completed in person or by video conference.
- 5. Public Testimony.**

Public testimony on any item on this Agenda will be limited to 5 minutes per agenda item to be addressed per participant and can be completed in person or by videoconference. The participant shall identify in advance the specific agenda item or items to be addressed.

6. **Discussion regarding Purchasing position.**
7. **Discussion regarding FY2025/2026 Budget for Port Freeport.**
8. **EXECUTIVE SESSION in accordance with Subchapter D of the Open Meetings Act, Texas Government Code Section 551.001, et. seq., to review and consider the following:**
  - A. Under authority of Section 551.074 (Deliberation of Personnel Matters):
    1. Deliberation regarding the appointment, employment, evaluation, reassignment, duties of a public officer or employee, including but not limited to: Executive Director/CEO, Chief Financial Officer, Director of Engineering, Director of Protective Services, Director of Business & Economic Development, Director of Information Technology and Director of Operations.

9. **RECONVENE OPEN SESSION:**

10. **Adjourn.**

The Committee does not anticipate going into a closed session under Chapter 551 of the Texas Government Code at this meeting for any other items on the agenda, however, if necessary, the Committee may go into a closed session as permitted by law regarding any item on the agenda.

With this posted notice, Port Commissioners have been provided certain background information on the above listed agenda items. Copies of this information can be obtained by the public at the Port Administrative offices at 1100 Cherry Street, Freeport, TX.



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Phyllis Saathoff, Executive Director/CEO  
**PORT FREEPORT**

Participation is welcomed without regard to race, color, religion, sex, age, national origin, disability or family status. In accordance with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, persons with disabilities needing reasonable accommodations to participate in this proceeding, or those requiring language assistance (free

of charge) should contact the Executive Assistant no later than forty-eight (48) hours prior to the meeting, at (979) 233-2667, ext. 4326, email: [bevers@portfreeport.com](mailto:bevers@portfreeport.com).

La participación es bienvenida sin distinción de raza, color, religión, sexo, edad, origen nacional, discapacidad o situación familiar. De acuerdo con el Título II de la Ley de Estadounidenses con Discapacidades y la Sección 504 de la Ley de Rehabilitación, las personas con discapacidades que necesiten adaptaciones razonables para participar en este procedimiento, o aquellas que requieran asistencia lingüística (sin cargo), deben comunicarse con el Asistente Ejecutivo a más tardar cuarenta -ocho (48) horas antes de la reunión, al (979) 233-2667, ext. 4326, correo electrónico: [bevers@portfreeport.com](mailto:bevers@portfreeport.com).



Fiscal Year 2025/2026  
Budget Workshop  
Personnel Advisory Committee

August 14, 2025

Rob Lowe, CFO

Amy O'Brien, Controller



## Port Salaries, Wages and Benefits

Increase from 2025 forecasted \$1,116,045 or 19% - Budget \$7,079,822

Increase from 2025 Budget \$188,488

Budget includes:

- Fiscal year 2026 includes 4% increase in CPI/merit raises (FY 2025 5.67%)
- Filling five approved positions that are vacant and one new request.
  - Operations Supervisor
  - Crane Technician
  - Part Time Safety Coordinator
  - Engineering Manager
  - Procurement Manager
  - Electrician (New)
- \$40,000 in market adjustments
- 10% increase forecasted in group health, 10% increase forecasted dental and vision premiums (renewal is January 1)
- Percent of group health to total wages and benefits 14.00%
- Assumes full participation in retirement plan
- Percent benefits to salaries and wages 34%

## QUESTIONS AND COMMENTS

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Thank You