

## AGENDA

**Port Freeport  
Personnel Advisory Committee  
Special Meeting  
Wednesday, August 4, 2021, 3:00 pm - 4:30 pm  
In Person & Video/Teleconference - Administration Building - 1100 Cherry Street - Freeport**



This meeting may be attended virtually or in person. The purpose of permitting the public to attend the meeting both virtually and in person is to provide the greatest amount of access to the public during the COVID-19 pandemic.

Accordingly, notice is hereby given that in accordance with the order the Office of the Governor issued March 16, 2020, and due to imminent threat to public health and safety and urgent public necessity, the Port Freeport Personnel Advisory Committee will conduct a Special Meeting on Wednesday, August 4, 2021 at 3:00 p.m. in person and also by video/teleconference initiated from the Administration Building, 1100 Cherry Street, Freeport, Texas. In addition to public attendance and in order to meet CDC guidelines for social distancing and slow the spread of the Coronavirus (COVID-19), the public may join the video/teleconference meeting by following the instructions below.

The meeting will be open for the public to physically attend the meeting, and the Port welcomes the public to also attend virtually. Public comment will be available at the beginning of the meeting on the agenda item indicated below. Public comment may be communicated virtually and in person. Following public comment, the public will not be permitted to communicate with the Committee.

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

### Join Zoom Meeting

<https://us02web.zoom.us/j/89649676545?pwd=WjlkQjJuYnJhYm0yMW9mL2JqNFRUdz09>

Meeting ID: 896 4967 6545

Passcode: 720466

### Dial by your location

1 346 248 7799 US (Houston)

1 669 900 9128 US (San Jose)

1 253 215 8782 US (Tacoma)

1 301 715 8592 US (Washington DC)

1 312 626 6799 US (Chicago)

1 646 558 8656 US (New York)

Meeting ID: 896 4967 6545

Find your local number: <https://us02web.zoom.us/j/89649676545>

1. Committee Members: Singhanian (Chairman), Croft, Pirtle
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 will be limited to 5 minutes per participant and can be completed in person or virtually via the toll free number)
5. Discussion regarding Fiscal Year 2021/2022 Budget for Port Freeport.
6. Discussion regarding training requirements for Port Commissioners.
7. 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) for discussion regarding:

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 Operations, Director of Engineering, Director of Protective Services, Director of Economic Development and Director of Business & Economic Development.

8. RECONVENE OPEN SESSION:

9. 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.***



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

*In compliance with the Americans with Disabilities Act, the District will provide for reasonable accommodations for persons attending its functions. Requests should be received at least 24 hours in advance.*



1100 CHERRY ST. • FREEPORT, TX 77541  
(979) 233-2667 • 1 (800) 362-5743 • FAX: (979) 373-0023  
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## MEMORANDUM

**TO:** Personnel Advisory Committee  
Executive Director/CEO

**FROM:** Rob Lowe, CFO

**DATE:** July 30, 2021

**SUBJECT:** Preliminary Personnel Budget

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Staff has assembled the preliminary 2022 personnel budget for discussion. The combined budget for salary, wages, and employee benefits is preliminarily planned at \$5,641,900. More detailed information for each category is available and will be discussed in the Personnel Advisory Committee meeting.

[PORT COMMISSION](#)

JOHN HOSS, CHAIRMAN; RUDY SANTOS, VICE CHAIRMAN; DAN CROFT, SECRETARY; ROB GIESECKE, ASST. SECRETARY;  
RAVI K. SINGHANIA, COMMISSIONER; SHANE PIRTLE, COMMISSIONER; PHYLLIS SAATHOFF, EXECUTIVE DIRECTOR/CEO



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## MEMORANDUM

**TO:** Personnel Advisory Committee  
Executive Director/CEO

**FROM:** Rob Lowe, CFO

**DATE:** July 30, 2021

**SUBJECT:** Port Commission Training Requirements

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Staff has gathered a listing of training requirements for the Port Commissioners for review and discussion.

[PORT COMMISSION](#)

JOHN HOSS, CHAIRMAN; RUDY SANTOS, VICE CHAIRMAN; DAN CROFT, SECRETARY; ROB GIESECKE, ASST. SECRETARY;  
RAVI K. SINGHANIA, COMMISSIONER; SHANE PIRTLE, COMMISSIONER; PHYLLIS SAATHOFF, EXECUTIVE DIRECTOR/CEO