

**PORT COMMISSION
REGULAR BOARD MEETING AGENDA
June 14, 2017 @ 12:00 PM
1626 6th Ave North, Lewiston, ID**

CONVENE GENERAL BOARD MEETING

- Review and approve agenda

CITIZEN COMMENTS

This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission. Citizens are encouraged to discuss operational issues in advance with the Port Manager. In consideration of others wishing to speak, please limit your remarks to five minutes.

**CONVENE PUBLIC HEARING FOR ADOPTION OF THE
FY2017 AMENDED BUDGET**

**CONVENE PUBLIC HEARING FOR THE ADOPTION OF
THE FY2018 BUDGET**

ADOPT FY2017 AMENDED BUDGET

ADOPT FY2018 BUDGET

ADOPT 2018 TAX LEVY

ADOPTION OF MINUTES

- General Meeting – May 10, 2017
- Special Meeting – May 23, 2017 Open House at Lenore
- Special Meeting -- May 24, 2017 Open House at Culdesac
- Special Meeting – May 24, 2017 Open House at Lapwai

TERMINAL II & DOCK OPERATIONS REPORT

MANAGER'S REPORT

- Review and Consider for Approval a Lease Agreement with Herlmer M. Wenstrom and Haroldene A. Wenstrom d/b/a Herco Asphalt and Paving for approximately 2-acres in the amount of \$8,000.00 per year, effective June 1, 2017.

COMMISSION COMMITTEE REPORTS

FINANCIAL REPORT

ACT ON CLAIMS

FY 2016-2017
AMENDED BUDGET HEARING AGENDA
June 14, 2017

Convene Budget Hearing

Direct Port Manager to Review Amended Budget

Comments from the Public – **Please limit remarks to five minutes**

Declare Hearing Closed

Port of Lewiston 2016-2017 Proposed Amended Budget

Exhibit A

	Current Budget 7/1/16-6/30/17	Budget Increase or (Decrease)	Proposed Amended Budget 7/1/16-6/30/17
Revenue			
Tax Levy.....	\$ 405,000	\$ 10,000	\$ 415,000
Sales Tax.....	\$ 105,000	\$ 5,000	\$ 110,000
Lieu Tax.....	\$ 55,191	\$ 282	\$ 55,473
Terminal Revenue.....	\$ 405,700	\$ 69,300	\$ 475,000
Rentals.....	\$ 457,832	\$ 168	\$ 458,000
Dark Fiber Optic	\$ 20,000	\$ 15,000	\$ 35,000
Other Income:			
Misc Revenue	\$ -	\$ 65,969	\$ 65,969
Cost Reimbursement	\$ -	\$ 70,111	\$ 70,111
Interest	\$ 10,000	\$ 5,000	\$ 15,000
Prior Revenue Carryover	\$ 1,246,470	\$ (440,600)	\$ 805,870
Tax Replacement Funds	\$ 12,000	\$ -	\$ 12,000
Total Revenue.....	\$ 2,717,193	\$ (199,770)	\$ 2,517,423
Expenditures			
General Operations			
Port Commission			
Per Diem.....	\$ 13,000	\$ -	\$ 13,000
Fringe Benefits.....	\$ 1,350	\$ -	\$ 1,350
Travel & Prof Dev.....	\$ 11,300	\$ 3,700	\$ 15,000
Other Expense.....	\$ 22,100	\$ (3,100)	\$ 19,000
Port Administration			
Salaries.....	\$ 243,186	\$ 8,814	\$ 252,000
Fringe Benefits.....	\$ 98,166	\$ 1,334	\$ 99,500
Travel & Prof Dev.....	\$ 21,500	\$ 800	\$ 22,300
Other Expense.....	\$ 29,450	\$ 3,050	\$ 32,500
Equipment.....	\$ 1,000	\$ -	\$ 1,000
Legal Services.....	\$ 16,000	\$ (2,000)	\$ 14,000
Auditing & Accounting.....	\$ 28,000	\$ -	\$ 28,000
Public Affairs & Marketing.....	\$ 54,850	\$ (1,550)	\$ 53,300
Econ Dev Partnerships/Grants	\$ 40,000	\$ -	\$ 40,000
General Insurance.....	\$ 35,000	\$ (2,000)	\$ 33,000
Facilities Maintenance.....	\$ 53,000	\$ 7,000	\$ 60,000
Utilities.....	\$ 23,000	\$ 1,000	\$ 24,000
Navigation Issues.....	\$ 27,000	\$ (7,000)	\$ 20,000
Lieu Tax.....	\$ 55,191	\$ 282	\$ 55,473
Terminal I & II Ops.....	\$ 116,500	\$ (12,500)	\$ 104,000
Sub-Total General Operation	\$ 889,593	\$ (2,170)	\$ 887,423
Land Acquisition/Devel.	\$ 1,827,600	\$ (197,600)	\$ 1,630,000
Total Expenditures.....	\$ 2,717,193	\$ (199,770)	\$ 2,517,423

FY 2017-2018
BUDGET HEARING AGENDA
June 14, 2017

Convene Budget Hearing

Direct Port Manager to Review Budget

Comments from the Public – **Please limit comments to five minutes**

Declare Hearing Closed

Port of Lewiston
2017-2018 Budget

Exhibit A

	Adopted FY 17 Budget 7/1/16-6/30/17	Budget Increase or (Decrease)	Proposed FY 18 Budget 7/1/17-6/30/18
Revenue			
Tax Levy Revenue.....	\$ 405,000	\$ -	\$ 405,000
Sales Tax Revenue.....	\$ 105,000	\$ -	\$ 105,000
Lieu Tax.....	\$ 55,191	\$ 3,706	\$ 58,897
Terminal 1 & 2 Revenue.....	\$ 405,700	\$ 51,300	\$ 457,000
Rentals.....	\$ 457,832	\$ 7,531	\$ 465,363
Dark Fiber Optic.....	\$ 20,000	\$ 11,000	\$ 31,000
Other Income:			
Interest.....	\$ 10,000	\$ 1,000	\$ 11,000
Tax Replacement Funds...	\$ 12,000	\$ -	\$ 12,000
Prior Revenue Carryover....	\$ 1,246,470	\$ (1,246,470)	\$ -
Total Revenue.....	\$ 2,717,193	\$ (1,171,933)	\$ 1,545,260
Expenditures			
General Operations			
Port Commission			
Per Diem.....	\$ 13,000	\$ -	\$ 13,000
Fringe Benefits.....	\$ 1,350	\$ -	\$ 1,350
Travel & Professional Dev	\$ 11,300	\$ 1,200	\$ 12,500
Other Expense.....	\$ 22,100	\$ (1,200)	\$ 20,900
Port Administration			
Salaries.....	\$ 243,186	\$ 10,574	\$ 253,760
Fringe Benefits.....	\$ 98,166	\$ 6,506	\$ 104,672
Travel & Professional Dev	\$ 21,500	\$ -	\$ 21,500
Other Expense.....	\$ 29,450	\$ 4,050	\$ 33,500
Equipment.....	\$ 1,000	\$ -	\$ 1,000
Legal Service.....	\$ 16,000	\$ (3,000)	\$ 13,000
Auditing & Accounting.....	\$ 28,000	\$ -	\$ 28,000
Public Affairs & Marketing...	\$ 54,850	\$ 500	\$ 55,350
Econ Dev Partnerships/Grant	\$ 40,000	\$ -	\$ 40,000
General Insurance.....	\$ 35,000	\$ -	\$ 35,000
Facilities Maintenance.....	\$ 53,000	\$ 500	\$ 53,500
Utilities.....	\$ 23,000	\$ -	\$ 23,000
Nav & River Issues.....	\$ 27,000	\$ 4,000	\$ 31,000
Lieu Tax.....	\$ 55,191	\$ 3,706	\$ 58,897
Terminal 1 & 2 Operations....	\$ 116,500	\$ 13,675	\$ 130,175
Sub-Total General Operation	<u>\$ 889,593</u>	<u>\$ 40,511</u>	<u>\$ 930,104</u>
Land Acquisition & Econ Dev	\$ 1,827,600	\$ (1,212,444)	\$ 615,156
Total Expenditures.....	\$ 2,717,193	\$ (1,171,933)	\$ 1,545,260

Manager's Report

June 14, 2017

Agenda

Active Agenda:

1. Review and consider for approval a lease agreement with Herco Asphalt and Paving for approximately 2-acres in the amount of \$8,000 per year, effective June 1, 2017

Non-Active Agenda - Project Review/ Updates:

1. Fiber Optic Network Update
 - a. Review project segment status
2. Harry Wall Grading Project Update
3. Community Outreach Update
 - a. Port Report – Sent out June 6th
 - b. Taiwan, Chilean and Chinese Trade Team Delegations visiting in June
4. Upcoming meetings/events:
 - a. June 19-21 – PNWA Meeting, Seattle, WA
 - b. June 27 – Valley Vision Annual Meeting at Red Lion
 - c. June 29 – Idaho Farm Bureau – Port Tour