**Port of Lewiston**
**2023-2024 Budget**

**Exhibit A**

| | Adopted FY 23 Budget 7/1/22-6/30/23 | Budget Increase or (Decrease) | Proposed FY 24 Budget 7/1/23-6/30/24 |
|---|---|---|---|
| **Revenue** | | | |
| Tax Levy Revenue | $ 405,000 | $ - | $ 405,000 |
| Sales Tax Revenue | $ 115,000 | $ - | $ 115,000 |
| Lieu Tax | $ 97,797 | $ 297 | $ 98,094 |
| Terminal 1 & 2 Revenue | $ 706,000 | $ 22,000 | $ 728,000 |
| Rentals | $ 576,618 | $ (1,400) | $ 575,218 |
| Dark Fiber Optic | $ 640,000 | $ 140,000 | $ 780,000 |
| Other Income: | | | |
| Interest | $ 6,000 | $ 27,000 | $ 33,000 |
| Tax Replacement Funds | $ 12,000 | $ - | $ 12,000 |
| Prior Revenue Carryover | $ 1,000,989 | $ 658,865 | $ 1,659,854 |
| **Total Revenue** | **$ 3,559,404** | **$ 846,762** | **$ 4,406,166** |
| **Expenditures** | | | |
| General Operations | | | |
| Port Commission | | | |
| Per Diem | $ 15,000 | $ - | $ 15,000 |
| Fringe Benefits | $ 597 | $ - | $ 597 |
| Travel & Professional Dev | $ 18,500 | $ 2,500 | $ 21,000 |
| Other Expense | $ 27,940 | $ 2,085 | $ 30,025 |
| Port Administration | | | |
| Salaries | $ 413,930 | $ 2,610 | $ 416,540 |
| Fringe Benefits | $ 146,090 | $ 6,710 | $ 152,800 |
| Travel & Professional Dev | $ 19,500 | $ 2,500 | $ 22,000 |
| Other Expense | $ 38,800 | $ 2,000 | $ 40,800 |
| Equipment | $ 2,500 | $ 1,000 | $ 3,500 |
| Legal Service | $ 52,500 | $ (21,000) | $ 31,500 |
| Auditing & Accounting | $ 28,000 | $ 9,500 | $ 37,500 |
| Public Affairs & Marketing | $ 42,600 | $ 600 | $ 43,200 |
| Econ Dev Partnerships/Grant | $ 136,000 | $ (91,000) | $ 45,000 |
| Consulting Services | $ - | $ 108,000 | $ 108,000 |
| General Insurance | $ 61,000 | $ - | $ 61,000 |
| Facilities Maintenance | $ 68,000 | $ 10,000 | $ 78,000 |
| Utilities | $ 39,000 | $ (300) | $ 38,700 |
| Nav & River Issues | $ 53,000 | $ (7,000) | $ 46,000 |
| Lieu Tax | $ 97,587 | $ 507 | $ 98,094 |
| Terminal 1 & 2 Operations | $ 180,460 | $ 33,700 | $ 214,160 |
| Sub-Total General Operation | $ 1,441,004 | $ 62,412 | $ 1,503,416 |
| Land Acquisition & Econ Dev | $ 2,118,400 | $ 784,350 | $ 2,902,750 |
| **Total Expenditures** | **$ 3,559,404** | **$ 846,762** | **$ 4,406,166** |

# PORT OF LEWISTON
# MINUTES OF REGULAR MEETING

**June 14, 2023**

The regular meeting of the Port Commission was held at the Port District Office, 1626 6th Ave. N, Lewiston, ID, at the hour of 12:00 p.m. on June 14, 2023.

Present at the meeting were Port Commission President, Mike Thomason, Port Commission Vice-President, Jerry Klemm, and Commission Secretary/Treasurer, Joe Anderson. Administrative staff in attendance was Scott Corbitt.

The meeting information was advertised as required, prior to the meeting.

**AGENDA APPROVAL:**

Port Commission President, Mike Thomason, called for review of the agenda. Commissioner Klemm made a motion to approve the agenda as presented; seconded by Commissioner Anderson. Voting Aye – Commissioner Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

**CITIZEN COMMENTS:** None.

**PUBLIC HEARING – FY23 PROPOSED AMENDED BUDGET:**

At 12:02 p.m. Commissioner Thomason convened the public hearing and directed Port Manager, Scott Corbitt, to present the FY23 Proposed Amended Budget. Manager Corbitt presented a line-item review of the budget including, but not limited to, revenues and expenses, as well as FY23 activities and projects.

Citizen Comments – None.

Commissioner Thomason closed the public hearing at 12:07 p.m.

**PUBLIC HEARING – FY24 PROPOSED BUDGET:**

At 12:15 p.m. Commissioner Thomason convened the public hearing and directed Manager Corbitt to present the Proposed FY24 Budget. Manager Corbitt invited the Commission to reference the FY24 budget workbook. Workshops were held by the Port Commission in developing the proposed budgets. Manager Corbitt presented a review of

the budget including, but not limited to, revenues, expenses and FY24 project overviews. The tax levy rate remains the same at $405,000.00, with the levy rate decreasing by 12% form last year.

Citizen Comments – None

Commissioner Thomason closed the public hearing at 12:12 p.m.

**ADOPTION OF THE FY23 AMENDED BUDGET:**

Commissioner Thomason called for a motion regarding the Proposed FY23 Amended Budget. Commissioner Klemm made a motion to approve the FY23 Amended Budget as proposed; seconded by Commissioner Anderson. Voting Aye – Commissioner Anderson, Klemm and Thomason. Voting Nay – None. The motion passed unanimously.

**ADOPTION OF THE FY24 BUDGET:**

Commissioner Thomason called for a motion regarding the Proposed FY24 Budget. Commissioner Anderson made a motion to approve the FY24 Budget as proposed; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm and Thomason. Voting Nay – None. The motion passed unanimously.

**ADOPTION OF THE 2024 TAX LEVY:**

Commissioner Thomason called for a motion regarding the 2023 Tax Levy sufficient to raise the amount of $405,000.00. Commissioner Anderson made a motion to approve levying a tax sufficient to raise $405,000.00 beginning July 1, 2024; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm and Thomason. Voting Nay – None. The motion passed unanimously.

**ADOPTION OF MINUTES:**

Port Commission President, Mike Thomason, called for review of the draft minutes. The Port Commission examined the minutes for the Regular Meeting of May 8, 2023 and Special Meetings of June 5, 2023; June 8, 2023 (Culdesac) and June 8, 2023 (Lapwai). Commissioner Anderson a motion to accept the minutes as presented; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm and Thomason. Voting Nay – None. The motion passed unanimously.

**MANAGER'S REPORT:**

**Active Agenda:**

Review for approval a letter of support for DIGB2 middle mile hybrid fiber optic project from Orofino to Grangeville, including an agreement to accept future transfer of the network from Idaho County contingent on acceptance of terms of future transfer agreement. After review and discussion Commissioner Anderson made a motion to approve a letter of support for DIGB2 middle mile hybrid fiber optic project from Orofino to Grangeville, including an agreement to accept future transfer of the network from Idaho County contingent on acceptance of terms of future transfer agreement; seconded by Commissioner Klemm. Voting Aye – Commissioner Klemm, Anderson and Thomason. Voting Nay – None. The motion passed.

**Non-Active Agenda:**

Manager Corbitt reviewed the updates to the Goals Table and gave an update on the search for a new Communications Coordinator position. Manager Corbitt discussed his upcoming testimony he will be giving for the National Resource Committee. Department of Homeland Security will be visiting the Port on June 28th. Ramon Hobey-Sanchez with the Idaho Broadband Advisory Board will be visiting the Port in June. The next regular Port Commission meeting is July 12, 2023.

**DOCK OPERATIONS, TERMINAL II AND FIBER OPTIC NETWORK:**

Terminal I and II are both active and ahead on revenue.

Fiber Optic Network – Internet Service Provider meetings are conducted.

**COMMISSION COMMITTEE REPORTS:**

Commissioner Klemm/LC Valley Chamber Government Affairs Committee/Natural Agricultural Resource Committee/PNWA representative – Commissioner Klemm participated in the Government Affairs Committee meeting where the City of Lewiston gave an update on the City's stormwater proposal.

Commissioner Anderson/Urban Renewal Agency — Commissioner Anderson attended the Urban Renewal Agency meeting where they discussed the East Main area.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – The Lewis Clark Valley Chamber of Commerce is still in the process of searching for an Executive Director.

**FINANCIAL REPORT:**

The Port Manager presented a Financial Statement prepared by the Port Auditors for the period ending May 31, 2023. After discussion, Commissioner Anderson made a motion to approve the Financial Report as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed unanimously.

**ACT ON CLAIMS:**

The next order of business was review and discussion of claims against the Port as presented by the Check Detail Sheet. A motion was made by Commissioner Anderson to approve and pay Port Vouchers Nos. 24403-24509, transfers and EFTPS for a total amount of $145,340.76; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

**EXECUTIVE SESSION:**

At 12:45 p.m. Port Commissioner Thomason called to enter Executive Session pursuant to Idaho Code § 74-201(1)(a) – *To consider preliminary negotiations involving matter of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.* Commissioner Anderson made a motion to enter into Executive Session; Seconded by Commissioner Klemm. Voting Aye – Commissioner Thomasson, Klemm and Anderson; Voting Nay – None. The motion passed.

At 1:57 p.m. the Port Commission exited Executive Session and reconvened the open meeting.

**OTHER BUSINESS: None**

Being no further business, the meeting adjourned at 1:58 p.m.

Secretary
Joseph Anderson