

**1. CALL TO ORDER; ROLL CALL; PLEDGE OF ALLIGENCE**

The regular meeting of the Port MacKenzie Port Commission was called to order at 3:00 p.m. by Commissioner Anderson.

Commission members present and establishing a quorum were:

Ms. Claudia Roberts	Mr. Tim Anderson
Ms. Helga Larson	Mr. Bryan Scoresby
Mr. Mike Janecek	Mr. Rob Brown

Commission members not present: Mr. Randall Kowalke

Staff in attendance were:

Mr. John Moosey, Borough Manager  
Ms. Therese Dolan, Port Operations Manager  
Mr. James Wilson, Internal Auditor

Assembly members in attendance were: Mr. Dan Mayfield, Ms. Tam Boeve and Ms. Stephanie Nowers

**2. APPROVAL OF AGENDA**

The agenda was approved as written.

**3. APPROVAL OF MINUTES**

The minutes from the Port Commission meeting held on October 21, 2019 were approved as written.

**4. AGENCY AND STAFF REPORTS**

A. Mr. John Moosey, Borough Manager

1) Economic Development Update

- West Susitna Access
  - AIDEA and the MATSU Borough have signed a Memorandum of Agreement.
  - goal is a bridge across the Susitna
  - access to West Susitna is huge opportunity for economic development
  - first step, aerial mapping
  - MSB has contributed \$50K to mapping
  - AIDEA and a private investor have contributed the remaining \$100K

B. Mr. James Wilson

1) AGDC/FERC Update

- There have been no significant developments.
- Mr. Wilson will be attending the next AGDC meeting.

C. Ms. Therese Dolan, Port Operations Manager

1) Operations

- Vessel Traffic
  - Cruz Construction brought a barge in loaded with heavy equipment
  - dockage and wharfage totaled \$1,798.26

2) Maintenance

- Conveyor Appraisal and Repair Estimate
  - received DRAFT report from PND
  - currently unusable
  - damage caused by lack of maintenance, theft and earthquake
  - as is, current value is estimated at \$4.7M
  - repair costs estimated at \$490K
  - significant pile displacement observed coming down the hill
  - catwalk unsafe to use

5. PERSONS TO BE HEARD

A. Mr. Haberman is not satisfied with the format of the agenda and stated there should be more opportunity for audience participation.

6. OLD BUSINESS

A. Joint meeting with the Port of Anchorage

- The suggestion was made that a discussion of aligning the long range planning of the two ports would be good.
- Mr. Anderson requested Commissioners continue to think about topics.

7. NEW BUSINESS

A. Annual Elections

- Chair – Mr. Anderson was nominated by Mr. Brown for the position of Chair. There were no other nominations; therefore, Mr. Anderson was elected as Chair by unanimous consent.
- Vice Chair – Ms. Larson was nominated by Mr. Scoresby for the position of Vice Chair. There were no other nominations; therefore, Ms. Larson was elected as Vice Chair by unanimous consent.

8. ADMINISTRATION AND COMMISSION MEMBER COMMENTS: Closing comments were made by Assembly persons, Borough staff and port commissioners.

9. ADJOURNMENT: The meeting adjourned at 4:31 p.m.

\_\_\_\_\_  
Therese M. Dolan, Port Operations Manager

\_\_\_\_\_  
Tim Anderson, Chairman

Minutes Approved \_\_\_\_\_

# Expense Budget Worksheet Report

Budget Year 2021

as of: 2.21.2020

Account	Account Description	2021 Department Head Requested	2020 Projected Amount	2020 Actual Amount	2020 Adopted Budget	2019 Actual Amount	2018 Actual Amount	2017 Actual Amount	2016 Actual Amount
Fund 520 - PORT									
	Department 100 - Assembly								
	Division 112 - Port Development								
	Salaries & Wages								
411.100	Permanent Wages	85,399.00	69,809.70	47,121.55	79,198.00	75,730.73	70,896.49	178,641.63	210,742.19
411.200	Temp Wages & Adjmts	28,540.00	18,487.59	12,479.12	25,000.00	18,424.58	19,767.55	14,117.66	13,616.71
411.300	Overtime Wages	.00	24.77	16.72	.00	.00	39.41	2,142.60	1,781.69
	<i>Salaries &amp; Wages Totals</i>	\$113,939.00	\$88,322.06	\$59,617.39	\$104,198.00	\$94,155.31	\$90,703.45	\$194,901.89	\$226,140.59
	<i>Benefits</i>								
412.100	Insurance Contrib	23,300.00	18,600.00	12,555.00	23,300.00	23,300.00	46,600.00	46,898.02	46,600.00
412.190	Life Insurance	143.00	119.20	80.46	143.00	143.04	146.06	287.75	289.05
412.200	Unemployment Contrib	684.00	529.94	357.71	625.00	567.68	777.68	1,313.04	1,225.23
412.300	Medicare	1,652.00	1,280.56	864.38	1,511.00	1,371.73	1,879.36	2,986.54	2,960.99
412.400	Retirement Contrib. - DB Plan	26,346.00	.00	.00	22,659.00	(6,301.00)	11,490.11	75,273.15	76,473.47
412.410	PERS Tier IV - DC Plan	.00	11,977.27	8,084.66	.00	11,874.25	13,224.39	11,317.92	9,383.29
412.411	PERS Tier IV - Health Plan	.00	921.50	622.01	.00	721.83	756.34	668.39	960.39
412.412	PERS Tier IV - HRA	.00	1,873.78	1,264.80	.00	2,103.24	2,085.08	2,064.57	2,055.35
412.413	PERS Tier IV - OD&D	.00	181.41	122.45	.00	198.00	119.10	96.47	125.97
412.600	Workers Compensation	8,272.00	4,102.83	2,769.41	4,977.00	4,380.51	4,763.11	15,305.41	13,758.91
412.700	Sbs Contribution	6,984.00	5,414.19	3,654.58	6,387.00	5,799.06	7,945.12	11,648.49	11,820.62
	<i>Benefits Totals</i>	\$67,381.00	\$45,000.68	\$30,375.46	\$59,602.00	\$44,158.34	\$89,786.35	\$167,859.75	\$165,653.27
	<i>Expenses Within Borough</i>								
413.100	Mileage - Within Borough	1,000.00	706.31	476.76	1,000.00	804.82	.00	.00	.00
413.200	Expense Reimb-Within Boro	200.00	.00	.00	200.00	.00	10.00	433.93	388.35
	<i>Expenses Within Borough Totals</i>	\$1,200.00	\$706.31	\$476.76	\$1,200.00	\$804.82	\$10.00	\$433.93	\$388.35
	<i>Expenses Outside Of Boro</i>								
414.100	Mileage - Outside Boro	200.00	.00	.00	200.00	.00	.00	.00	.00
414.200	Exp Reimb- Outside Boro	2,000.00	.00	.00	2,000.00	.00	.00	160.86	4,261.71
414.400	Travel Tickets	1,500.00	.00	.00	1,500.00	.00	.00	.00	2,985.50
	<i>Expenses Outside Of Boro Totals</i>	\$3,700.00	\$0.00	\$0.00	\$3,700.00	\$0.00	\$0.00	\$160.86	\$7,247.21
	<i>Communications</i>								
421.100	Communication Network Services	9,000.00	7,029.14	4,744.67	9,000.00	7,877.59	8,195.30	8,669.04	6,618.17
421.200	Postage	100.00	.00	.00	100.00	.00	.00	25.00	74.88
	<i>Communications Totals</i>	\$9,100.00	\$7,029.14	\$4,744.67	\$9,100.00	\$7,877.59	\$8,195.30	\$8,694.04	\$6,693.05
	<i>Advertising</i>								
422.000	Advertising	100.00	.00	.00	100.00	.00	67.50	.00	.00

# Expense Budget Worksheet Report

Budget Year 2021

as of: 2.21.2020

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Fund 520 - PORT									
	Department 100 - Assembly								
	Division 112 - Port Development								
	Advertising								
	<i>Advertising Totals</i>	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$67.50	\$0.00	\$0.00
	<i>Printing</i>								
423.000	Printing	200.00	.00	.00	250.00	.00	305.69	.00	178.00
	<i>Printing Totals</i>	\$200.00	\$0.00	\$0.00	\$250.00	\$0.00	\$305.69	\$0.00	\$178.00
	<i>Utilities-Building Oprtns</i>								
424.100	Electricity	100,000.00	45,461.39	30,686.44	150,000.00	60,035.78	76,177.73	39,025.86	97,267.99
424.200	Water & Sewer	.00	.00	.00	3,000.00	.00	.00	.00	.00
424.500	Garbage Pickups	500.00	244.44	165.00	250.00	334.00	97.00	.00	.00
424.600	Heating Fuel-Oil	30,000.00	11,686.03	7,888.07	30,000.00	13,206.07	20,997.61	16,818.76	22,661.70
	<i>Utilities-Building Oprtns Totals</i>	\$130,500.00	\$57,391.86	\$38,739.51	\$183,250.00	\$73,575.85	\$97,272.34	\$55,844.62	\$119,929.69
	<i>Rental/Lease</i>								
425.300	Equipment Rental	1,000.00	.00	.00	1,000.00	.00	.00	.00	.00
	<i>Rental/Lease Totals</i>	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Professional Charges</i>								
426.200	Legal	10,000.00	.00	.00	10,000.00	.00	.00	.00	.00
426.300	Dues & Fees	3,200.00	29.63	20.00	3,000.00	2,950.00	1,575.25	1,365.25	6,214.00
426.600	Computer Software/Online Services	1,000.00	.00	.00	1,000.00	.00	.00	.00	.00
426.900	Other Professional Chgs	50,000.00	72,118.52	48,680.00	25,000.00	.00	.00	5,000.00	.00
	<i>Professional Charges Totals</i>	\$64,200.00	\$72,148.15	\$48,700.00	\$39,000.00	\$2,950.00	\$1,575.25	\$6,365.25	\$6,214.00
	<i>Insurance &amp; Bond</i>								
427.100	Property Insurance	.00	93,387.30	63,036.43	57,000.00	44,502.33	42,535.34	42,058.23	40,490.13
427.500	Liability Insurance	.00	44,387.94	29,961.86	45,000.00	32,441.47	18,539.34	15,440.46	15,507.03
	<i>Insurance &amp; Bond Totals</i>	\$0.00	\$137,775.24	\$92,998.29	\$102,000.00	\$76,943.80	\$61,074.68	\$57,498.69	\$55,997.16
	<i>Maintenance Services</i>								
428.100	Building Maint Services	10,000.00	9,244.98	6,240.36	10,000.00	4,823.66	8,917.49	3,924.57	4,450.00
428.200	Grounds Maint Services	500.00	.00	.00	500.00	.00	.00	419.52	.00
428.300	Equipment Maint Services	4,000.00	3,371.85	2,276.00	5,000.00	2,108.08	2,108.08	3,017.58	4,517.42
428.400	Vehicle Maint Services	2,000.00	.00	.00	2,000.00	.00	.00	477.96	.00
428.600	Road Maintenance Services	10,000.00	1,044.03	704.72	10,000.00	8,051.83	8,048.49	6,394.29	.00
428.900	Other Bldg. Maint Service	.00	.00	.00	.00	.00	.00	12.36	.00
428.920	Other Maintenance Service	.00	.00	.00	500.00	.00	.00	.00	352.94

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Fund 520 - PORT									
	Department 100 - Assembly								
	Division 1.12 - Port Development								
	Maintenance Services								
	<i>Maintenance Services Totals</i>	\$26,500.00	\$13,660.86	\$9,221.08	\$28,000.00	\$14,983.57	\$19,074.06	\$14,246.28	\$9,320.36
	<i>Other Contractual</i>								
429.200	Training Reimb/Conf Fees	2,500.00	.00	.00	2,500.00	.00	395.00	.00	1,800.00
429.210	Training/Instructor Fees	2,500.00	.00	.00	2,500.00	1,262.50	1,273.58	2,866.13	1,120.50
429.710	Testing	500.00	.00	.00	1,000.00	195.00	135.00	135.00	.00
429.900	Other Contractual	200,000.00	91,392.59	61,690.00	225,000.00	231,488.04	30,172.43	81,516.98	240,207.04
	<i>Other Contractual Totals</i>	\$205,500.00	\$91,392.59	\$61,690.00	\$231,000.00	\$232,945.54	\$31,976.01	\$84,518.11	\$243,127.54
	<i>Office Supplies</i>								
430.100	Office Supplies < \$500	500.00	444.39	299.96	1,500.00	824.91	1,171.41	1,210.36	864.76
	<i>Office Supplies Totals</i>	\$500.00	\$444.39	\$299.96	\$1,500.00	\$824.91	\$1,171.41	\$1,210.36	\$864.76
	<i>Maintenance Supplies</i>								
431.100	Vehicle Maint Supplies	1,000.00	.00	.00	1,000.00	.00	.00	257.46	61.98
431.200	Building Maint Supplies	2,000.00	401.44	270.97	2,000.00	115.11	1,864.45	177.26	905.22
431.300	Equipment Maint Supplies	1,000.00	15.04	10.15	1,000.00	1,871.80	192.23	435.10	844.11
431.400	Grounds Maint Supplies	500.00	61.90	41.78	500.00	386.01	41.34	41.34	.00
431.900	Other Maint. Supplies	500.00	118.96	80.30	500.00	18.90	176.06	341.78	134.87
	<i>Maintenance Supplies Totals</i>	\$5,000.00	\$597.34	\$403.20	\$5,000.00	\$2,391.82	\$2,274.08	\$1,252.94	\$1,946.18
	<i>Fuel/Oil-Vehicle Use</i>								
432.100	Oil & Lubricants	100.00	.00	.00	100.00	.00	.00	.00	.00
432.200	Gas	2,000.00	643.42	434.31	2,000.00	781.02	1,268.72	1,093.19	1,035.98
	<i>Fuel/Oil-Vehicle Use Totals</i>	\$2,100.00	\$643.42	\$434.31	\$2,100.00	\$781.02	\$1,268.72	\$1,093.19	\$1,035.98
	<i>Misc Supplies</i>								
433.100	Personnel Supplies	500.00	175.01	118.13	500.00	801.98	534.83	856.26	1,118.84
433.110	Clothing	.00	.00	.00	.00	.00	.00	179.98	1,003.63
433.120	Tools under \$500	500.00	.00	.00	500.00	63.22	19.20	7.05	.00
433.200	Medical Supplies	100.00	.00	.00	100.00	.00	.00	31.70	.00
433.300	Books/Subscriptions	.00	.00	.00	100.00	.00	.00	.00	95.00
433.900	Other Supplies	1,000.00	444.21	299.84	1,000.00	910.92	1,337.49	829.86	744.98
	<i>Misc Supplies Totals</i>	\$2,100.00	\$619.22	\$417.97	\$2,200.00	\$1,776.12	\$1,891.52	\$1,904.85	\$2,962.45
	<i>Equipment Under \$5,000</i>								
434.000	IT Equipment under \$5000	1,200.00	.00	.00	1,200.00	1,279.99	849.99	.00	1,990.00

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Fund 520 - PORT									
Department 100 - Assembly									
Division 112 - Port Development									
Equipment Under \$5,000									
434.100	Other Equip under \$5,000	1,500.00	.00	.00	1,500.00	300.00	578.75	747.38	.00
434.300	Furniture Under \$5,000	.00	.00	.00	3,500.00	.00	5,807.73	.00	.00
	<i>Equipment Under \$5,000 Totals</i>	<u>\$2,700.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$6,200.00</u>	<u>\$1,579.99</u>	<u>\$7,236.47</u>	<u>\$747.38</u>	<u>\$1,990.00</u>
	Division 112 - Port Development Totals	<u>\$635,720.00</u>	<u>\$515,731.26</u>	<u>\$348,118.60</u>	<u>\$779,400.00</u>	<u>\$555,748.68</u>	<u>\$413,882.83</u>	<u>\$596,732.14</u>	<u>\$849,688.59</u>
	Department 100 - Assembly Totals	<u>\$635,720.00</u>	<u>\$515,731.26</u>	<u>\$348,118.60</u>	<u>\$779,400.00</u>	<u>\$555,748.68</u>	<u>\$413,882.83</u>	<u>\$596,732.14</u>	<u>\$849,688.59</u>
	Fund 520 - PORT Totals	<u>\$635,720.00</u>	<u>\$515,731.26</u>	<u>\$348,118.60</u>	<u>\$779,400.00</u>	<u>\$555,748.68</u>	<u>\$413,882.83</u>	<u>\$596,732.14</u>	<u>\$849,688.59</u>
	Net Grand Totals	<u>\$635,720.00</u>	<u>\$515,731.26</u>	<u>\$348,118.60</u>	<u>\$779,400.00</u>	<u>\$555,748.68</u>	<u>\$413,882.83</u>	<u>\$596,732.14</u>	<u>\$849,688.59</u>