

Lorain Port and Finance Authority
Board of Directors
Special Meeting
Thursday, January 25, 2021, at 5:30 p.m.

Board of Directors: Messrs. Bansek, Kuszniir, Mullins, Nielsen, Sommers, Veard,
Zellers and Zgonc (8)

Staff: Tom Brown, Executive Director
Tiffany McClelland, Assistant Director
Yvonne Smith, Accountant
Kelsey Leyva-Smith, Office Manager

Guests: None

I. Roll Call

A. The meeting was called to order at 5:30 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.

II. Report of Officers

A. Executive Director

1. 2020 Annual Financial Report: Mr. Brown started by congratulating Mr. Neil Sommers on his four-year renewal to the board. Mr. Roberto Davila is no longer on the board and was replaced by Mr. Vassie Scott. Mr. Scott had a meeting tonight for a different board of directors he is leaving, so he will be sworn in prior to the February meeting. Mr. Brown then turned it over to Mrs. Smith. She said the report the board received is the same one she sends to the Auditor of State. The first two pages breaks down the special revenues. The second set of two pages are for the capital projects and right now the only project is Kelley's Island Ferry Boat Line. The next item is for the custodial funds, which we do not have any. Mrs. Smith said she wanted to begin on the page that says "Combined Statement of Receipts, Disbursements, Changes in Fund Balances Cash Basis for all Government Fund Types. On pages six and seven of that report, it looks at the agency as a whole in one snapshot. Mrs. Smith said the columns are the general fund, the special revenue (Lorain Marine Patrol), the debt service which has

and then capital projects (KIFBL). All the way to the right is the totals column. Under property taxes we have \$711,695. Under other intergovernmental we have \$142,892. And under charges for services we have \$199,933. Mrs. Smith said if you want to drill down on any of the numbers, a more detailed report is in the year-end report on another page. All of the information is pretty self-explanatory. Total cash receipts in the general fund were \$1,060,537 and the total cash disbursements were \$1,057,463. Then there were transfers and advances with the fund cash balance in January of \$564,061 and the fund cash balance at the end of December was \$555,468. In the general fund you're going to see \$35,000 in the cash receipts. In the expenditures under special revenue is \$52,325, which brings the cash balance as of January 1 to \$5,852. At the end of December, it was \$194. Capital projects (KIFBL) revenue is \$2,345,035 and expenditures was \$2359,155. We had cash balance January 1 of \$14,120 and cash balance December 31, 2020, was \$0. Mrs. Smith said the page titled "Reconciliation of Interfund Transfer," you can see the transfers between the general fund and the special revenue (Lorain Marine Patrol) fund and they equal \$0, so there were no outstanding transactions at the end of 2020. The next report within the year-end report gives the budgeted receipts, the actual receipts and the variances, as well as the expenditures for the appropriations, what was actual budgeted and the variances there. Outstanding encumbrances at the end of the year are also listed. Mrs. Smith said she also included her notes to the financial statement in the year-end report. The notes include how we became a public body, the basis of our accounting, our appropriations, how we handle appropriations, estimated resources, encumbrances, accumulative leave and fund balances. Then the budgetary activity is listed. The deposits in the bank are also listed. Mrs. Smith said our funds are collateralized by OPCS which is the Ohio Pooled Collateral System. That is prescribed by the state. The notes then list the property taxes, how they're collected and how we get them. Risk management talks about the different types of insurances we have to protect the agency. The notes then go into benefit pensions, which is OPERS, the

Ohio Public Employee Retirement System. Mrs. Smith said we have no outstanding debt; however, we have conduit debt. Those are the bonds. She needs the outstanding balance for any of the bonds we've done in order to close the year. Those are all nonrecourse, so they cannot come back on us. The contingent liability was written by Mr. Brosky. Mrs. Smith said she added "committed" into the fund balance spreadsheet. Through Resolution 2020-26, the board decided to put aside funds for economic development and the prescribed "how-to" when coming to that figure is included. The carryover balance for economic development is \$149,006.04. The changes in accounting principles is because agency funds were changed to custodial funds. There is also a note related to COVID-19 and our application for the Coastal Management Grant. Mrs. Smith opened the floor to questions and comments. Mr. Zgonc moved to accept the 2020 Annual Financial Report as presented. Mr. Kuszniir seconded. Motion carried.

2. 2021 Permanent Budget: Mr. Brown said the committee met prior to tonight's regular meeting and made the recommendation to pass the 2021 Permanent Budget as amended. The line item "sale of lots/real estate" was reduced from \$15,000 to \$4,000. A motion is needed first to amend the resolution. Mr. Kuszniir moved to make the amendment. Second by Mr. Mullins. Motion carried.

Mr. Mullins presented:

A RESOLUTION MAKING PERMANENT APPROPRIATIONS OF THE LORAIN PORT AUTHORITY FOR CALENDAR YEAR 2021.

Mr. Sommers moved to accept Resolution No. 2021-02. Second by Mr. Zellers. Roll call vote as follows:

Ayes: 8 Nays: 0 Abstain: Resolution Passed

III. Adjournment

A. There being no further business to come before the board, Mr. Bansek moved to adjourn. Mr. Veard seconded. Meeting adjourned at 5:44 p.m.



Brad Mullins, Chairman



Tom Brown, Executive Director