

**PORT OF LEWISTON
MINUTES OF REGULAR MEETING**

July 12, 2017

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on July 12, 2017.

Present at the meeting were Port Commission President, Mike Thomason, and Port Commission Vice-President, Jerry Klemm. Port Commission Secretary/Treasurer, Mary Hasenoehrl attended via conference call. Administrative staff in attendance were David Doeringsfeld, Port Manager, Jaynie Bentz, Assistant Port Manager, and Kelly VonLindern, Administrative Assistant. Port Commission President, Mike Thomason, convened the open meeting at 12:02 p.m.

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 Hasenoehrl. The motion passed unanimously.

CITIZEN COMMENTS:

None.

ADOPTION OF MINUTES:

The Port Commission examined the Minutes for the Regular Meeting of June 14, 2017. A motion was made by Commissioner Klemm to accept the Minutes as presented; seconded by Commissioner Hasenoehrl. The motion passed unanimously.

Commissioner Klemm made a motion to have the Vice-President sign the approved minutes instead of the Secretary; seconded by Commissioner Hasenoehrl. The motion passed unanimously.

TERMINAL II & DOCK OPERATIONS REPORT:

An overview was presented by David Doeringsfeld, Port General Manager, concerning operations at Terminal II (Inland 465). He referenced a schematic of the

roof top to illustrate the areas remaining for application of the elastimeric paint. The application scheduled for this fall will be the fifth and final phase of the maintenance program. He reported that a sufficient amount was included in the FY18 budget for coverage of the remaining area. Discussion was had regarding ongoing maintenance as the roof is generally flat and 20 years old. Additionally, Spacebuilders will be tightening the lag bolts between the roof and the cement walls on the west side of the building which have loosened due to wind load.

Port Manager, David Doeringsfeld, next provided updates on Terminal I, the public dock facilities. He reported that sawdust barges arrive about every two weeks and will increase to 4-6 barges per month. Discussion was had that it takes about 70 truckloads to empty the barge.

Year to Date wheat shipments are down -8.11% due to the extended lock outage. Wheat shipments for the month of June, as compared to the same month last year, reflect an increase of 202% in wheat shipments for the month. Container shipping remains suspended at the Port of Portland. A Year to Date and June shipping summary of statistics was reviewed.

MANAGER'S REPORT:

Active Agenda:

Manager Doeringsfeld referenced the active agenda items. He reported that the Port of Lewiston is required by conditions of the original sale of property to consider for approval of any new construction by Lewis Clark Terminal and any on site subleasing of the facility. Listed for today's consideration of approval by the Port Commission is:

Consider of approval construction of new grain bins at Lewis Clark Terminal and, consider for approval a property and equipment sublease agreement between Lewis Clark Terminal and Pacific Northwest Farmers Cooperative. Manager Doeringsfeld stated that the construction project has triggered revisions to easements between the Port and Lewis Clark Terminal. He continued by referencing a schematic of the property describing the old easements and the new easements and reported that the revisions to the easements were not complete. He recommended to address considerations for approval until a future meeting and table all actions until the easements were complete. Consensus was had and no action was taken.

Next, Manager Doeringsfeld presented to the Port Commission for consideration of approval a lease agreement between the Port of Lewiston and Hells Canyon Armory, LLC, effective July 15, 2017, for approximately 1,500sf located at 1708 6th Ave North, Suite B, in the amount of \$360 per month. The Port Manager reported that they manufacture custom firearms and is transferring from the state of Washington as a small startup business. The Port Commission welcomed the new tenant into the incubator program. A motion was made by Commissioner Hasenoehrl to approve the lease agreement as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm, and Hasenoehrl. Voting Nay – none. The motion passed unanimously.

Next, Manager Doeringsfeld presented the Port Commission for consideration of approval a lease amendment with K&G Construciton for a 2-year term extension and rental rate adjustment for the extended term, effective August 1, 2017. After discussion, Commissioner Klemm made a motion to approve the lease amendment as presented; seconded by Commissioner Hasenoehrl. Voting Aye – Commissioners Thomason, Klemm, and Hasenoehrl. Voting Nay – none. The motion passed unanimously.

Miscellaneous Project Review/Updates & events:

Fiber Optic Network Update – Assistant Port Manager, Jaynie Bentz, referenced an map of the network and status of ongoing project segments.

Harry Wall Grading Project – Review of the final improvements still pending for this project include installation of the pressure reducing valve and city acceptance.

Removal of Transient Camps on Port Property – Manager Doeringsfeld passed around photos he took at the transient camps on Port property. He reported that he has met with the Lewiston Police and is exploring the necessary process within the law that the Port must take to remove the transient camp and belongings as well as grub and brush the two sites. He continued that a contractor will need to be hired to excavate the sites. Discussion was had regarding concerns for the safety of Port staff, the threat of an adjacent localized fire over the 4th of July that could have hurt someone, the homeless camp starting a fire, placement of no trespassing signs and the police asking individuals to voluntarily move on. Manager Doeringsfeld stated that a policy needs to be established by the Port Commission stating no overnight camping is allowed on Port

properties in order to work an agreement out with the Lewiston Police for after-hours enforcement.

Community Outreach Update –

Chilean, Chinese and Taiwanese trade delegations came through with the Idaho Wheat Commission and Lewis Clark Terminal and Port facility tours were provided.

September 30, 2017 – 4th Annual Riverfest, hosted by Port of Clarkston

Upcoming meetings/events:

July 21 – Beautiful Downtown Lewiston hosting “Properties with Possibilities”

Sept 21-24 – Nez Perce County Fair

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Urban Renewal Agency— No report provided.

Commissioner Thomason/Valley Vision – No report provided.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – No report provided.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for twelve months ending June 30, 2017. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on June 30, 2017, the Treasurer’s Report. Manager Doeringsfeld reported that the financial statement reflects the Port’s general operations came in 3.7% under the amended budget for fiscal year 2017. After review and discussion, Commissioner Klemm made a motion to approve the Financial Report as presented; seconded by Commissioner Hasenoehrl. Voting Aye – Commissioners Thomason, Hasenoehrl 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 Klemm to approve and pay Port vouchers Nos. 19745 through 19818, transfers and EFTPS for a total amount of \$266,823.61; seconded by Commissioner Thomason. Voting Aye –

Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

OTHER BUSINESS: --

Excel Transport – Provided termination of their lease for the old 3B's building ending August 31, 2017.

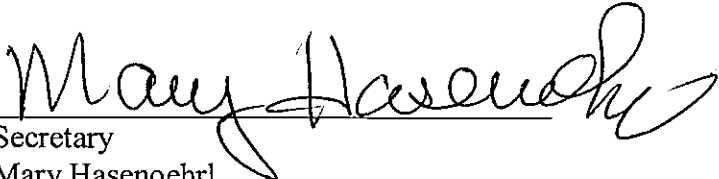
EXECUTIVE SESSION:

Commissioner Hasenoehrl made a motion to hold an Executive Session pursuant to Idaho Code 74-206 (1) (e) – *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.* Voting Aye – Commissioner Thomason, Klemm and Hasenoehrl; voting Nay – None.

At 12:52 p.m. the Port Commission convened into Executive Session. Discussions were had regarding negotiations involving matters of commerce in which the governing body is in competition with governing bodies in other states.

At 1:42 p.m. the Port Commission reconvened open session.

Being no further business, the meeting adjourned at 1:42 p.m.


Secretary
Mary Hasenoehrl