

**PORT OF LEWISTON**  
**MINUTES OF REGULAR MEETING**  
**May 11, 2016**

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on May 11, 2016.

Present at the meeting were Port Commission President, Mike Thomason, Port Commission Vice-President, Jerry Klemm and Port Commission Secretary, Mary Hasenoehrl. Administrative staff in attendance were David Doeringsfeld, Port Manager, Kelly VonLindern, Administrative Assistant, and Jaynie Bentz, Assistant Port Manager.

The meeting was called to order at 12:00 p.m. by Port Commission President, Mike Thomason.

**AGENDA APPROVAL:**

Port Commission President, Mike Thomason, called for review of the agenda. Commissioner Hasenoehrl made a motion to approve the agenda as presented; seconded by Commissioner Klemm. The motion passed unanimously.

**CITIZEN COMMENTS:**

Port Commission President, Mike Thomason, called for citizen comments. No comments were offered.

**ADOPTION OF MINUTES:**

The Port Commission examined the Minutes for Regular Meeting April 13, 2016, and Special Meetings of April 21, 2016; April 28, 2016; May 5, 2016, respectively. A motion was made by Commissioner Hasenoehrl to approve the Minutes as presented, respectively; seconded by Commissioner Klemm. The motion passed unanimously.

**TERMINAL II & DOCK OPERATIONS REPORT:**

A summary was presented by David Doeringsfeld, Port General Manager, concerning operations at Terminal II (Inland 465), the public warehouse facilities. He reported that the warehouse is full and the Annual Fire Sprinkler system inspections are complete and with no major issues.

Port Manager, David Doeringsfeld, next provided updates on Terminal I, the public dock facilities. He reported that peas and lentils are not moving due to planting season. He and the Container Yard Manager will be attending a stakeholder meeting at the end of the week in Boardman, OR, regarding fall movements and the barge/rail option. Referencing the shipping report, Commissioner Thomason commented that grain shipments are up over last year.

Year to Date container shipments are down -100% and bulk wheat shipments up 10%. Container shipments and wheat shipments for the month of April, as compared to the same month last year, reflect a decrease of -92.86% in container shipments and an increase of 4.18% in wheat shipments for the month. A Year to Date and April shipping summary of statistics were provided.

## **MANAGER'S REPORT:**

### **Active Agenda:**

Port Manager, David Doeringsfeld, presented an overview of the Proposed FY16 Amended budget for consideration of approval to publish. He reminded the Port Commission that financial reports provide actual numbers for ten months ending with the last two months estimated. Revenues were reviewed line by line and discussion was had, but not limited to, the increase in revenues overall, rents and leases, tax levy amount, sale of land, and terminal operations. Expenses were reviewed line by line and discussion was had, but not limited to, salaries and wages including paid time off hours cashed out, legal expenses including those for fiber optic network and the land sale, public affairs and consulting services, insurance rates, navigation issues, terminal expenses including roof repairs and the purchase of the in-line crane scale. After discussion, a motion was made by Commissioner Hasenoehrl to approve the FY16 Proposed Amended budget for publication as presented and establish a public hearing for said budget at noon on June 8, 2016, at the Port District Office; seconded by Commissioner Klemm. Roll call vote:

Voting Aye – Commissioners Thomason, Hasenoehrl, Klemm; voting Nay – None. The motion passed unanimously.

Next Port Manager, David Doeringsfeld, presented a review of the FY17 Proposed budget reflecting all changes from previous work sessions. Beginning with the Mission Statement, each revenue line was presented with discussion had, but not limited to, the 10% decrease in the tax levy amount and 14% decrease in the tax levy rate over the past two years, lieu tax revenues collected for rental properties passing through to Nez Perce County, lease agreements with EKO Systems and Printer's Distillery terminating this past year, the need for dividing Suite D to be more suitable space for startup businesses, and utilizing prior revenues earned to carry over for building the fiber network development and Harry Wall Industrial Park infrastructure improvements. Consensus was had among the Port Commission regarding the conservative approach to revenue projections. Each expense line was reviewed with discussion had, but not limited to, the commissioner per diem amount of \$50 per meeting day including the historical quantity of meetings, staff salaries including pay rates, hours per position and distribution of duties, office operational expenses and equipment, legal fees, public affairs and marketing including educational opportunities for all three local ports and overall individual outreach efforts, facilities maintenance and increased weed control costs, navigation issues and related legal costs, terminal expenses including the future need of a spreader bar, and land acquisition and development projects. Projects reviewed included the old EKO site within the Harry Wall Industrial Park, Suite D renovation in the incubator building and concept development of a new incubator building, and demolition of an inhabitable house on port property on 7<sup>th</sup> Ave North. Discussion was had regarding ongoing education and public outreach efforts within the district including evaluation of this past year's efforts and any opportunities that might be available this next year. Commissioner Hasenoehrl suggested that the Economic Development line item in the budget be renamed to reflect Partnerships and Grants. After discussion, a motion was made by Commissioner Hasenoehrl to approve the FY17 Proposed Budget for publication and as presented; seconded by Commissioner Klemm. After discussion, Commissioner Hasenoehrl amended her motion to approve the FY17 Proposed Budget for publication with corrected typos, change of the economic development line item description and establish a public hearing for said budget at noon on June 8, 2016, at the Port District Office; seconded by Commissioner Klemm. Roll call vote:

Voting Aye – Commissioners Thomason, Klemm and Hasenoehrl; voting Nay – none. The motion passed unanimously.

Next, Manager Doeringsfeld, presented draft Resolution 16-1 establishing a tax levy rate sufficient to raise \$405,000 commencing July 1, 2016, and to establish a public hearing for said tax levy at noon on June 8, 2016, at the Port District Office. A motion was made by Commissioner Klemm to approve publication of Resolution 16-1, as presented, for the purpose of establishing a tax levy rate within the district sufficient to raise \$405,000 commencing July 1, 2016, and to hold a public hearing on said tax levy at noon on June 8, 2016, at the Port District Office; seconded by Commissioner Hasenoehrl. Roll call vote:

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

Manager Doeringsfeld stated that notices will be posted throughout the District.

### **Miscellaneous Project Review/Updates & events:**

EKO Site Infrastructure Improvements – Port Manager, David Doeringsfeld, reported that the engineer's estimate of \$781,000 for site and infrastructure improvements is what was utilized in next year's proposed budget. Design information for the site is anticipated to be available for review in July.

Fiber Optic Network Project Update – Assistant Manager, Jaynie Bentz, reported on the construction status of the network by segment and which funding year incomplete segments were anticipated to fall within. Discussion was also had regarding potential expansion opportunities and connecting with the Port of Clarkston's network to create redundancy within the community.

Community Outreach –

May 18 – Open House in Culdesac at 4:30pm and Lapwai at 7:00pm

May 19 – Open House in Lenore at 6:00pm

June 8 -- Next Regular Port Commission Meeting and Public Hearings

Manager Doeringsfeld reported on his presentation to the Culdesac City Council as well attended and information well received. A Port Report, the Port's newsletter, is tentatively planned for early June distribution.

## **COMMISSION COMMITTEE REPORTS:**

Commissioner Hasenoehrl/Urban Renewal Agency— She reported that the URA Director, Laura VonTersch, announced she will be stepping away from URA duties due to the time the position demands away from her city responsibilities. A subcommittee comprised of three elected officials will be working toward the process of finding a half time URA staff person. The board reviewed preliminary drawings of the Nez Perce Drive project however the project engineer was not present to address questions; discussion was had regarding consideration in forming new Revenue Allocation Areas (RAA) to help serve the community, specifically east Main and around the airport area. Revision of the Urban Renewal Area boundary may be required depending where new RAAs may be established. The 18<sup>th</sup> Street North project was awarded to McCall Classic Construction for approximately \$506,000 which was below the estimated cost. Discussion was had regarding re-allocation of project savings back to the funding agencies.

Commissioner Thomason/Chamber Board/Valley Vision – He reported Valley Vision continues to hear about work force needs for area businesses. The recent presentation by Idaho Businesses for Education to the Government Affairs committee may help provide an opportunity to assist local work force programs. He advised the Valley Vision Annual meeting is scheduled for June 28<sup>th</sup>.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – He reported that the Government Affairs Committee and Chamber of Commerce combined their efforts to host the Legislative Welcome Back luncheon. District 6 representatives summarized the activities of this past legislative year and what they anticipate happening next year. He also reported that the Government Affairs Committee heard a presentation by the CEO of Idaho Businesses for Education. The Natural Resource Committee heard a presentation by Mike Hanna, local representative for Senator Risch, regarding the Lochsa Land Exchange. He commented that the primary topic of concern was loss of revenues due to the transference of lands.

**FINANCIAL REPORT:**

The Port Manager presented a Financial Statement prepared by the Port Auditors for ten months ending April 30, 2016. After review, discussion was had in reference to the FY16 Proposed Amended budget. Commissioner Hasenoehrl made a motion to approve the Financial Statement as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm and Hasenoehrl; Voting Nay – None. The motion passed unanimously.

The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds as of April 30, 2016.

**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 Hasenoehrl to approve and pay Port vouchers Nos. 18681 through 18750, transfers and EFTPS for a total amount of \$228,120.68; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm and Hasenoehrl; Voting Nay – None. The motion passed unanimously.


**OTHER BUSINESS:**

None.

**EXECUTIVE SESSION:**

None.

Being no further business, the meeting adjourned at 1:26 p.m.

  
Secretary  
Mary Hasenoehrl