

**PORT OF LEWISTON  
MINUTES OF REGULAR MEETING**

**October 9, 2017**

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on October 9, 2017.

Present at the meeting were Port Commission President, Mike Thomason, Port Commission Vice-President, Jerry Klemm, and Port Commission Secretary/Treasurer, Mary Hasenoehrl. Administrative staff in attendance were David Doeringsfeld, Port Manager, and Jaynie Bentz, Assistant Port Manager. Port Commission President, Mike Thomason, convened the open meeting at 12:00 p.m.

**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:** -- None.

**ADOPTION OF MINUTES:**

The Port Commission examined the Minutes for the Regular Meeting of September 13, 2017. Commissioner Hasenoehrl made a motion to accept the Minutes as presented; seconded by Commissioner Klemm. The motion passed unanimously.

**MANAGER'S REPORT:**

**Active Agenda:** -- None.

**Non-active Agenda -- Miscellaneous Project Review/Updates & events:**

Harry Wall Grading Project update – The Notice of Substantial Completion has been submitted. The retainage amount of approximately \$28,000 will be released to the contractor once the city of Lewiston has notified the port that it has accepted the improvements and lines.

A meeting has been scheduled to discuss the October, 2018, city improvements to Col. Wright Way. The Port will consider beautification improvements by adding trees and an irrigation system as part of city's planned improvements at that time.

Facilities Maintenance Update –

Rail Bridge Rehab – Railworks completed the immediate and necessary part of the rail bridge project with an estimated cost of \$23,000. A second phase of bridge maintenance has been identified and discussed between the vendor and Port Manager. Maintenance of the Port's rail line is pending by Watco to replace ties at identified curves and switches.

Port Administration building – Port staff completed the painting of the building exterior and trimming of trees and shrubs. The parking lot has been resealed and striped. Compliments were conveyed to Chad, Port staff, for his work and attention.

Old Excel Building Improvements – This building is pending for fresh exterior paint and general cleanup and maintenance by Port staff.

Terry's Dairy Site Improvements – The former tenant removed their personal property as required by the lease. A full refund of the tenant's rental deposit is included in today's payables for consideration. Port staff will explore the cost to grade the property and complete overall cleanup to this site that is needed to bring the property into good and slightly condition.

Community Outreach Update – Discussion was had regarding the Port's booths at the Nez Perce County Fair and at Riverfest. Compliments were conveyed to Kelly, Port Administrative Assistant, regarding the development and implementation of educational and interactive activities that were well received by visitors. Manager Doeringsfeld thanked all Port Commissioners and staff for helping to man the booths.

Upcoming meetings/events:

Oct 17, 18, 19 – PNWA Annual Conference in Portland

Nov 8 – Next regular meeting of the Port Commission

Discussion was had regarding dates to host the Port's Holiday Open House.

Discussion was had regarding updating the Port's strategic plan after the first of the year.

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

Terminal II (Inland 465) -- David Doeringsfeld, Port General Manager, reported that Space Builders will begin the last major application to the roof, weather permitting. Discussion was had regarding concern that the work window may be closing soon.

Terminal I (Public Dock Facilities) -- Port Manager, David Doeringsfeld, next reported that the Port's rail tariff began the first of September. Thirty cars incurred a \$25 per car trackage fee. Clearwater Paper received two sawdust barges in September. It was noted that the mill was shut down part of the month for annual maintenance.

Year to Date container shipments remain at zero with wheat shipments down - 3.3%. Container shipments and wheat shipments for the month of September as compared to the same month last year reflect an increase of 31% in wheat shipments for the month. A Year to Date and September shipping summary of statistics was reviewed.

Fiber Optic Network – Jaynie Bentz, Assistant Port Manager, reported that Port staff will be meeting with the design consultant later this week to review routes and construction costs. A trip will be made to the city of Sandpoint to visit with city staff regarding their fiber optic system model. Small construction projects are under review for approval with service requests in place. Discussion was had regarding the upcoming vote to raise the Avista franchise fee within the city of Lewiston right-of-way.

## **COMMISSION COMMITTEE REPORTS:**

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that the URA rescheduled their October meeting a week later than normal. She attended Capitol for a Day in Wilder. Also, also reported that Mr. John Rusche was appointed to the Idaho Water Resources Board.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Reported that the Valley Vision board discussed the upcoming school bond vote for Clarkston high school and they met Blaine Claypool, the new director at St. Joseph's hospital. He was pleased to report that Valley Vision has been receiving healthy financial support from the private sector. The Valley Vision Holiday social is scheduled for December 5<sup>th</sup>.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee and Natural Resource Committee member, PNWA representative – Reported he attended the ribbon cutting and open house of the vocational technical school at Walla Walla Community College. He also attended the Inland Northwest Partners fall meeting. The meeting focused on ways to kill communities and he complimented the content of the information. Kay Gabriel, from Northwest River Partners, presented at the last Natural Resource Committee meeting; minutes have been provided by the chamber. The Government Affairs Committee is currently surveying chamber members on topics to consider going into this next year.

### **FINANCIAL REPORT:**

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for three months ending September 30, 2017. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on September 30, 2017. Discussion was had regarding the status of tenant rental payments. After the report, Commissioner Hasenoehrl made a motion to approve the Financial Report as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed unanimously.

### **ACT ON CLAIMS:**

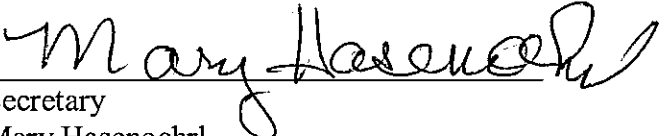
The next order of business was review and discussion of claims against the Port as presented by the Check Detail Sheet. A motion was made by Commissioner Hasenoehrl to approve and pay Port vouchers Nos. 19976 through 20000, 21001 through 21051, and EFTPS for a total amount of \$156,727.29; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

**OTHER BUSINESS:**

Open discussion was had regarding vandalism reported at the ice rink.

**EXECUTIVE SESSION: -- None**

Being no further business, the meeting adjourned at 1:16 p.m.

  
Secretary  
Mary Hasenoehrl