

PORT OF LEWISTON
MINUTES OF REGULAR MEETING
March 9, 2016

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on March 9, 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 Klemm made a motion to approve the agenda as presented; seconded by Commissioner Hasenoehrl. The motion passed unanimously.

CITIZEN COMMENTS:

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

ADOPTION OF MINUTES:

The Port Commission examined the Minutes for Regular Meeting February 12, 2016, and Special Meeting February 24, 2016. 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 facility has not experienced any roof leaks with the recent rains and pleased with the results of the applied product. He continued, there are two seasons

remaining to complete the paint application to the entire roof. Approximately \$6,000.00 in product will be purchased this fiscal year for application late summer.

Port Manager, David Doeringsfeld, next provided updates on Terminal I, the public dock facilities. He reported that the river navigation is currently suspended for annual maintenance to the locks conducted by the U.S. Army Corps of Engineers. Locks are expected to return to service March 26th.

Port tenant, American Alloy will be shipping their first unit out by barge mid-April with additional units shipping approximately 45-60 days later. Boom overload insurance coverage on the crane will be renewed for the project. The tenant is working with port personnel to review logistics. Discussion was had regarding the purchase of an in-line scale for the crane. The Port Manager was provided direction to purchase the scale and negotiate an amount with American Alloy to apply toward the purchase. Consensus was had that the arrangement would be mutually beneficial, the tenant would not need to rent and mobilize a scale to determine the weight of each unit before shipping each time and the port would be able to provide an additional service by upgrading the crane as scales are typically a standard item in newer models.

Year to Date container shipments are down -91.45% and bulk wheat shipments up 2.28%. Container shipments and wheat shipments for the month of February, as compared to the same month last year, reflect a decrease of -96% in container shipments and an increase of 20% in wheat shipments for the month. A Year to Date and February shipping summary of statistics were provided.

MANAGER'S REPORT:

Active Agenda:

Port Manager, David Doeringsfeld, presented a lease amendment with K & G Construction for consideration of approval for a one year extension, terminating July 31, 2017, and increasing the lease rate to \$1,550.00 per month for the 6,000 sf of warehousing space. Manager Doeringsfeld recommended approval of the lease amendment. After discussion, a motion was made by Commissioner Klemm to approve the lease amendment as presented; seconded by Commissioner Hasenoehrl. Roll call vote:

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

Miscellaneous Project Review/Updates & events:

Business Incubator Program – Michell Radamaker, with Bott & Associates, presented conceptual designs for the remodel of Suite D in the existing incubator facility to improve the flexibility of the space to be better suited for small developing businesses. The concept divides the 7,500 sf area into two spaces with an adjoining door, adds a bathroom, divides utilities, adds metal wall liners, removes existing overhead doors and adds exterior canopies for a preliminary cost of \$99,654.81. The Port Commission directed staff to continue to fine tune the construction plans with Ms. Radamaker in order to bid the project for budgeting purposes.

Next, Ms. Radamaker presented conceptual designs for an additional incubator building to be constructed on the 1600 block of 6th Ave North with shared parking with the ice rink. A second concept was presented to locate the same building concept at the vacated EKO site, 1176 Colonel Wright Way. This site is larger and allows for phased construction of duplicate buildings onto the property. In both cases, the proposed building was approximately 9,000 sf with adjoining doors to allow for flexible space between the suites, sprinkled, pre-fab metal building, restrooms, decorative canopies, sidewalks, heavy slab floors, landscaping and overhead doors. The preliminary construction cost presented was \$778,799.00.

The Port Commission thanked Ms. Radamaker for her time and presentation.

EKO Site Status Update – Port Manager, David Doeringsfeld, reported that the North Central Health District has accepted EKO's notification that the facility has been closed in accordance with the closure plan. The exit date was March 1, 2016. Manager Doeringsfeld complimented the appearance the site was left by EKO. The Port is undertaking a soil sample test at the site to confirm the property is clean of contaminants. A final report is expected by the end of March. Riedesel Engineering will provide grading plans for site development this coming fall/winter.

Fiber Optic Network Project Update – Assistant Manager, Jaynie Bentz, reported on the status of each proposed segment. Construction of the first segment will begin mid-March and the second segment is about to bid with construction in April.

Fiber cable inventories are on hand. Discussion was had regarding overall scheduling and budget status. Manager Doeringsfeld stated that the overall project is behind schedule and the approved budget amount will not be expended this fiscal year. The Port Commission directed Manager Doeringsfeld to continue to authorize required construction contracts and purchases needed to avoid any delay with the project. The Port Commission directed the Assistant Port Manager, Jaynie Bentz, to authorize necessary agreements in the Port Manager's absence.

BREAK: At 1:10 p.m. the Port Commission took a short recess.

RECONVENE: At 1:22 p.m. the Port Commission reconvened the open meeting.

Advanced Health Care – The property purchase is complete to the Boyer Company with a net sales amount to the Port of approximately \$566,000. The dirt and rock removal project remains pending for the site. Bids were rejected due to price and will be re-bid with a new scope of work. The pending project is expected to be complete within 60 days. The port may offer stockpiled dirt for sale in the future.

Community Outreach –

March 7 – Presentation made to Lapwai City council

Port Report – Distribution scheduled for mid-March

Upcoming meetings/events --

March 14-17 -- PNWA Mission to Washington DC

April 6 – Pioneer Ports luncheon at Quality Inn, keynote speaker Kristin Meira, PNWA Executive Director.

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Urban Renewal Agency— She reported that the URA voted to begin dispensing funds back to the taxing districts. All remaining action items were tabled. Construction plans for the 18th Street North project remain 95% complete creating concern that the construction window will disrupt harvest traffic to the grain terminal. She reported that the Idaho Legislature committee is re-drafting language for a proposed URA bill.

Commissioner Thomason/Chamber Board/Valley Vision – He reported that he attended the Chamber board meeting and they discussed the start of the next

Leadership Class. He also reported that David will be presenting to the Valley Vision Board at the April meeting.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – He reported that the Government Affairs committee heard a good presentation by Mr. Alford about the Urban Renewal Agency. Also, he attended the U.S. Army Corps of Engineers Navigation meeting in Walla Walla, WA.

FINANCIAL REPORT:

The Port Manager presented a Financial Statement prepared by the Port Auditors for eight months ending February 29, 2016. Discussion was had regarding the incorrect tax replacement fund amount provided by Nez Perce County Auditor's office listed in the financial statement. 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 February 29, 2016. He noted that the funds received from the Boyer property sale were deposited in the Potlatch #1 Federal Credit Union bank account.

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. 18529 through 18598, transfers and EFTPS for a total amount of \$77,733.43; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm and Hasenoehrl; Voting Nay – None. The motion passed unanimously.

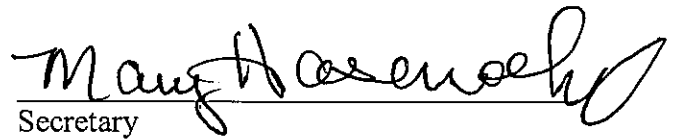
OTHER BUSINESS:

Commissioner Klemm inquired if Printer's Distillery was current with their rental reimbursements. Manager Doeringsfeld confirmed their payment status was up to date.

EXECUTIVE SESSION:

None.

Being no further business, the meeting adjourned at 2.47 p.m.


Secretary
Mary Hasenoehrl