

**PORT OF LEWISTON**  
**MINUTES OF SPECIAL MEETING**  
**September 29, 2015**

A special meeting of the Port of Lewiston Commission was held on September 29, 2015, at 3:00 p.m. at the Port Administration Building conference room, Lewiston, Idaho, pursuant to notice duly given.

Port Commission President, Mike Thomason, Port Commission Vice President, Jerry Klemm, Port Manager, David Doeringsfeld, Port Assistant Manager, Jaynie Bentz were present at the meeting. Port Commission Secretary/Treasurer, Mary Hasenoehrl was in attendance by conference telephone. The meeting was called to order at 3:02 p.m. by Port Commission President, Mike Thomason.

The Commission President, Mike Thomason, stated the purpose of the meeting was for the Port Commission to consider a lease agreement with American Alloy, LLC, review for approval signing a Joint Use Agreement with CenturyLink, review for approval revisions to the Port's Records Retention Policy, update on the Lewiston Fiber Optic Network, update status of Harry Wall Industrial Park plat and update on the Port's Administration building roofing project.

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

CITIZEN COMMENTS: None.

ACTIVE AGENDA:

Port Manager, David Doeringsfeld presented a Pole Attachment Agreement with CenturyLink to attach Port of Lewiston fiber optic cable to their poles as part of the Lewiston Fiber Optic Network. Discussion was had regarding the annual pole attachment fee per pole, the \$5,000 surety bond requirement, insurance requirements and the Bill of Sale exhibit. Manager Doeringsfeld advised that upon approval, next steps will be to submit construction plans for CenturyLink's review. A motion was made by Commissioner Hasenoehrl to approve signing the Pole Attachment Agreement with CenturyLink as presented; seconded by Commissioner

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

Next, Port Manager, David Doeringsfeld, presented a lease agreement for consideration of approval with American Alloy, LLC for approximately 1.033-acres within the Port's container yard to construct self-contained portable buildings. Garret Guinn, representing American Alloy, LLC, presented an overview of the project stating that steel components will be fabricated in pieces at their facility in Spokane Valley and then trucked down to the Port for final assembly. The completed buildings will be portable structures to be loaded, by crane, onto a barge destined for Bremerton, WA, to assist the United States Navy in the decommissioning of Los Angeles Class submarines as part of the maintenance process for Naval fleets at the Puget Sound Naval Ship Yard. The assembled units will be too large for road transportation. Mr. Guinn advised that the project will employ approximately 20-30 people, utilize several local contractors as part of the assembly team specifically in the areas of HVAC, plumbing, electrical and communication systems. After open discussion, a motion was made by Commissioner Hasenoehrl to approve the lease agreement with American Alloy, LLC, as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Hasenoehrl, Klemm and Thomason; voting Nay – none. The motion passed unanimously. The Port Commission and staff welcomed Mr. Guinn and his crew to the Port of Lewiston and conveyed their appreciation for his interest in utilizing Port services.

Next, Manager Doeringsfeld presented to the Port Commission for consideration of approval two changes to the Port of Lewiston Records Retention Policy as recommended by the Port's attorney, Ed Litteneker. After review and discussion, a motion was made by Commissioner Klemm to approve the revisions to the Records Retention Policy as presented; seconded by Commissioner Hasenoehrl. Voting Aye – Commissioners Hasenoehrl, Thomason, Klemm; voting Nay – none. The motion passed unanimously. Manager Doeringsfeld advised that recommendations for revisions to the Employee Handbook are pending and will be presented at a future meeting for consideration.

#### NON-ACTIVE AGENDA:

Port Manager, David Doeringsfeld, introduced Jeff and Bill Dietrich who are interested in locating a Pull & Save business within the Harry Wall Industrial Park. The intended business

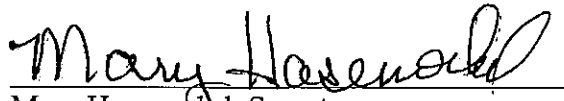
models the same clean operations after the Pull & Save businesses in Spokane Valley and Mead, WA where customers remove the desired parts from vehicles that are safely raised off the ground. Their presentation indicated that they are seeking the Port Commission's interest in a long term lease agreement for Pad site #2 of approximately 3.5 acres with possible expansion. The estimated inventory level discussed was a rotating 250 vehicles positioned on one level. Operations would also be regulated by EPA and State guidelines. The proposed business would initially employ approximately 6-10 employees paid \$14-18 per hour and generate approximately \$3.5 million in retail sales annually at maturity. Discussion indicated that the business would require construction of a pole building on site, they are aware the property is within city limits and is not served by sanitary sewer. Open discussion also included concerns regarding crushing and disposal of the cars, appearance of the hillside from Pioneer Park, safe handling and disposal of auto liquids and contamination of the property. Manager Doeringsfeld and the Port Commissioners thanked the gentlemen for their presentation and will take the proposal under advisement.

Manager Doeringsfeld next presented a copy of the Franchise Agreement presented for consideration by Lewiston city council for the Port to locate its Lewiston Fiber Optic Network within the city's right of way. The agreement was developed by city and port staff with initial review and first reading presented to city council on September 14<sup>th</sup>. Manager Doeringsfeld provided a summary of the document including but not limited to, the franchise fee consisting of 5% of gross revenues generated for leased lines within city limits, the fee paid within 45 days of every calendar quarter, construction must begin within 18 months and the term of the agreement for 25 years. After discussion, the Port Commission complimented all staff in their efforts to develop a good agreement. Manager Doeringsfeld stated he has requested the second and third readings and approval be considered at the October 5<sup>th</sup> Lewiston city council meeting in order to move forward with consideration for approval by the Port Commission to execute the agreement and begin the construction process. Commissioner Klemm commented his disappointment in the city requiring a franchise fee when the surrounding communities did not require the fee for their respective Port's fiber investment. Manager Doeringsfeld added that upon approval, the Port will be required to provide \$10,000.00 to the city in lieu of a bond.

Manager Doeringsfeld advised the Port Commission that two bids were received to re-roof of the Port's Administration building. Space Builders provided the lowest bid in the amount

of \$7,657.00. Consensus was had that the existing roof is well beyond its life and must be removed and replaced in order to avoid possible damage to the interior of the building causing associated additional costs. Manager Doeringsfeld advised that the project requires completion by December 1, 2015.

A motion was made by Commissioner Hasenoehrl to adjourn the meeting; seconded by Commissioner Klemm. Being no further business, the meeting adjourned at 4:30 p.m.

  
Mary Hasenoehrl, Secretary