

**PORT OF LEWISTON
MINUTES OF REGULAR MEETING**

December 13, 2017

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on December 13, 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 12:02 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 November 13, 2017. Commissioner Klemm made a motion to accept the Minutes as presented; seconded by Commissioner Hasenoehrl. The motion passed unanimously.

MANAGER'S REPORT:

Active Agenda:

A copy of the FY17 Independent Audit Report, prepared by Presnell Gage Accounting, was presented to the Port Commission for review and consideration of approval. Ms. Dawn Aliverti, auditor, presented a power point presentation to aid in the review and discussion of the FY17 Audit Report. The report also included an overview of responsibilities, the Audited financial statements, the auditor's report, the audit approach, adjustments, and any disagreements or difficulties. The auditor issued an

“unmodified” (clean) audit report. Open discussion was had between the auditor, Port staff and Port Commissioners. Discussion was had but not limited to the positive change in the Port’s net position of \$478,620, review of the Port’s operating loss of \$134,220, depreciation as a non-cash, non-budgeted operating expense in the amount of \$395,792, PERSI requirements required by GASB, statement of cash flows, budgetary comparisons, confirmation of no fraud or illegal activities, a long term debt amount of zero, and economic development activities and investments. After review and discussion, Commissioner Hasenoehrl made a motion to approve and distribute the FY17 Audit Report as presented; seconded by Commissioner Klemm. The Port Commission thanked Ms. Aliverti for her time, presentation, open discussion and expertise. Voting Aye – Commissioner Thomason, Klemm and Hasenoehrl; voting Nay – none. The motion passed unanimously. Manager Doeringsfeld stated that the FY17 Audit will be posted onto the Port’s website by the end of the month and hard copies will be available tomorrow at the Port’s front counter.

Next, Nathan Alford, from the Lewiston Tribune presented an overview of the “Made by Us” marketing campaign. The Pro-Business campaign will run throughout 2018 and is a comprehensive marketing package within their readership area including LMT newspaper printed and on-line dedicated space, direct mail, social media, posters and window clings. Overall, it will highlight twelve regional companies who support local jobs and contribute to economic development activities. The cost to participate is \$8,000. The campaign will allow participating companies to highlight their company projects, their partners and employees, in an effort to provide awareness to the readership regarding the significance of the regional business community and the power of the local dollar. Discussion was had between “Butch” and Nathan Alford, the Port Commissioners and Port staff. Commissioner Hasenoehrl applauded the Tribune’s efforts to help promote the pro-business community. Commissioner Thomason conveyed his interest in the campaign and agreed with the continuity of the approach. Commissioner Klemm also was amenable to the concept but conveyed that he would have personally appreciated more time to consider the proposal and the need for commitment to participate. The Alford’s confirmed that they were flexible with arrangements for payment. Commissioner Hasenoehrl made a motion to participate in the campaign as presented in the amount of \$8,000; for the Port Manager to coordinate

with the Tribune and Port staff on messaging content and payment options. Voting Aye – Commissioners Thomason and Hasenoehrl. Commissioner Klemm abstained. The motion carried.

For review and consideration of approval, Port Manager Doeringsfeld presented the Port Commission with a land lease agreement with Jake Funderburg Trucking, LLC for approximately 0.43-acre in the amount of \$275.00/month effective December 1, 2017. Discussion was had regarding the proximity of the lot on 20th Street North, the activity and term length. A motion was made by Commissioner Hasenoehrl to approve the land lease agreement with Jake Funderburg Trucking, LLC as presented; seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Klemm, and Hasenoehrl; voting Nay – None. The motion passed unanimously.

For review and consideration of approval, Port Manager Doeringsfeld presented the Port Commission an amendment to the land lease agreement with United Parcel Service extending the term length of the agreement to expire January 31, 2019. Discussion was had regarding proximity and activity. Commissioner Klemm made a motion to approve the lease amendment extending the term length with United Parcel Service to January 31, 2019; seconded by Commissioner Hasenoehrl. Voting Aye – Commissioner Thomason, Klemm and Hasenoehrl; voting Nay – none. The motion passed unanimously.

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

Rail Improvements – Approximately \$44,000 have been made into the Port's track replacing ties. Port staff will continue to work with the Great Northwest Railroad through a phased approach to make ongoing improvements. Manager Doeringsfeld advised the Port Commission that this will be a budget item for a few years going forward depending how much they choose to allocate each year.

Harry Wall Grading project – As-built drawings have been submitted to the City of Lewiston to verify the drawings are correct and to accept the water and sewer lines. Upon written acceptance, the Port will release the retainage dollars to the contractor and close out the project.

Additionally, Crea Construction was hired for a small grading project on Harry Wall North to redirect stormwater runoff from crossing the highway.

Removal of the Transient Camp – Cleanup is complete and without incident. Personal belongings found on site have been put into storage and will be retained for a period of time. The cost of the project was approximately \$4,300.00 which includes disposal fees. This spring the hydro-seeding should grow in and stabilize the area.

Community Outreach Update:

Lapwai City Council meeting – Nov 20, Manager Doeringsfeld attended to present information about the Port's Small Community Grant program.

Port Report – Nov 30, was mailed and electronically posted.

Port Christmas Open House – Dec 14

Upcoming meetings/events:

Next Port Commission meeting – January 10

Discussion was had regarding a conflict with the March, 2018, monthly meeting. An alternative date will be determined.

TERMINAL II, DOCK OPERATIONS AND FIBER OPTIC NETWORK REPORTS:

Terminal II (Inland 465) -- David Doeringsfeld, Port General Manager, reported that the five year inspection has been completed on the fire system. A conversation will be had with the manufacturer as the pump needed to be repacked for a third time.

Terminal I (Public Dock Facilities) -- Port Manager, David Doeringsfeld, next reported that the Clearwater Paper sawdust operation at the dock is running smoothly. It will be relocating to the upstream end of the dock for convenience to both parties. Discussion was had regarding container service returning to the Port of Portland with Hong-Kong based Swire Shipping calling in January, 2018 offering service to New Zealand, Australia, China and possibly Korea.

Year to Date container shipments remain at zero with wheat shipments down - 10.27%. Wheat shipments for the month of November as compared to the same month last year reflect a decrease of -46% in wheat shipments for the month. A Year to Date and November shipping summary of statistics was reviewed.

Fiber Optic Network – Jaynie Bentz, Assistant Port Manager, reported on service orders, that one segment is under review with the city with anticipated construction in January, and the design of another segment will be completed by the end of the month for submission into the approval process. After the first of the year staff will review insurance requirements.

At 2:35 p.m. President Thomason called for a short recess.

At 2:40 p.m. President Thomason reconvened the open meeting.

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that the URA Board accepted the proposal regarding the timeline on Nez Perce Terrace extended which stipulates the project completing in November, 2018. Bond costs were reviewed and discussed regarding the East Orchards Sewer Project. She also attended the AgTC conference in Boise. The content of the conference included transportation issues nationwide. She reported that ports on the west coast experience 27 lifts per hour vs the east coast experiencing 42 lifts per hour. Also, rail is overly congested in Seattle/Tacoma, ships are sitting, and driver shortages remain in the trucking industry.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Reported that Valley Vision had their annual membership meeting and holiday reception December 5th. They also heard from the Idaho Business for Education representative. Also, the LCV Chamber offices moved to a new location in Clarkston. The Chamber's annual meeting is scheduled for January 10th at the Red Lion.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee and Natural Resource Committee member, PNWA representative – Reported he attended the LCV Chamber Natural Resource Committee meeting and their minutes were shared previously. The Government Affairs Committee heard a presentation by a representative from Idaho Business for Education.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for four months ending November 30, 2017. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds

on November 30, 2017. 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. 21124 through 21219, and EFTPS for a total amount of \$164,634.61; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION: None.

OTHER BUSINESS: None.

Being no further business, the meeting adjourned at 1:45 p.m.

Mike Thomason

Secretary

~~Mary Hasenoehrl~~ *Mike Thomason*