

**PORT OF LEWISTON
MINUTES OF REGULAR MEETING**

January 10, 2018

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on January 10, 2018.

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 12:06 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.

OFFICER AND COMMITTEE ASSIGNMENTS, REVIEW MEETING

SCHEDULE:

Commissioner Klemm made a motion to assign Commissioner Hasenoehrl as Port Commission President; seconded by Commissioner Thomason. After short discussion, voting Aye – Commissioners Thomason, Klemm and Hasenoehrl; voting Nay – none. The motion passed unanimously.

Commissioner Klemm made a motion to assign Commissioner Thomason as Port Commission Secretary/Treasurer; seconded by Commissioner Hasenoehrl. After short discussion, voting Aye – Commissioners Thomason, Klemm and Hasenoehrl; voting Nay – None. The motion passed unanimously.

Commissioner Klemm will remain Vice President.

Commissioner Hasenoehrl conducted the remainder of the meeting.

After short discussion, consensus was had that each Commissioner continue with their existing committee assignments, reviewed as follows:

Commissioner Thomason – Valley Vision Board and Executive Committee member, LCV Chamber Board member.

Commissioner Klemm – PNWA Board member as designated Idaho board representative, PNWA Executive Committee member; LCV Chamber Natural Resource Committee and Government Affairs Committee member.

Commissioner Hasenoehrl – Urban Renewal Board member; LCV Chamber Ag Committee member.

After short discussion, consensus was had to maintain the Port Commission meeting schedule for 2018 at the Port District Office, Conference Room, reviewed as follows:

Regular monthly meeting of the Port Commission – Second Wednesday of the month at noon

Special monthly meeting of the Port Commission – Fourth Wednesday of the month at 3:30 p.m., as needed.

CITIZEN COMMENTS:

Tymothy Park, 825 10th Ave, Lewiston – Inquired what the Port intends to do about the red ink in reference to the Port’s audit? He commented that he had not reviewed the Port’s audit report and had only read what was published in the Lewiston Tribune. Port Manager, David Doeringsfeld, provided Mr. Park a copy of the 33-page audit and highlighted some numbers contained within the report including the Port’s Net Position. Mr. Park commented that he did not understand the numbers. Manager Doeringsfeld invited Mr. Park to schedule a meeting with him should he wish to discuss the report in detail.

ADOPTION OF MINUTES:

The Port Commission examined the Minutes for the Regular Meeting of December 13, 2017, and Special Meeting of November 9, 2017. Commissioner Thomason made a motion to accept all 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:

Project updates and events were presented by Manager Doeringsfeld --

Strategic Plan update – Manager Doeringsfeld thanked the Port Commission for their time, direction and participation with the planning process. A final document will be developed over the next few months for adoption this spring.

Terminal II Lighting Upgrade – Well Connected, a local electrical contractor, will begin installing interior and exterior LED lighting improvements. The estimated cost of the project is approximately \$20,000 but rebates are available through the Avista Commercial Lighting Incentives program which will offset costs to a net amount of \$6,978. Inland 465 agreed to split the net cost with the Port.

Harry Wall North Stormwater Runoff Improvements – Crea Construction, a local contractor, has reshaped the land, located and exposed the buried culvert to assist in directing stormwater runoff from crossing the highway and down Col. Wright Way. Manager Doeringsfeld commented that ITD is responsible for maintaining and improving the inlet. He will be contacting them so that the culvert does not refill with sediment again. Discussion was also had regarding how the new stormwater ponds were functioning above the transfer station.

Best Building Floor Repairs – The Port will explore repairs for approximately four floor sections inside the Clearwater Converting side of the building. These high traffic areas will need to be removed and re-poured due to the concrete failing. Each section is approximately 20-feet square. The Port will coordinate with the tenant in regards to timing and phasing of the project in order to minimize the impact to tenant operations. Historically an epoxy topcoat has been applied to the affected areas but those are now lifting.

Community Outreach Update:

Opinion Please – Participated on the show January 3rd

Columbia Trade Team Visit – Community wide meetings on February 7th

Upcoming meetings/events:

Next Port Commission meeting – February 14

PNWA Regional meeting – February 15

Idaho Association of Counties – February 6th, Presentation as requested by Nez

Perce County Commissioner Zenner

March Port Commission meeting – remains March 14

TERMINAL II, DOCK OPERATIONS AND FIBER OPTIC NETWORK

REPORTS:

Terminal II (Inland 465) -- David Doeringsfeld, Port General Manager, reported that the snow load and recent rains have created ponds on the roof that have leaked and damaged some Clearwater Paper Company product. The damaged product will be repulped for re-sale. The Port will pay the difference. The spring 2018 application on the roof will complete 100% of the roof, however, ongoing maintenance is expected.

Terminal I (Public Dock Facilities) -- Port Manager, David Doeringsfeld, next reported that the Clearwater Paper sawdust operation at the dock will be relocating to the upstream end of the dock during lock closure. Sawdust barges and wheat barges continue to arrive. Discussion was had in regards of removing the stairs along the east side of the Port's dock due to safety concerns.

Additionally, Manager Doeringsfeld reported that unexpected rail repairs are being made at the entrance to the Container Yard for approximately \$6,700. The track has been locked out until the repairs are complete which should be by the end of the day.

Year to Date container shipments remain at zero with wheat shipments down - 5.28%. Wheat shipments for the month of December as compared to the same month last year reflect an increase of 74% in wheat shipments for the month. A Year to Date and December shipping summary of statistics was reviewed. The annual grain barge count for 2017 was 185, yearend wheat tonnage totaled 620,394 and break bulk barges totaled 21.

Fiber Optic Network – Jaynie Bentz, Assistant Port Manager, reported on construction status and updates amending the Master Services Agreement.

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that the URA Board legal counsel recommended that the President and Vice President of the URA Board should not be an elected official. Therefore, Joe Heulett is the President and JoAnn Cole-Hanson is the Vice President. The URA board received project updates on the East Orchards Sewer project, Nez Perce Road extended and about a recently completed Airport Traffic Circulation study. URA Board members were invited to attend a Government Ethics Seminar on January 19.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Reported that the LCV Chamber will be hosting their annual meeting tonight at the Red Lion. Also, some Valley Vision board members met with the new city of Lewiston Manager, Mr. Nygard stating he was in learning mode. Manager Doeringsfeld commented he will be reaching out next week to set up a Port tour and meeting with the new city manager.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee and Natural Resource Committee member, PNWA representative – Reported he was unable to attend the Government Affairs meeting and minutes from the Natural Resource committee meeting had been shared. He will be attending the upcoming PNWA Regional meeting.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for six months ending December 31, 2017. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on December 31, 2017. Manager Doeringsfeld referenced the financial statement regarding \$202,000 paid in July for improvements to the Harry Wall grading project for work completed in June which was the previous fiscal year. Discussion was had regarding the differences between the cash vs. accrual basis of accounting.

Commissioner Klemm made a motion to approve the Financial Report as presented; seconded by Commissioner Hasenoehrl. 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 Thomason to approve and pay Port vouchers Nos. 21220 through 21287, and EFTPS for a total amount of \$150,868.76; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION: At 1:08 p.m. Commissioner Thomason made a motion to enter into executive session pursuant to Idaho Code §74-206-(1)(e) – To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm, Hasenoehrl; voting Nay – none. The motion passed unanimously. The Port Commission immediately entered executive session. The Port Commission discussed preliminary negotiations involving matters of commerce in which the governing body is in competition with other states.

The Port Commission exited executive session at 1:46 p.m.

OTHER BUSINESS: None.

Being no further business, the meeting adjourned at 1:46 p.m.



Secretary
Mike Thomason