

**PORT OF LEWISTON
MINUTES OF REGULAR MEETING**

April 11, 2018

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on April 11, 2018.

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

AGENDA APPROVAL:

Port Commission President, Mary Hasenoehrl, called for review of the agenda. Commissioner Thomason noted that an agenda item had been added concerning a operations report from LC Ice Arena, then 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 March 14, 2018, and Special Meeting of March 27, 2018. Commissioner Klemm made a motion to accept all Minutes as presented; seconded by Commissioner Thomason. The motion passed unanimously.

MANAGER'S REPORT:

Active Agenda:

Manager Doeringsfeld presented the Port Commission a lease agreement for discussion and consideration of approval with Bulldog On-Site Services, LLC for a 2,450 square foot building at a rate of \$900.00 per month. Manager Doeringsfeld reported that the Port paid to extend a water line to the property. Discussion was had regarding

concern that homeless and transient persons may find the outhouse receptacles appealing without security fencing. Additional discussion was had regarding how the waste collected was disposed. Manager Doeringsfeld commented that any waste collected from the receptacles is pumped into tanks located on trucks and then taken to the wastewater treatment plant. Any wash down of the receptacles would be sprayed with bio-degradable soaps. It was noted that the lease was on 30-day terms. Commissioner Klemm made a motion to approve the lease agreement with Bulldog On-Site Services, LLC as presented; seconded by Commissioner Thomason. Voting Aye – Commissioners Hasenoehrl, Klemm and Thomason; voting Nay – None. The motion passed.

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

LC Ice Arena Update – Brian Thomas, LC Amateur Hockey Association Vice President, presented an update regarding memberships, board members, marketing, fundraising, financial and operational changes. After open discussion, he requested the Port Commission to consider a reduction in the rental rate amount due to the Port for the next four months (May-August) and forgiveness of any reduction amount determined. The Port Commission thanked Mr. Thomas for his attendance, discussion and report. The Port Commission then directed the Port Manager to work with Mr. Thomas on gathering additional information in order to consider the request further.

Project updates and events were presented by Manager Doeringsfeld –

Corps of Engineers Lease Extension – The Manager discussed the extension of an existing lease with the Corps for waterfront property leased by the Port for a term of 17 years. In order to proceed with the agreement, the corps is now requiring an environmental assessment to be conducted on the two properties needed by the Port. The estimated cost to complete the assessments is approximately \$2,500 total and in addition to the cost for the meets and bounds survey previously completed as a requirement for the agreements. Discussion was had regarding budgeted dollars for the long term leases may not fall into this fiscal year.

WATCO Rail Crossing Agreement – WATCO has requested a rail crossing license agreement for the rail crossing into the Confluence Waterfront property. The crossing has been maintained by the Port and was previously held by Port tenant, Longview

Fibre, when they leased the property. The Port has provided the necessary information to WATCO for drafting of the agreement for consideration of approval by the Port Commission at a future meeting. There is a processing fee of \$750.00 required but they have agreed to discount the rate by \$1,000 for the first year of the agreement.

FY-19 Budget Process – A draft budget will be provided to the Port Commission within the next few days. Budget workshop dates of April 26 and May 8 were proposed with confirmation pending Commissioners referencing calendars at home.

Community Outreach Update:

Idaho Freight Summit – Manager Doeringsfeld presented on April 10 in Boise

Port of Whitman County's Family Fun Festival – June 2 at Boyer Park

Upcoming Meetings/Events:

Pioneer Ports meeting – April 12 at 5:30pm, Jollymore's, Lewiston

CEDA 50th Anniversary – April 13 at 5:00pm, Nez Perce County Fairgrounds

Idaho Legislative Welcome Back Luncheon – April 25 at noon, Red Lion

Port of Lewiston next Regular meeting – May 9 at noon, District Office

Port of Lewiston Open Houses – Dates to be determined; will be held after the May 9th Port Commission meeting

TERMINAL II, DOCK OPERATIONS AND FIBER OPTIC NETWORK

REPORTS:

Terminal II (Inland 465) -- David Doeringsfeld, Port General Manager, reported that the vendor who installed the new T-5 lamps in the warehouse conducted a random heat detection test due to concerns learned from a recent article in the Lewiston Tribune. No hot spots with the lamps or ballasts were identified.

Terminal I (Public Dock Facilities) -- Port Manager, David Doeringsfeld, next reported that the Clearwater Paper sawdust operation relocated their equipment to the upstream end of the dock during lock closure. A second barge of sawdust has already arrived this month and their operation is continuing smoothly.

Year to Date container shipments remain at zero with wheat shipments up 21,005 tons over last year's zero due to the 2017 extended lock closure. A Year to Date and March shipping summary was reviewed.

Fiber Optic Network – Jaynie Bentz, Assistant Port Manager, reviewed the status of construction and service requests. Open discussion was had regarding outstanding designs and construction.

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that the board did not have a quorum at their last meeting and another meeting is scheduled for next week. In light of the construction bid coming in lower than expected for the East Orchards Sewer District project, members in attendance discussed options on how best to utilize the savings since there is a penalty for early payoff of the bond. Options discussed included the construction of additional sewer line footage to serve more residential area or to possibly offer a homeowner incentive to encourage hookup to the sewer system.

Commissioner Hasenoehrl also read a thank you letter from the Ag in the Classroom coordinator for the Port's sponsorship.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Reported that the Valley Vision search committee is continuing through the steps of finding a new executive director with anticipation of the successful candidate to begin in June to overlap with current executive director, Doug Mattoon. Additionally, the Valley Vision Annual meeting is scheduled for June 26th. At the last board meeting they discussed the state of the cruise boat industry in the valley, Opportunity Zones and the loss of Alaska Airlines from the Lewiston-Nez Perce County Regional Airport. Discussion was had regarding Valley Vision's request to increase the Port's annual contribution. Consensus was had to discuss contribution levels during the upcoming budget workshops. Commissioner Thomason continued that Valley Vision and the LCV Chamber are co-hosting an event at the Clarkston Event Center on May 17 titled "13 Ways to Kill Your Community".

Commissioner Klemm/LC Valley Chamber Government Affairs Committee and Natural Resource Committee member, PNWA representative – Reported that Manager Doeringsfeld presented on Port activities at the last Government Affairs Committee meeting. Additional topics discussed at the meeting were Idaho Chamber Alliance issues and the North Idaho Legislative Tour.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for nine months ending March 31, 2018. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on March 31, 2018. After discussion, Commissioner Thomason 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 Klemm to approve and pay Port Vouchers Nos. 21387; 21460 through 21493; 21498 through 21538, transfers and EFTPS for a total amount of \$92,115.18; seconded by Commissioner Thomason. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION: -- None

Being no further business, the meeting adjourned at 2:17 p.m.



Secretary
Mike Thomason