

**PORT OF LEWISTON
MINUTES OF REGULAR MEETING**

June 13, 2018

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on June 13, 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, Assistant Port 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 Klemm made a motion to approve the agenda as presented; seconded by Commissioner Thomason. The motion passed unanimously.

CITIZEN COMMENTS:

Commissioner Hasenoehrl called for any citizen comments separate from the budgets under consideration today as each budget hearing will include their own comment period during the public hearing process. No comments were provided.

PUBLIC HEARING – FY18 PROPOSED AMENDED BUDGET:

At 12:04 p.m. Commissioner Hasenoehrl convened a public hearing and directed Port Manager, David Doeringsfeld, to present the FY18 Proposed Amended Budget. Manager Doeringsfeld presented a line item review of the budget including, but not limited to, revenues and expenses, as well as FY18 activities and projects. He commented that the amended budget requires an estimate for the months of May and June resulting in \$75,000 to be added to the amended budget, to be prudent, from prior revenue carryover. He highlighted this year's major projects with overview of the dark fiber optic network build out and improvements completed at the Harry Wall Industrial Park.

Citizen Comments -- Commissioner Hasenoehrl thanked Manager Doeringsfeld for the presentation and called for any citizen comments regarding the proposed FY18 Amended Budget. No citizen comments were offered.

Commissioner Hasenoehrl closed the public hearing at 12:10 p.m.

ADOPTION OF THE FY18 AMENDED BUDGET:

Commissioner Hasenoehrl called for a motion regarding the Proposed FY18 Amended budget. Commissioner Thomason made a motion to approve the FY18 Amended budget as proposed; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm and Hasenoehrl; voting Nay – none. The motion passed unanimously.

PUBLIC HEARING – FY19 PROPOSED BUDGET:

At 12:11 p.m. Commissioner Hasenoehrl convened the public hearing and directed Port Manager, David Doeringsfeld, to present the Proposed FY19 Budget. Manager Doeringsfeld presented a page by page review including, but not limited to, revenues, expenses and project overviews. He noted that the budget does not call for any utilization of prior revenues; the levy amount remains the same at \$405,000 however the levy rate decreased 3.85% from last year and has decreased 69.76% since 1990. Projects highlighted for the FY19 fiscal year include continued build out of the Port's dark fiber optic network, completing a long term lease agreement with the U.S. Army Corps of Engineers, and contracting with an engineering firm to explore the costs involved to develop the Riverfront Confluence property as a recreational and cruise boat area.

Citizen Comments -- Commissioner Hasenoehrl thanked Manager Doeringsfeld for his presentation and called for any citizen comments regarding the proposed FY19 budget:

Representative Thyra Stevenson, 511 Walnut Street, Nez Perce, Idaho – Inquired if the Port was expecting litigation due to the budget increase proposed for legal activities.

Bob Blakey, 601 23rd Avenue, Lewiston, ID – Commented that projected fiber optic revenues should demonstrate success of the investment and reflect a revenue

number that is not so conservative; also, he encouraged the Port of Lewiston to work with the Port of Clarkston to help them expand the already existing cruise boat facilities instead of duplicating facilities in Idaho.

Jeff Sayre, 1232 Bryden Ave, Lewiston, ID – Voiced his support of the Port's FY19 budget and is happy with his return on investment from job creation and economic development activities the Port generates with his \$9.04 per year port property tax allocation.

Doug Mattoon, Executive Director, of Valley Vision, Inc. – Complimented Port staff in what they do to accomplish the economic development activities established in the spirit of the original 1997 Tri-Municipal Agreement. He also thanked the Port for the additional financial contribution proposed in the budget. He commented that the Port of Lewiston is participating in a joint process with the Port of Clarkston and other valley wide stakeholders regarding long range planning for the cruise boat industry. He introduced Karl Dye, also in attendance, as Valley Vision's new Executive Director who will be leading the Valley Vision organization after Mr. Mattoon retires in July. Mr. Dye stood up and gave a short introduction about himself.

Butch Alford, 4086 Fairway Drive, Lewiston, ID – Complimented the Port in its diversity of successful non-maritime activities while activity on the river is in flux due to issues at the Port of Portland.

Seeing no more comments, Commissioner Hasenoehrl closed the public hearing at 12:32 p.m.

A short discussion ensued between the Commissioners. Commissioner Hasenoehrl stated that with the legal challenges related to public policy issues and the pending EIS coming forward, it may require the use of additional legal resources. Discussion was also had regarding the Riverfront Confluence property concept, previously designed through a public process, and the Port Commission wishing to have more information about what it will take in time and financial resources to consider any future development.

ADOPTION OF THE FY19 BUDGET:

Commissioner Hasenoehrl called for a motion regarding the Proposed FY19 budget. Commissioner Klemm made a motion to approve the FY19 budget as proposed; seconded by Commissioner Thomason. Voting Aye – Commissioners Thomason, Klemm and Hasenoehrl; voting Nay – none. The motion passed unanimously.

ADOPTION OF THE 2019 TAX LEVY:

Commissioner Hasenoehrl called for a motion regarding the 2019 Tax Levy sufficient to raise the amount of \$405,000. Commissioner Thomason made a motion to approve levying a tax sufficient to raise \$405,000 for beginning July 1, 2018; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm, Hasenoehrl; voting Nay – none. The motion passed unanimously.

Commissioner Hasenoehrl thanked the citizens for their attendance today and the comments provided. The attendance sign in sheet is attached hereto.

A short recess was taken at 12:34 p.m. Commissioner Hasenoehrl reconvened the meeting at 12:48 p.m.

ADOPTION OF MINUTES:

The Port Commission examined the Minutes for the Regular Meeting of May 9, 2018, two special meetings on May 23, and a meeting held on May 24, 2018. A motion was made by Commissioner Thomason to accept all Minutes as presented, respectively; seconded by Commissioner Klemm. The motion passed unanimously.

MANAGER'S REPORT:

Active Agenda:

Manager Doeringsfeld presented the Port Commission a lease agreement for consideration of approval with Charles Bell, D/B/A Pure-Precision for Suite D in the Business Incubator building in the amount of \$1,028.88 per month effective July 1, 2018. He then introduced Charles Bell, owner/operator, who gave a brief summary about his business as an Idaho based company, originating in Naples, ID, that he started in 2014 with milling CNC parts within several industries. Commissioner Klemm made a motion to approve the lease agreement with Charles Bell, D/B/A Pure-Precision as

presented; seconded by Commissioner Thomason. Voting Aye – Commissioners Thomason, Hasenoehrl, and Klemm. Voting Nay – None. The motion passed unanimously. The Commissioners thanked him for attending today’s meeting and welcomed him to the Port of Lewiston.

Miscellaneous Project Review/Updates & events:

Colonel Wright Way Road Improvements – Manager Doeringsfeld reported that the side slope failure has been remedied for a total cost of \$41,000 in construction and geotechnical testing. The slope needed to be stabilized not only for keeping the road in place but for the city to complete construction of the curb, gutter and sidewalk. The city is 98% complete. The Port will explore options for suitable landscaping improvements this next fiscal year.

Extension of U.S. Army Corps of Engineers lease for waterfront property – The Environmental Site Assessment is complete. A 17-year lease agreement is pending review by the corps and expected to finalize within the next 60 days. Payment for the lease agreement will be in the form of in-kind improvements consisting of kiosks to be purchased by the Port and then placed locally on the Idaho side of the levy. The Port will provide the materials and the corps will install them.

Confluence Riverfront Site Development – The Port has received engineering proposals from a recently issued Request for Qualifications. Review of the proposals will be conducted within the next 30 days to narrow a selection for interviews. Port Manager Doeringsfeld stated the intent is for an engineering contract to be brought forward for consideration by the Port Commission at the August meeting.

Community Outreach Update –

The Port of Whitman County held their Family Fun Festival at Boyer Park on June 2nd. They reported that attendance increased over last year.

The Port of Lewiston’s newsletter, the Port Report, was distributed at the end of May.

Upcoming meetings/events:

June 25-27 – PNWA Summer Conference, Clarkston, WA

July 11 – Next Regular Port Commission meeting at noon

TERMINAL II, DOCK OPERATIONS & FIBER OPTIC NETWORK:

Terminal II – SpaceBuilders is currently on the roof applying this season's sealant application. They are approximately 20% complete.

Terminal I – Sawdust barge activity remains high for the last few months. The crane will be painted the second week of July. The Port will be hiring two temporary employees to help complete the work with oversight by Port personnel.

Fiber Optic Network – Recent construction activity has been completed on Snake River Avenue and downtown Lewiston. Approvals for three larger segments have been received for construction to begin with the new fiscal year.

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that the URA approved the Bryden corridor project. Next, the city will complete steps to establish the revenue allocation area. Nez Perce Drive extended is on schedule. The city and county will remedy a failed culvert outside of the project area impacting the project.

Commissioner Thomason/Valley Vision – Reported that the Valley Vision Annual meeting was coming up June 26 but he would be on vacation. Discussion was had about this event conflicting with the PNWA conference.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – Reported the Government Affairs Committee was in the planning process for the North Idaho Legislative Tour. He stated the committee was considering the idea of merging with the Moscow legislative committee. The Natural Resource Committee heard a presentation from the Hells Canyon Chapter of the Coastal Conservation Group. They are looking for members. He passed around the collateral he collected from the meeting.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for eleven months ending May 31, 2018. The Port Manager next reviewed the Treasurer's Report and a Port Financial Summary concerning the status of Port funds on May 31, 2018. After review and 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. Manager Doeringsfeld reminded the Port Commission that next month's Financial Statement will reflect the approved amended budget numbers.

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. 21609 through 21652, transfers and EFTPS for a total amount of \$197,758.69; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

OTHER BUSINESS: -- Commissioner Klemm complimented the LC Hockey Association for remaining current on their rent payments. He stated he was pleased we could work together to help them with their financial situation.

EXECUTIVE SESSION: -- At 1:12 p.m. Commissioner Thomason made a motion to enter into Executive Session in accordance with Idaho Code §74-206 (1) (f) *to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.* Voting Aye – Commissioners Thomason, Hasenoehrl, Klemm; voting Nay – None. The motion passed. After a short recess the Port Commission entered into Executive Session at 1:30 p.m. Discussion was had with legal counsel regarding legal ramifications of and legal options for pending litigation. The Port Commission exited Executive Session at 2:45 p.m.

Being no further business, the meeting adjourned at 2:45 p.m.

Mike Thomason

Secretary

Mike Thomason