

**PORT OF LEWISTON  
MINUTES OF REGULAR MEETING**

**August 9, 2017**

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on August 9, 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 12:00 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 July 12, 2017. A motion was made by Commissioner Klemm to accept the Minutes as presented; seconded by Commissioner Hasenoehrl. The motion passed unanimously.

**MANAGER'S REPORT:**

**Active Agenda:**

Manager Doeringsfeld stated that covenants written into the original sale of the property to Lewis Clark Terminal, Inc. requires the Port of Lewiston to provide approval of any construction of new facilities. The terminal is seeking the Port's approval to construct new grain bins. Referencing a schematic of the proposed grain bin location, Manager Doeringsfeld recommended approval and complimented the terminal for expanding. He commented that this expansion is the first new grain storage on the

Lower Granite pool in at least 25 years. Commissioner Klemm made a motion to approve Lewis Clark Terminal's construction of new grain bins; seconded by Commissioner Hasenoehrl. Voting Aye – Commissioners Thomason, Hasenoehrl, and Klemm. Voting Nay – None. The motion passed unanimously.

Next, Manager Doeringsfeld reported that the Port must also consider for approval any of Lewis Clark Terminal's subleasing of equipment and facilities. They are seeking the Port's approval to sublease equipment and facilities to Pacific Northwest Farmers Cooperative for the processing of peas and lentils. Manager Doeringsfeld stated this is the old CLD site that Lewis Clark Terminal purchased a several years back. Commissioner Hasenoehrl made a motion to approve Lewis Clark Terminal's sublease of facilities and equipment to PNW Farmers Co-op for the processing of peas and lentils; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm, and Hasenoehrl. Voting Nay – none. The motion passed unanimously.

Assistant Manager, Jaynie Bentz, presented a 20-year land lease agreement for consideration of approval between the Port of Lewiston and the Lewiston Airport Authority Board to lease property for the installation of fiber optic cable. Referencing a conceptual map, discussion was had regarding fiber within airport property. The lease term is 20-years with one 5-year option. Commissioner Klemm made a motion to approve entering into a land lease agreement with the Airport Authority and sign the lease agreement as presented; seconded by Commissioner Hasenoehrl. Voting Aye – Commissioners Thomason, Klemm, and Hasenoehrl. Voting Nay – none. The motion passed unanimously.

For consideration of approval, Manager Doeringsfeld presented a renewal of a land lease agreement between the Port of Lewiston and Diesel & Machine for a 1-year term and for approximately 1-acre at an initial rental rate of \$575/mo effective September 1, 2017. Commissioner Hasenoehrl made a motion to approve the lease agreement as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm, and Hasenoehrl. Voting Nay – none. The motion passed unanimously.

For consideration of approval, Manager Doeringsfeld presented the Port Commission another land lease agreement between the Port and Diesel & Machine for approximately 0.59-acres, effective Sept 1, 2017, at an initial rental rate of \$340/mo

providing a 30-day termination notice. Commissioner Klemm made a motion to approve the land lease agreement as presented; seconded by Commissioner Hasenoehrl. Voting Aye – Commissioners Thomason, Klemm, and Hasenoehrl. Voting Nay – none. The motion passed unanimously.

Next, Port Manager, David Doeringsfeld, presented the Port Commission with an amendment to the Port of Lewiston Terminal Tariff No. 003, effective Sept 1, 2017, adding Section 20 outlining Rail Track Usage and fees for their consideration of approval. He commented that currently the Port does not collect fees for rail track usage. The intent of instituting fees is to help offset the cost of some needed repairs and maintenance that have been identified. Notification of the proposed amendment was provided to customers. Discussion was had regarding the car fees on tariffs at other ports. Commissioner Hasenoehrl made a motion to approve the amendment to Terminal Tariff No. 003 effective September 1, 2017; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm, and Hasenoehrl. Voting Nay – none. The motion passed unanimously.

Manager Doeringsfeld presented the Port Commission a draft policy for unauthorized use of Port of Lewiston Property, for their consideration of approval. Manager Doeringsfeld stated the proposed policy was previously reviewed by the Port's attorney and is similar in content to the City of Lewiston's policy. After discussion, Commissioner Hasenoehrl made a motion to approve the Port of Lewiston Policy for Unauthorized Use of Port Property as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm, and Hasenoehrl. Voting Nay – none. The motion passed unanimously.

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

City of Lewiston Stormwater Program – Joe Kaufman, P.E. with the city of Lewiston made a power point presentation to the Port Commission regarding the recommendations from an advisory committee. Discussion was had during the presentation regarding, but not limited to, the state of stormwater infrastructure throughout the community, task force recommendations, capitalization and operational needs, funding options, project prioritization and estimated costs. Mr. Kaufman stated stormwater is currently funded out of the street maintenance fund which is allocated

from property taxes and not an enterprise fund with dedicated funding. The Port Commission thanked Councilor Blakey, Shawn Stubbers with Public Works and Joe Kaufman for attending and participating in the discussion.

Harry Wall Grading Project update - Installation of a pressure reducing valve and vault remains outstanding. The contractor's retainage amount will be held by the Port until the city accepts the improvements. Riedesel Engineering will begin the close out process by providing submittals to the city for acceptance. Per request, ingress/egress information has been provided to the city for their design of next summer's improvements to Colonel Wright Way.

At 2:07 p.m. the Port Commission took a brief break from the meeting.

At 2:17 p.m. the Port Commission reconvened.

Removal of Transient Camps on Port Property – Cameras have been placed to determine activity in/out of the known transient camp entrance.

Tenant News – Broemeling Bros Steel are operating out of their new building as of August 1. Hells Canyon Armory has completed moving into the incubator building.

Community Outreach Update – Manager Doeringsfeld reported that a Vietnamese Trade Team will be visiting the valley on Aug 12<sup>th</sup>. He will be participating with their tour hosted by the Idaho Wheat Commission. The Nez Perce County fair is scheduled Sept 21-24. A signup sheet for booth shifts will be passed around. Riverfest, hosted by the Port of Clarkston, is scheduled for September 30.

Upcoming meetings/events:

Sept 13 – Port Commission meeting

## **TERMINAL II & DOCK OPERATIONS REPORT:**

David Doeringsfeld, Port General Manager, reported that there are no immediate issues concerning operations at Terminal II (Inland 465). He reported that the facility manager was involved in discussions relating to the revisions of easements with Lewis Clark Terminal.

Port Manager, David Doeringsfeld, next provided updates on Terminal I, the public dock facilities. He reported that the Port of Portland released any additional information regarding the return of container shipping. He plans to meet with Clearwater Paper's manager of their sawdust operation to ensure a plan is in place for

the conveyer to move, as originally agreed. He is hopeful the number of sawdust barges increase as the new digester comes on line.

Year to Date container shipments remain at zero and wheat shipments are down - 2.54%. Container shipments and wheat shipments for the month of July, as compared to the same month last year, reflect a -100% change in container shipments and an increase of 27% in wheat shipments for the month. A Year to Date and July shipping summary of statistics was reviewed. Discussion was had regarding the quality of this year's harvest and noticing piles of incoming and outgoing wheat at Lewis Clark Terminal.

### **COMMISSION COMMITTEE REPORTS:**

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that the URA approved their 2018 budget and will holding a special session later this week with the McCann's regarding revisions to the Nez Perce Plaza extended road project.

Commissioner Thomason/Valley Vision – Reported that he was unable to attend the Vista Outdoor ribbon cutting. Board members were invited. LCSC received a grant in the amount of \$840,000 for, in part, CAD design classes for high school students.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – Reported the Natural Resource Committee heard a presentation from the U.S. Army Corps of Engineers regarding small business opportunities and the availability of on-line review of the status of projects. The Government Affairs Committee discussed the North Idaho Legislative Tour, the Idaho liquor licensing system and requesting a survey response for topics of interest in the next legislative session.

### **FINANCIAL REPORT:**

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for one month ending July 31, 2017. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on July 31, 2017. After review and discussion, 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. 19819 through 19894, transfers and EFTPS for a total amount of \$145,435.06; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

**OTHER BUSINESS:** -- None

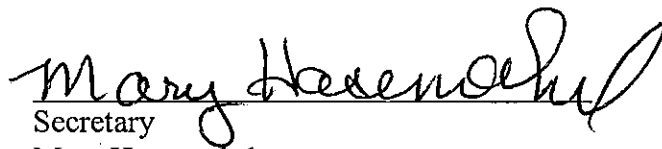
**EXECUTIVE SESSION:**

Commissioner Hasenoehrl made a motion to enter into executive session pursuant to Idaho Code §74-206(1) (b) – To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student. Voting Aye – Commissioners Thomason, Klemm, Hasenoehrl; voting Nay – none. The motion passed unanimously.

At 2:55 p.m. the Port Commission convened Executive Session. During Executive Session, discussion was had regarding the evaluation of employees.

At 3:47 p.m. the Port Commission reconvened Open Session.

Being no further business, the meeting adjourned at 3:47 p.m.

  
Secretary  
Mary Hasenoehrl