

**PORT OF LEWISTON
MINUTES OF REGULAR MEETING
December 10, 2014 – Revised 2/12/15**

The regular meeting of the Port Commission was held at the Port District Office at the hour of 7:00 a.m. on December 10, 2014.

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, Jaynie Bentz, Assistant Port Manager and Kelly Von Lindern, Administrative Assistant. The meeting was called to order at 7:00 a.m. by Port Commission President, Mary Hasenoehrl. One guest was in attendance: Elaine Williams of the Lewiston Tribune entered the meeting during the Terminal II & Dock Operations Report.

AGENDA APPROVAL:

Commissioner Hasenoehrl called for review and approval of the agenda. Commissioner Klemm made a motion to approve the agenda as presented; seconded by Commissioner Thomason. The motion passed unanimously.

CITIZEN COMMENTS:

- No comments were provided.

ADOPTION OF MINUTES:

Next, the Port Commission examined the Minutes for the Regular Meeting of November 12, 2014. A motion was made by Commissioner Klemm to accept the Minutes as presented; seconded by Commissioner Thomason. The motion passed unanimously.

TERMINAL II & DOCK OPERATIONS REPORT:

David Doeringsfeld, Port General Manager, presented a summary of operations at Terminal I, the public dock facilities.

The Port Manager stated container shipping is down overall, still largely due to the dysfunction at the Port of Portland and related labor issues with the ILWU. He said

the Ports of Seattle and Tacoma are also experiencing labor issues. Commissioners discussed, in general, port challenges on the West Coast in comparison with East Coast port operations.

Manager Doeringsfeld reported that, currently, the most significant impact on shipping volume is that the Port of Lewiston is not able to receive the number of containers needed for outgoing commodities. For example, he said the Port ordered 80 containers the first week of December but received only 27.

Year to Date container shipments are down -29.88% and wheat shipments are up .06%. Container shipments and wheat shipments for the month of November, as compared to the same month last year, reflect a decrease of -26% in container shipments and an increase of 23% in wheat shipments for the month. A copy of the shipping report with Year to Date and November shipping summary of statistics was presented.

Terminal I expenses are being kept in line with revenue. Manager Doeringsfeld noted that crane maintenance scheduled for the annual March lock shutdown is an upcoming expense.

Manager Doeringsfeld reported wheat and barley shipments are expected to have another good year.

He continued his report by updating the status of equipment stating the wire rope has been replaced on the crane spreader bar and there are no other repair issues at this time.

Manager Doeringsfeld reported roof repair on Terminal II, the port's public warehouse, operated by Inland 465, is finished for this year and will resume next year as weather permits.

Directing comments to Lewiston Tribune reported Elaine Williams, Manager Doeringsfeld clarified that construction of a new Clearwater Paper warehouse is not expected to negatively impact the company's inventory at Inland 465. A recent Tribune article inferred that it would.

MANAGER'S REPORT:

ACTIVE AGENDA: None

NON-ACTIVE AGENDA: Port Manager, David Doeringsfeld, reported on miscellaneous port projects:

Harry Wall Sanitary Sewer Line – Manager Doeringsfeld reported Keltic Engineering's preliminary design for this project is awaiting review from the City of Lewiston. Tentative plans are to open the project for bid January 22 and award the contract in February, with a June 1, 2015 completion date.

BTP Plat – Keltic Engineering is revising the plat per City review. Additionally, a waterline extension to loop future water services in the Business & Technology Park was worked out with adjoining property owners. The project is expected to proceed in the next 60-90 days.

Harry Wall Plat – Manager Doeringsfeld reported the Port is working with TD&H to amend the plat. At issue is an approximately 550 square foot encroachment. The fence constructed on the property sold to Westmoreland extends onto Port property. This section of property abuts a cliff and is not usable to the Port.

Westmoreland also needs an easement from the Port for a stormwater line crossing adjacent Port property to reach the East drainage.

Manager Doeringsfeld reported the Port is asking Westmoreland to pay \$2.37 per square foot for the encroachment and, in exchange, the Port will grant the needed easement. Another option is to issue a quit claim deed for the property. Commissioners discussed that seventy-five Fed Ex jobs are associated with the property.

Rail Car Tariff – Manager Doeringsfeld noted that the railroad spur that leads east from the railroad bridge belongs to the Port and the Port is responsible for its maintenance. He said a rail tariff charged to customers would help the Port address such expenses and is customary of other Ports. He has already discussed the issue with current Port customers and is proposing a tariff of \$25/car for future consideration by the Commission. Great Northwest Railroad would report the number of cars and distribution to the Port and the Port would handle billing for the tariff.

Seaport Business Center – Manager Doeringsfeld reported Carlton construction is nearing completion of the project to alleviate impact to the building where trucks back into loading doors.

Upcoming Meetings/Events – The following upcoming meetings were noted:
Dec. 15 Chamber Legislative Send-off at LCSC Williams Conference Center and the Dec. 18 – Port Open House from 3 to 7 p.m.

The Commission also followed up on discussion of changing the time of the regular monthly Port Commission meetings for 2015. In November the commission discussed changing the time from 7 a.m. to 1:30 p.m., as the afternoon time may allow for more public involvement. The Commission discussed that a noon meeting may be better so members of the public could attend during the lunch hour.

The Commission decided to hold the January 14 meeting at 1:30 p.m. with the possibility of rescheduling all subsequent 2015 meetings for noon. In the meantime, staff will research any conflicts.

COMMISSION COMMITTEE REPORTS:

Commissioner Thomason/Valley Vision – Reported the Valley Vision Holiday Reception at Red Lion was well attended. He also noted a joint Chamber/Rotary luncheon scheduled for Dec. 10.

Commissioner Hasenoehrl/Chamber Ag Committee, Urban Renewal Agency – She reported on the URA work session and priority projects for the Northport area. The URA is looking at Harry Wall infrastructure, a business incubator and 18th Street N. improvements as the top three Northport priorities. Commissioner Hasenoehrl expressed that 18th Street N. is a priority for the Port and the surrounding businesses. She said the URA requested the Port consider a financial contribution for the project and has asked the same of the City of Lewiston. Manager Doeringsfeld said the project is estimated at \$800-900,000.

Commissioners determined the need to hold a special meeting to discuss funding for 18th St. N. ahead of the next URA meeting (Jan. 13). Port Staff will work with Commissioners to schedule the meeting.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee (GAC), Chamber Natural Resource Committee (NRC), PNWA Board of Directors – No updates provided.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for five months ending November 30, 2014. Upcoming lieu tax payments are due Dec. 20 and the second part of property tax revenue will be received the end of January. After review and discussion, Commissioner Thomason made a motion to approve the Financial Statement as presented. The motion was seconded by Commissioner Klemm; the motion passed unanimously. A copy of such Financial Statement was presented.

The Port Manager next presented a Port Financial Report concerning the status of Port funds on November 30, 2014.

ACT ON CLAIMS:

The next order of business was a review and discussion of claims against the Port as shown by the Check Detail Sheet attached hereto. A motion was made by Commissioner Thomason to approve and pay Port vouchers Nos. 17279 through 17361, transfers and EFTPS for a total amount of \$90,970.92; seconded by Commissioner Klemm. The motion passed unanimously.

OTHER BUSINESS:

At 7:55 a.m., Commissioner Klemm made a motion to adjourn the open meeting and to enter into Executive Session as allowed by Idaho Code 67-2345 (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;* and (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;* and (a) *To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need;* seconded

by Commissioner Thomason. Voting Aye were Commissioners Hasenoehrl, Thomason and Klemm; voting Nay, none. The motion passed unanimously.

EXECUTIVE SESSION:

The Port Commission entered into Executive Session at 7:55 A.M. for the purposes allowed by Idaho Code 67-2345 (e), (f) and (a). During the Executive Session, discussion was had relating to (e) preliminary negotiations involving matters of trade and commerce in which the governing body is in competition with governing bodies in other states; and (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; and (a) to consider hiring staff member(s) wherein the respective qualities of individuals are to be evaluated in order to fill a particular need.

Commissioner Klemm exited the meeting at approximately 9 A.M.

The port commission exited Executive Session at 10:45 A.M.

RECONVENE REGULAR MEETING:

At 10:45 A.M., the Port Commission reconvened the regular meeting. Commissioner Hasenoehrl and Manager Doeringsfeld briefly reported on a recent meeting at the request of the Nez Perce Tribe. It was mutually agreed to continue meeting about every 6 months.

The Commission also briefly discussed review of committee appointments, which will appear on the January agenda.

Being no further business, the meeting adjourned at 11:02 a.m.


~~Michael Thomason~~ Mary Hasenoehrl
Secretary