

**PORT OF LEWISTON**  
**MINUTES OF REGULAR MEETING**  
**February 12, 2016**

The regular meeting of the Port Commission was held at the Port District Office at the hour of 9:00 a.m. on February 12, 2016.

Present at the meeting were Port Commission President, Mike Thomason, Port Commission Vice-President, Jerry Klemm and Port Commission Secretary, Mary Hasenoehrl. Administrative staff in attendance were David Doeringsfeld, Port Manager, and Jaynie Bentz, Assistant Port Manager. The meeting was called to order at 9:02 a.m. by Port Commission President, Mike Thomason.

**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:**

Port Commission President, Mike Thomason, called for citizen comments. No comments were presented.

**ADOPTION OF MINUTES:**

The Port Commission examined the Minutes for Regular Meeting January 13, 2016. A motion was made by Commissioner Hasenoehrl to approve the Minutes as presented; seconded by Commissioner Klemm. The motion passed unanimously.

**TERMINAL II & DOCK OPERATIONS REPORT:**

A summary was presented by David Doeringsfeld, Port General Manager, concerning operations at Terminal II (Inland 465), the public warehouse facilities. He reported that they continue to have a fluctuating product mix stored at the facility. The annual test on the fire system has been completed. The diesel engine is indicating a fault error that will be addressed.

Port Manager, David Doeringsfeld, next provided updates on Terminal I, the public dock facilities. He reported that customers are requesting a container pool in Lewiston in order to have enough time to fill bookings in between barge service. The Port of Portland will be hosting a shipper's meeting next week for stakeholders. Manager Doeringsfeld and Kim Petrie, the traffic manager will be attending. Manager Doeringsfeld had discussion regarding the financial structure of the intermodal option and referenced the presentation of this information in the Port's financial statements. He also discussed personnel concerns at the Port's Container Yard. He advised the Port Commission of changes in the points of contact at Clearwater Paper Company regarding shipping and pulp management.

Year to Date container shipments are down -86.19% and bulk wheat shipments down -20.39%. Container shipments and wheat shipments for the month of January, as compared to the same month last year, reflect a decrease of -86% in container shipments and a decrease of -20% in wheat shipments for the month. A Year to Date and January shipping summary of statistics were provided.

#### **MANAGER'S REPORT:**

##### **Active Agenda:**

None.

##### **Miscellaneous Project Review/Updates & events:**

EKO Site Status Update – Port Manager, David Doeringsfeld, reported that a site inspection was conducted earlier in the week with North Central Health District regarding compliance of the approved closure plan. Non-compliance was determined by the Health District and the remedy process is pending through written communications. Copies of the letters were provided to the Port Commissioners. Discussion was had regarding the status of Port of Lewiston's lease agreement with EKO. Manager Doeringsfeld confirmed that invoicing for rent had been billed for February. Manager Doeringsfeld also reported that he observed progress all week at the site in removing the remaining compost. Commissioner Klemm commented that he was disappointed with

EKO and their lack of professional respect for deadlines. Next, Manager Doeringsfeld reported that Riedesel Engineering has been retained for site design improvements.

Fiber Optic Network Project Update – Assistant Manager, Jaynie Bentz, reported that additional revisions have been requested by Avista for the two submitted segments; approval remains pending. The next segment for review will be submitted next week. Inventory has been ordered for emergency kits and markers. Fiber is in the ground to the Port's Terminal II and should be lit in the next week or two. The Port has also contacted the engineer of the URA road project through Nez Perce Plaza for inclusion of conduit.

Advanced Health Care – The finalized amount of property to be purchased is 2.899 acres at \$4.73 per square foot, less realtor fees and closing costs. A closing date of February 19, 2016, has been proposed. The Port's dirt pile and rock pile on site will need to be removed from the site. Manager Doeringsfeld confirmed that the revised amount of property being purchased will not impact the newly approved plat but a lot line adjustment will need to be submitted for recording.

Business Incubator Program – Bott & Associates has been retained to review revisions to Suite D in the current incubator building to consider dividing the suite into two smaller and more flexible spaces. Staff will also work with Bott & Associates toward the development of additional incubator space with a draft building concept to be presented at a future meeting. Open discussion was had regarding potential site locations, building design and eventually establishing an estimated construction cost.

LC Ice Arena – LC Ice Arena President and Treasurer presented a report to the Port Commission regarding their membership growth, activities, programs and community impacts. They also requested a lease extension for their current location. The Port Commission directed Port staff to work with the LC Ice Arena Board to develop a lease extension for presentation at a future meeting. The Port Commission thanked them for attending and complimented their volunteer efforts with the rink and their outreach and commitment to the community.

Community Outreach – Manager Doeringsfeld will be presenting Port activities to city councils throughout Nez Perce County over the next few months.

Upcoming meetings/events:

Port Commission Meeting -- February 24<sup>th</sup> at 3:30pm

PNWA Regional meeting – Feb 25<sup>th</sup> at Port of Benton

Chamber Ag Banquet – March 1<sup>st</sup> at 5:00pm at Lindsey Creek Winery

CEDA Annual meeting – April 20<sup>th</sup> at Lindsey Creek Winery

PNWA Summer Conference – June 27-29 in Walla Walla, WA.

### **COMMISSION COMMITTEE REPORTS:**

Commissioner Hasenoehrl/Urban Renewal Agency— She reported she attended the Ag Transportation Coalition meetings in Boise where interesting discussion was had regarding the current status of the Ports of Seattle and Tacoma merging to combine their collective markets and that extra-large panamax vessels are too big to be efficient. She reported that the Idaho legislature is considering draft legislation regarding URAs. Examples of legislative language include topics such as having elected board positions, defining assessments and resetting the base upon plan revisions. At the local level, she conveyed her disappointment that the Hwy 12 intersection was presented as an “add alternate” item to the URA project for reconstruction of 18<sup>th</sup> Street N. She commented that keeping the project whole and intact would allow for better bid results that would benefit all funding partners. She added that the Port may be approached to consider funding more than the original \$150,000 previously committed to the project.

Commissioner Thomason/Chamber Board/Valley Vision – He reported that he attended Chamber Days in Boise where discussion was had regarding URAs, taxes and economic development. He complimented the content of the meeting. Next he reported that Valley Vision is currently working on twelve projects interested in some aspect of the community for assistance through their office.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – He reported that the Government Affairs committee discussed URA legislation. He will be attending the upcoming Town Hall meeting with District legislators this weekend.

### **FINANCIAL REPORT:**

The Port Manager presented a Financial Statement prepared by the Port Auditors for seven months ending January 31, 2016. After discussion, Commissioner Hasenoehrl made a motion to approve the Financial Statement as presented; seconded by

Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm and Hasenoehrl; Voting Nay – None. The motion passed unanimously.

The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on January 31, 2016.

**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. 18443 through 18528, transfers and EFTPS for a total amount of \$139,851.67; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm and Hasenoehrl; Voting Nay – None. The motion passed unanimously.

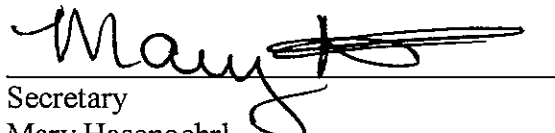
**OTHER BUSINESS:**

Commissioner Klemm inquired if Printer's Distillery had paid their February reimbursement, as previously arranged. Manager Doeringsfeld answered that they had not and any late rent invoices would be sent a reminder around the 20<sup>th</sup> of the month.

**EXECUTIVE SESSION:**

None.

Being no further business, the meeting adjourned at 11:10 a.m.

  
Secretary  
Mary Hasenoehrl