

**PORT OF LEWISTON**  
**MINUTES OF REGULAR MEETING**  
**June 8, 2016**

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on June 8, 2016.

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, Jaynie Bentz, Assistant Port Manager and Kim Petrie, Container Traffic Manager. Guests in attendance are listed on the sign in sheet, attached hereto. The meeting was called to order at 12:00 p.m. by Port Commission President, Mike Thomason, and introductions were made.

**AGENDA APPROVAL:**

Port Commission President, Mike Thomason, called for review of the agenda. Commissioner Hasenoehrl made a motion to approve the agenda as presented; seconded by Commissioner Klemm. The motion passed unanimously.

**CITIZEN COMMENTS:** None

**PUBLIC HEARING FOR AMENDED FY2016 BUDGET:**

At 12:04 p.m. Port Commission President, Mike Thomason, convened the Public Hearing regarding the Port of Lewiston Proposed FY16 Amended Budget and directed Port Manager, David Doeringsfeld, to present an overview of the proposed amended budget. Manager Doeringsfeld reported that the amended budget requires estimating revenues and expenses for the last two months of the fiscal year. He summarized some of the Port's FY16 accomplishments: Design and funding for 18<sup>th</sup> Street North construction improvements, development of a barge/rail container transportation option for exporters, the sale of approximately three acres to Advanced Health Care who will provide 25-30 new jobs, establishing a lease agreement with American Alloy for construction of U.S. Naval Equipment that utilized local services and vendors, initial

buildout of dark fiber optic network. Next, Manager Doeringsfeld reviewed the revenues and expenses proposed for the FY16 amended budget.

Citizen Comments: None

Port Commission President, Mike Thomason, declared the public hearing closed at 12:11 p.m.

### **PUBLIC HEARING FOR PROPOSED FY2017 BUDGET:**

At 12:15 p.m. Port Commission President, Mike Thomason, convened the Public Hearing for the Port of Lewiston Proposed FY17 Budget and directed Port Manager, David Doeringsfeld, to present an overview of the proposed budget. Port Manager, David Doeringsfeld, read the Port's Mission Statement and then provided an overview of Port's proposed budget page by page. Manager Doeringsfeld reported on goals for the next fiscal year: development of an approximate 18-acre site at Harry Wall Industrial Park zoned for industrial use, architectural design of a 10,000 sf business incubator building for startup businesses, improvements to the existing incubator building, expand rail/barge transportation program to assist pulse crop exporters, ongoing project buildout of the dark fiber optic network to increase competition and bandwidth.

Commissioner Thomason asked Manager Doeringsfeld to speak to the structure of employee wages and benefits included in the FY17 proposed budget. Manager Doeringsfeld reported that there were zero increases included in employee wages and salaries for the previous FY16 budget. He continued that a 4% increase was proposed in this year's FY17 budget for all employees. However, the Administrative Assistant would increase from \$17.00/hour to \$18.00/hour and the Assistant Manager would increase from \$55,000/year to \$60,000/hour due to an increase in assignments and responsibilities. Additionally, the division of hours assigned to the container yard staff would shift slightly for more hours to be associated with the container yard this coming year and estimates that the traffic manager/bookkeeping position could return to full time hours overall, up from 30 hours per week. Also, the Administrative Assistant position would increase from 24 hours per week to 30 hours per week due to the increase of assignments. The expense for container yard staff and associated benefits can be found on page 26 of the Port's workbook. After the presentation, Port Commission President, Mike Thomason, called for citizen comments:

### **CITIZEN COMMENTS:**

Steve Peterson, PO Box 3662, Moscow, ID commented that as a regional economist, we must remember the overall purpose of the Port and all economic development agencies. That this community is not on a north/south or east/west highway system yet has become a manufacturing powerhouse with the living wage job averaging \$66,000/yr including benefits. Nez Perce County is ranked 5<sup>th</sup> in manufacturing jobs within the state of Idaho, ranked 7<sup>th</sup> in total jobs since 1976 in the state of Idaho, and has experienced 40% growth in manufacturing since 2001 while manufacturing statistics both statewide and nationally have been shrinking during that time. He commented that many citizens take the Port's activities for granted and encouraged the Port to continue what they have been doing to strengthen the local and regional economy.

Mike Kingsley, 3413 Bluebird Circle, Lewiston, ID inquired if the port will continue to invest in the dark fiber optic network.

Doug Mattoon, 313 D Street, Lewiston, ID commented that as Executive Director of Valley Vision, the port's involvement in supporting the growth in manufacturing jobs in the valley has been extremely valuable. Additionally, he relayed feedback that he has heard that the port's investment in the dark fiber network is critical for existing and incoming businesses; they expect speed, capacity and redundancy.

Jeff Sayre, 1232 Bryden Ave, Lewiston, ID commented that he and his wife fully support the mission of the Port of Lewiston and the Port's use of their tax amount of \$10.80 utilized for economic development efforts.

Mike Tatko, 803 Main Street, Lewiston, ID (Avista Utilities) and 1302 10<sup>th</sup> Ave, Lewiston, ID (home) commented that he supports the Port now and future efforts, both personally and professionally.

Brett Holley, 1019 29<sup>th</sup> Street, Lewiston, ID commented that as a co-owner of Well Connected Electric, their business has grown from six employees to eleven in part because of Port projects such as American Alloy, as well as others. He thanked the Port Commission for their efforts in supporting job creation and the opportunities afforded to local companies.

Arvid Lyons, 2333 5<sup>th</sup> Ave, Clarkston, WA introduced himself as someone associated with Lewis Clark Terminal. He continued by expressing his appreciation of the Port's role in supporting the agricultural industry and being a strong partner in advocating on mutual issues affecting transportation and the Columbia-Snake River System such as the Biological Opinion, fish recovery and the BPA.

Bob Smathers, 238 Pintail Lane, Moscow, ID introduced himself as the Regional Manager for the Idaho Farm Bureau Federation and commented that on behalf of their members, they support and depend on the Port of Lewiston's efforts in economic development, transportation and advocating for maintenance, safety and reliability of the river system.

Bill Flory, 1965 Winchester Rd, Culatesac, ID commented that he has the opportunity to host foreign customers interested in purchasing our region's agricultural products. He continued that these customers are in awe of the river system, the miles, dams, the transportation benefit, the power generation, and our nation's commitment and vision of this system and the entire utility it provides. He continued that the benefits of the river system are unmatched by rail and truck; it is regular, consistent, often and forward thinking.

Nick Bacon, 1566 7<sup>th</sup> Avenue, Clarkston, WA introduced himself as a representative of the Lewis Clark Valley Chamber of Commerce Board of Directors. He commented the LCV Chamber of Commerce support the Port and its efforts, now and in the future.

At 12:45 p.m., Port Commission President, Mike Thomason, declared the public hearing closed and called for a short recess. He and the other commissioners thanked all attendees for their comments and taking the time to attend today's meeting.

At 12:55 p.m. Port Commission President, Mike Thomason, reconvened the open meeting.

Port Commission President, Mike Thomason, called for consideration and discussion regarding the Proposed FY16 Amended Budget. Commissioner Klemm made a motion to approve and adopt the Proposed FY16 Amended Budget, as presented; seconded by Commissioner Hasenoehrl. Voting Aye in favor of the motion – Commissioners Thomason, Hasenoehrl, Klemm; voting Nay – none. The motion

carried unanimously. A copy of the Approved FY16 Amended Budget is attached, hereto.

Port Commission President, Mike Thomason, called for consideration and discussion regarding the Proposed FY17 Budget. Commissioner Klemm made a motion to approve and adopt the Port of Lewiston FY17 Proposed budget, as presented; seconded by Commissioner Hasenoehrl. Voting Aye in favor of the motion – Commissioners Thomason, Klemm, Hasenoehrl; voting Nay – none. The motion passed unanimously. A copy of the Approved FY17 budget is attached hereto.

Next, Commission President, Mike Thomason, called for consideration and discussion regarding the 2017 tax levy. Commissioner Hasenoehrl made a motion to approve and adopt the FY17 tax levy in the amount of \$405,000, as presented; seconded by Commissioner Klemm. Voting Aye in favor of the motion – Commissioners Thomason, Klemm, Hasenoehrl; voting Nay – none. The motion passed unanimously.

#### **ADOPTION OF MINUTES:**

The next order of business for the Port Commission was examination of the Minutes for Regular Meeting of May 11, 2016, and Special Meetings of May 18 (Culdesac), May 18 (Lapwai), May 19 (Lenore), respectively. A motion was made by Commissioner Hasenoehrl to accept all Minutes as presented; seconded by Commissioner Klemm. Voting Aye in favor of the motion – Commissioners Thomason, Klemm, Hasenoehrl; voting Nay – none. The motion passed unanimously.

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

David Doeringsfeld, Port General Manager, reported on operations at Terminal II (Inland 465) stating the facility is full to capacity. Materials for roof maintenance have been ordered with application scheduled this fall and as weather permits.

Port Manager, David Doeringsfeld, reported that American Alloy will be loading the remaining oversized units next week to complete their project. Their lease will terminate at the end of the month. Manager Doeringsfeld said that the tenant is hopeful to return to the Port should they be awarded future contracts.

Year to Date container shipments are down -93.22% and wheat shipments up 21.80%. Container shipments and wheat shipments for the month of May, as compared

to the same month last year, reflect a decrease of -100% in container shipments and an increase of 106% in wheat shipments for the month as reflected in the monthly shipping report.

## **MANAGER'S REPORT:**

Active Agenda: -- None

### Non-active Agenda – Project review and updates:

Fiber Optic Network Update – Assistant Manager, Jaynie Bentz, reported on the status of construction. Discussion was had regarding the status and processes involved in bridge crossings on the Memorial and Southway bridges.

U.S. Corps of Engineers Extended Lock Outage -- The Columbia Snake River System will be operating 8.5 months over the next fiscal year as navigation will be suspended from Dec 12, 2016 to March 20, 2017 for coordinated large scale repairs and maintenance scheduled by the Walla Walla and Portland Districts of the U.S. Army Corps of Engineers for the future safety and reliability of the system. A similar coordinated effort was successfully completed approximately six years ago between the districts and the system's stakeholders. Discussion was had regarding the corps' communication efforts and pertinent information being added to the Port's website.

18<sup>th</sup> Street North -- The Notice to Proceed will be issued soon. The construction contract was awarded to Western Construction and came in below the engineer's estimate. The Port will be working with the city regarding refunding of any cost savings due the Port since the Port pre-paid \$150,000 at the request of the city. It is the Port's understanding regarding the division of savings is one-third Port and two-thirds city.

Community Outreach – A Port Report will be mailed later this week. Ongoing updates will be made to the Port's website and fact pages.

### Upcoming Meetings:

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

July 13 – Regular Port Commission meeting; discussion was had about rescheduling for July 19<sup>th</sup> or 20<sup>th</sup> at noon due to conflicts.

## **COMMISSION COMMITTEE REPORTS:**

Commissioner Hasenoehrl/Urban Renewal Agency—Reported that the URA will be meeting next week and also that she is on a URA subcommittee to help with the upcoming available URA staff position since Ms. VonTersch is stepping away.

Commissioner Thomason/Valley Vision/LCV Chamber Board – Reported that the Valley Vision annual meeting is coming up on June 28<sup>th</sup> at 5:00 p.m. at the Red Lion. The Chamber is kicking off their second year of the Leadership Program; they have had positive feedback. Commissioner Thomason congratulated Kim Petrie for completing the program. She commented that it was rewarding, educational and provided a lot of perspective on the pulse of our community and businesses. She confirmed that this year's participants have provided feedback to help improve future program years. Commissioner Thomason also commented that he and Manager Doeringsfeld attended the Lewiston Police Department's recent kick off meeting on homeless and transient issues. They both complimented the LPD for addressing the issue within our community. Discussion was had regarding some of the problems Port tenants were experiencing in the Northport area and that it was their understanding LPD will be holding monthly meetings.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – Reported that the Natural Resource Committee heard a presentation by the Nez Perce Tribe regarding the upcoming fire season and how they protect tribal lands. The Government Affairs Committee heard a presentation by the Idaho State Tax Commission regarding internet sales and income tax.

## **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, 2016. Manager Doeringsfeld reminded the Port Commission that next month's financial statement will reflect the approved amended budget. A motion was made by Commissioner Hasenoehrl to approve the Financial Statement, as presented. The motion was seconded by Commissioner Klemm; the motion passed unanimously.

The Port Manager next presented a Port Financial Report concerning the status of Port funds on May 31, 2016.

**ACT ON CLAIMS:**

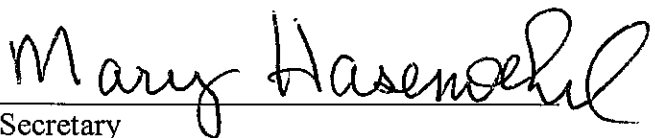
The next order of business was a review and discussion of claims against the Port as reflected by the Check Detail Sheet. A motion was made by Commissioner Hasenoehrl to approve and pay Port vouchers Nos. 18751 through 18822, transfers and EFTPS for a total amount of \$179,026.21; seconded by Commissioner Klemm. The motion passed unanimously.

**EXECUTIVE SESSION:** None

**OTHER BUSINESS:**

Manager Doeringsfeld advised the Port Commissioners that the Lewiston Police Department will be utilizing the Port's old 3B's building on 7<sup>th</sup> Ave North as a training site next week. The simulation will create some police activity in the area. The building is then scheduled for demolition later this fall.

Being no further business, the meeting adjourned at 1:35 p.m.

  
Secretary  
Mary Hasenoehrl