

PORT OF LEWISTON MINUTES OF REGULAR MEETING

May 10, 2017

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on May 10, 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, Jaynie Bentz, Assistant Port Manager, and Kelly VonLindern, Administrative Assistant. 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:

Jessie McDonald, 2611 4th Ave North, Lewiston, ID – Voiced her concern of outside buses transporting people to North Lewiston and the valley where homeless or transient people choose to stay. She also mentioned that she and other North Lewiston neighbors have been participating in comments to the city Planning and Zoning regarding homeless shelters. She stated that smaller shelters would be more appealing throughout the community than one large shelter of 40-50 which allows too many homeless individuals in one place. She also suggested that different support groups could better fund and manage a smaller shelter and perhaps look at studio-type apartments throughout the community.

Pat Hohnstein, 602 20th Street North, Lewiston, ID – Voiced his thoughts and concerns about the city's consideration of zoning for homeless shelters as an outright use. He supported conditional use so that every shelter and location could be reviewed for saturation throughout the community including facility size.

Manager Doeringsfeld reported that the Port has identified two homeless camps located on Port property. Both camp sites are up ravines off of 7th Ave North. He is working with the Police Department to assist Port staff in evicting them for trespassing within the next two weeks. The Port Commission voiced their concern about safety. They also suggested removing any overgrowth or coverage in the ravines.

ADOPTION OF MINUTES:

The Port Commission examined the Minutes for the Regular Meeting of April 12, 2017, and special meetings of April 13, April 18 and April 25, 2017. A motion was made by Commissioner Hasenoehrl to accept all Minutes as presented, respectively; seconded by Commissioner Klemm. The motion passed unanimously.

TERMINAL II & DOCK OPERATIONS REPORT:

An overview was presented by David Doeringsfeld, Port General Manager, concerning operations at Terminal II (Inland 465). He reported that with the continued rainfall, roof leaks are also continuing. The roof maintenance program will continue as soon as the weather allows.

Port Manager, David Doeringsfeld, next provided updates on Terminal I, the public dock facilities. He reported that the first sawdust barge for Clearwater Paper Company will be at the Port dock today. Bulk grain continues to be loaded and the ground piles have been uncovered.

Year to Date container shipments are down -100% and wheat shipments down -69.36% (due to the extended lock outage). Container shipments and wheat shipments for the month of April, as compared to the same month last year, reflect a -100% change in container shipments and an increase of 10% in wheat shipments for the month. A Year to Date and April shipping summary of statistics was reviewed.

MANAGER'S REPORT:

Active Agenda:

Manager Doeringsfeld presented the Port Commission a draft of the Proposed Amended FY17 budget for their review and consideration of approval for publication. He reminded the Port Commission that the amended budget is determined on 10

months of actual numbers and then an estimate for the remaining two months. Open discussion was had between Port staff and Commissioners regarding budget line items, variances, revenues for the tax levy, sales tax, terminals, property rentals, and fiber. Miscellaneous revenues discussed were the selling of rock located at the Business & Technology Park and cost reimbursement for the 18th Street North project. Prior revenue carryover decreased due to better pricing received on bid projects and increased revenues overall. Discussion also included review of expenses regarding, but not limited to, commissioner per diem and reimbursements, staff salaries and benefits, facilities maintenance, promotion, insurance, and legal. Expenses were under budget overall. Review of land acquisition and development included FY17 accomplishments of expansion of the business incubator building, build out of the fiber optic network to the south end of town and establishing a redundant route, and the grading project at the Harry Wall Industrial Park leveling approximately 15 acres of buildable land. Commissioner Klemm made a motion to approve and publish the amended FY17 budget as presented. Voting Aye – Commissioners Thomason, Hasenoehrl, and Klemm. Voting Nay – None. The motion passed unanimously.

Port Manager David Doeringsfeld next presented the FY18 Proposed budget for review and consider of approval for publication. Manager Doeringsfeld and the Port Commissioners reviewed the proposed budget page by page beginning with the overall budget amount of ~\$1.5M. Manager Doeringsfeld noted that the FY18 proposed budget does not include carryover of prior revenues. The review and discussion continued with revenues including the tax levy and sales tax amounts remaining the same, terminal revenues, Clearwater Paper Company's new sawdust business at the Port's dock facilities, property rental rates, tenants, review of incubator program, interest, fiber optic network, and miscellaneous revenues. Discussion was had regarding the perception of a smaller overall budget. Manager Doeringsfeld commented this is a direct reflection of not utilizing prior revenues. Review and discussion continued of expenses including Commissioner per diem and reimbursements, staff salaries and wages, increased cost of benefits, no election expense required, travel and professional development, legal, auditing and accounting, insurance, utilities, public affairs and marketing, economic development partnerships and grants, navigation, facilities maintenance, lieu tax amount passed through, general repairs at the terminals, and

longer term projects for land acquisition and development. Discussion included a longer term length for the Port's lease renewal with the U.S. Army Corps of Engineers, improvements remaining along Col. Wright Way when the city installs their improvements, the next phase of improvements to the Harry Wall Industrial Park, fiber network construction, and improvements to the Longview building. A motion was made by Commissioner Hasenoehrl to approve and publish the Port of Lewiston FY18 Proposed Budget as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm, and Hasenoehrl. Voting Nay – none. The motion passed unanimously.

Next, Manager Doeringsfeld presented the Port Commission with Resolution 17-1 for review and approval to levy a Property Tax sufficient to raise the sum of \$405,000 for FY18, commencing July 1, 2017 and establishing a budget hearing date. Discussion was had regarding the levy amount remaining the same as last year but the levy rate decreasing. The Budget Hearing date listed as noon on June 14, 2017, at the Port District Administration office conference room. Commissioner Klemm made a motion to approve Resolution 17-1 to levy a Property Tax sufficient to raise the sum of \$405,000 for FY18, commencing July 1, 2017, and establish the budget hearing at noon on June 14, 2017, as presented; seconded by Commissioner Hasenoehrl. Voting Aye – Commissioners Thomason, Klemm, and Hasenoehrl. Voting Nay – none. The motion passed unanimously.

Miscellaneous Project Review/Updates & events:

Carlton Construction – Open discussion was had regarding Mr. Carlton's interest in purchasing approximately 2 acres at the entrance of Col. Wright Way to locate his container conversion business. The Port Commissioners voiced concern regarding the appearance of the containers at the park's entrance, job creation potential and the inability of the Port to control the future development of the park entrance should the property be sold. After discussion, consensus was had among the Port Commission that the proposal did not offer the highest and best use for this prime location. The Port Manager was directed to offer lease property in North Lewiston to Mr. Carlton and as a second option, offer a lease option only for the Col. Wright Way property without an option to purchase the two acres requested.

Fiber Optic Network Update – Assistant Port Manager, Jaynie Bentz, referenced an updated map of the network and status of ongoing project segments. Project updates included the construction contract issued for installing fiber across the Southway Bridge, completion of connecting the Lewiston library and completion of connecting the Business & Tech Park segment.

Harry Wall Grading Project – A pressure reducing valve will be upgraded and relocated to reduce long term costs for service to the site. Manager Doeringsfeld reported that two additional PRV's may have been needed in the future should this upgrade not have been made now. Additionally, the Port is absorbing the cost to open a trench for the relocation of Avista's gas line and CenturyLink's phone line. Manager Doeringsfeld reported that more quantity of material may be moved than anticipated by the time the project concludes. Quantity revisions are due to grade revisions and unknown pockets of material exposed. He is working with the contractor on a potential change order addressing these items.

Lower Granite Master Plan revision-- The master plan manages the U.S. Army Corps of Engineers' lands adjacent to the waterways from when the Lower Granite project was constructed. The plan has not been updated since 1974. The deadline for comments has been extended to May 22; originally it was April 22. A draft comment letter is pending.

Community Outreach Update –

Budget outreach dates have been established in Lenore, Lapwai and Culdesac. The next Port Report newsletter is scheduled for the end of May.

Chilean, Chinese and Taiwanese trade delegations will be coming through with the Idaho Wheat Commission this summer. The Port will provide facility tours.

Miscellaneous Projects –

Clearwater Paper Company -- Begun to unload sawdust at the Port dock facilities. They are making operational adjustments to the new machinery.

Homeless camps -- This was discussed with citizen comments earlier in the meeting.

Upcoming meetings/events:

May 20 – Snake River Family Festival at Boyer Park 11am – 3pm.

May 23 – Lenore Open House at 6:00 pm

May 24 – Culdesac Open House at 4:30 pm

May 24 – Lapwai Open House at 7:00 pm

May 26 – Opening Day of NAIA World Series at LCSC

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that the URA Board approved Revenue Allocation Area #5 which is the East Orchards Sewer project. The board also approved the extension of the agreement with the McCann's for the Nez Perce Drive extension project in order to finalize design.

Commissioner Thomason/Valley Vision – Reported that the Chamber Board did not meet and he was out of town and missed the Valley Vision Board meeting. However, while gone he did tour the Port of Portland and was amazed at the amount of private investment that has been made to properties along the Columbia River. He continued that the Port of Portland is the largest importer of cars on the West Coast. Discussion was had regarding the change in staff at the Port of Portland including Bill Wyatt's plans for retirement later in the year.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – Reported the Natural Resource Committee heard a good presentation on fire prevention at home and businesses. The Government Affairs Committee discussed the local impacts of the changing federal health care plan.

At 1:15 p.m. the Port Commission took a short break.

At 1:20 p.m. the Port Commission re-convened open session.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for ten months ending April 30, 2017. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on April 30, 2017, the Treasurer's Report. 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. Manager Doeringsfeld reminded the Port Commission that the amended budget will be reflected in next month's financial statements.

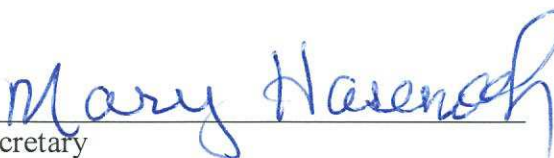
ACT ON CLAIMS:

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. 19587 through 19655, transfers and EFTPS for a total amount of \$366,558.93; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

OTHER BUSINESS: -- None

EXECUTIVE SESSION: -- None.

Being no further business, the meeting adjourned at 2:20 p.m.


Secretary
Mary Hasenoehrl