

PORT OF LEWISTON
MINUTES OF REGULAR MEETING
May 14, 2014

The regular meeting of the Port Commission was held at the Port District Office at the hour of 7:00 a.m. on May 14, 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, and Jaynie Bentz, Assistant Port Manager. Guests were in attendance.

AGENDA APPROVAL:

Port Commission President, Mary Hasenoehrl, called for review of the agenda. There were no changes requested to the agenda.

ADOPTION OF MINUTES:

Next, the Port Commission examined the Minutes for Regular Meeting of April 11, 2014, and Special Meetings of April 15, 2014, April 23, 2014, April 30, 2014, and May 7, 2014. A motion was made by Commissioner Klemm to accept all Minutes as presented, respectively; 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 this is historically the slow time of year with a barge scheduled every other week. He referenced the shipping report, stating volumes are down and also reflected the two month lock closure. No equipment issues were reported.

Year to Date container shipments are down -50.51% and wheat shipments are down -28.07%. Container shipments and wheat shipments for the month of April, as compared to the same month last year, reflect a decrease of -53% in container

shipments and an increase of 25% in wheat shipments for the month. A Year to Date and April shipping summary of statistics is attached hereto.

Next, Port Manager, David Doeringsfeld, presented a summary of Terminal II, the Port's warehouse stating they are slow as well. No equipment issues were reported.

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Chamber Ag Committee, Urban Renewal Agency— She reported that the URA and the city mediated with NPC regarding legal fees due to the URA/city and resulted in one-half of the fees to be paid.

Commissioner Thomason/Valley Vision – No report provided.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – He stated all available reports have been forwarded.

MANAGER'S REPORT:

ACTIVE AGENDA:

Port Manager, David Doeringsfeld, referenced a binder containing the final report of the Northport Transportation Study contracted with David Evans & Associates, Coeur d'Alene, ID, by the Lewis Clark MPO, the Port of Lewiston and Lewis Clark Terminal. He stated the process involved several public meetings, stakeholder interviews, and a public advisory committee inclusive of representatives from ITD, the city of Lewiston, the LCMPO, Lewis Clark Terminal, the Port of Lewiston, Watco Railroad. He commended the consultant for their quality of work and recommended approval of the report. Commissioner Hasenoehrl stated she was pleased with the comprehensive results. Commissioner Thomason commended the consultant in their willingness to communicate with the public. Commissioner Klemm stated the results will be a good tool for future development potential and improvements. A motion was made by Commissioner Thomason to approve the Northport Transportation Plan as presented; seconded by Commissioner Klemm. Voting Aye: Commissioners Hasenoehrl, Klemm, Thomason; voting Nay: none. The motion passed unanimously.

PROJECT REVIEW & UPDATES:

EKO Compost, Inc -- Rick Truby, from EKO Compost, Inc. presented a business proposal to the Port Commission requesting consideration for a bulk sales yard of compost, soil and bark to be located on a portion of the property EKO Compost, Inc. is currently located once the lease terminates December 31, 2015. He stated no import of bio-solids or yard waste would be taken and lease agreements would be requested annually. Jobs associated with the operation include 2-3 truck drivers, an office person and a sales/marketing person. After open discussion, the Commissioners thanked Mr. Truby for his proposal and stated that action will be considered on the June Port Commission meeting agenda. Mr. Truby exited the meeting.

Draft FY 14 Amended Budget -- The Port Manager passed out a copy of the draft FY14 Amended Budget and reviewed it line by line. He stated the budget presented reflects ten (10) months ending plus an estimate for the remaining two months. He continued by reviewing highlights for the year: a new roof over the ice rink portion of the building, completion of the Northport Transportation Study, completion of the Harry Wall Development Master Plan, completion of the strategic plan, allocation of funds for permitting and dredging, completion of the dock extension, pay off of the bond for the sprinkler system at Terminal II and the addition of two land sales. Discussion included the container yard ending with a loss of approximately \$37,000 for the year, levy rate calculation process, legal services, prior revenue carryover, economic development, and utilizing port staff for facilities maintenance during lock closure. After discussion, the Port Commission directed staff to post the Notice of Public Hearing for the draft amended FY14 budget as presented. A copy is attached hereto.

Draft FY15 Budget -- The Port Manager passed out a copy of the draft FY15 Budget indicating the only change made from the previous meeting was to move an amount of \$50,000 in anticipated dredging funds into the draft amended FY14 budget which will allow \$50,000 to be applied to other miscellaneous Land Acquisition & Development items within the next fiscal year. Discussion was had regarding anticipated legal services and marketing/travel. After discussion, the Port Commission directed staff to post the Notice of Public Hearing for the draft FY15 Budget as presented. A copy is attached hereto.

Resolution 14-2 (Action Item) – The Port Manager presented the Port Commission a copy of Resolution 14-2 for review and approval to Levy a Property Tax sufficient to raise the sum of \$450,000 for FY15, commencing July 1, 2014, and establish a public hearing on Wednesday, June 11, 2014, at 7:00a.m. at the Port District office. After discussion, a motion was made by Commissioner Klemm to approve Resolution 14-2 as presented; seconded by Commissioner Thomason. Voting Aye were Commissioners Hasenoehrl, Klemm and Thomason; voting Nay, none. The motion carried unanimously.

Upcoming Meetings:

May 21st – Port Open House at Culdesac and Lapwai

June 3rd – Port Open House at Peck

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, 2014. After review and discussion, a motion was made by Commissioner Thomason to approve the Financial Statement as presented; seconded by Commissioner Klemm. Voting Aye, Commissioners Hasenoehrl, Klemm and Thomason; voting Nay, none. The motion carried unanimously. A copy of such Financial Statement is attached hereto.

The Port Manager next presented a Port Financial Report concerning the status of Port funds on April 30, 2014, a copy of which is attached hereto.

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. It was noted that payables include the bond pay off in the amount of \$428,991.90 for the sprinkler system at Terminal II. A motion was made by Commissioner Thomason to approve and pay Port vouchers Nos. 16620 through 16772, transfers and EFTPS for a total amount of \$588,200.39; seconded by Commissioner Klemm. Voting Aye, Commissioners Hasenoehrl, Klemm and Thomason; voting Nay, none. The motion passed unanimously.

OTHER BUSINESS:

At 8:05 a.m., Commissioner Klemm made a motion for the Port Commission to enter into Executive Session as allowed by Idaho Code §67-2345 (e) and (f); seconded by Commissioner Thomason. Voting Aye, Commissioners Hasenoehrl, Klemm and Thomason; voting Nay, none. The motion passed unanimously.

EXECUTIVE SESSION:

After a short recess to answer questions by reporter, Elaine Williams, of the Lewiston Tribune the Port Commission then entered into Executive Session at 8:10 a.m. for the purposes allowed by Idaho Code §67-2345 (e) and (f). Ms. Williams exited the meeting.

The Port Commission exited Executive Session at 8:30 a.m.

Being no further business the meeting adjourned.

Michael Thomason

Michael Thomason
Secretary