

**PORT OF LEWISTON
MINUTES OF REGULAR MEETING**

November 8, 2017

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on November 8, 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, and Jaynie Bentz, Assistant Port Manager. Port Commission President, Mike Thomason, convened the open meeting at 12:02 p.m.

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.

ADOPTION OF MINUTES:

The Port Commission examined the Minutes for the Regular Meeting of October 9. Commissioner Hasenoehrl made a motion to accept the Minutes as presented; seconded by Commissioner Klemm. The motion passed unanimously.

MANAGER'S REPORT:

Active Agenda: -- None.

Non-active Agenda -- Miscellaneous Project Review/Updates & events:

Terminal II Roof Repairs – A limited amount of work was done on the roof this fall due to the weather change and the contractor waiting too long to begin. Disappointment was conveyed by the Port Manager. Discussion confirmed that the pre-

purchased material will hold until next spring. The contractor fixed a small gap between the wall and roof on the south side of the building.

Rail Improvements – Great Northwest Railroad is currently repairing the first phase of identified improvements on the Port's track. Estimated cost is \$22,000.00.

Improvements to Terry's Dairy Site – By the end of the month Curry Construction will be grading and grubbing the site. Cost estimate is approximately \$7,100.00. The southern boundary will be surveyed and marked. Discussion was had regarding the need for improvements as the property has been rented for over 15 years.

Improvements to Excel Shop Site – Painting of the building exterior and interior cleanup has been completed by Port staff. The site is ready for occupancy and will be marketed.

Harry Wall Grading project – As-built drawings are pending submittal to the city for review and acceptance of utilities. The final retainage amount will be released to the contractor once the city accepts the utilities. Manager Doeringsfeld reported that with the local Riedesel office staff leaving, it is uncertain how soon the as-built drawings will be received for submittal to the city.

Removal of the Transient Camp – With police escort, Port staff removed personal belongings from the site earlier this week. The items will remain in storage for 60 days to allow people to claim their belongings. A notice was posted regarding clearing and grubbing of the site scheduled for November 13.

Security Cameras Installed at Dock and Warehouse – New cameras were installed. The contractor was good to work with in meeting the Port needs.

Community Outreach Update –

Port Report – due out by end of November

Port Christmas Open House – Dec 14

Lapwai City Council meeting – Nov 20

Upcoming meetings/events:

Pioneer Ports meeting – Nov 9

Next Port Commission meeting – Dec 13

Port Open House – Dec 14

TERMINAL II, DOCK OPERATIONS AND FIBER OPTIC NETWORK REPORTS:

Terminal II (Inland 465) -- David Doeringsfeld, Port General Manager, reported that the facility is not completely full as the mill has been utilizing inventory. Discussion was had regarding the impact the digester will have regarding production quantities once it is fully on line.

Terminal I (Public Dock Facilities) -- Port Manager, David Doeringsfeld, next reported the Port received three sawdust barges last month. Discussion was had regarding the increased need for sawdust as the digester comes on line.

Year to Date container shipments remain at zero with wheat shipments down - 5.45%. Container shipments and wheat shipments for the month of October as compared to the same month last year reflect a decrease of -22% in wheat shipments for the month. A Year to Date and October shipping summary of statistics was reviewed.

Fiber Optic Network – Jaynie Bentz, Assistant Port Manager, reported that Port staff will be meeting with the city of Sandpoint to discuss their fiber optic model. Discussion was had regarding opportunities with other agency partners. Updates were given regarding service orders.

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that the URA Board approved the reimbursements for the Nez Perce Drive extension project. They also approved bond counsel and MOU with the city of Lewiston on the East Orchards Sewer project.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Reported that Valley Vision has their annual membership meeting and holiday reception coming up December 5th.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee and Natural Resource Committee member, PNWA representative – Reported he attended a Port Commission meeting at the Port of Whitman County. They are in the process of renewing their lease agreement with the US Army Corps of Engineers for the Boyer Park location and replace the concessionaires currently running the park and restaurant. The

LCV Government Affairs committee is reviewing their latest survey request to determine the topics the committee will address in the next legislative session. The Legislative Send-Off luncheon date has yet to be determined. The committee also heard about development updates regarding the community park as well as information on the upcoming fishing derby.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for four months ending October 31, 2017. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on October 31, 2017. After the report, 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.

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. 21052 through 21123, and EFTPS for a total amount of \$85,630.78; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION: At 1:12 p.m., Commissioner Hasenoehrl made a motion to enter into executive session pursuant to Idaho Code 74-206-(1) (e) – *To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other state or nations*, seconded by Commissioner Klemm.

Voting Aye –

Commissioner Thomason

Commissioner Klemm

Commissioner Hasenoehrl

Voting Nay – None

The Port Commission entered into executive session to discuss matters related to commerce in which the governing body is in competition with another state.

At 2:10 p.m. the Port Commission reconvened into open session.

OTHER BUSINESS:

Open discussion was had regarding proposed dates and scheduling of the facilitator for updating the Port's strategic plan after the first of the year.

Being no further business, the meeting adjourned at 2:15 p.m.


Secretary
Mary Hasenoehrl