

**PORT OF LEWISTON
MINUTES OF REGULAR MEETING**

May 9, 2018

The regular meeting of the Port Commission was held at the Port District Office at the hour of 10:30 a.m. on May 9, 2018.

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, Port Assistant Manager. Port Commission President, Mary Hasenoehrl, convened the open meeting at 10:30 a.m.

AGENDA APPROVAL:

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

CITIZEN COMMENTS: -- None.

ADOPTION OF MINUTES:

Port Commission President, Mary Hasenoehrl, called for review of the draft minutes. The Port Commission examined the Minutes for the Regular Meeting of April 11, 2018, and the Special Meetings of April 12, 26 and May 8, 2018. Commissioner Thomason made a motion to accept all Minutes as presented; seconded by Commissioner Klemm. The motion passed unanimously.

MANAGER'S REPORT:

Active Agenda:

Proposed Draft Amended FY18 Budget -- Manager Doeringsfeld presented the Port Commission a draft page for review and discussion. He noted that the draft amended budget is based on ten months of actual numbers and an estimate for the remaining two months. Open review and discussion was had regarding revenues

including terminal activities, fiber optic network activities, and the use of prior revenue carryover. Open review and discussion was had regarding expenses including facilities maintenance, lighting improvements, security improvements, clean up at the Harry Wall Industrial Park, District Administration building parking lot seal and stripping and activities at both terminals. After discussion, Commissioner Thomason made a motion to accept the proposed amended FY18 budget as presented for publication and public comment at a budget hearing set for June 13, 2018, at 12:00 p.m. at the Port District Administration building; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm, Hasenoehrl; voting Nay – none. The motion passed. Port Commission Secretary Thomason signed the Notice of Publication.

Proposed Draft FY19 Budget – Manager Doeringsfeld presented the Port Commission a draft FY19 workbook for review and discussion. He commented that the workbook should reflect discussions of previous workshops held by the Port Commission. Open discussion was had during page by page review of the draft FY19 budget workbook. Commissioner Thomason made a motion to accept the draft FY19 budget as presented for publication and allow public comment at a budget hearing set for June 13, 2018, at 12:00 p.m. at the Port District Administration building; seconded by Commissioner Klemm. Voting Aye – Commissioner Hasenoehrl, Thomason, Klemm; voting Nay – none. The motion passed. Port Commission Secretary Thomason signed the Notice of Publication.

Resolution 18-1 – Manager Doeringsfeld presented a copy of Resolution 18-1 for review and consideration. The resolution resolves to levy a property tax sufficient to raise the sum of \$405,000 for FY19, commencing July 1, 2018, and a public hearing on the proposed budget to be held June 13, 2018, at 12:00 p.m. at the Port District Administration building. Commissioner Klemm made a motion to approve Resolution 18-1 as presented; seconded by Commissioner Thomason. Voting Aye – Commissioner Hasenoehrl, Thomason, Klemm; voting Nay – none. The motion passed. Port Commission President Hasenoehrl signed the Resolution.

North Western Construction, LLC lease agreement – Port Manager, David Doeringsfeld, presented the Port Commission a land lease agreement for consideration of approval. The proposed tenant would be North Western Construction, LLC, d/b/a Stone PB for approximately 1.0-acre at a lease a rate of \$500.00 per month, effective

June 1, 2018, for the use of display and selling of portable buildings. Manager Doeringsfeld commented that the tenant would not be adding any permanent structure onto the property. After discussion, Commissioner Thomason made a motion to approve the lease agreement and corresponding landlord waiver, as presented; seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Hasenoehrl, Klemm; voting Nay – None. The motion passed.

Non-Active Agenda:

Colonel Wright Way Road Improvement – The city is currently constructing the curb, gutter and sidewalk. The Port is currently repairing the side slope failure on the east side of the road that occurred last fall. The estimated cost to repair the slope is approximately \$30,000.00. The slope repair is being performed by the same contractor on site for the city project, Western Construction.

Miscellaneous Projects – The Port has hired All West to undertake a Phase I - Environmental Assessment as required by the U.S. Army Corps of Engineers to extend our lease agreement. The report is pending. Funding for the lease agreement will be proposed in the FY19 budget since those dollars were not expended in FY18 and the process has taken longer than expected to renew the agreement.

Community Outreach Update:

Budget Outreach –

- Culdesac -- May 23rd at 4:30 p.m.
- Lapwai – May 23rd at 7:00 p.m.
- Lenore – May 24th at 6:00 p.m.

Port of Whitman County –

- Family Fun Festival – June 2nd at Boyer Park from 11:00 a.m. to 3:00 p.m.

Upcoming meetings/events--

- Regular Port Commission meeting – June 13, 2018 at 12:00 p.m.

Manager Doeringsfeld complimented the Beautiful Downtown Lewiston event “Properties with Possibilities” that he attended. He was impressed with the investment and improvements that have occurred to downtown properties as they toured through them.

Discussion was had regarding the Port’s Small Community Grants program. Manager Doeringsfeld reported that the Port did not receive an application this past

fiscal year. There was consensus to include the grant program as a topic at the Port's upcoming outreach meetings.

TERMINAL II, DOCK OPERATIONS AND FIBER OPTIC NETWORK REPORTS:

Terminal II (Inland 465) -- David Doeringsfeld, Port General Manager, reported that Space Builders is currently working on the roof to apply to complete the final phase of applying a coat the elastic material to help seal against leaks.

Terminal I (Public Dock Facilities) -- Port Manager, David Doeringsfeld, next reported that the Clearwater Paper operation received eight barges of sawdust and chips this past month. He complimented the tenant on their cleanup activities after each barge. The dockside warehouse continues to house grass seed for Clearwater Seed and pulp for Clearwater Paper Company.

Year to Date container shipments remain at zero with wheat shipments up by 300.03% over this time last year. A Year to Date and April shipping summary was reviewed.

Fiber Optic Network – Jaynie Bentz, Assistant Port Manager, reviewed the status of construction and service requests.

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that the URA Board is waiting on the city to determine how it will choose to enforce its sewer hookup requirements. City code requires residents to hookup to sewer if it is available to their property. If enforced, then the URA's offer to utilize dollars they saved with the project to be used as an incentive to hookup will have to be redirected to enhance the project in other ways.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Reported that Valley Vision Board members are interviewing four candidates this week for the Executive Director position. Commissioner Thomason also mentioned that Valley Vision and the LCV Chamber are co-hosting an event at the Clarkston Event Center on May 17 titled “13 Ways to Kill Your Community”.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee and Natural Resource Committee member, PNWA representative – Reported that the Executive Director, Christine Frei, from the Clearwater Economic Development Association updated the Government Affairs Committee on their activities. The committee also is in the pre-planning stages of the North Idaho Legislative Tour.

He continued that the Natural Resource Committee heard a presentation from Jeff Smith, Assistant Manager, from Hells Gate State Park. Commissioner Klemm passed around a handout he brought from the committee meeting regarding the economic impact state parks have on the state of Idaho and communities.

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, 2018. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on April 30, 2018. After discussion regarding cash vs accrual accounting regarding funds expended for the Harry Wall Industrial Park improvements, Commissioner Thomason 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 Thomason to approve and pay Port Vouchers Nos. 21494-21497 and 21539-21608, transfers and EFTPS for a total amount of \$74,422.24; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

OTHER BUSINESS:

Commissioner Klemm complimented the LC Amateur Hockey Association for keeping up on their rental payments.

EXECUTIVE SESSION: -- None

Being no further business, the meeting adjourned at 11:36 a.m.

Mike Thomason

Secretary
Mike Thomason