

**PORT OF LEWISTON**  
**MINUTES OF SPECIAL MEETING**  
**August 22, 2018**

The special meeting of the Port Commission was held at the Port District Office at the hour of 3:30 p.m. on August 22, 2018.

Present at the meeting were Port Commission President, Mary Hasenoehrl, Port Commission Vice-President, Jerry Klemm, and Commission Secretary/Treasurer, Mike Thomason. Administrative staff in attendance was David Doeringsfeld, Port Manager and Port Assistant Manager, Jaynie Bentz. The meeting was called to order at 3:35 p.m. by Port Commission President, Mary Hasenoehrl.

**AGENDA APPROVAL:**

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

**CITIZEN COMMENTS: None**

**ACTION ITEM: -- None**

**NON ACTIVE AGENDA:**

Strategic Planning Work Session – Manager Doeringsfeld stated that topics he would like to discuss, in part, were related to container yard operations, personnel, the fiber optic network, and transportation.

He reported that currently the Communications and Administrative Assistant part-time position remains open. A first round of interviews has occurred and collecting additional resumes are desired to consider all applicants in a possible second round of interviews. Discussion was had regarding search engines utilized and the job description. Consensus was had that it was important to select the correct candidate. The Port Manager and staff are covering outreach activities and utilizing Northwest Media where needed.

Manager Doeringsfeld continued that there will be approximately 10 sawdust barges unloaded at the Port of Lewiston dock this month. Discussion was had regarding the recent Port of Portland Customer Appreciation reception and the possible return of

container service. Discussion among the Port of Lewiston Commission and staff was had, but not limited to, the positive impacts of increased activity, logistics coordination with the sawdust operations, potential equipment and personnel needs for the container yard and the condition of existing equipment.

Manager Doeringsfeld next reviewed the status of the fiber optic network reporting that in FY18 the Port budgeted \$375,000 for network expenses, then amended the amount to \$325,000, and concluded with an actual amount of \$272,000. The difference was staff trying to determine which fiscal year various projects would be completed during the construction season and paid. For FY19, the Port has budgeted \$300,000 in fiber optic network expenses. He reported that projects anticipated to complete last year are now completing this summer and utilizing this year's budget as well as continued growth from customers adding service onto the network. He advised that expenses are combining from last year and adding to this year's projects. Open discussions was had, but not limited to, the long term contract we have with the Port of Whitman County for administration and what services they provide to the Port of Lewiston, how to maximize our system penetration and saturation, revenue projections and potential, fiber to the home models, building the network beyond Lewiston to support E911, business and educational needs in smaller communities and possible grant funding opportunities. Consensus was had that more education and discussion was needed to determine how the Port could best grow the network outside Lewiston. Staff was directed to gather more information and bring it forward to the Port Commission for strategic planning purposes.

Commissioner Thomason made a motion to adjourn the meeting at 5:12p.m., seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Klemm and Hasenoehrl; voting Nay – None. The motion passed.

Being no further business, the meeting adjourned at 5:12 p.m.



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Secretary  
Mike Thomason

**Port of Lewiston  
Notice of Special Meeting  
August 22, 2018**

Notice is hereby given that the Port of Lewiston Commission, will meet Wednesday, August 22, 2018, in Special Session at the Port of Lewiston Administration Building, 1626 6<sup>th</sup> Ave North, Lewiston, ID at 3:30PM.

The purpose of this Special Session will be for a strategic planning work session with the Port Commission and staff.

**CONVENE SPECIAL MEETING**

- Review and approve agenda

**CITIZEN COMMENTS**

*This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission. Citizens are encouraged to discuss operational issues in advance with the Port Manager. In consideration of others wishing to speak, please limit your remarks to five minutes.*

**ACTION ITEMS: None**

**NON-ACTIVE AGENDA:**

- Strategic Planning Work Session – Discuss development and review status of Port's strategic plan.

**ADJOURN**