

PORT OF LEWISTON
MINUTES OF SPECIAL MEETING
August 29, 2018

The special meeting of the Port Commission was held at the Port District Office at the hour of 1:30 p.m. on August 29, 2018.

Present at the meeting were Port Commission Vice-President, Jerry Klemm, and Commission Secretary/Treasurer, Mike Thomason. Port Commission President, Mary Hasenoehrl, attended via conference telephone. Administrative staff in attendance was David Doeringsfeld, Port Manager and Port Assistant Manager, Jaynie Bentz. Port Commission President, Mary Hasenoehrl, requested Port Commission Vice-President, Jerry Klemm, to conduct the meeting. The meeting was called to order at 1:30 p.m. by Port Commission Vice-President, Jerry Klemm.

AGENDA APPROVAL:

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

CITIZEN COMMENTS: None

ACTION ITEM:

Manager Doeringsfeld presented a project overview regarding fiber optic construction from Juniper/Nez Perce Drive extended, to Gun Club, and then south to Warner Avenue. He continued that he reviewed the apparent low bid packet submitted and recommended that Summit Utility Contractors, LLC be awarded the construction agreement in the amount of \$64,750.00. Commissioner Thomason made a motion to award the construction contract to Summit Utility Contractors, LLC, in the amount of \$64,750.00; authorize the Port Manager to enter into and sign the construction agreement and to issue the Notice of Award and Notice to Proceed to Summit Utility Contractors, LLC. After short discussion regarding time lines, the engineer's estimate and number of applicants, Commissioner Klemm called for a roll call vote – Voting Aye

was Commissioner Thomason, Hasenoehrl, Klemm; voting Nay – None. The motion passed unanimously.

NON ACTIVE AGENDA:

Riverfront Confluence property – Manager Doeringsfeld introduced Dave Witthaus, representative from David Evans & Associates (DEA), and invited him to the table. Mr. Witthaus presented a draft scope of work and cost estimate of \$132,789.00 for completing a master plan for the Riverfront Confluence site so that phased development of the property may be considered in the future by the Port Commission. Mr. Witthaus began by reviewing the credentials and roles of each DEA team member for this project. Open discussion was had between Mr. Witthaus, the Port Commissioners and Port staff regarding, but not limited to, the importance of thoughtful development in this site from a community perspective, the critical need for a complete team with experience and knowledge to cover a wide range of issues involving both the water and land side of this project, possible outside funding sources, stakeholders, detailed review of the scope of work, man hours, tasks and cost estimate. Discussion was also had regarding the cruise boat dock and amenities component of the plan. Review and discussion was had regarding the steps involved in the master planning process in order to reach a final design concept and complete deliverables in April, 2019.

In reviewing the time line and master planning steps, additional discussion was had regarding the possibility of reducing the total cost estimate if the number of conceptual alternatives were also reduced in the scope of work. Mr. Witthaus agreed to review the cost estimate by reducing the number of conceptual alternatives to two instead of three. The Port Commission directed the Port Manager to work with Mr. Witthaus in gathering cost information of a reduced scope of work for review at a future meeting. Mutual consensus was had that the charrette process will help drive and prioritize the important elements of this project and that due diligence completed upfront is critical for the Port Commission to make informed decisions on the future development and direction of the site. Discussion was also had regarding the remaining steps involved after the completion of the master planning process such as permitting

costs and applications, development of preliminary and final designs, phased construction and bidding assistance.

The Commissioners thanked Mr. Witthaus for his time and thorough review of the project.

Commissioner Thomason made a motion to adjourn the meeting at 2:55p.m., seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Klemm and Hasenoehrl; voting Nay – None. The motion passed. Commissioner Hasenoehrl ended her conference call connection at 2:55p.m.

Being no further business, the meeting adjourned at 3:05 p.m.



Secretary
Mike Thomason