

**PORT OF LEWISTON  
MINUTES OF REGULAR MEETING**

**August 8, 2018**

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on August 8, 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, Assistant Port Manager. Port Commission President, Mary Hasenoehrl, convened the open meeting at 12:00 p.m.

**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.

**ADOPTION OF MINUTES:**

The Port Commission examined the Minutes for the Regular Meeting of July 11, 2018. A motion was made by Commissioner Klemm to accept the Minutes as presented; seconded by Commissioner Thomason. The motion passed unanimously.

**MANAGER'S REPORT:**

**Active Agenda:**

For consideration of approval, Manager Doeringsfeld presented a lease agreement with Western Exterminators Company for use of a 20-foot container to be stored on Port property. The proposed lease rate is \$215.00 per month. After discussion, Commissioner Klemm made a motion to approve the lease agreement with Western Exterminators Company as presented; seconded by Commissioner Thomason.

Voting Aye – Commissioners Hasenoehrl, Klemm and Thomason; voting Nay – None.  
The motion passed.

Next, Manager Doeringsfeld presented an amendment to Lewis Clark Amateur Hockey Association lease agreement for review and consideration of approval to amend the lease rate effective September 1, 2018. Manager Doeringsfeld introduced Brian Thomas, President of the Association. Mr. Thomas presented an overview of their programs, membership numbers, team categories, marketing, operations, and fund raising efforts. After discussion, Commissioner Thomason made a motion to approve the lease amendment establishing a lease rate of \$4,025.00 per month effective September 1, 2018, and for the remaining term of the agreement; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm, and Hasenoehrl. Voting Nay – none. The motion passed unanimously.

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

Painting of Crane – This project has been completed except for installation of the logos.

Confluence Riverfront Property – David Evans & Associates (DEA) was the firm selected for this project upon completing an interview process. Manager Doeringsfeld complimented the high caliber of team members DEA involved in the process. Negotiations with the firm are pending with intent to present an agreement to the Port Commission at next month's meeting.

Landscape Improvements at Harry Wall Industrial Park and Business & Technology Park Entrances – The Port Manager intends to retain a landscape contractor to help design and construct improvements at park entrances.

Tenant updates –

Ice Rink: New entrance doors are required and will be ordered

NW General Contractors: Their check for their initial monthly rental payment and rent deposit did not clear the bank. The Port Manager reported that staff is working to recover these funds but the tenant's follow through has been disappointing.

Community Outreach Update –

Riverfest at the Port of Clarkston, September 8, 2018.

Manager Doeringsfeld reported that the application process for hiring a Communications and Administrative Assistant is closed. Review of resumes and interviews will be conducted this month.

Upcoming Meeting/Events:

Pioneer Ports Meeting – Aug 5<sup>th</sup> at 5:30pm in Colfax, WA

Port of Portland Customer Appreciation Reception – Aug 21 at 5:30pm at Lindsay Creek Winery

Regular Port Commission meeting – Propose moving meeting date to September 11<sup>th</sup> at 3:00pm; discussion was also had regarding rescheduling the regular meeting in October.

## **TERMINAL II & DOCK OPERATIONS REPORT:**

David Doeringsfeld, Port General Manager, reported that there are no immediate issues concerning operations at Terminal II (Inland 465). The final application to complete total coverage of sealant to the roof should be applied this fall as weather permits.

Port Manager, David Doeringsfeld, next provided updates on Terminal I, the public dock facilities. He reported that approximately 8-9 sawdust barges should be crossing dock facilities.

Year to Date container shipments remain at zero and wheat shipments are down - 12.07%. Container shipments and wheat shipments for the month of July, as compared to the same month last year, reflect a -100% change in container shipments and a decrease of -62% in wheat shipments for the month. A Year to Date and July shipping summary of statistics was reviewed. Year to date bulk grain barges calling LCT total 92 and shipped 281,827 tons. Year to date break bulk calling the Port total 40 barges and received 100,000 tons.

## **COMMISSION COMMITTEE REPORTS:**

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that with the way the calendar falls this month, the URA meets next week so no additional information to report since the last Port Commission meeting.

Commissioner Thomason/Valley Vision – Reported that with new Executive Direction, Karl Dye, the Valley Vision organization will focus on work force development and fiber optic development. Business recruitment and expansion efforts have been successful but the business community is now facing challenges in these other areas. Also, the Chamber of Commerce Leadership program is kicking off again with another class. A recent topic of discussion among the LCV Chamber board was pan handlers vs homelessness in our community.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – Reported the Natural Resource Committee meeting was cancelled for the Rick Davis funeral. The Government Affairs Committee is addressing the legislative and public policy draft agenda as approved by the Chamber board. The North Idaho Legislative Tour will be based out of Coeur d’Alene this fall and the Coeur d’Alene Tribe has requested involvement.

#### **FINANCIAL REPORT:**

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for one month ending July 31, 2018. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on July 31, 2018. After review and discussion, Commissioner Klemm made a motion to approve the Financial Report as presented; seconded by Commissioner Thomason. 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. 21776 through 21842, transfers and EFTPS for a total amount of \$69,915.67; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

**OTHER BUSINESS:** -- None

Being no further business, the meeting adjourned at 2:14 p.m.

*Mike Thomason*

---

Secretary

Mike Thomason