

**PORT OF LEWISTON
MINUTES OF REGULAR MEETING**

October 8, 2018

The regular meeting of the Port Commission was held at the Port District Office, 1626 6th Ave North, Lewiston, ID, at the hour of 12:00 p.m. on October 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 September 11, 2018, and Special Meetings held September 18 and October 1, 2018, respectively. A motion was made by Commissioner Klemm to approve the Minutes as presented; seconded by Commissioner Thomason. The motion passed unanimously.

MANAGER'S REPORT:

Active Agenda:

For consideration of approval, Manager Doeringsfeld presented an amendment to the lease with United Parcel Service to extend their lease term until November 30, 2019. After review and discussion, Commissioner Thomason made a motion to approve the lease amendment with United Parcel Service as presented; seconded by

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

Next, Manager Doeringsfeld stated that the approval of the land lease agreement listed as an action item with the United States Army Corps of Engineers (USACE) was already approved at the July, 2018 Port Commission meeting. No action was required today and the agreement is in place. The Clarkston USACE office has received the kiosks purchased by the Port of Lewiston for installation on the Idaho side of the levy for the in-kind payment of the contract.

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

Confluence Riverfront Master Plan – A special meeting to discuss development of the plan with David Evans & Associates will be held Nov 13, 2018.

Community Outreach Update –

Mary McBride Meeting on homeless issues, scheduled for Oct 18, 2018, will be rescheduled for a November or December date due to conflicts with local agency schedules.

Northwest Media has submitted a proposal for \$6,500 to update the Port's website. The Port Manager recommended the update for ease and organization of content. Some work had been completed regarding content organization the existing site prior to Kelly's departure.

Upcoming Meeting/Events:

Capitol for a Day, Winchester – October 9 at 8:00am

Corps of Engineers Sediment Management – October 17 at Quality Inn

North Idaho Legislative Tour – November 11-13 in Post Falls, ID

Regular Port Commission meeting – November 14 at noon

REPORTS: TERMINAL II, DOCK OPERATIONS AND FIBER OPTIC NETWORK:

David Doeringsfeld, Port General Manager, reported updates regarding Terminal II (Inland 465) the public warehouse facility. Space Builders has applied three barrels of sealant to the roof. Two more barrels will be applied this next spring to complete the initial application over 100% of the roof. He is currently working on repairs and

maintenance to the 30 smoke hatches in the roof which has been identified as a source of water leakage. Discussion was had regarding the importance of continuous roof maintenance.

Port Manager, David Doeringsfeld, next provided updates on Terminal I, the public dock facilities. Inbound sawdust barges continue to arrive at the Port's dock for Clearwater Paper Company. Additionally, the transfer facility warehouse has been emptied and restocked of pulp.

Manager Doeringsfeld reported that Lewis Clark Terminal will be looking to utilize approximately 700 sf of Port of Lewiston property to locate equipment alongside the railroad tracks for their new barley loadout facility.

Year to Date container shipments remain at zero and wheat shipments are down - 8.46%. Wheat shipments for the month of September, as compared to the same month last year, reflect a decrease of -39% in wheat shipments for the month. A Year to Date and September shipping summary of statistics was reviewed. Year to date bulk grain barges calling LCT total 133 and shipped 425,022 tons of wheat. Year to date break bulk calling the Port dock total 57 barges and 142,500 tons of cargo.

Assistant Manager, Jaynie Bentz, reported that fiber construction was installed in the new Nez Perce Drive extended piece and up Gun Club to Warner. Two service order locations were under construction for completion mid-October and approximately three plan sets are pending review for approval to begin construction. There are several orders in place requiring design and build out which will take several more months. Review of inventory will be done this month to replenish spools of fiber, markers, cases, trays and panels as needed.

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that the URA Board meeting is scheduled for tomorrow so new business is available to report.

Commissioner Thomason/Valley Vision – Reported that he attended the LCV Chamber Annual Strategic Planning meeting. Valley Vision has a site visit scheduled with a manufacturer interest in the old EKO site.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – Reported that

Natural Resource Committee visited about merging with the Ag Committee. Additionally, he attended the Change of Command ceremony at the Walla Walla District U.S. Corps of Engineers. He also attended the Long Range Cruise Boat Committee meeting. At the Government Affairs Committee meeting where they mostly discussed the city of Lewiston proposed changes in the alcohol code. For their review, Commissioner Klemm circulated a copy of information he brought back from the Region II Legislative Forum in Moscow where they discussed the Idaho Career Technical programs, URAs and the Idaho Chamber Alliance. He also circulated a copy of the handout from the U.S. Army Corps of Engineers Navigation meeting held in Walla Walla, WA.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for three months ending September 30, 2018. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on September 30, 2018. After review and discussion, 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. 21915 through 21987, transfers and EFTPS for a total amount of \$165,647.78; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

OTHER BUSINESS: Manager Doeringsfeld stated the draft letter to Mr. Roberts was under review by the Port's attorney.

Being no further business, the meeting adjourned at 1:41 p.m.

Mike Thomason

Secretary
Mike Thomason