

**PORT OF LEWISTON
MINUTES OF REGULAR MEETING**

December 12, 2018

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on December 12, 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:

Port Commission President, Hasenoehrl, called for review of the draft minutes. The Port Commission examined the Minutes for the Regular Meeting of November 14, 2018, and Special Meetings of November 8 and 13, 2018. Commissioner Klemm made a motion to accept all Minutes as presented; seconded by Commissioner Thomason. The motion passed unanimously.

MANAGER'S REPORT:

Active Agenda:

For discussion and consideration of approval, Manager Doeringsfeld presented documents and an overview of the property for sale, described as 1,757.90 square feet of land, to Lewis Clark Terminal, LLC for the price of \$7,031.60. Manager Doeringsfeld stated the property transfer shall be accomplished through a Quitclaim Deed and Lot

Line Adjustment and recommended approval. After discussion, Commissioner Klemm made a motion to approve the sale of 1,757.90 square feet of property to Lewis Clark Terminal, LLC for the price of \$7,031.60 through a Quitclaim Deed and Lot Line Adjustment; seconded by Commissioner Thomason. Voting Aye – Commissioner Klemm, Thomason, Hasenoehrl; voting Nay – None. The motion passed.

For discussion and consideration of approval, Manager Doeringsfeld presented an Access Construction and Use Agreement between the Port of Lewiston and Lewis Clark Terminal, LLC for a rail loadout facility. Commissioner Klemm made a motion to approve the Access Construction and Use Agreement between the Port of Lewiston and Lewis Clark Terminal, LLC as presented; seconded by Commissioner Thomason. After discussion, voting Aye – Commissioner Klemm, Thomason, Hasenoehrl; voting Nay – None. The motion passed.

A copy of the FY18 Independent Audit Report, prepared by Presnell Gage Accounting, was presented to the Port Commission for review and consideration of approval. Manager Doeringsfeld began by reviewing the Management Discussion & Analysis portion of the report and discussion ensued. Then Manager Doeringsfeld introduced Dawn Aliverti and Mitch Marx, with Presnell Gage Accounting. Ms. Aliverti presented a power point presentation for review and aid discussion with the Port Commission and staff regarding the FY18 Audit report. Ms. Aliverti's stated the FY18 fiscal year is July 1, 2017-June 30, 2018. Her presentation included, but was not limited to, the Statement of Net Position, Statements of Revenues, Expenses and Changes in Net Position, Statements of Cash Flows, Financial Notes, Internal fiscal controls and responsibilities, Assets, Liabilities, Depreciation, and the Defined Benefit Pension Plan. Ms. Aliverti stated the FY18 Audit Report resulted in a "Clean" or Unmodified Opinion. Additionally, Ms. Aliverti stated the Port of Lewiston is in a strong financial position with no long term debt, a positive net position, and owns assets such as rail, industrial parks, a dark fiber optic network, buildings and facilities. Discussion was had regarding the operational loss largely due to depreciation and GASB requirements to account for the Defined Benefit Pension Plan. Commissioner Thomason commented that previous Port Commissioners elected over the years and years were to be thanked for their vision and oversight for the long term cash investment into this community. He continued that he was proud that the current Port Commission is continuing this long term

investment into our community. Commissioner Hasenoehrl thanked Presnell Gage for their professionalism and presentation and she thanked the Port staff for their part of the internal fiscal process. She continued that she was also proud of the long term benefits into the community that the Port was building. After further discussion, Commissioner Thomason made a motion to approve and distribute the FY18 Audit Report as presented; seconded by Commissioner Klemm. Voting Aye – Commissioner Hasenoehrl, Thomason, Klemm; voting Nay – None. The motion passed. Manager Doeringsfeld stated the report would be posted onto the Port’s website within the week. Ms. Aliverti and Mr. Marx exited the meeting.

For review and consideration of approval, Manager Doeringsfeld, presented a Memorandum of Agreement between the U.S. Army Corps of Engineers and the Port of Lewiston for the maintenance of the berthing areas at the Port of Lewiston. The estimated cost of dredging is \$68,000. The total project cost of \$85,260 will be pro-rated between the Port and Lewis Clark Terminal based on the amount of material dredged at each facility. Manager Doeringsfeld stated the work is anticipated to commence during the fish window in the winter of 2019-2020. Commissioner Thomason made a motion to approve and enter into the Memorandum of Agreement between the U.S. Army Corps of Engineers and the Port of Lewiston, as presented; seconded by Commissioner Klemm. After discussion, voting Aye – Commissioner Hasenoehrl, Klemm and Thomason; voting Nay – None. The motion passed.

At 1:25 p.m., the Port Commission recessed.

At 1:35 p.m. the Port Commission reconvened.

Non-Active Agenda:

LC Social Presentation by Dr. Bret Christensen -- Manager Doeringsfeld introduced Bret Christensen who is interested in constructing a commercial recreational facility within the Harry Wall Industrial Park. Mr. Christensen stated his intent today was to keep the Port Commission apprised of project status in working through the due diligence process in order to determine if his project will be feasible on the two pad sites identified and encompassing 10 acres. He stated that should the feasibility of the project be favorable, he would like a lease agreement to be developed for review and consideration by the Port Commission at a future meeting. Mr. Christensen stated for the past four years he has been working with Randy White, with White Hutchinson

Leisure & Learning Group, whose specialty is developing these commercial recreational properties nationwide. He presented a power point presentation that included 3-D renderings of a two level, 51,000 square foot facility that will include a game room of 65 games, rooms with four bowling lanes each, a soft play area, 6,000 square feet of Lasertron laser tag, and a free game area such as billiards, ping pong, foosball, corn hole and darts. The plan also incorporates food options including a restaurant with an exhibition kitchen, ran by an executive chef and managed by PB&J Restaurants. Outdoor amenities and activities will include 890 linear yards of go-cart track utilizing electric carts that can be speed regulated, a slick track, charging pad, fire pits and picnic areas and games such as bocce ball, pickle ball and shuffleboard. Mr. Christensen is estimating 55 full-time employees and 85 part-time employees, utilizing local contractors for construction and approximately \$1M per year in local purchases. He commented that the goal is to create a safe, fun environment for families with good food and become a regional attraction. Mr. Christensen stated the feasibility report should be complete in January, 2019, so that financing could be finalized over the following six months. After that, he estimates permitting and full design will take approximately four months, construction one year, then one month to have it operational, and finally one month for training before the doors open. Discussion was had regarding the financing structure including, but not limited to, new market tax credits, Opportunity Zones, Limited Liability Companies, the owners and banks. Commissioner Thomason asked if his parking requirements had been reviewed enough to know that the site size was sufficient. Mr. Christensen replied that they will have to address this issue under the design and permitting phase with the city if the feasibility report was favorable. Commissioner Klemm stated that he appreciated the update on the project but is very concerned about the desired location and locating a recreational/amusement park type business on property designed for heavy industrial activities. Commissioner Hasenoehrl commented that this was an interesting project and she was interested in learning more. The Port Commission thanked Mr. Christensen for his update and time. Mr. Christensen exited the meeting.

Miscellaneous Projects:

Colonel Wright Way Landscaping and utility improvements – Manager Doeringsfeld reported that the city of Lewiston Forester recommended a planting plan.

The city Forester's recommendation is being reviewed by Lewiston's Public Works Department. If approved by Public Works, the trees will be planted when they arrive. Discussion was had regarding the importance of the beautification which compliments the investment being made into the business park.

Community Outreach Update:

Community Outreach:

- Port Report was sent out last week
- Port Open House – December 13, 3-7 p.m.

Upcoming meetings/events:

- Special Port Commission meeting at the Port office – December 18th at 9:30 a.m. to conduct a work session on the Confluence Riverfront Master Plan
- Regular Port Commission meeting at the Port office – Due to conflicts, discussion was had regarding the January meeting date. The date was left pending until Commissioner calendars' could be referenced at home.

TERMINAL II, DOCK OPERATIONS AND FIBER OPTIC NETWORK REPORTS:

Terminal II (Inland 465) -- David Doeringsfeld, Port General Manager, reported that Lewis Clark Terminal was improving their rail line to accommodate their new barley loadout facility and there was minor disruption in service to Terminal II.

Terminal I (Public Dock Facilities) -- Port Manager, David Doeringsfeld, next reported that the Clearwater Paper operation continues to stay busy unloading barges. Discussion was had regarding one more month remaining for annual shipping summaries.

Fiber Optic Network – Jaynie Bentz reported that staff has met with two customers and additional meetings are scheduled later in the month. Staff attended community meetings in Cottonwood, Moscow and Lewiston regarding rural broadband and emergency management challenges and opportunities. Forum topics included economic impacts, business needs and service status from a regional and statewide prospective. Ms. Bentz also reported on the status of network construction.

Terminal I (Dock Operations) – Manager Doeringsfeld reported that six sawdust barges were processed in November which was 15,000 tons of product coming off the river. There remains no container shipping activity on the river however there are industry stakeholders discussing a rail/barge option. Year to Date (Jan-Nov) -- 175 bulk grain barges have shipped for Lewis Clark Terminal totaling 577,686 tons of product and 72 break bulk barges have shipped for the Port totaling 180,000 tons of product. For the month of November, wheat shipments increased 74%, totaling 68,065 tons, over the same month last year totaling 39,200 tons.

COMMISSION COMMITTEE REPORTS:

Commissioner Klemm/LC Valley Chamber Government Affairs Committee and Natural Resource Committee Member – Reported that the LCV Government Affairs committee heard a presentation from the City of Lewiston Manager regarding their strategic planning process. The Natural Resource Committee heard a presentation from the new Fish & Game Manager for this area, information regarding closure of the steelhead season and the upcoming Ag banquet.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Reported that the LCV Chamber Board discussed the uncertainty of the Steelhead Derby going forward due to the recent legal issues, five new board members will be installed and they are working on their annual meeting held in January. They discussed the recent North Idaho Legislative Tour event. He also reported that the City of Lewiston Manager spoke at the Valley Vision Annual meeting regarding the city's strategic planning process. The Board also discussed the importance of rural broadband, the economic impact study regarding the cruise boat and passenger vessels, review of commercial air service and cleanup of the city's right-of-ways.

Commissioner Hasenoehrl/Urban Renewal Agency (URA)— Reported that the URA Board discussed dedication of Nez Perce Drive extended and developing a Bryden Ave corridor as a revenue allocation area.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for five months ending November 30, 2018. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on November 30, 2018. 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. 20096-20174, transfers and EFTPS for a total amount of \$189,956.63; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Hasenoehrl and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION: -- None

Being no further business, the meeting adjourned at 2:34 p.m.



Secretary
Mike Thomason

PORT OF LEWISTON
MINUTES OF SPECIAL MEETING
PUBLIC HEARING
December 12, 2018

The special meeting of the Port Commission was held at the Port of Lewiston District Office, 1626 6th Ave North, Lewiston, ID at the hour of 11:00 a.m. on December 12, 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 were David Doeringsfeld, Port Manager and Port Assistant Manager, Jaynie Bentz. The meeting was called to order at 11:01 a.m. by Port Commission President, Mary Hasenoehrl.

CONVENE PUBLIC HEARING:

Port Commission President, Mary Hasenoehrl, convened the public hearing at 11:01 a.m. stating the purpose of the public hearing was for the Port Commission of the Port of Lewiston, pursuant to Idaho Code 70-1610, shall hold a Public Hearing concerning the sale of 1,757.90 square feet of property to Lewis Clark Terminal, LLC for a price of \$7,031.60. The Port Commission will hear comments regarding the terms of the sale and declaring the property as no longer needed for the Port District purposes. The property transfer will be accomplished by way of an adjustment to the property boundaries between the Port and Lewis Clark Terminal.

Manager Doeringsfeld presented an overview of the property under consideration for sale and described the operational purpose that Lewis Clark Terminal will utilize on the property.

CITIZEN COMMENTS: None

At 11:15 a.m., Commissioner Hasenoehrl declared the Public Hearing closed.
Being no further business, the meeting adjourned at 11:15 a.m.

Mike Thomason

Secretary
Mike Thomason

**PORT OF LEWISTON
PUBLIC HEARING NOTICE
SALE OF PROPERTY**

The Port Commission of the Port of Lewiston, pursuant to Idaho Code §70-1610, shall hold a Public Hearing concerning the sale of 1,757.90 square feet of property to Lewis Clark Terminal, LLC for a price of \$7,031.60. The Port Commission will hear comments regarding the terms of the sale and declaring the property as no longer needed for Port District purposes. The property transfer will be accomplished by way of an adjustment to the property boundaries between the Port and Lewis Clark Terminal.

The Public Hearing shall be held at the Port District Administrative office located at 1626 6th Ave. North, Lewiston, Idaho at 11:00 am on December 12, 2018.

Publish November 30, 2018

PUBLIC HEARING AGENDA

December 12, 2018

Convene Public Hearing

Direct Port Manager to Property Sale

Comments from the Public – **Please limit comments to five minutes**

Declare Hearing Closed

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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:

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MANAGER'S REPORT:

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Secretary
Mike Thomason

