

PORT COMMISSION
REGULAR BOARD MEETING AGENDA
February 13, 2019 at 12:00 PM
1626 6th Ave North, Lewiston, ID

CONVENE GENERAL BOARD MEETING

- Review and approve agenda – (Action Item)

ELECTION OF OFFICERS – (Action Item)

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 (5) minutes.

ADOPTION OF MINUTES – (Action Item)

- Regular meeting: December 12, 2018
- Special meeting: December 12, 2018
- Special meeting: December 18, 2018
- Special meeting: January 2, 2019
- Regular meeting: January 9, 2019
- Special meeting: January 16, 2019
- Special meeting: January 23, 2019

MANAGER'S REPORT

ACTION AGENDA –

- Review and consider for approval an update to the Port of Lewiston Record's Retention Policy. (Roll call vote)
- Review and consider for approval a lease agreement with Dynamic Designs for 3,000 square feet (Suite E) within the incubator building, effective March 1, 2019, in the amount of \$720.00 per month. (Roll call vote)

NON-ACTION AGENDA: -- *Please see attached*

REPORTS: TERMINAL II, DOCK OPERATIONS, FIBER OPTIC NETWORK

COMMISSION COMMITTEE REPORTS

FINANCIAL REPORT

- Review and consider for approval the financial report through December 31, 2018 – (Action Item)

- Review and consider for approval the financial report through January 31, 2019 – (Action Item)

ACT ON CLAIMS

- Review and consider for approval of January 9th Settlements for EFTPS & Checks #20175-21256 in the amount of \$275,456.49 – (Action Item)
- Review and consider for approval February 13th EFTPS and Checks, beginning with #21257 as presented. – (Action Item)

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Manager's Report

February 13th, 2019

Agenda

Action Items:

1. Review and consider for approval an update to the Port of Lewiston Record's Retention Policy.
2. Review and consider for approval a lease agreement with Dynamic Designs for 3,000 square feet (Suite E) within the Incubator Building, effective March 1, 2019 in the amount of \$720.00 per month.

Non-Action Agenda - Project Review/ Updates:

1. Confluence Riverfront Master Plan Update
2. Discuss live streaming Port meetings
 - a. Mr. Eric Peterson
3. Discuss request from Idaho Wine Merchant to lease 1,500 SF (Suite A) in the incubator building for the storage of wine and beer.
4. Col Wright Way Landscaping
 - a. Tree placement and irrigation system installation
5. Community Outreach Update
 - a. Working on the next Port Report. Due out in March
6. Upcoming Meetings/Events:
 - a. Cruise Ship Dock Tours at Richland, WA on Feb 19th and The Dalles, OR on Feb. 20th
 - b. Chamber Ag. Banquet at the Red Lion on March 5th at 5:00pm
 - c. Lock closure begins March 2nd and scheduled to end March 24th
 - d. Regular Port Commission Mtg. – Friday, March 8th at noon