

**PORT OF LEWISTON
MINUTES OF REGULAR MEETING**

February 13, 2019

The regular meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on February 13, 2019.

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. Port Commission President, Mary Hasenoehrl, convened the open meeting at 12:01.

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.

ELECTION OF OFFICERS:

Commissioner Thomason made a motion to retain the slate of officers as they stand: Commissioner Hasenoehrl as President, Commissioner Klemm as Vice-President and Commissioner Thomason as Secretary/Treasurer: seconded by Commissioner Klemm. Voting Aye – Commissioner Hasenoehrl, Thomason and Klemm; voting Nay – None. The motion passed.

CITIZEN COMMENTS: -- None.

ADOPTION OF MINUTES:

Port Commission President, Mary Hasenoehrl, called for review of the draft minutes. The Port Commission examined the Minutes for the Regular Meetings of December 12, 2018 and January 9, 2019, and the Special Meetings of December 12th and 18th, 2018 and January 2nd, 16th, and 23rd 2019. Commissioner Klemm made a motion

to accept all Minutes as presented; seconded by Commissioner Thomason. The motion passed unanimously.

MANAGER'S REPORT:

Active Agenda:

Manager Doeringsfeld presented an update to the Port of Lewiston Record's Retention Policy for review by the Commission. There is no language change to the policy, the Idaho Code reference is the only change. Commissioner Hasenoehrl asked about a change to the copy fee. Manager Doeringsfeld is going to check to see if the copy fee has changed. Commissioner Thomason made a motion to approve the update to the Port of Lewiston Record's Retention Policy; seconded by Commissioner Klemm. The motion passed unanimously.

Dynamic Designs lease agreement – Port Manager, David Doeringsfeld, presented the Port Commission a lease agreement for consideration of approval. The new tenant is Dynamic Designs. They would be located in Suite E at the Business Incubator Building. The lease rate is in the amount of \$720.00 per month, effective March 1, 2019. Manager Doeringsfeld commented that the tenant would like to construct office space inside of Suite E. Total cost for the construction of the office space is \$19,800.00. The Port will pay the full cost of the office construction up front. The tenant will reimburse the Port for half of the cost, \$9,900.00, over 24 months at an interest rate of 7%. After discussion, Commissioner Thomason made a motion to approve the lease agreement as presented; seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Hasenoehrl, Klemm; voting Nay – None. The motion passed.

Non-Active Agenda:

Confluence Riverfront Master Plan Update – The Port mailed letters to stakeholders seeking input about the master plan. Also, Manager Doeringsfeld and the Commission are traveling February 19th and 20th to look at cruise boat docks in Richland WA, and The Dalles, OR.

Live Streaming – Mr. Eric Peterson presented information to the Commission regarding live streaming of the Port of Lewiston Commission meetings. Live streaming

allows people with disabilities the ability to engage in the meetings without having to be present. Once the camera is set up, the system is easy to run and relatively inexpensive to operate. Another option is to have people participate by phone. The Commission will discuss the options.

Idaho Wine Merchant Lease – Manager Doeringsfeld reported that he had an inquiry from Idaho Wine Merchant who is a wine distributor. They are looking for warehousing space. This tenant does not fit incubator guidelines, but would like to lease Suite A of the incubator building. The lease rate would be at market rate, approximately \$800.00/month. The lease could be terminated by either party within 90-days. Manager Doeringsfeld asked for direction if he should continue the work on the lease. After a discussion it was agreed that Manager Doeringsfeld should draft a lease agreement for consideration by the Port Commission.

Col Wright Way Landscaping – Manager Doeringsfeld reported that the Port and the City of Lewiston have come to an agreement on where the trees can be placed. The trees are in and will be planted outside of the City's right of way on the east side of the roadway.

Community Outreach Update:

The next Port Report will be out by the end of March 2019.

TERMINAL II, DOCK OPERATIONS AND FIBER OPTIC NETWORK REPORTS:

Terminal II (Inland 465) -- David Doeringsfeld, Port Manager, reported that the warehouse is busy. There was an issue with leaking packing on the fire pump. We are working with Grinnell Fire Protection to resolve the problem.

Terminal I (Public Dock Facilities) -- Port Manager, David Doeringsfeld, next reported that he has had an inquiry about moving cedar logs through the Port. The company is interested in utilizing the Port's dock to move approximately two barges per month.

Fiber Optic Network –Port Manager, David Doeringsfeld, reviewed the status of construction and service requests.

COMMISSION COMMITTEE REPORTS:

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Reported that Valley Vision is working on air travel options for the LC Valley. Commissioner Thomason also mentioned that Valley Vision and the Chamber was investigating an entrepreneurial building. The building would be utilized to assist businesses and startups with small office areas for lease. The proximity of several business in the same building provides synergy to assist a new business startup being successful.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee and Natural Resource Committee member, PNWA representative – Reported that the Government Affairs Committee and the Nation Resources Committee were looking to collaborate on multiple issues, aimed at making the process simpler.

Commissioner Klemm reported that the Idaho Water Users annual meeting was well attended. Commissioner Klemm has been put on the Resolution Committee.

Commissioner Hasenoehrl/Urban Renewal Agency— Reported that the URA Board is no-longer locating a sewer line down 22nd Street. The Board are looking at other routes. They did this because residents with newer homes did not want to decommission their septic tanks.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for the ending December 31, 2018 and January 31, 2019. The Port Manager next reviewed a Port Financial Summary concerning the status of Port funds on January 31, 2019. Commissioner Thomason made a motion to approve the Financial Reports 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. 20175-20256, transfers and EFTPS

for a total amount of \$275,456.49 and Nos. 20257-20337, transfers and EFTPS for a total amount of \$166,955.66; 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 1:20 p.m.

Mike Thomason

Secretary
Mike Thomason