

PORT OF LEWISTON MINUTES OF REGULAR MEETING

March 8, 2019

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

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, Mary Hasenoehrl, called for review of the draft minutes. The Port Commission examined the Minutes for the Regular Meeting of February 13th and the Special Meetings of February 19th and 20th, 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:

United Parcel Service lease amendment - Assistant Manager Bentz presented the Port Commission a lease amendment for United Parcel Service to extend the term length to January, 31, 2025 with rental rate adjustments every three years. After discussion, Commissioner Klemm made a motion to approve the lease amendment as

presented; seconded by Commissioner Thomason. Voting Aye – Commissioner Thomason, Hasenoehrl, Klemm; voting Nay – None. The motion passed.

Idaho Wine Merchant lease agreement - Assistant Manager Bentz presented the Port Commission a lease agreement for consideration of approval. The proposed tenant, Idaho Wine Merchant, is interested in Suite A, approximately 1,500 sf, located in the Business Incubator building. Since the business is not an incubator business, the rental rate amount would be \$795.00 per month, effective April 1, 2019. The lease can be terminated by either party with 90 days notice. After discussion, Commissioner Thomason made a motion to approve the lease amendment as presented; seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Hasenoehrl, Klemm; voting Nay – None. The motion passed.

U.S. Department of Commerce EDA Grant – Assistant Manager Bentz presented the Port Commission Resolution 19-01 for consideration of approval to become a co-applicant for an application to the U.S. Dept. of Commerce for an EDA grant to support funding of an economic impact study and needs assessment of cruise boat and large passenger vessel industry in the L/C Valley. She also presented for consideration of approval a Joint Agreement between the Port of Lewiston and Port of Clarkston and the Clearwater Economic Development Association to facilitate said grant application and, if successful, administration. The Port of Clarkston Commission approved the agreement on March 7, 2019. After discussion, Commissioner Thomason made a motion to approve Resolution 19-01 supporting the Port of Lewiston to be a co-applicant of the U.S. Dept. of Commerce EDA grant; seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Hasenoehrl, Klemm; voting Nay – None. The motion passed.

Next, Commissioner Klemm made a motion to approve the Joint Agreement with the Port of Lewiston and CEDA as presented; seconded by Commissioner Thomason. Voting Aye – Commissioner Thomason, Hasenoehrl, Klemm; voting Nay – None. The motion passed.

Non-Active Agenda:

Confluence Riverfront Master Plan Update – Dave Witthaus, with David Evans and Associates, presented an update on the Confluence Riverfront Master Plan. They

are refining the conceptual designs down to one concept by revising Option A. A revised draft concept will be available on March 13th for final comments due back by March 20th. Completion of the final conceptual plan is anticipated April 1st.

Kyle McCall – McCall Construction - Assistant Manager introduced Kyle McCall from McCall Construction who would like to lease the East canyon in the Harry Wall Industrial Park. He would use it as a disposal site for construction debris, fill dirt and gravel. During discussion, he stated there would be no contaminants, wood or asphalt; that he would utilize the site exclusively unless he were to allow others to use it as well. He reported that he has spoken with the City of Lewiston and he would need to extend the existing culvert for stormwater. Mr. McCall confirmed he had not spoken with ITD, Idaho DEQ, or the North Central Health District. Discussion was had between the Port Commission and staff regarding, but not limited to, compacting, material control, monitoring and testing for structural control, possible uses for the site after the draw is full, life expectancy of the disposal site, site access, odors and estimated disposal volume of 100,000 yards per year. Equipment would need to be left on site and possibly a gate added. Discussion indicated that the site would not become suitable for any structural development in the future but perhaps a parking lot. The Port Commission thanked Mr. McCall for attending and providing information regarding the proposed project. Mr. McCall indicated he would be interested in purchasing or leasing the entire draw. As a construction company, they employ approximately 6 employees in the winter and up to 15 in the summer. The Port Commission will ask the Port Manager to follow up with Mr. McCall to continue working on this project.

Community Outreach Update:

Port Report – The draft is 85% complete with distribution at the end of March.

TERMINAL II AND FIBER OPTIC NETWORK REPORTS:

Terminal II (Inland 465) – Jaynie Bentz, Assistant Port Manger, reported that that there have been no roof leaks but will continue to monitor for leaks as the weather warms.

Fiber Optic Network – Jaynie Bentz, Assistant Port Manger, reviewed the status of construction projects and service requests.

COMMISSION COMMITTEE REPORTS:

Commissioner Klemm/LC Valley Chamber Government Affairs Committee and Natural Agricultural Resource Committee member, PNWA representative – Reported that Bob Donaldson, Superintendent of the Lewiston School District, gave an update on the high school campus construction project. The committee also discussed proposed legislation regarding the URA, HR228 – Healthcare bill, and ballot qualifications for initiative to be included on the ballot. Commissioner Klemm also attended a Port of Whitman Commission meeting with Karl Dye, Director of Valley Vision regarding the EDA grant.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – The LC Valley Chamber of Commerce has advertised to hire a Legislative Affairs person and currently have four candidates. He also reported that Karl Dye, with Valley Vision, is working on expanding economic data for job growth in the area.

Commissioner Hasenoehrl/Urban Renewal Agency– Reported that the applications for the LC Valley Chamber of Commerce Agricultural Scholarships were great this year. She also reported that there is proposed legislation that a vote is required before URA money can be spent on municipal buildings.

FINANCIAL REPORT:

As the next order of business, the Port Assistant Manager presented a Financial Statement prepared by the Port Auditors for eight months ending February 28, 2019. Assistant Manager, Bentz next reviewed a Port Financial Summary concerning the status of Port funds on February 28, 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. 20338-20402, transfers and EFTPS

for a total amount of \$98,887.89; 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 1:30 p.m.

Mike Thomason

Secretary
Mike Thomason