

PORT OF LEWISTON
MINUTES OF SPECIAL MEETING
April 17, 2019

The special meeting of the Port Commission was held at the Port District Office at the hour of 12:00 p.m. on April 17, 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 General Manager and Jaynie Bentz, Assistant Manager. The meeting was called to order at 12:03 p.m. by Port Commission President, Mary Hasenoehrl.

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:

Port Commission President, Mary Hasenoehrl, called for citizen comments. No citizen comments were offered.

ACTIVE AGENDA: -- None

NON-ACTIVE AGENDA:

Work Session to draft FY20 Port of Lewiston budget – Manager Doeringsfeld presented a work book offering initial revisions. He advised the Port Commission that the information generated for each page is based on nine months of actual financial reporting and three months of forecasting to provide a starting point.

Open discussion was had between the Port Commission and staff as each page of the work book was reviewed. Beginning with revenues, discussion was had regarding the levy amount and levy rate. Consensus was had to revisit this amount once the entire budget was reviewed. Other revenues reviewed were Sales Tax, Lieu Tax, Terminal 1 and 2, Rentals, Fiber Telecommunications Network, and Miscellaneous Incomes.

Manager Doeringsfeld stated the slight increase in sales tax revenue was reflective of historical receipts. The list of tenants and respective lieu tax amounts were discussed. Manager Doeringsfeld reminded the Port Commission that lieu tax collected from port tenants is a pass through amount paid to Nez Perce County. Review and general consensus was had regarding Terminal II revenues, Tax replacement funds and interest income amounts. Staff was directed to revisit the rental rates to confirm they reflect rate structures outlined in lease agreements; review of standing service orders for fiber; review the activity and Terminal I revenues; and to review the prior revenue carryover amount with the final iteration of the budget. Manager Doeringsfeld stated that staff wages and salaries were left blank for the Port Commission's consideration.

Staff presented information to consider opening another bank account to help cover port funds with FDIC insurance. The Port Commission directed staff to move forward with establishing another bank account and open 12-month Certificate of Deposit. Discussion was had regarding whether speculative revenues should be considered from a budget perspective. After discussion, consensus was had that a conservative approach based on actual agreements and contracts was more appropriate in reviewing revenues. However, in reviewing expenses, it would be more appropriate to anticipate costs based on the best available information.

Next, the Port Commission and staff reviewed expenses. Review and discussion was had regarding Port Commission Per Diem and fringe benefits; amounts for affiliation dues and those respective organizations; removal of the election expense for this year; overview of employee benefit costs for both employees and employer; travel and professional development expenses for both staff and commissioners; office expenses for operations; status of office equipment; legal services and publications; auditing and accounting; public affairs and marketing; economic development partnerships and community grants; general insurance; facilities maintenance; navigation and river issues; utilities; confirm Lieu tax expenses mirrored revenues as a pass through amount; terminal expenses; and land acquisition and economic development activities. Assistant Manager Bentz stated that employee healthcare rates will not be available until the first half of May but employer rates would remain the same according to the Idaho Department of Administration. Manager Doeringsfeld stated that staff will need to review the travel and professional development account for

staff to confirm general ledger totals to date are accurate. General consensus was had in regards to affiliation dues and organizations; per diem, fringe benefits and travel amounts for commissioners; office operations and equipment; legal, accounting and auditing services; public affairs and marketing; economic development partnerships and community grants; insurance; navigation and river issues; and lieu tax. Staff was directed to review utility expenses in light of the recent increases implemented by the city. Discussion was had and consensus reached regarding a port staff person obtaining a spray applicator's license for pesticides and purchase of equipment to maintain properties. The equipment may also be utilized for snow removal which is an activity port staff has not been able to provide in the past. Review and open discussion was had regarding Terminal I and II expenses for labor, equipment purchases, repairs and maintenance, safety and training, insurance and operations. Staff levels were of primary concern should container shipping return to the river. Terminal II will have a final application of elastic material to the roof.

In review of the Land Acquisition and Economic Development Activities account, open discussion was had regarding the funding resources needed to complete Phase II of the Confluence Riverfront Property master planning effort. Phase II of the process would create a plan set having 60% design completion and pay for all permitting. Consensus was had that funding for Phase II may need to be considered over two fiscal years and it may be prudent to delay the first year of funding for Phase II until more information is available. Discussion was had that the Environmental Impact Statement regarding river operations is expected to be released in spring 2020. Also, the Community's Economic and Needs Assessment studies regarding the regional cruise boat industry should be completed over the course of this next fiscal year. Consensus was had that the Port Commission would then be in a position to make a more informed decision on how best to invest into this property. No other concerns were voiced for the remaining activities listed.

Manager Doeringsfeld stated that the draft workbook would be updated to reflect the changes from today's meeting for presentation at the next special meeting of the Port Commission for another work session later this week.

Being no further business, the meeting adjourned at 2:30 p.m.

Mike Thomason

Secretary
Mike Thomason