PORT OF LEWISTON
MINUTES OF SPECIAL MEETING
April 11, 2022

The special meeting of the Port Commission was held at the Port District Office, 1626 6th Ave North, Conference Room, Lewiston, ID at the hour of 2:00 p.m. on April 11, 2022.

Participating from the Port District office were Port Commission President, Mike Thomason, Port Commission Vice-President, Jerry Klemm, and Port Commission Secretary/Treasurer, Joseph Anderson. Administrative staff in attendance at the Port District office were David Doeringsfeld, Port General Manager; Jaynie Bentz, Operations Manager; and Kim Petrie, Port Bookkeeper.

CONVENE SPECIAL SESSION:

At 2:03 p.m. Commissioner Thomason convened the open Special Meeting of the Port Commission stating the purpose of the meeting was for the Port Commission and Staff to begin development of the FY23 budget for the Port of Lewiston.

AGENDA APPROVAL:

Port Commission President, Mike Thomason, called for review of the agenda. Commissioner Klemm made a motion to approve the agenda as presented; seconded by Commissioner Anderson. The motion passed unanimously.

CITIZEN COMMENTS:

Port Commission President, Mike Thomason, called for citizen comments in regards to the Special meeting agenda. No citizen comments were offered.

NON-ACTIVE AGENDA:

Commissioner Thomason invited Port Manager, David Doeringsfeld, to begin the budget workshop. Manager Doeringsfeld conveyed that the budget workshops will be a good way to on board Commissioner Anderson and achieve cohesiveness within the Port Commission. Manger Doeringsfeld also complimented Ms. Petrie for her work in compiling categorical accountings as a historical reference and resource for discussions.

A draft workbook was presented for reference and discussion to be completed page by page. Manager Doeringsfeld provided overview of the workbook format. Review and discussions were had, but not limited to, revenues including the tax levy amount and levy rate, sales tax income, tax replacement funds, interest, rentals, fiber network lease revenues, grant income, lieu tax revenues and terminal revenues.

Next, Manager Doeringsfeld reviewed several categories of expenses including, but not limited to, commissioner per diem, commissioner benefits, staff and commissioner travel and professional development, review of the staff benefit structure, affiliate memberships, office equipment and miscellaneous office expenses, legal, accounting and auditing, consulting, education and outreach, insurance and economic development partnerships.

Discussion was had to schedule the next budget workshop.

Being no further business, the meeting adjourned at 3:55 p.m.

Secretary
Joseph Anderson