PORT OF LEWISTON
MINUTES OF REGULAR MEETING

May 11, 2022

The regular meeting of the Port Commission was held at the Port District Office, 1626 6th Ave. N, Lewiston, ID, at the hour of 12:00 p.m. on May 11th, 2022.

Present at the meeting were Port Commission President, Mike Thomason, Port Commission Vice-President, Jerry Klemm, and Commission Secretary/Treasurer, Joe Anderson. Administrative staff in attendance was David Doeringsfeld, Port Manger, and Jaynie Bentz, Operations Manager.

The meeting information was advertised as required, prior to the meeting. Port Commission President, Mike Thomason, convened the open meeting at 12:00 p.m.

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. Voting Aye – Commissioner Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

CITIZEN COMMENTS: --None.

ADOPTION OF MINUTES:

Port Commission President, Mike Thomason, called for review of the draft minutes. The Port Commission examined the minutes for the Regular Meeting of April 13, 2022, and Special Meetings April 15, 2022; May 2, 2022; May 3, 2022; May 4, 2022; May 5, 2022, and May 6, 2022. Commissioner Anderson made a motion to accept the minutes as presented; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm and Thomason. Voting Nay – None. The motion passed unanimously.

MANAGER'S REPORT:

Active Agenda:

Review for approval publication of the proposed FY22 Amended Budget – Manager Doeringsfeld read through the highlights of the FY22 Amended Budget and explained that the publication would be published in the newspaper and posted around the county. Commissioner Anderson made a motion to approve the publication the proposed FY22 Amended Budget; seconded by Commissioner Klemm. Voting Aye – Commissioner Klemm, Anderson, and Thomason. Voting Nay – None. The motion passed.

Review for approval publication for the proposed FY23 Budget – Manager Doeringsfeld read through the highlights of the FY23 Proposed Budget and explained that the FY23 budget would run from July 1, 2022, to June 30, 2023. Commissioner Klemm made a motion to approve the publication of the proposed FY23 Budget; seconded by Commissioner Anderson. Voting Aye – Commissioner Klemm, Anderson and Thomason. Voting Nay – None. The motion passed.

Consider for approval Resolution 22-01 – Manager Doeringsfeld explained that Resolution 22-01 –Levy a Property Tax sufficient to raise the sum of $405,000.00 for FY23. Commissioner Anderson made a motion to approve Resolution 22-01; seconded by Commissioner Klemm. Voting Aye – Commissioner Klemm, Anderson and Thomason. Voting Nay – None. The motion passed.

Non-Active Agenda:

EDA Broadband Grant Update – Manager Doeringsfeld explained that the pedestrian survey had been completed, but that it is only one part of the cultural survey that is required by EDA. The cultural survey is estimated to be finished by May 30, 2022. The deadline for awarding the grant is September 2022.

EDA Cruise Dock Facility Grant Update – Manager Doeringsfeld stated that the Port of Lewiston's grant was still in the running for selection for an EDA project in Idaho. Manager Doeringsfeld is hopeful that the grant application will be selected by the EDA committee.

Miscellaneous Project Updates:

a. Property Clean-Up— Manager Doeringsfeld informed the Commission that the Department of Corrections inmates spent the last week working to clean up Port properties.
b. Port of Lewiston Business Park Signs Completed— Two signs located in the Harry Wall Industrial Park and one sign located in the Business and Technology Park have been completed. Manager Doeringsfeld stated that the finished signs looked very nice.

Community Outreach Updates:

a. Open House(s) for Budget Discussion – Port staff and Port Commissioners discussed scheduling open houses for budget presentations. The Port Commission decided to host an open house meeting at the Lenore Community Center.

Upcoming meeting – The next regular Port Commission; annual budget hearing and approval of budgets is June 8, 2022.

DOCK OPERATIONS, TERMINAL II AND FIBER OPTIC NETWORK:

Terminal II – The terminal has been extremely busy with regular operations.

Dock Operations – Manager Doeringsfeld informed the Commission that a wind blade project would be arriving to the dock by the end of May and the project is scheduled to last around 90 days.

Fiber Optic Network – The Port staff continue to work through service orders and construction of fiber segments. A new fiber to the home project is underway with equipment and supplies all ordered and waiting to be delivered.

COMMISSION COMMITTEE REPORTS:

Commissioner Klemm/LC Valley Chamber Government Affairs Committee/Natural Agricultural Resource Committee/PNWA representative – None.

Commissioner Anderson/Urban Renewal Agency — Commissioner Anderson explained that URA had been postponed.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – None.

FINANCIAL REPORT:

The Port Manager presented a Financial Statement prepared by the Port Auditors for the period ending April 30th, 2022. After discussion, Commissioner Anderson made a motion to approve the Financial Report as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson 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 Anderson to approve and pay Port Vouchers Nos. 25308 - 25387, transfers and EFTPS for a total amount of $124,381.72; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION: At 1:14 p.m. Port Commissioner Thomason called to enter Executive Session pursuant of Idaho Code §74-206(1) (a) – *To consider the hiring of a public officer, employee, staff member, or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.*

Commissioner Klemm made a motion to enter Executive Session; seconded by Commissioner Anderson. Roll Call; Voting Aye – Commissioner Thomason, Anderson, and Klemm; Voting Nay – None. The motion passed.

The Port Commission entered Executive Session at 1:14 p.m. Discussion was had regarding matters of hiring.

At 1:42 p.m. the Port Commission exited Executive Session and reconvened the open public meeting.

OTHER BUSINESS: Open discussion was had regarding property use and upcoming leases.

Being no further business, the meeting adjourned at 2:15 p.m.

Secretary
Joseph Anderson