# PORT OF LEWISTON
# MINUTES OF REGULAR MEETING

## June 8, 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 June 8th, 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 and Jaynie Bentz.

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:** --Commissioner Thomason called for any citizen comments regarding Port business. Commissioner Thomason advised that separate comment periods would be made available for each budget being considered today.

No citizen comments were offered.

**PUBLIC HEARING – FY22 PROPOSED AMENDED BUDGET:**

At 12:03 p.m. Commissioner Thomason convened a public hearing and directed Port Manager, David Doeringsfeld, to present the FY22 Proposed Amended Budget. Manager Doeringsfeld presented a line-item review of the budget including, but not limited to, revenues and expenses, as well as FY22 activities and projects.

Citizen Comments – Commissioner Thomason called for any citizen comments regarding the FY22 Proposed Amended Budget. No citizen comments were provided.

Commissioner Thomason closed the public hearing at 12:14 p.m.

**PUBLIC HEARING – FY23 PROPOSED BUDGET:**

At 12:15 p.m. Commissioner Thomason convened the public hearing and directed Manager Doeringsfeld to present the Proposed FY23 Budget. Manager Doeringsfeld invited the Commission to reference the FY23 budget workbook. He opened by reading the Port of Lewiston's Mission Statement. Workshops were held by the Port Commission in developing the proposed budgets and the draft budgets were posted onto the Port's website. Additionally, copies of the draft budget were mailed to several organizations within Nez Perce County. Manager Doeringsfeld presented a page-by-page review of the budget including, but not limited to, revenues, expenses and FY23 project overviews. The tax levy amount remains the same at $405,000, with the levy rate decreasing by 26% from last year.

Citizen Comments – Commissioner Thomason called for any citizen comments regarding the FY23 Proposed Budget. Idaho State Representative, Brandon Mitchell asked a question regarding an increase for insurance. Manager Doeringsfeld stated that the Port's insurance was raised to due increases in Port revenues and increases in property insurance coverage, as well as marine operations insurance.

Commissioner Thomason closed the public hearing at 12:36 p.m.

**ADOPTION OF THE FY22 AMENDED BUDGET:**

Commissioner Thomason called for a motion regarding the Proposed FY22 Amended Budget. Commissioner Anderson made a motion to approve the FY22 Amended Budget as proposed; seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Klemm and Anderson; voting Nay – none. The motion passed unanimously.

**ADOPTION OF THE FY23 BUDGET:**

Commissioner Thomason called for a motion regarding the Proposed FY23 Budget. Commissioner Klemm made a motion to approve the FY23 Budget as proposed; seconded by Commissioner Anderson. Voting Aye – Commissioners Thomason, Klemm and Anderson; voting Nay – none. The motion passed unanimously.

**ADOPTION OF THE 2023 TAX LEVY:**

Commission Thomason called for a motion regarding the 2023 Tax Levy sufficient to raise the amount of $405,000. Commissioner Anderson made a motion to approve levying a tax sufficient to raise $405,000 beginning July 1, 2022; seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Klemm and Anderson; voting Nay – none. The motion passed unanimously.

**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 May 11, 2022, and Special Meetings May 12, 2022; May 25, 2022, and June 3, 2022. Commissioner Klemm made a motion to accept the minutes as presented; seconded by Commissioner Anderson. Voting Aye – Commissioner Anderson, Klemm and Thomason. Voting Nay – None. The motion passed unanimously.

**MANAGER'S REPORT:**

**Active Agenda:**

Approve Memorandum of Agreement between the Dept. of the Army and Port of Lewiston – Manager Doeringsfeld explained to the Commission, the Memorandum of Agreement is between the Dept. of the Army and the Port of Lewiston for additional work during maintenance of the Lower Granite Reservoir Navigation Channel. This dredging project will affect the same dredging footprint as all previous dredging projects. Commissioner Anderson made a motion to approve the submittal; seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Klemm and Anderson; Voting Nay – None. The motion passed.

**Non-Active Agenda:**

EDA Broadband Grant Update – Manager Doeringsfeld updated the Commission on the Cultural Survey happening on the 95-mile route. Numerous test holes were done to check for historical significance; nothing was found regarding disturbances to cultural sites. The Cultural Survey has been completed. Manager Doeringsfeld reminded the

Commission that the Cultural Survey must be completed prior to the EDA awarding the contract.

Miscellaneous Project Updates:

a. Utility Services for Harry Wall Industrial Park and Confluence Riverfront Site – Manager Doeringsfeld is working with JUB Engineers on street and water improvements, with the hopes of completing projects by the end of the calendar year.
b. Wind Energy Project – Manager Doeringsfeld explained to the Commission that only wind blades would be received through the Port. The tower sections will not be shipped to the Port due to the diameter of the sections exceeding the limit to pass under overpasses on Interstate 90. The Port will be receiving 60 wind blades that will then be trucked to Canada.
c. EDA Cruise Dock Grant Update – Manager Doeringsfeld informed the Commission that the Port's grant application for a cruise dock is no longer under consideration. EDA was concerned about the project receiving permits and finishing studies within the designated timeframe. Manager Doeringsfeld stated that there is a different EDA Public Works Grant that the Port's cruise dock project fits into well. The Public Works Grant deadline is September 30, 2022.

Community Outreach Updates:

a. Port Report Newsletter – The next Port of Lewiston Newsletter will be sent out at the end of the month of July.

Upcoming meeting – The next regular Port Commission is July 13, 2022.

**DOCK OPERATIONS, TERMINAL II AND FIBER OPTIC NETWORK:**

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

Dock Operations – The dock has been busy with receiving barges of wind blades, sawdust, and woodchips, as well as shipping out barges of logs.

Fiber Optic Network – The Port staff continue to work through service orders and construction of fiber segments.

**COMMISSION COMMITTEE REPORTS:**

Commissioner Klemm/LC Valley Chamber Government Affairs Committee/Natural Agricultural Resource Committee/PNWA representative – Commissioner Klemm attended the Western Caucus Foundation Roundtable Event with Congressman Dan Newhouse and said the event was well attended. There was good participation and talk about issues that are unique to our region.

Commissioner Anderson/Urban Renewal Agency — Commissioner Anderson attended the URA Meeting and stated that a Memorandum of Reimbursement to Orchards LOID – Bryden Road Improvements, was discussed for majority of the meeting.

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 May 31st, 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. 25388-25465, transfers and EFTPS for a total amount of $260,329.06; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

Commissioner Thomason welcomed Scott Corbitt and introduced him as the incoming Port Manager.

At 1:05 p.m. the Commission decided to hold a short break before entering executive session.

**EXECUTIVE SESSION:** At 1:14 p.m. Port Commissioner Thomason called to enter Executive Session pursuant of Idaho Code §74-206(1) (e) – *To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.*

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 1:05 p.m. Discussion was had regarding matters of commerce.

At 1:40 p.m. the Port Commission exited Executive Session and reconvened the open public meeting.

**OTHER BUSINESS:** A special meeting was scheduled for June 30, 2022, at 10:00 a.m.

Being no further business, the meeting adjourned at 1:42 p.m.

Secretary
Joseph Anderson