PORT OF LEWISTON
MINUTES OF REGULAR MEETING

August 19, 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 August 19th, 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 Scott Corbitt, 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: 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 July 13, 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:

Renewal Lease with K&G Construction – Manager Corbitt asked the Commission to consider for approval a renewal lease agreement with K&G Construction effective

September 1, 2022 in the amount of $2602.50 per month. Commissioner Anderson made a motion to approve the renewal lease agreement with K&G Construction; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm, and Thomason; Voting Nay – None. The motion passed.

Lease Agreement with Columbia Grain – Manager Corbitt presented the Commission a lease agreement with Columbia Grain effective August 1, 2022 in the amount of $2,613 per month. Commissioner Anderson made a motion to approve the lease agreement with Columbia Grain; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm and Thomason; Voting Nay – None. The motion passed.

Consider for approval disposal of surplus property no longer needed for Port purposes – A list of surplus property no longer needed for Port District purposes was given to the Commission to review. After discussion, Commissioner Anderson made a motion to approve the list of surplus items; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm, and Thomason; Voting Nay – None. The motion passed.

Non-Active Agenda:

Review of Employee Handbook – Manager Corbitt presented the Commission with updated language for the Employee Pay and Benefits section of the Port of Lewiston Employee Handbook. Discussion was had regarding Human Resources descriptions as well as looking over the new language provided. Action will be taken at the next regular meeting.

Goals Progress Table – Manager Corbitt introduced a progress report for Port Staff goals. Manager Corbitt explained the table is to help keep staff on track with goals, guide staff with responsibilities and keep the Commission informed on progress.

Inland Waterways Users Board Event – Mr. Doeringsfeld reported that the speakers for the public participation were knowledgeable on the benefits of the river system and highlighted different aspects of the Columbia Snake River System. Commissioner Klemm also attended the event and reported that all the speakers did an excellent job at showcasing the needs of all different groups located along the river

system. The Inland Waterways Users Board voted to support the Columbia Snake River System dams.

Rep. Cathy McMorris-Rodgers Visit – Manager Corbitt explained that Washington State Representative Cathy McMorris-Rodgers visited Clarkston along with a reporter to talk about the CSRS dams and the river system. Local officials gathered to give insight about the aspects and benefits the river system provides local communities.

Miscellaneous Project Updates:

a. Cruise Boat Dock – Commissioners Thomason and Anderson attended a presentation and lunch hosted by American Cruise Line aboard the American Harmony Cruise Boat. American Cruise Line CEO explained that the company plans to continue to build cruise boats to cruise the Columbia Snake River System and bring visitors to the Lewis-Clark Valley.
b. Broadband Network – Projects are continuing as usual. Manager Corbitt explained to the Commission that an interview had been scheduled for the hiring process of the new Port of Lewiston Broadband/Operations manager position. Mrs. Bentz explained that two new providers joined the Port's network and the pilot project for fiber to the home was nearing completion. The EDA grant for Moscow to Grangeville, ID continues to be on track.
c. Dredging Update – Dredging is on track for December 2022. The Army Corp. of Engineers has been paid, the Port has split the fees with Lewis-Clark Terminal. All permits regarding the Port are in place.

Community Outreach Updates:

a. Virtual Riverfest – Riverfest will be held virtually again this year and is planned for some

Upcoming meeting –The next regular Port Commission is September 14, 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 scheduling and receiving barges, as well as staying busy with wind blades. Staff is hoping for more wind turbine projects in the future.

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 gave his report during the non-active agenda items for the Inland Waterways User Board update.

Commissioner Anderson/Urban Renewal Agency — Commissioner Anderson attended the URA Meeting and welcomed a new member to URA.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Commissioner Thomason attending a Chamber of Commerce board meeting and explained they are working on bringing in new members, as well as planning a North Idaho Chamber tour. Commissioner Thomason reported that Valley Vision is in their busy time of year and transitioning officers; they are also in the process of hiring a new director.

FINANCIAL REPORT:

The Port Manager presented a Financial Statement prepared by the Port Auditors for the period ending July 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. 25570 - 25686, transfers and EFTPS for a total amount of $405,443.40; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION: At 1:15 p.m. Port Commissioner Thomason called to enter Executive Session pursuant of Idaho Code §74-206(1) (b) – *To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public school student.*

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 1:16 p.m. Discussion was had regarding matters of commerce and employee evaluation.

At 2:50 p.m. the Port Commission exited Executive Session and reconvened the open public meeting.

OTHER BUSINESS: Discussion was had regarding the fire system at the Best Building, staff are exploring improvements. There was also discussion regarding reimbursement for mileage for long distance travel if a car allowance is provided. Consensus was had by the Commission to reimburse an employee for mileage outside of a 20-mile radius. The car allowance is intended for local travel.

Being no further business, the meeting adjourned at 3:00 p.m.

Secretary
Joseph Anderson