PORT OF LEWISTON
MINUTES OF REGULAR MEETING

December 14, 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 December 14th, 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 and David Doeringsfeld.

The meeting information was advertised as required, prior to the meeting.

CONVENE REGULAR MEETING:

At 12:00 p.m. Port Commission President, Mike Thomason, convened the Regular Meeting of the Port Commission.

AGENDA APPROVAL:

Port Commission President, Mike Thomason, called for review of the agenda. Manager Corbitt requested to amend the agenda by adding an action item to the Manager's Report. Commissioner Anderson made a motion to approve the amended agenda; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

CITIZEN COMMENTS:

Commissioner Thomason asked if there were any public comments received. No comments were submitted.

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 November 9, 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:

Purchase and Sale Agreement with Open Optic – Manager Corbitt asked the Commission to consider for approval a Purchase and Sale agreement for the purchase of a fiber optic network, including conduit, fiber optic cable, and related materials from Open Optic Inc. with purchase price of $31,000. Discussion was had regarding location. Commissioner Anderson made a motion to approve the Purchase and Sale agreement; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm and Thomason; Voting Nay – None. The motion passed unanimously.

Funding Commitment for EDA Grant – David Doeringsfeld presented the Commission with a funding commitment by the Port of Lewiston for an amount of $2,453,500 as the Port of Lewiston's fifty percent (50%) contribution amount toward a U.S. Economic Development Administration grant application for development of upland improvements to support the construction of a cruise boat dock and related facilities. Discussion was had regarding different funding scenarios and the Port's plan to work on the upland improvements on the site. Commissioner Klemm made a motion to approve the funding commitment; seconded by Commissioner Anderson. Voting Aye – Commissioner Anderson, Klemm and Thomason; Voting Nay – None. The motion passed unanimously.

Submission of Grant Application – Manager Corbitt asked the Commission to consider for approval the submission of a grant application by the Port of Lewiston in the amount of $4,907,000 to the U.S. Economic Development Administration for the purpose of constructing upland improvement to support the construction of a cruise boat dock and related facilities. David Doeringsfeld and Deb Smith with Clearwater Economic Development Association have been working on the grant application together. Commissioner Anderson made a motion to approve the submission of the grant as well as authorize the Port President to be able to sign grant documents; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm, and Thomason; Voting Nay – None. The motion passed unanimously.

Renewal Lease Agreement for Lewis-Clark State College – Manager Corbitt presented the Commission with a renewal lease agreement with Lewis-Clark State

College (LCSC) for approximately .79 acres effective January 1, 2023, in the amount of $592 per month. Manager Corbitt pointed out to the Commission that this item was added as an amendment to the original agenda. Commissioner Klemm made a motion to approve the renewal lease agreement; seconded by Commissioner Anderson. Voting Aye – Commissioner Anderson, Klemm and Thomason; Voting Nay – None. The motion passed unanimously.

Non-Active Agenda:

Miscellaneous Project Updates:

a. Goals Table Review – Manager Corbitt stated that some updates have been made to the goals table, one added update being the hiring of a broadband manager.
b. Northwest4Slide Infrastructure Update – Manager Corbitt updated the Commission that a telecom cable should be moved this week to be moved out of the way for the Northwest4Slide building.
c. Dredging Update – Dredging is scheduled to begin January 20, 2022 and will go until completion. There has been no litigation filed so far.
d. FMCS Update – Commissioner Klemm and Manager Corbitt attended an Inland Ports Navigation Group meeting via Zoom to hear about more updates regarding litigation.
e. Roadway Name Change – The new street signs have been installed; the new name has been approved by the City Council.
f. Incubator Extension Project – Port staff is coordinating updates to the Best Building's Pallet Room for two new tenants in the Incubator Program. The new tenants will use the space for warehousing and manufacturing.
g. Red Shirt Work – Manager Corbitt explained that the Residents of the Idaho Department of Corrections helped with Fall/Winter Clean Up around Port properties and buildings. Manager Corbitt complemented their work and stated the areas looked clean and well maintained.

h. Department of Homeland Security – Two employees with Homeland Security visited the Port of Lewiston for a tour of port property and to discuss security views.

Community Outreach –

A round table presentation is planned for February 2023. The group is looking into having the next presentation be from the U.S. Corps of Engineers.

The Holiday Open House is today, December 14, 2022 from 4:00 PM to 6:30 PM.

Upcoming meeting –The next regular Port Commission is January 11, 2022. PNWA's Mission to Washington will be in March 2023. Specific dates are to be determined.

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.

Fiber Optic Network – The Port staff continue to work through service orders and construction of fiber segments. Review for Proposals have been submitted for the Middle Mile Grant project, the review team has looked over the 7 submitted RFPs and has chosen 4 finalists that will present to the review team in January 2023.

COMMISSION COMMITTEE REPORTS:

Commissioner Klemm/LC Valley Chamber Government Affairs Committee/Natural Agricultural Resource Committee/PNWA representative – Commissioner Klemm attended three different Columbia Basin Collaborative presentations via Zoom.

Commissioner Anderson/Urban Renewal Agency — Commissioner Anderson attended the monthly URA Meeting, as well as the Valley Vision Holiday Reception and Legislative Send-Off Luncheon.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Commissioner Thomason attended the Valley Vision meeting, the first meeting with the

New Executive Director and three new board members. The Lewis-Clark Chamber of Commerce will have their awards banquet on January 25, 2023.

FINANCIAL REPORT:

The Port Manager presented a Financial Statement prepared by the Port Auditors for the period ending November 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. 25928 - 26000, transfers and EFTPS for a total amount of $261,846.35; 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 hiring 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.*

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 1:15 p.m. Discussion was had regarding matters of hiring an employee and matters of trade.

At 2:20 p.m. the Port Commission exited Executive Session and reconvened the open public meeting.

OTHER BUSINESS: None

Being no further business, the meeting adjourned at 2:21 p.m.

Secretary
Joseph Anderson