PORT OF LEWISTON
MINUTES OF REGULAR MEETING

March 8, 2023

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 March 8th, 2023.

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.

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. 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 February 8, 2023 and Special Meeting of February 27, 2023. 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:

Lenore Small Community Grant – Manager Corbitt asked the Commission to review and consider for approval a Small Community Grant request from the Lenore Community Activity Center in the amount of $1,500.00 to be used for building improvements. After review and discussion, Commissioner Anderson made a motion to approve to funding request; seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Klemm and Anderson; Voting Nay – None. The motion passed unanimously.

Non-Active Agenda:

Miscellaneous Project Updates:

a. Goals Table Review: Manager Corbitt and the Commission discussed on-track goals currently on the table. More goals have been completed since last month. The Commission asked for other goals to be added.
b. David Doeringsfeld Contract: The contract has been finished and signed by both parties. David Doeringsfeld will continue his activities involving fish and dams.
c. Dredging Update: Dredging has been completed on schedule. The Port has completed all survey parts with David Evans & Associates.
d. Upland Grant: David Doeringsfeld and Deb Smith with CEDA had worked on and completed the Upland Improvement Grant in the past. Manager Corbitt is now working to improve the grant application based off EDA suggestions.
e. Operations Manager: Manager Corbitt is working on sifting through over 90 applications that have been submitted. The Port will select the top 10 candidates for phone interviews and then finish with in-person interviews.
f. IBAB Update: Manager Corbitt is going to Boise, March 15th to give a 3-minute speech to defend the grant that was awarded to the Port of Lewiston for the Middle Mile Broadband project.

g. Budget Presentation: Manager Corbitt asked the Commissioners to check their calendars and to set the date for the upcoming Budget Hearing. The Budget Hearing is currently set for June 14, 2023. The date will be finalized at the April Regular Meeting.

h. Community Outreach Update:

    a. Presentation Series: The next presentation in the series will take place in the May. The agenda is being finalized. The event will act as a Commerce Day highlighting different river users.

Upcoming meeting –The next regular Port Commission meeting is April 12, 2023. PNWA's Mission to Washington is scheduled for March 19 – March 23, 2023. Manager Corbitt and Commissioner Anderson will be attending. Discussion was had regarding scheduling the next Pioneer Ports Meeting, hosted by the Port of Lewiston.

DOCK OPERATIONS, TERMINAL II AND FIBER OPTIC NETWORK:

Terminal II –The Terminal has been extremely busy with regular operations but are maintaining their workload.

Dock Operations – Wind blades are still being transported off of Port property. Lock Maintenance is currently happening.

Fiber Optic Network – The Port staff continues to work through service orders and construction of fiber segments. The RFP for the Middle Mile project has been awarded to RuCon Engineers. Discussion was had regarding EDA and the cultural survey.

COMMISSION COMMITTEE REPORTS:

Commissioner Klemm/LC Valley Chamber Government Affairs Committee/Natural Agricultural Resource Committee/PNWA representative – Commissioner Klemm attended the Government Affairs Committee Meeting, where Valley Vision Executive Director Jerry Chavez was the guest speaker. Discussions included liquor laws and how to improve them within Idaho.

Commissioner Anderson/Urban Renewal Agency — Commissioner Anderson attended the Urban Renewal Agency Meeting, the URA is now operating with a full board of members. The next URA meeting's topics will include the East Main Revenue Plan review.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Commissioner Thomason explained that Valley Vision continues to work and make a few changes, a bylaws committee and finance committee have been created during a few Valley Vision workshops.

FINANCIAL REPORT:

The Port Manager presented a Financial Statement prepared by the Port Auditors for the period ending February 28th,2023. 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. 24167 - 24231, transfers and EFTPS for a total amount of $115,688.53; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION:

At 12:53p.m. Port Commissioner Thomason called to enter Executive Session pursuant to 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 Anderson made a motion to enter into Executive Session; seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Klemm and Anderson; Voting Nay – None. The motion passed.

The Port Commission entered Executive Session. Discussion was had regarding matters of hiring a public employee and matters of commerce.

At 2:00 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 2:02 p.m.

Secretary
Joseph Anderson