PORT OF LEWISTON
MINUTES OF REGULAR MEETING

April 17, 2024

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 April 17, 2024.

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 were General Manager Scott Corbitt, Operations Manager Jen Blood, and Communications Coordinator Mary Iacobelli. Also present were Valley Vision CEO Jerry Chavez, Valley Vision board members Brian Shinn and Sue Brown, Elaine Williams of the Lewiston Tribune, Jay Martin of Martin Insurance, and Blake and Mercia Neace of AGPRO.

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

AGENDA APPROVAL:

President Thomason called for review of the Regular Meeting agenda. Commissioner Klemm made a motion to approve the agenda, seconded by Commissioner Anderson. Voting Aye – Commissioners 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 for the Regular Meeting of March 13, 2024; Special Meeting of March 27, 2024; and Special Meeting of April 10, 2024. Commissioner Anderson made a motion to accept the minutes of all three meetings as presented, seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

PRESENTATIONS:

a. **Valley Vision Update:** Valley Vision President and CEO Jerry Chavez updated the Commission on the actions of Valley Vision to attract business to the region. In particular, they are trying to draw "new wealth generators" that will create a product that draws customers from outside of the area. He outlined a three-part strategy for economic development: business attraction, current business expansion and retention, and product development, including manufacturing and updating the Valley Vision website.

b. **AGPRO Regarding Interest in Ground Lease:** AGPRO owners Blake and Mercia Neace presented to the Commission regarding their interest in leasing property in the Port to build a new facility. AGPRO, which currently rents a 10,000-square-foot facility off Thain Road, designs and manufactures seeding and fertilizer equipment. Mercia Neace explained that the company is outgrowing its current facility and wants to build and rent in the Port to accommodate its needs and allow for further expansion. They expect the new facility to be about 16,000 square feet, and hope to have a lease agreement by the end of August.

c. **Jay Martin, Martin Insurance:** Jay Martin updated on the Commission on director and Commission insurance coverage.

MANAGER'S REPORT:

Action Agenda:

a. **Consider for Approval Proposal to Enter into Discussions for a Ground Lease in Harry Wall Industrial Park (Roll Call Vote):** General Manager Corbitt explained that if it was the direction of the Commissioners, the Port would pursue discussions with AGPRO to come to agreement on terms for a proposed lease. At that time, the proposed lease would be brought to the Commission for a vote. After further review and discussion, the Commissioner Klemm made a motion to direct Manager Corbitt to pursue discussions for a ground lease with AGPRO; motion seconded by Commissioner Anderson. Voting Aye – Commissioners Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

b. **Consider for Approval a Franchise Agreement with City of Moscow and Agreement for Lease of Conduit from City of Moscow (2 Roll Call Votes):**

   a. **Franchise Agreement:** General Manager Corbitt explained that the franchise agreement is required to allow the Port to operate in the City of Moscow to install and maintain fiber optic lines and related facilities. The agreement includes a one-time $500 administration fee and provision for the City to receive 5% of revenue from the fiber optic line once it is installed. Both the franchise agreement and lease of conduit are part of the Port's Middle Mile fiber optic project. After further review and discussion, Commissioner Anderson made a motion to approve the franchise agreement as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

   b. **Lease of Conduit:** The lease of conduit, which is for a 20-year period, allows the Port to use pre-existing, currently unused conduit owned by the City of Moscow. Operations Manager Blood explained that the cost for the lease in total is $33,101.00, and is a significant cost savings when compared to installing brand new conduit, and will also create a more efficient timeline. After further review and discussion, Commissioner Klemm made a motion to approve the lease as presented; seconded by Commissioner Anderson. Voting Aye – Commissioners Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

Non-Action Agenda:

   a. **Goals Table Review:** General Manager Corbitt reviewed the status of various goals and projects for the Port. He highlighted progress on installing water and sewer lines and an access road servicing the Harry Wall Industrial Park as well as status of the cruise boat dock design.

b. **Idaho Farm Bureau Dinner:** Manager Corbitt attended the dinner to offer the Port's perspective on the Lower Snake River Dam issue. He said there was much discussion representing all sides of the issue.

c. **Grant Training for Mary Iacobelli:** Communications Coordinator Iacobelli updated the Commission on grant training she is pursuing. She attended the first part of the training earlier in the month and will complete the second part of that training in June.

d. **Finance Manager Update:** Manager Corbitt informed the Commissioners that the Port has selected a candidate following an extensive interview process. He is currently checking references.

e. **Marine Highway M-84 Sponsorship:** The Department of Transportation's Maritime Administration (MARAD) has asked the Port to become a joint sponsor along with the Idaho Department of Transportation of M-84 in Idaho. Manager Corbitt explained this means that any request for work on the Columbia and Snake River portions of M-84 would come through the Port and ITD for review. The sponsorship must be approved through a formal process, which is currently moving forward.

f. **Upcoming Meetings and Events:** Manager Corbitt detailed several upcoming meetings, including the Port Commission meeting (May 15).

DOCK OPERATIONS, TERMINAL II AND FIBER OPTIC NETWORK:

- **Terminal I**: General Manager Corbitt said due to lock closures (which reopened March 29) there wasn't much occurring in Terminal 1 during the last month. Operations are now returning to normal, and Corbitt added that the closure repairs and maintenance went well and were completed on time.
- **Terminal II:** Manager Corbitt gave an overview of the process to update the warehouse fire systems to comply with insurance requirements. Port staff will pursue avenues to update the systems as needed.
- **Fiber Optic Network**: Operations Manager Blood updated the Commission on fiber projects in the area, including the current ongoing installation of fiber that

will service Northwest Fourslide and future Harry Wall Industrial Park tenants. She continues to meet with internet service providers for future development.

COMMISSION COMMITTEE REPORTS:

- **Commissioner Klemm/Idaho Water Users Association/USACE Updates:** Commissioner Klemm stated at the recent IWUA meeting the group was updated on the aggressive approach to the invasive zebra mussel issue, which he was impressed by. He also stated that he listed to the regular USACE update on various repairs on the dams, and said things are moving along well.
- **Commissioner Anderson/Urban Renewal Agency:** Commissioner Anderson updated the Port on the closure of the East Main revenue allocation area. The Port will eventually see a portion of its tax dollars that went to the area returned.

FINANCIAL REPORT:

The financial report for March will be approved at the May Commission meeting due to a delay in receiving the report.

ACT ON CLAIMS:

The Commission reviewed claims against the Port as presented. A motion was made by Commissioner Anderson to approve and pay Port Vouchers Nos. 27200-27278, transfers, and EFTPS for a total amount of $162434.68; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

ADJOURNMENT:

The meeting was adjourned at 1:33 p.m.

Secretary
Joseph Anderson