PORT OF LEWISTON
MINUTES OF REGULAR MEETING

December 20, 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 December 20th, 2023.

Present at the meeting were Port Commission President Mike Thomason, Port Commission Vice-President Jerry Klemm, and Commission Secretary/Treasurer Joseph Anderson. Administrative staff in attendance were General Manager Scott Corbitt, Operations Manager Jen Blood and Communications Coordinator Mary Iacobelli. City of Lewiston Mayor Dan Johnson and Luke Machtolf of Alta Forest Products. The meeting was called to order at 12:00 p.m. by President Thomason.

AGENDA APPROVAL:

President Thomason called for review of the agenda. Commissioner Anderson made a motion to approve the agenda as presented; seconded by Commissioner Klemm. Voting Aye – Commissioner Klemm, Anderson and Thomason. Voting Nay – None. The motion passed unanimously.

ADOPTION OF MINUTES:

President Mike Thomason called for review of the draft minutes. The Port Commission examined the minutes for the Regular Meeting of November 21st, 2023 and the Special Meeting of December 7th, 2023. Commissioner Klemm made a motion to accept the minutes as presented; seconded by Commissioner Anderson. Voting Aye – Commissioner Klemm, Anderson and Thomason. Voting Nay – None. The motion passed unanimously.

CITIZEN COMMENTS: None

PRESENTATIONS:

a. **Luke Machtolf, Alta Forest Products:** Luke Machtolf from Alta Forest Products, one of the Port's tenants, presented the company, its relationship

with the Port and the company's future. The company has been in the Port for about 5 years and is a manufacturer of wood for picket fence boards. Headquartered in Chehalis, WA, the national company specializes in cedar and produces about 270 million feet of fencing per year, with Home Depot as their major customer. The company has more than 600 employees, not including loggers and truckers, which are usually contracted. There are currently two employees that work in the Port at all times. Machtolf stressed the importance of the Port of Lewiston in their operations, both due to the relative availability of cedar and the multi-modal transportation, particularly barging. He also discussed possible improvements to Alta's Port log yard, mentioning their Naples log yard as an example. The Commission and Machtolf agreed to have future discussions about possible funding for such improvements.

MANAGER'S REPORT:

Non-Active Agenda:

Miscellaneous Updates:

a. **Goals Table Review:** General Manager Corbitt reviewed the progress of current Port goals and projects.
b. **Lower Snake River Dams Update:** Manager Corbitt updated the Commission on the recently released memorandum of understanding from the federal government, which asks for up to a 10-year stay of execution. The MOE is based on a commitments document the government put together with input from the six sovereigns, including four Native American tribes (including the Nez Perce Tribe) and the states of Oregon and Washington. The Port will continue working with various partners on the best path forward.
c. **Infuse & Booze on Good Morning America:** Manager Corbitt informed the Commission about Infuse & Booze, one of our incubator tenants, which had its products featured on Good Morning America on December 13th.
d. **Best Building Updates:** Manager Corbitt and Operations Manager Jen Blood updated the Commission on updates that were being

pursued for the building's electrical and fire systems. The Commission will be kept informed as the process moves forward.

e. **Meetings:** The next regular meeting will be at 12:00 p.m. on Wednesday, Jan. 10, which is the normal time for a regular meeting (second Wednesday of each month at noon).

TERMINAL I/DOCK OPERATIONS, TERMINAL II AND FIBER OPTIC NETWORK:

Terminal I: Wadsworth is expanding its footprint with the former Omega Morgan lot now clear and remediated. Manager Corbitt stated a new lease for Wadsworth is forthcoming. He added that Terminal I revenue is 10% ahead of budget.

Terminal II: Warehouse operations are busy with Clearwater Paper in particular moving lots of pulp in and out.

Fiber Optic Network: Manager Blood updated the Commission on the network, including progress on new fiber signups, pricing, requotes, working with internet services providers, grant funding updates, and finalizing of routes. She also discussed working with property owners on possible easements. She will keep the Commission updated as progress continues.

COMMISSION COMMITTEE REPORTS:

Commissioner Anderson/URA: There was discussion about potential partnerships for business development.

President Thomason/Valley Vision/Chamber of Commerce: He said the Chamber is sharing some space in downtown Lewiston with Beautiful Downtown Lewiston and using them as future incubator space. He also mentioned that Valley Vision Director Jerry Chavez continues to explore business development ideas, and recently took a related trip to Canada.

FINANCIAL REPORT:

Manager Corbitt presented a Financial Statement prepared by the Port Auditors for the period ending November 30th, 2023. After review 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. 24926-24988, transfers and EFTPS for a total amount of $258,859.42; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

At 2:02 p.m. the meeting was adjourned.

Secretary
Joseph Anderson