PORT OF LEWISTON
MINUTES OF REGULAR MEETING

February 23, 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 February 23, 2024.

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. Also present were Richard Brien, Leasing Manager for the State of Idaho, Richard White, and the following representatives from the Idaho State Police: Capt. Richard Adamson, Lt. Ken Yount, and Project Manager Marc French. 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 Klemm made a motion to approve the agenda as amended; seconded by Commissioner Anderson. Voting Aye – Commissioner Klemm, Anderson, and Thomason. Voting Nay – None. The motion passed unanimously.

CITIZEN COMMENTS: None

ADOPTION OF MINUTES:

President Mike Thomason called for review of the draft minutes. The Port Commission examined the minutes for the Regular Meeting of January 23, 2024. 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.

PRESENTATIONS:

a. **Idaho State Police Presentation Regarding Interest in 4 Acres in Harry Wall Industrial Park:** Richard Brien from the Idaho state leasing program said the state is interested in approximately 4 acres located at 1122 Wall Street behind the Nez Perce County Sheriff's detention center. The new facility, which has already been granted funding by the state legislature, would be for a new District 2 office for the state police. District 2 serves Nez Perce, Idaho, Latah, Lewis, and Clearwater counties. Once property is secured for the new office, the construction process would be taken over by the Idaho Department of Public Works, who would work with the Idaho State Police to see the project through completion. Capt. Richard Adamson relayed that they have outgrown their current district 2 office, which currently has 34 employees including patrol and detectives. The new office would also house Idaho Brand Inspectors for horses and cattle, adding 4-5 employees to the location. The extra space would allow enough room for livestock inspections. Capt. Adamson said the office hours would be 8 a.m. to 5 p.m. Monday through Friday and would cause little traffic during that time, with occasional extra traffic for training sessions and district meetings. The vision is for the building to be a single story, 20,000-square-foot facility with a secure fenced-in area behind the building for safe parking for staff as well as an area to do the brand inspections. There would also be parking out front for the public. The building itself would include office space, locker rooms, a gym, and training rooms. Capt. Adamson added the Idaho State Police often work cooperatively with the Nez Perce County Sheriff's Department and appreciated the proximity of the property to the county's facility. Brien said purchasing or leasing the property were both options, and President Thomason stated that the Port's preference in general is to lease space rather than sell.

MANAGER'S REPORT:

Active Agenda:

a. **Review and Consider for Approval a Request from Idaho State Police to Enter Negotiations to Occupy Approximately 4 Acres in Harry Wall Industrial Park for the Purpose of Constructing a Local ISP Headquarters Facility:** General Manager Corbitt noted the Port's long-time support for law enforcement and added that this piece of property has not garnered much interest due to its location. After review and discussion, Commissioner Klemm made a motion to allow the general manager to proceed with negotiations for the project, with focus on the lease option. The motion was seconded by Commissioner Anderson. Voting Aye (roll call vote) – Commissioners Klemm, Anderson, and Thomason. Voting Nay – None. The motion passed unanimously.

b. **Review and Consider for Approval Requests from Developers to Enter Negotiations to Occupy Differing Amounts of Land within the Peter K. Wilson Business and Technical Park for the Purpose of Submitting a Bid for Construction of Veteran's Administration Clinic:** The US Department of Veterans Affairs has put out a request for proposals to construct a new, larger clinic, expected to be about 22,000 square feet, to replace the current, smaller VA clinic in Lewiston, which is about 6,800 square feet. General Manager Corbitt stated the Port has received interest from four developers looking to locate that facility on Port property in the Peter K. Wilson Business and Technical Park, with two of those developers already submitting letters of intent. Real estate broker Richard White, who was in the audience, represents one of the developers, and added his knowledge of the project. General Manager Corbitt said VA would likely require sale of the property. He stated that with approval from the Commission, the Port would hear presentations from developers at its next meeting on

March 13, 2024. Follow-up interviews would take place in executive session. After review and discussion, Commissioner Anderson made a motion to allow General Manager Corbitt to move forward with the next phase of the process, with plans to have the issue on next month's regular meeting agenda, including possible executive session. The motion was seconded by Commissioner Klemm. Voting Aye (Roll Call Vote) – Commissioners Klemm, Anderson and Thomason. Voting Nay – None. The motion passed unanimously.

Non-Active Agenda:

a. **Goals Table Review:** General Manager Corbitt reviewed the progress of current Port goals and projects.
b. **Dam Heroes Trip Report:** General Manager Corbitt reported on this recent advocacy trip to Washington, DC that included six people representing different aspects/shareholders of the Columbia-Snake River System. They met with several congressional members and staff as well as the U.S. Department of Agriculture. Corbitt, who attended, stated the event was important to build consensus with congressional members outside of the northwest who have input on congressional appropriations.
c. **Idaho Farm Bureau Trip Report:** General Manager Corbitt discussed his recent presentation to the group at their recent meeting in Boise. He spoke primarily to those representing the wheat division and was able to inform those not familiar with the fish and dam issue about how breaching could potentially affect them and their industry. Many were eager to contribute, and he felt it was a valuable trip.
d. **Bell Pole Update:** The proposed lease with Bell Poll is currently being reviewed by the Port attorney, General Manager Corbitt stated, and she is adding some remediation language for when the

company leaves the property. The final lease will come before the Commission for approval at a later meeting.

e. **Finance Manager Update:** General Manager Corbitt stated the position has been posted in the newspaper, website, and social media. The process will continue moving forward as candidate submissions are received.

f. **Homeless Problem Update:** General Manager Corbitt said the Port's attorney is working on a legal opinion to govern how the Port handles any homeless people and their vehicles that are on Port property. He added that it's not an issue that's going away, and it's best to know what our options are moving forward.

g. **Upcoming Meetings and Events:** The next regular Commission meeting will be March 13, 2024. Other events include the PNWA Mission to Washington, DC trip March 3-7, which General Manager Corbitt, Operations Manager Jen Blood, and Commissioner Anderson will attend; the MARAD Seminar in May, and the PNWA summer conference in Clarkston, WA in June.

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

Terminal I: Manager Corbitt said Terminal I is about 15% above budget, even with the slowdown of Dock activity due to the lock closure, which will end March 29.

Terminal II: Revenue for Terminal II is now above budget with the recent profit share check received from Inland 465.

Fiber Optic Network: Operations Manager Jen 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 will keep the Commission updated as progress continues.

COMMISSION COMMITTEE REPORTS:

Commissioner Anderson/Urban Renewal Agency: He updated the Commission on URA, which is considering closing a revenue allocation area in the East Main area. There is money remaining with no other projects planned. The URA will

discuss what to do with remaining funds, which may be to return it to the taxing authorities. Commissioner Anderson was invited to and attended City of Lewiston-hosted public meetings training as a member of the URA.

Commissioner Klemm/United States Army Corps of Engineers Lock Closure Updates: He attends weekly meetings to update shareholders on the lock closures, during which routine maintenance is being performed. He said all repairs and maintenance are proceeding smoothly. The lock closures are expected to end on March 29.

President Thomason/LC Valley Chamber of Commerce/Valley Vision: He said the Chamber discussed the upcoming North Idaho Legislative Tour, and that Valley Vision is continuing its fundraising efforts.

FINANCIAL REPORT:

Manager Corbitt presented a Financial Statement prepared by the Port Auditors for the 6-month period ending January 31st, 2024. After review and 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. 27060-27143, transfers, and EFTPS for a total amount of $206,424.82; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION

At 2:04 p.m. the Commission entered into executive session in accordance with Idaho Code §74-206(1)(f), to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

At 2:47 p.m. the meeting was adjourned.

Secretary
Joseph Anderson