PORT OF LEWISTON
MINUTES OF REGULAR MEETING

January 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 January 23, 2024.

Present at the meeting were Port Commission President Mike Thomason, Port Commission Vice-President Jerry Klemm, and Commission Secretary/Treasurer Joseph Anderson (participating via Zoom). Administrative staff in attendance were General Manager Scott Corbitt, Operations Manager Jen Blood and Communications Coordinator Mary Iacobelli. Also present were City of Lewiston Mayor Dan Johnson, Elaine Williams of the Lewiston Tribune, and Dawn Aliverti of Presnell Gage. The meeting was called to order at 12:00 p.m. by President Thomason.

AGENDA APPROVAL:

President Thomason called for review of the agenda. General Manager Corbitt asked that the agenda be amended to remove the action item regarding a new lease agreement with Wadsworth Brothers Construction. 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 December 20, 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.

PRESENTATIONS:

a. **Bell Lumber and Pole Regarding Possible Short-Term Lease:** Clayton Neuwirth, who led the discussion for Bell via Zoom, expressed interest in a 6-acre waterfront parcel for a short-term lease as a solution until longer-term plans could be made, possibly about a year. The site in question will be part of the cruise boat dock development but could be used temporarily in the meantime. Neuwirth said the site would be used as a "log lay down yard" to get started until the company could put more permanent roots in the area. They are currently looking at other properties in the meantime, but this would allow them time to get started until that solution could be found. Manager Corbitt asked about how long it would take to transition off the property. Neuwirth stated given proper notification it would not be difficult, suggesting a 60-day notice would be fine. Manager Corbitt stated he would keep them informed of any updates.

b. **Presnell Gage, 2023 Audit Report:** Dawn Aliverti of Presnell Gage presented the June 30, 2023 year-end audit report. She stated the report was "unmodified" (clean). Highlights included the following:

- The Port has assets totalling over $16.2 million with no long-term debt.
- The Port's change in position (equal to net income in the private sector) was a positive $432,644 and increase of 84% from 2022.
- All revenue sources for the Port increased in 2023 with overall operating revenue up $443,469 from last year, a 28.2% improvement.
- While the Port finished the fiscal year with an operating loss of $133,090, this was largely due to depreciation expenses of $570,795, which is not typically budgeted for by governmental agencies. This loss marks an improvement of over $200,000 from 2022.
- Dock operations continued to be a strong source of revenue, and property development included infrastructure improvements to allow for commerce within the Harry Wall Industrial Park.

MANAGER'S REPORT:

Active Agenda:

a. **Review and Approval of FY 2023 Audit:** Following the presentation from Presnell Gage, Commissioner Anderson made a motion to approve the audit as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Klemm, Anderson and Thomason. Voting Nay – None. The motion passed unanimously.

b. **Review and Consider for Approval a Change to the Port's Employee Manual Section 7-8 Separation Pay:** General Manager Corbitt reviewed a proposed change that would reward employees for longevity. Previously employees received bonuses only when they separated from the Port, either by resignation or retirement. This change would allow employees to receive longevity bonuses at the 5-, 10-, 15-, 20-, and 25-year mark. He stated it would both reward employees for their dedication while encouraging employee retention. Commissioner Klemm made a motion to approve the employee manual change as presented; seconded by Commissioner Anderson. Voting Aye (via Voice Vote) Commissioners Klemm, Anderson and Thomason. Voting Nay – None. The motion passed unanimously.

c. **Consider for Approval Letter of Intent to enter into a lease with Admiral Beverage for 12.76 acres in Harry Wall Industrial Park:** General Manager Corbitt reviewed with the Commissioners a Letter of Intent from Admiral Beverage Northwest, Inc. a proposed 50-lease on property located in lots 1, 2, and 3 in Harry Wall Industrial Park. The company, a Pepsi Cola distributorship, plans on building a warehouse facility for shipping and storing products and materials. Commissioner Klemm questioned whether the proposed lease rate was competitive. After much review and discussion, the Commissioners voted to table to discussion while Manager Corbitt obtained additional information from Admiral Beverage. Commissioner Anderson made a motion to table the matter; seconded by Commissioner Klemm. Voting Aye –

Commissioners Klemm, Anderson and Thomason. Voting Nay – None. The motion passed unanimously.

d. **Review and Consider for Approval Bell Timber and Poll Request to occupy Confluence Waterfront Property for Log Laydown Yard:** The Commissioners discussed the proposal further, considering the earlier statements from Bell Timber and Poll. After review and discussion, the Commissioners stated they would like General Manager Corbitt to move forward with negotiations with the company. Commissioner Klemm made a motion to continue to pursue the short-term lease; seconded by Commissioner Anderson. Voting Aye (Voice Vote) – Commissioners Klemm, Anderson and Thomason. Voting Nay – None. The motion passed unanimously.

Non-Active Agenda:

Miscellaneous Updates:

e. **Goals Table Review:** General Manager Corbitt reviewed the progress of current Port goals and projects.

f. **Social Media Update:** General Manager Corbitt updated the Commissioners on the growth of the Port's social media, particularly in the wake of posts made regarding the area's recent cold snap, which tested power resources and highlighted importance of dams. One post was shared over 5,000 times and seen by over 15,000 people.

g. **Lower Snake River Dams Update:** Manager Corbitt updated the Commission on the legal actions surrounding the commitments document the federal government put together with input from the six sovereigns. The document is awaiting further ruling from US District Court Judge Michael Simon. Several river advocacy organizations, including the Inland Ports and Navigation Group, have filed briefs responding to the document for Judge Simon to consider before his ruling. Manager Corbitt also highlighted two upcoming trips to Washington, DC to further river advocacy for the Port and other stakeholders. He will keep the Commissioners informed.

h. **Clearwater Paper Warehousing Update:** Manager Corbitt discussed current problems at the mill due to issues caused by cold temperatures and the recent gas outage. The Port is continuing to work with the company to assist them with managing their warehousing needs.

i. **Best Building Electrical Updates:** Manager Corbitt and Operations Manager Jen Blood updated the Commission on updates that were being pursued for the building's electrical system. The Port is moving forward with one single electrician – Well Connected – to modernize the building's systems. The Commission will be kept informed as the process moves forward.

j. **Finance Manager Update:** After discussions with the staff, Manager Corbitt is finalizing the job description and will soon post the position. He stressed the importance of finding the right person for the team.

k. **Meetings and Events:** The next regular meeting will need to be moved, as Manager Corbitt will be in Washington, D.C Feb. 14. The Manager said he would send out potential dates in the coming week for consideration. Upcoming events also included the annual PNWA Mission to Washington in March and MARAD Seminar in May.

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

Terminal I: Manager Corbitt said Terminal I remains 7% above budget, and said he expects that to improve once the Wadsworth lease amendment is finalized. Dock activity is slowing down due to the lock closure, which will end March 29.

Terminal II: Budgeting for Terminal II is on target, and operations are largely occupied with Clearwater Paper and their related slowdowns.

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 also discussed working with the City of Moscow to simplify routes and increase efficiency for the Middle Mile project and further the potential of better service. She will keep the Commission updated as progress continues.

COMMISSION COMMITTEE REPORTS:

Commissioner Klemm/Idaho Water Users Association: He was in Boise for the IWUA convention recently. He stated much discussion centered around invasive mussels, how the issue has been combatted, and how to protect against it in the future. Also discussed was the below-normal snow pack and how that could potentially affect fire season and recreation. Commissioner Klemm said there was also a lot of support for the dams and Columbia-Snake River System.

FINANCIAL REPORT:

Manager Corbitt presented a Financial Statement prepared by the Port Auditors for the 6-month period ending December 31st, 2023. He stated financials were largely in line with the budget, with added gains in interest revenue due to recent reinvestment. After review discussion, Commissioner Klemm made a motion to approve the Financial Report as presented; seconded by Commissioner Anderson. 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. 24989-24992, Port Vouchers Nos. 27015-27059, transfers, and EFTPS for a total amount of $246,355.73; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

At 2:26 p.m. the meeting was adjourned.

Secretary
Joseph Anderson