PORT OF LEWISTON
MINUTES OF REGULAR MEETING

July 12, 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 July 12th, 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 were Scott Corbitt, Jen Blood, Kim Petrie and Mary Iacobelli. Also in attendance was Kristin Meira, Director of Government Affairs for American Cruise Lines.

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. At the request of Commissioner Thomason, the action item regarding the consideration of the Dock Management Agreement between American Cruise Lines and the Port was moved to the last item of the action agenda to allow for further discussion. In addition, Manager Scott Corbitt requested the action item regarding the consideration of the lease agreement with Agri-Service LLC be removed from the agenda for discussion at a future meeting. Commissioner Anderson made a motion to approve the agenda as amended; seconded by Commissioner Klemm. Voting Aye – Commissioners Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

CITIZEN COMMENTS: NONE

MANAGER'S REPORT:

Active Agenda:

a. **Lease Agreement with Columbia Grain International:** Manager Corbitt asked the Commission to review and consider for approval the lease agreement with Columbia Grain International of approximately 4.48 acres in the Harry Wall Industrial Park with a lease rate of $2,613.00 monthly, affective August 1, 2023. After review and discussion, Commissioner Klemm made a motion to approve the least agreement; seconded by Commissioner Anderson. Voting Aye – Commissioners Thomason, Klemm and Anderson; Voting Nay – None. The motion passed unanimously.

b. **Sale of Material to FSI, LLC:** Manager Corbitt asked the Commission to review and consider for approval the sale of material deemed no longer needed for Port purposes to FSI, LLC in the amount of $32,500.00 affective July 12, 2023. After review and discussion, Commissioner Anderson made a motion to approve the sale; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm and Anderson; Voting Nay – None. The motion passed unanimously.

c. **Lease Agreement with Welch Brothers LLC:** Manager Corbitt asked the Commission to review and consider for approval the lease agreement with Welch Brothers LLC of approximately .436 acres in the Northport area, 120 20th St N. with a lease rate of $1,047.00 affective July 1, 2023. After review and discussion, Commissioner Anderson made a motion to approve the lease agreement; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm and Anderson; Voting Nay – None. The motion passed unanimously.

d. **Dock Management Agreement between American Cruise Lines and the Port of Lewiston:** Manager Corbitt asked the commission to review and consider for approval the Dock Management Agreement between American Cruise Lines and the Port, including an agreement to construct all over-water portions of the dock, with a 15-year term and two extension options, with an annual fee of $50,000.00 and a $400.00 per vessel docking fee. Kristin Meira from American Cruise Lines answered questions from the Commissioners. After review and discussion, Commissioner

Anderson made a motion to approve the Dock Management Agreement; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Klemm and Anderson; Voting Nay – None. The motion passed unanimously.

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 June 14, 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.

Non-Active Agenda:

Miscellaneous Project Updates:

a. **Welcome to Mary Iacobelli:** Manager Corbitt and the Commissioners welcomed Mary Iacobelli to the Port staff as Communications Coordinator.
b. **Goals Table Review:** Manager Corbitt and the Commission discussed goals currently on the table. More goals have been completed since last month. The Commission to consider goals for the new fiscal year.
c. **National Resource Committee Testimony in Richland:** Manager Corbitt detailed his experience testifying in front of the National Resource Committee. He stated there were about 400 people in attendance, and that he received positive feedback.
d. **Department of Homeland Security Visit Report:** Manager Corbitt stated the visit included tours and much discussion of current threats the Port faces. Manager Corbitt added that multiple grants were available to accomplish security initiatives within the Port.
e. **Ramon Hobey-Sanchez with Idaho Broadband Advisory Board Visit Report:** The visit included tours and meetings with staff. Manager Corbitt stated the state will draft the Port's grant contract after it finalizes the contract for the

other Middle Mile segment. The Idaho State Attorney General will be drafting the agreement. While the Port has no firm date for the completion of the draft contract, he stated the Port has the internal funding to pull from until the contract is finalized and funds received.

f. **Presentation to Idaho Wheat Commission Marketing Tour:** Manager Corbitt stated the Portland event included several Idaho state legislators and much discussion of Marine Highway M-84.

g. **Investment Product Discussion:** Manager Corbitt relayed that the Port is working on a plan to move and reinvest its funds at various local and national banks in order to maximize the Port's return on its funds, taking advantage of various investment and account interest rates available at various institutions. The plan will yield an estimated $659,125.00 in returns over the next 12 months. The Commissioners expressed their support.

h. **Upcoming Meeting and Events:** The August 9, 2023 Port Commission Meeting will be moved to 9 a.m. to accommodate scheduling conflicts.

DOCK OPERATIONS, TERMINAL II AND FIBER OPTIC NETWORK:

Terminal I – Wadsworth Construction is currently constructing a barge to accommodate equipment and materials needed for the Memorial Bridge project.

Terminal II – A recent fire inspection of the Terminal yielded some items that need to be addressed. Manager Corbitt stated these will be completed as quickly as possible.

Fiber Optic Network – Operations Manager Jen Blood updated the Commission, stating RuCon Engineers was expected to begin the design phase of the Middle Mile project next week. She will also be attending a conference in August to learn more about the fiber optics field.

COMMISSION COMMITTEE REPORTS:

Commissioner Anderson/Urban Renewal Agency — Commissioner Anderson attended an interview of a candidate for an At Large seat with the Urban Renewal Agency. The candidate was not selected and the search will continue.

Commissioner Thomason/Valley Vision – Commissioner Thomason announced the Valley Vision will be hosting its 25th anniversary annual meeting on July 19, 2023. Governor Brad Little will be attending. The other Commissioners and Manager Corbitt were invited to attend as well. Manager Corbitt also informed the Commission that Valley Vision will be sponsoring the groundbreaking for Northwest Fourslide on July 20th, 2023. Operations Manager Blood updated the Commission on the status of the upcoming access road project for the property.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee/Natural Agricultural Resource Committee/PNWA representative – Commissioner Klemm attended the Natural Resource Committee in the Tri-Cities where Manager Corbitt spoke. He said it was well attended and went well, with South Idaho well represented. He also attended the Whitman County Family Fun Fest and said it was a good event and well attended. Commissioners Thomason and Klemm also discussed upcoming speakers with the Government Affairs Committee.

FINANCIAL REPORT:

The Port Manager presented a Financial Statement prepared by the Port Auditors for the 12-month period ending June 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. 24548-24577, transfers and EFTPS for a total amount of

$136,089.70; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION:

At 1:37 p.m. Port Commissioner Thomason called to enter Executive Session pursuant to Idaho Code §74-206(1)(f) – *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.*

Commissioner Anderson made a motion to enter into Executive Session; seconded by Commissioner Klemm. Voting Aye – Commissioners 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 the meeting was adjourned.

Secretary
Joseph Anderson