# PORT OF LEWISTON
# MINUTES OF REGULAR MEETING

**May 15, 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 May 15, 2024.

Present at the meeting were Port Commission President, Mike Thomason, Port Commission Vice-President, Jerry Klemm, and Commission Secretary/Treasurer, Joe Anderson. Port staff in attendance were General Manager Scott Corbitt, Operations Manager Jen Blood, Finance & Property Manager Preston Comstock, Maintenance Coordinator Chad Smith, and Communications Coordinator Mary Iacobelli. Also present was City of Lewiston Mayor Dan Johnson, Michelle Smith, and Mark and Norma Burton.

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

**CITIZEN COMMENTS:**

Mayor Johnson thanked the Port for all it does for the City, and that he and the City look forward to a continued positive working relationship in the future.

**ADOPTION OF MINUTES:**

Port Commission President Mike Thomason called for review of the draft minutes for April 17, 2024. 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.

**PRESENTATIONS:**

a. **Chad Smith Service Award:** The Commission presented Maintenance Coordinator Chad Smith with the award in recognition of over 20 years of outstanding service to the Port. He was presented with a certificate of recognition and Port of Lewiston plaque. General Manager Corbitt stated that there is nobody who is more important than Chad Smith, from his thorough knowledge of Port, work ethic, and positive attitude. The Commissioners all congratulated him on his achievement and thanked him for this service.

b. **Welcome Preston Comstock:** Manager Corbitt introduced Preston Comstock as the new Finance & Property Manager. The Commission welcomed him to the Port.

**MANAGER'S REPORT:**

**Active Agenda:**

a. Consider for approval lease with Lewis Clark Terminal for approximately 3.3 acres within the Northport area at a rate of $3,003.00/month with an effective date of July 1, 2024 (Roll Call Vote): Manager Corbitt stated the lease is similar to one signed for the same property last year. The space is used for an overflow grain pile, generally in use through November. Commissioner Anderson made a motion to approve the lease as presented, seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

**Non-Active Agenda:**

a. **Goals Table Review:** Manager Corbitt updated the Commission on various goals and projects in the Port. Highlights included Port IT improvements, updates on design for the cruise boat dock site, and the hiring of Preston Comstock.

b. **MARAD M-84 Seminar:** All the Commissioners attended the event and agreed that it was worthwhile and important to get stakeholders of the marine highway gathered in one location.
c. **PNWA Preview:** Manager Corbitt previewed the Pacific Northwest Waterways Association's summer conference, set for June 4-6 in Clarkston.
d. **Grant Training:** Communications Coordinator Iacobelli will be attending grant training in Boise June 4-5.
e. **Port Branding:** Coordinator Iacobelli updated the Commission on recent updates to the Port's logo and overall branding.
f. **Dam Heroes Mississippi Tour:** Manager Corbitt discussed an upcoming advocacy trip to the Upper Mississippi region, lead by the Washington Association of Wheat Growers. The group will be the same that traveled to Washington, DC earlier this year.
g. **Budget Workshops:** Manager Corbitt suggested various dates for budget workshops.
h. **Conveyor Project:** Manager Corbitt informed the Commission that the old grain conveyor has been dismantled and removed from the future cruise boat dock property.
i. **Water & Sewer Project:** Manager Corbitt updated the Commissioners on this project, stating that it was expected to be ready for the opening of Northwest Fourslide.
j. **Upcoming Meetings:** Meetings include the PNWA summer conference in June and annual convention in October, and the next Port of Lewiston Commission meeting in June.

**DOCK OPERATIONS, TERMINAL II AND FIBER OPTIC NETWORK:**

- **Terminal I/Dock Operations:** Dock operations have returned to normal after the U.S. Army Corps of Engineers lock closures, according to Manager Corbitt.
- **Terminal II:** Manager Corbitt said fire systems in the Best Building are being reviewed, and Terminal II has been kept busy by Clearwater Paper.
- **Fiber Optic Network:** Operations Manager Blood updated the Commission on fiber projects and progress, including some new builds.

**COMMISSION COMMITTEE REPORTS:**

- Commissioner Anderson/Urban Renewal Agency: Commissioner Anderson relayed that URA is still going through the process of closing the East Main revenue allocation area and will be going before the Lewiston City Council.
- Commissioner Thomason/Valley Vision: Commissioner Thomason said Valley Vision is still working on its strategic plan and marketing visits.

**FINANCIAL REPORT:**

General Manager Corbitt presented two Financial Statements prepared by the Port Auditors: one for the period ending March 31, 2024, and another for the period ending April 30, 2024. After review discussion, Commissioner Anderson made a motion to approve both Financial Reports as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed unanimously.

**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. 27290-27347, transfers and EFTPS for a total amount of $173,898.84; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed unanimously.

**ADJOURNMENT:**

The meeting adjourned at 1:10 p.m.

Secretary
Joseph Anderson