PORT OF LEWISTON
MINUTES OF REGULAR MEETING

November 21, 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 November 21st, 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 General Manager Scott Corbitt, Operations Manager Jen Blood and Communications Coordinator Mary Iacobelli. Also present were Elaine Williams from the Lewiston Tribune, City of Lewiston Mayor Dan Johnson, Nez Perce County Commissioner Doug Havens, and Lewiston City Council President Hannah Liedkie.

The meeting information was advertised as required, prior to the meeting.

AGENDA APPROVAL:

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

CITIZEN COMMENTS:

Mayor Dan Johnson, City of Lewiston: Mayor Johnson expressed support for the cruise boat dock project, and stated the City was ready to assist the Port as the project progresses to ensure timely completion, as it is closely tied to the economic development of the area. Mayor Johnson also asked that future Commission meeting times be more prominently posted, particularly those that are changes from the normal schedule of Noon on the second Wednesday of the month.

Nez Perce County Commissioner Doug Havens: Commissioner Havens echoed Mayor Johnson's statements regarding the cruise boat dock, adding that the Port also has the full

support of the County as the project progresses. He also asked for clarification of how much of the $10 million received from the state was designated for the dock. The Commission and General Manager Corbitt explained that the money was designated for projects that improved overall access to the Port, not specific projects. They also stated that other funds would be available for access projects in addition to the $10 million from the governor.

ADOPTION OF MINUTES:

President Mike Thomason called for review of the draft minutes. The Port Commission examined the minutes for the Regular Meeting of October 9, 2023. Commissioner Anderson made a motion to accept the minutes as presented; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm and Thomason. Voting Nay – None. The motion passed unanimously.

PRESENTATIONS:

a. **Bell Lumber and Pole Presentation Regarding Possible Facility:** Representatives of Bell Lumber and Pole, a company based in British Columbia, joined the meeting via Zoom to discuss their interest in the old Eko property. The family-owned corporation manufactures utility poles and wants to use the property for both a log yard and peeling facility. The "peeler" would transform the logs into utility-ready poles. Clayton Neuwirth, who led the discussions for Bell, said the company could use the property almost immediately as a site to store logs until the peeler facility could be up and running. They said the current market for utility poles is rapidly expanding, and they would be interested in a long-term lease. They were attracted to the Port in large part to its multi-modal transportation access. The company expects to invest approximately $3-4 million into the facility and would eventually bring at least 8-10 new employees at a minimum to the area. Neuwirth touted the company's reputation for charity work and support of communities where they operate. The Commissioners thanked Bell for their presentation.

MANAGER'S REPORT:

Active Agenda:

Consider for Approval a lease agreement with Valley Diesel Works for an area containing approximately .20 acres and a metal building of approximately 1,728 square feet with a lease rate of $885.00 monthly effective November 5, 2023 (Roll Call Vote): General Manager Corbitt reviewed the lease with the Commissioners. After review and discussion, Commissioner Anderson made a motion to approve the lease as presented, seconded by Commissioner Klemm. Voting Aye – Commissioners Anderson, Klemm and Thomason. Voting Nay – None. The motion passed unanimously.

Non-Active Agenda:

Miscellaneous Updates:

a. **Goals Table Review:** General Manager Corbitt reviewed the progress of current Port goals and projects. Highlights include the following.
    i. The access road for Northwest Fourslide is ready for paving, which they are planning to do in March.
    ii. Manager Corbitt responded to questions from Commissioner Klemm regarding the Middle Mile fiber project. He explained that the route is currently being finalized for submission to the EDA, which will issue funding once the route is approved. The project is still expected to have a design completed by March 2024.
    iii. The Commissioners suggested adding to the table finalizing a job description/vision for an addition to replace the Finance Manager position. Manager Corbitt stated that the team is currently in a reevaluation phase for the position and what would best fit the needs of the Port. The item will be added to the Goals Table.
b. **Discussion Regarding Herco/Avista Natural Gas Project:** Partially in response to Herco's request to bring a natural gas line down to their property, Avista has decided to create a system around the Harry Wall complex to support

current and future customers, including Herco and Northwest Fourslide. Manager Corbitt said Avista will completely cover the cost. The system will be located in lot #7 of Harry Wall.

c. **Alta Log Yard Trip:** Manager Corbitt and Port Operations Manager Jen Blood traveled to an Alta log yard in Naples, ID that was recently repaved. Alta representatives wanted them to look at the method used at this yard as a possible future solution for repaving the Alta property in the Port. Manager Corbitt relayed that Alta would like to make a presentation to the Commission at a future meeting regarding how much they value their relationship with the Port and how they would like to see it progress moving forward. Manager Blood did express some concerns about how the Naples yard process would work in the Port. The Commissioners stated they would like to see further cost evaluations of any possible improvements vs. revenue received by the Port.

d. **Army Corps of Engineers Navigation Group Meeting:** Managers Corbitt and Blood attended the group's meeting in Walla Walla recently. They also had a separate meeting with the Corps before the group session to discuss future plans at the Confluence, including the cruise boat dock. At the group meeting, much discussion revolved around future lock outages, including a 16-week outage this year, as well as maintenance on the dams to keep them in good working order.

e. **U.S. Maritime Administration (MARAD):** MARAD will host another port commerce meeting at the Port of Pasco in May 2024. It will focus on how to improve and increase numbers on the rivers.

f. **Port of Vancouver Trip:** Manager Corbitt recently traveled to the Port of Vancouver to present to the group about the Port of Lewiston, and also to hear presentations by the Coast Guard and U.S. Department of Homeland Security. He stated he learned valuable information about operating a passenger terminal and how to address security concerns related to that,

including required certifications. President Thomason asked that the Commission be kept informed on the progress of this discussion.

g. **Gas Outage:** Manager Corbitt related that the Port's gas was restored on Day 5 of the recent outage and applauded the efforts of Avista and the tenants affected to get through the process successfully.

h. **Meetings:** The next regular meeting will be at 12:00 p.m. on Wednesday, Dec. 13, which is the normal time for a regular meeting (second Wednesday of each month at noon).

i. **Open House:** There was some discussion of how to convey holiday greetings and whether to have an open house this year. Manager Corbitt said a decision would be made and the Commissioners informed.

DOCK OPERATIONS, TERMINAL II AND FIBER OPTIC NETWORK:

Terminal I – Manager Corbitt stated that the former Omega Morgan lot will be soon returned to former conditions in anticipation of Wadsworth taking over the spot. Financially he said Terminal I is still ahead of budget.

Terminal II – Flat roof repairs at the Inland 465 facility continue with K&G Construction doing much of the work. Manager Corbitt said repairs and modifications of the Best Building fire systems are also ongoing, including some fire mains that may be rerouted. The Port is also working with Fisher Systems to make alarm systems cellular-reliant, rather than hard wire. Manager Corbitt said this would potentially save the Port money as well as update the system.

Fiber Optic Network – Manager Blood updated the Commission on the network, including progress on new fiber signups, pricing, working with internet services providers, grant funding updates, and finalizing of routes. She also discussed working with the Nez Perce Tribe on alternative routes for the Middle Mile project. She is also working with property owners on possible easements. She will keep the Commission updated as progress continues.

COMMISSION COMMITTEE REPORTS:

President Thomason/Valley Vision and Chamber of Commerce — President Thomason said Valley Vision continues to move forward in its relationship with the City of Lewiston to reach out to the community. He also mentioned that there are several new addition to the board, in part because of an increase in size. Also, more decisions are being made by the group as a whole, rather than a select few. He also discussed how the Chamber of Commerce is dealing with recent staffing changes and was hopeful for the future.

FINANCIAL REPORT:

Manager Corbitt presented a Financial Statement prepared by the Port Auditors for the period ending October 31st, 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. 24824-24925, transfers and EFTPS for a total amount of $367, 245. 71; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION:

President Thomason asked for a motion called to enter Executive Session pursuant to:

- 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, and;*

- *Idaho Code §74-206(1)(b), to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student. (Roll Call Vote)*

The motion was made by Commissioner Klemm, seconded by Commissioner Anderson. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed. The Port Commission entered Executive Session.

At 2:08 p.m. the Port Commission exited Executive Session and the meeting was adjourned.

Secretary
Joseph Anderson