

### Application For Appointment To Port of Lewiston Commissioner District 3

Thank you for your interest in serving the community as a member of the Port of Lewiston Commission. The timeline for filling the Commission vacancy is as follows:

**October 27, 2025:** Deadline - Applications due to the Port of Lewiston by 5:00 pm PDT

**November 3 – 7, 2025** Staff candidate interviews

**November 12, 2025 Starting at 12 PM:** Commission candidate interviews – between noon and 2pm

To be considered, your application must be completed and received by the Port of Lewiston (1626 6<sup>th</sup> Ave. N. Lewiston, ID 83501) or emailed to [scott@portoflewiston.com](mailto:scott@portoflewiston.com) **no later than 5:00 pm on October 27, 2025**. Applications received after 5:00 pm will not be accepted. Additional written information after this date will not be accepted, unless requested by the Port of Lewiston Commission.

Please submit the following items to be considered for the position:

- Application (see page 3)
- A cover letter (**1 page**) indicating your interest and general qualifications for the position
- A resume
- Completed answers to the Supplemental Questions of **no more than 3 pages total**

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The application and any correspondence should be addressed to:

Scott Corbitt  
General Manager  
1626 6<sup>th</sup> Ave. N.  
Lewiston, ID 83501  
(208) 743-5531  
[scott@portoflewiston.com](mailto:scott@portoflewiston.com)

### Commissioner Eligibility, Requirements & Public Disclosure

To be eligible to be appointed to the Port of Lewiston Commission, you:

- Must be a resident within District 3 of the Port of Lewiston district boundaries; and
- Must be a registered voter in Nez Perce County.

If you hold, participate in or are involved in any contract(s) or business with the Port of Lewiston, please explain your involvement in your cover letter. If you hold any other elected public office, please state what office and where in your cover letter. Please visit [https://portoflewiston.com/wp-content/uploads/2025/10/NezPerce\\_Districts.pdf](https://portoflewiston.com/wp-content/uploads/2025/10/NezPerce_Districts.pdf) to determine if you are in District 3.

**Please Note that:**

- Once a Commissioner application is filed with the Port of Lewiston, it is a public record available to the public.
- The appointment is through the final date of certification of the 2025 General Election. If the appointed person has not been elected, their appointment term will end and the elected Commissioner will take the position immediately.

## **Commissioner Duties & Compensation**

The Port of Lewiston is a municipal corporation which exercises local governmental powers. The Port has a three-member Commission which acts as the Port's policy making and regulatory body. The Commission duties include adopting a plan for port improvements, creating industrial improvement districts, establishing user rates for port facilities, adopting the Port budget, levying taxes, and executing contracts. Information on the legal authority of Port districts and the role of Port Commissioners is available in Title 70 of the Idaho Statutes.

The duties of a Port Commissioner will likely involve an average minimum commitment of 10-20 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Commission duties include, but are not limited to:

- Required attendance at regular Port Commission meetings, which are held on the second Wednesday of every month at 12 P.M. From time to time, Port of Lewiston Commission President may call special Commission meetings to handle Port business.
- Commissioners are expected to serve on regional boards and commissions, and to represent the Port Commission at various community functions. These various meetings and functions occur normally during the evenings, but may also occur occasionally on weekends, and during weekdays. This may include conferences and trainings and include travel and overnights.
- Advise the General Manager on long-range planning. Approve basic long- and short-range operating plans and budgets as recommended by the General Manager in keeping with established direction, objectives, and policies.
- Decide on matters which exert major influence on the manner in which the Port's business is conducted; and in general, protect and make the most effective use of the Port of Lewiston's assets.

The Commissioner compensation is based on per diem rate and an expenditure reimbursement per Idaho §70.14.

Each Candidate should come to the interview prepared to speak to the following questions:

1. Why do you want to serve on the Port of Lewiston Commission?
2. What experiences, talents or skills would you bring to the Port and community that you would like to highlight?
3. Are there any Port issues in which you have a particular interest or expertise?
4. What do you hope to accomplish as a Port Commissioner?
5. Would you intend to run for election to this position in November of 2026?
6. What is your understanding of Port governance and the decision-making process?

**The Commission may ask additional questions of candidates during the interview.**

**Application For Appointment To Port of Lewiston Commissioner District 3**

**Applicant Information**

Applicant Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Employer: \_\_\_\_\_

**Cover Letter & Resume**

Please attach a one-page cover letter and a resume of no more than two pages to this application.

**Supplemental Questions**

Please respond to the following questions regarding your interest in the position of Commissioner for the Port of Lewiston on separate pages using no more than 3 pages total:

1. Why are you interested in serving as a Port of Lewiston Commissioner?
2. What strength(s) would you bring to the Commission?
3. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Nez Perce County community. Address its relevance to the position of Port of Lewiston Commissioner.
4. Is there anything else that you may wish to add that would help us get to know you a little better?

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Please return this form, your cover letter, resume and answers to the supplemental questions to the Port of Lewiston 1626 6<sup>th</sup> Ave. N., Lewiston, ID, 83501) or via email listed below **no later than 5:00 pm on October 27, 2025**. Applications received after 5:00 pm will not be accepted. The application and any correspondence should be addressed to:

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