PORT OF LEWISTON
MINUTES OF REGULAR MEETING

April 14, 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 April 14, 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 was Scott Corbitt.

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

CONVENE REGULAR MEETING:

At 12:02 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: NONE.

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 March 8, 2023, and Special Meeting of April 5, 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.

MANAGER'S REPORT:

Active Agenda:

Small Community Grant: Manager Corbitt requested the Commission review and consider for approval a Small Community Grant request from the Willow Center in the amount of $500 to be used in support of an overdose awareness event. Commissioner Anderson moved to approve the funding request; seconded by Commissioner Klemm. Voting Aye – Commissioner Anderson, Klemm and Thomason. Voting Nay – None. The motion passed unanimously.

Dairy Farmers of America Lease Renewal: The Commission considered for approval a renewal month-to-month lease agreement with Dairy Farmers of America dba Meadow Gold Dairy (Meadow Gold) effective April 1, 2023 for Lot 11 and 12, Block 8, Weakus Addition plus an easement over adjacent land for ingress and egress with monthly lease payment of $1,135. Commissioner Klemm made a motion to approve the renewal lease agreement; seconded by Commissioner Anderson. Voting Aye – Commissioner Anderson, Klemm and Thomason. Voting Nay – None. The motion passed unanimously.

Diesel & Machine Lease Amendment: The Commission considered for approval an amendment to the lease agreement dated July 11, 2018 with Diesel & Machine Inc. which adds approximately .436 acres located at 120 20th St. North to the original leasehold with an additional rental fee of $330.00 effective May 1, 2023. Commissioner Klemm made a motion to approve the lease amendment; 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. DIGB2/Idaho County Fiber Proposal: Dave Taylor, Krista Baker and Chip Damoto presented to the Commission regarding the DIGB2/Idaho County Fiberoptic Network Middle Mile and Last Mile Fiber project. This group is working towards a grant to receive funding for their project to run a fiber path from Orofino through Nez Perce to Grangeville, Idaho. Idaho County would like to transfer ownership to the Port of Lewiston once the grant is

completed, in order for the Port of Lewiston to maintain fiber lines and operational leasing.

b. Goals Table: More goals have been completed, as well as new goals and updates have been added. Discussion was had regarding grant projects.
c. PNWA Mission to Washington: Manager Corbitt and Commissioner Anderson attended the Mission to Washington hosted by PNWA along with 80 other PNWA members. Manager Corbitt and Commissioner Anderson had time to meet personally with Senators and Representative from Idaho to talk about the current fish and dam issues.
d. NW4Slide Update: Manager Corbitt met with NW4Slide this week and reported that the business has selected a local design team and contractor. NW4Slide's goal is to start their business up as soon as possible and get people working in their Lewiston location.
e. Operations Manager Position Update: The hiring process is almost finished; a new Operations Manager should be announced soon.
f. Idaho Broadband Advisory Board Update: Manger Corbitt is working with the State to coordinate managing the funds and working on finishing the process to finally receive funding.
g. Date for Budget: The Port of Lewiston Budget Hearing and Meeting is scheduled for June 14, 2023.
h. Rotary Presentation: Manager Corbitt presented to the Sunrise Rotary group. The presentation was on the Port and current Port projects.
i. Budget Workshops: Port of Lewiston Staff Member Kim Petrie discussed with the Commission potential dates for budget workshops. Discussion was had regarding scheduling, the potential budget workshop dates are April 25, April 27, and May 3.

Community Outreach – The Snake River Roundtable/Columbia Snake Commerce Day will be on May 1, 2023

Upcoming meeting –The next regular Port Commission meeting is May 8, 2023 at 10:00 a.m. Northwest RiverPartners hosted Washington D.C. trip is scheduled for April 17 -April 21, 2023.

DOCK OPERATIONS, TERMINAL II AND FIBER OPTIC NETWORK:

Terminal II – The Terminal has been extremely busy with regular operations but are maintaining their workload.

Dock Operations – The dock remains busy with tenant activities. Wind blades will be moving out soon.

Fiber Optic Network – The Port staff continues to work through service orders and construction of fiber segments. The Port received the Port of Richfield fiber that staff was expecting. This fiber will be used for the Middle Mile project.

COMMISSION COMMITTEE REPORTS:

Commissioner Klemm/LC Valley Chamber Government Affairs Committee/Natural Agricultural Resource Committee/PNWA representative – Commissioner Klemm attended the Idaho Northwest Partners Annual Meeting, the main topic of the meeting was the housing shortage. Commissioner Klemm also attended the U.S. Chamber Update event hosted by the Lewiston-Clarkston Chamber of Commerce.

Commissioner Anderson/Urban Renewal Agency — Commissioner Anderson attended the two CEQ listening sessions and commented it was interesting to see the opinions shared with the group. Commissioner Anderson also attended URA where a resolution was passed for signatory substitutions.

Commissioner Thomason/Valley Vision/Chamber of Commerce Board – Commissioner Thomason reported that the Lewiston-Clarkston Chamber of Commerce Executive Director was resigned after 15.5 years. Commissioner Thomason attended a recruitment event with Valley Vision for a business interested in moving to the Lewis-Clark Valley.

FINANCIAL REPORT:

The Port Manager presented a Financial Statement prepared by the Port Auditors for the period ending March 31, 2023. After 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. 24232-24338, transfers and EFTPS for a total amount of $364,909.41; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

EXECUTIVE SESSION:

At 1:57 p.m. Port Commissioner Thomason called to enter Executive Session pursuant to *check agenda for any executive session information.*

Commissioner Anderson made a motion to enter into Executive Session; seconded by Commissioner Klemm. Voting Aye – Commissioner Thomason, Klemm and Anderson; Voting Nay – None. The motion passed.

The Port Commission entered Executive Session. Discussion was had regarding matters of commerce.

At 3:13 p.m. the Port Commission exited Executive Session and reconvened the open public meeting.

OTHER BUSINESS: None

Being no further business, the meeting adjourned at 3:14 p.m.

Secretary
Joseph Anderson