

PORT OF LEWISTON
MINUTES OF REGULAR MEETING
November 13, 2013

The regular meeting of the Port Commission was held at the Port District Office at the hour of 7:00 a.m. on November 13, 2013.

Present at the meeting were Port Commission President, Mary Hasenoehrl, Port Commission Vice-President, Jerry Klemm, and Port Commission Secretary/Treasurer, Mike Thomason. Administrative staff in attendance were David Doeringsfeld, Port Manager, and Jaynie Bentz, Assistant Port Manager. Guests in attendance were Elaine Williams, reporter for the Lewiston Tribune and Dawn Aliverti, from Presnell Gage. The meeting was called to order at 7:00 a.m. by Port Commission President, Mary Hasenoehrl.

AGENDA APPROVAL:

Port Commission President, Mary Hasenoehrl, called for review and approval of the agenda. Commissioner Thomason made a motion to approve the agenda as presented; seconded by Commissioner Klemm. The motion passed unanimously.

ADOPTION OF MINUTES:

Next, the Port Commission examined the Minutes for Regular Meeting of October 9, 2013, and Special Meeting of October 29, 2013. A motion was made by Commissioner Klemm to accept the Minutes as presented, respectively; seconded by Commissioner Thomason. The motion passed unanimously.

TERMINAL II & DOCK OPERATIONS REPORT:

David Doeringsfeld, Port General Manager, presented a summary of operations at Terminal I, the public dock facilities.

The Port Manager stated Hanjin has announced it will terminate calls to the Port of Portland at the end of the year. Hanjin represents 10-15% of the Port of Lewiston's services to customers. The impact to both ports remains to be seen.

The Port Manager continued his dock operations report regarding status and conditions of equipment stating that one container handler is being utilized for parts to keep the other two running.

Year to Date container shipments are up 6.19% and wheat shipments down - 7.19%. Container shipments and wheat shipments for the month of October, as compared to the same month last year, reflect a decrease of -29% in container shipments and an increase of 230% in wheat shipments for the month. A Year to Date and October shipping summary of statistics is attached hereto.

Next, Port Manager, David Doeringsfeld, presented a summary concerning Terminal II, the port's public warehouse, operated by Inland 465. He stated the office furnace is failing and has scheduled a replacement by Guardian Heating & Air Conditioning. Also, the facility manager stated she has noticed improvements in the roof leaks in the problem areas after the tape and sealant was applied this last time. The Port Manager stated if the product holds up, he will consider recommending the cost of applying the product to a larger area next year as a budget item.

COMMISSION COMMITTEE REPORTS:

Commissioner Hasenoehrl/Chamber Ag Committee, Urban Renewal Agency— Commissioner Hasenoehrl stated the URA Board met in Executive Session so no report was available.

Commissioner Thomason/Valley Vision – Stated he would be attending today's chamber lunch and the upcoming Valley Vision workshop.

Commissioner Klemm/LC Valley Chamber Government Affairs Committee, Chamber Natural Resource Committee, PNWA Board of Directors – No report provided.

MANAGER'S REPORT:

ACTIVE AGENDA: Port Manager, David Doeringsfeld, presented to the Port Commission for discussion and consideration for approval an update of the Port of Lewiston 5-Year Strategic Plan. With minor revisions to the last draft, he recommended approval of the presented document and thanked the port commissioners and staff for their participation. Commissioner Klemm made a motion to approve the update of the Port of Lewiston 5-Year Strategic plan, as presented. The motion was seconded by

Commissioner Thomason; the motion passed unanimously. Discussion directed staff to send a copy of the plan to the Governor's office.

Next, Port Manager, David Doeringsfeld, presented to the Port Commission for discussion and consideration for approval a copy of the FY2013 Financial Audit Report and then introduced Dawn Aliverti, auditor from Presnell Gage. Ms. Aliverti openly reviewed the document in detail. Open discussion ensued. She stated the report resulted in a clean, unqualified opinion with no concerns. The approach is risk based to provide reasonable assurances. She also clearly communicated that she works for the Port Commission. After discussion, Commissioner Thomason made a motion to approve, publish and distribute the FY2013 draft audit as presented. The motion was seconded by Commissioner Klemm; the motion passed unanimously. Ms. Aliverti advised port staff and commissioners that she will forward the audit to the Lewiston Tribune for publication. She also advised that FY2014 will require a single audit due to the expending of more than \$500,000.00 in federal funds. Ms. Aliverti was thanked for her time and open discussion. Ms. Aliverti exited the meeting.

Next, Port Manager, David Doeringsfeld, reported on miscellaneous port projects:

Dock Extension – Paving is scheduled for the week of November 19th and the final punch list is scheduled for review November 22nd. The project was \$2.27M with five change orders. #1 = \$75,612 for Buy American steel; #2 = \$39,416 for hard pile driving; #3 = \$29,412 for miscellaneous items including corner casts and wireless controls; #4 = \$7,463 for placement of rip rap; #5 = \$11,284 for electrical wing wall and concrete vs asphalt around existing crane pad. Total change orders = \$163,187 which equates to 7% of the total project cost. A total contingency amount of \$481,512 was set aside for the project in which change orders were deducted. A contractor's barbeque will be held at the dock on November 21st and a community Holiday Open House and ribbon cutting will be held either December 12th or 19th.

Best Building Roof Repair – Summit Roofing is scheduled to begin on November 20th and complete the project by December 20th.

Northport Study Update – A public meeting is scheduled December 12th from 4:00-6:00PM at the Community Center to present the Preliminary Scenario Analysis.

Discussion suggested that an alternative date be determined to avoid community event conflicts. A January date will be explored.

Harry Wall Study update – A draft report is scheduled for December 16th.

Pioneer Ports Economic Impact Analysis – A draft report is scheduled for November 25th.

Business Incubator Building – Taneum Industries has provided notice to terminate their lease effective December 31, 2013. The port manager stated Clearwater Canyon Cellars has expressed interest in expanding into Suite B and recommended to the port commission to allow this expansion. Staff was directed to amend the winery's lease to accommodate for the expansion. Seekins Precision will be moving out after the first of the year; official notice has not been provided.

Port Administrative Staffing – For consideration with the next budget cycle, the port manager stated he would like to add one person to the administrative staff to allow the port manager more time to travel and promote business. Discussion was had regarding the need to begin reviewing roles and responsibilities.

Upcoming Meetings:

November 21 – Second monthly meeting of the Port Commission.

FINANCIAL REPORT:

As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for four months ending October 31, 2013. A motion was made by Commissioner Thomason to approve the Financial Statement as presented. The motion was seconded by Commissioner Klemm; the motion passed unanimously. A copy of such Financial Statement is attached hereto.

The Port Manager next presented a Port Financial Report concerning the status of Port funds on October 31, 2013, a copy of which is attached hereto.

ACT ON CLAIMS:

The next order of business was a review and discussion of claims against the Port as shown by the Check Detail Sheet attached hereto. A motion was made by Commissioner Thomason to approve and pay Port vouchers Nos. 16119 through 16207,

transfers and EFTPS for a total amount of \$447,580.57; seconded by Commissioner Klemm. The motion passed unanimously.

OTHER BUSINESS:

At 8:50 a.m., Commissioner Klemm made a motion to adjourn the open meeting and to move into Executive Session as allowed by Idaho Code 67-2345 (b), (e) and (f); seconded by Commissioner Thomason. The motion passed unanimously.

EXECUTIVE SESSION:

After answering questions from Elaine Williams, reporter for the Lewiston Tribune, the port commission entered into Executive Session at 9:10A.M. for the purposes allowed by Idaho Code 67-2345 (b), (e) and (f).

The port commission exited Executive Session at 9:45A.M. Being no further business, the meeting adjourned.



Michael Thomason
Secretary