**PORT OF LEWISTON**

**MINUTES OF REGULAR MEETING**

# June 14, 2011

 The regular meeting of the Port Commission was held at the Port District Office on June 14, 2011.

 Present at the meeting were Port Commission President, Jerry Klemm, and Port Commission Secretary/Treasurer, Dan Johnson. Administrative staff in attendance were David Doeringsfeld, Port Manager and Jaynie Bentz, Assistant Port Manager. Absent was Port Commission Vice-President, Mary Hasenoehrl. A list of guests is attached hereto. The meeting was called to order at 1:30 p.m. by Port Commission President, Jerry Klemm.

**PUBLIC HEARINGS:**

 The first order of business was an open meeting for a public hearing to adopt the Proposed Amended FY2011 Budget. An overview of said budget was presented by Port Manager, David Doeringsfeld. Comments were made by five attending guests. At 1:52 p.m., Port Commission President, Jerry Klemm, closed the public hearing for comments on the Proposed Amended FY2011 Budget.

Next, Port Commission President, Jerry Klemm, opened the meeting to a public hearing for adoption of the Proposed FY2012 Budget. An overview of said budget was presented by Port Manager, David Doeringsfeld. Comments were made by two attending guests. At 2:20 p.m., Port Commissioner President, Jerry Klemm, closed the public hearing for comments on the Proposed FY2012 Budget as presented.

After discussion among the commissioners, a motion was made by Commissioner Johnson to adopt the Proposed Amended FY2011 Budget in the amount of $3,807,567, as presented. The motion was seconded by Commissioner Klemm; opposed by none the motion passed unanimously. A copy of the approved Amended FY2011 Budget is attached hereto.

After discussion by the port commission, a motion was made by Commissioner Johnson to adopt the Proposed FY2012 Budget in the amount of $2,682,191, as presented. The motion was seconded by Commissioner Klemm; opposed by none the motion passed unanimously. A copy of the summary page of the approved FY2012 budget is attached hereto. Commissioner Johnson stated that he intends to review the Personnel Policy and Port Promotion in the upcoming fiscal year.

 Next, the Port Manager, David Doeringsfeld presented the port commission with a Certificate for approval to levy a tax in the amount of $450,000.00 for the year of 2012 as included within the revenues of the FY2012 Budget. A motion was made by Commissioner Johnson to approve a tax levy in the amount of $450,000.00 for revenues reflected within the approved FY2012 Budget. The motion was seconded by Commissioner Klemm; opposed by none the motion carried unanimously.

 Commission Secretary/Treasurer, Dan Johnson, signed the Certificate for submission of the FY12 Approved Budge to the Nez Perce County Auditor. A copy of the Certificate is attached hereto. Commission President, Jerry Klemm, signed the Certificate for the tax levy in the amount of $450,000 as approved in the FY12 budget. A copy of the Certificate is attached hereto.

**ADOPTION OF MINUTES:**

The first order of regular business for the port commission was an examination of the Minutes for the Regular Meeting of May 10 2011, and Special Meetings of May 16 (Open House at Peck, Idaho), May 23, (Open House at Culdesac, Idaho), May 23, (Open House at Lapwai, Idaho), June 6, 2011, respectively. A motion was made by Commissioner Johnson to accept all Minutes as presented; seconded by Commissioner Klemm. The motion passed unanimously.

**TERMINAL II & DOCK OPERATIONS REPORT:**

 A report was presented by David Doeringsfeld, Port General Manager, concerning operations at Terminal II (Inland 465). He stated that the facility is working toward decreasing inventories to 75% of the facility to open floor space for installation of the fire sprinkler system replacement. Currently design review is with the State Fire Marshal. Western States Fire Protection held a pre-construction meeting targeting an October 1, 2011, completion date.

Port Manager, David Doeringsfeld, next reported updates on Terminal I, the public dock facilities. He stated that operations are in the slow time of year but there is increased activity over last year. Bulk shipments are up due to product stored over the lock outage that must now be emptied in time for harvest. High flowing river conditions are challenging available barge capacity. There are no major equipment repairs to report.

Year to Date container shipments are down -16.74% and wheat shipments down -13.13%. Container shipments and wheat shipments for comparison of the month of May, as compared to the same month last year, reflect an increase of 44% in containers shipments and an increase of 148% in wheat shipments for the month. A Year to Date and May shipping summary of statistics is attached hereto.

**MANAGER’S REPORT:**

Port Manager, David Doeringsfeld provided an overview of the miscellaneous port projects:

 The Exxon/Imperial Oil: Storage of modules is going well. He complimented their management of operations and level of communication and sensitivity to working with and around port’s operations. They are half way through modifying the 33 modules currently being stored at the port.

 Container Dock Expansion: The port’s permit request has been submitted to the U.S. Army Corps of Engineers and is under review. The next step is Public Notification and Comments. Commission President, Jerry Klemm, stated to the audience that the extension of the dock started before oversize loads were planning to offload at the Port of Lewiston.

 A draft review of the port personnel manual was handed out to the commissioners. The draft revision presented includes recommendations by Ed Litteneker, attorney, as a jumping off point for the commission to further review and edit.

 PNWA’s Mid-Year meeting: June 27-29, 2011, in Coeur d’Alene, Idaho.

**FINANCIAL REPORT:**

 As the next order of business, the Port Manager presented a Financial Statement prepared by the Port Auditors for the eleven month period ending May 31, 2011. After discussion, a motion was made by Commissioner Johnson that the Financial Statement be approved as submitted. The motion was seconded by Commissioner Klemm and 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 May 31, 2011, a copy of which is attached hereto.

**ACT ON CLAIMS:**

 The next order of business was a discussion of claims against the Port as shown by the Check Detail Sheet attached hereto. A motion was made by Commissioner Johnson to approve and pay Port vouchers Nos. 13423 through 13523, and EFTPS in the total amount of $191,266.72. The motion was seconded by Commissioner Klemm and passed unanimously.

**OTHER BUSINESS:**

Port Manager, David Doeringsfeld, introduced Joe Kaufman, the new Stormwater Coordinator with the City of Lewiston who was present in the audience. The commissioners and port manager also answered questions from Elaine Williams, reporter for the Lewiston Tribune.

 At 2:45 p.m., the Port Commission President suggested an Executive Session for a discussion relating to trade and commerce under the provisions of the Idaho Code relating to Executive Sessions. A motion was made by Commissioner Johnson that the Commission go into Executive Session for such purpose; seconded by Commissioner Klemm. The motion passed unanimously. After a short recess, the commission went into Executive Session at 2:55 p.m. During the Executive Session, discussion was had of matters relating to matters of trade and commerce. The meeting adjourned at 3:35 p.m.

There being no further business, the meeting was adjourned at 3:35 p.m.

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