

PORT OF LEWISTON
MINUTES OF SPECIAL MEETING
April 5, 2013

A special meeting of the Port of Lewiston Commission was held at the hour of 3:00PM on April 5, 2013, at the Port of Lewiston Administration Building, Conference Room, Lewiston, Idaho, pursuant to notice duly given.

Port Commission Vice-President, Jerry Klemm, and Port Commission Secretary/Treasurer, Mike Thomason were present. Port Commission President, Mary Hasenoehrl, participated via conference call. Staff in attendance were Port Manager, David Doeringsfeld, and Port Assistant Manager, Jaynie Bentz. The meeting was called to order at 3:00PM by Port Commission Vice-President, Jerry Klemm.

To begin, Port Manager, David Doeringsfeld, presented a copy of the Disadvantaged Business Enterprises (DBE) Policy stating the policy is a funding requirement by the United States Department of Transportation (USDOT) for TIGER IV grant recipients. The port received a TIGER IV grant to fund a portion of the port's dock extension. The TIGER IV grant agreement was executed March 1, 2013.

ACTIVE AGENDA:

Port Manager, David Doeringsfeld, stated that the purpose of the meeting was to hold discussion, and review for approval, the DBE Policy. The port manager presented an overview of the policy stating a good faith effort must be demonstrated throughout the process to encourage contractors to employ disadvantaged businesses. He stated that disadvantaged businesses meeting a specific set of criteria must apply for the designation in order to be included on the state roster. The port commission and staff discussed development of the policy, template references, process and time management, processes to determine goals and reporting requirements and delaying the bid opening date. The port manager stated that upon approval, the policy must also be approved through Idaho Transportation Department (ITD).

Commissioner Thomason made a motion to approve the Disadvantaged Business Enterprises (DBE) Policy as presented and contingent upon ITD approval; seconded by Commissioner Hasenoehrl. The motion passed unanimously.

Port Manager, David Doeringsfeld, thanked the port commission and stated he will forward the policy to ITD to review for approval upon conclusion of today's meeting.

At 3:20PM Commissioner Thomason made a motion to adjourn the open meeting and enter into executive session as allowed under Idaho Code 67-2345(e); seconded by Commissioner Klemm. The motion passed unanimously. The port commission immediately entered executive session.

At 3:50PM the port commission exited executive session. There being no further business the meeting adjourned at 3:50PM.

M. D. Thomason

Secretary