

Minutes of the meeting of the Port of Whitman County of January 7, 2010.

**MEETING CALLED TO ORDER:** The meeting was called to order at 10:00 a.m. in the Port office in Colfax, Washington. Present were all Commissioners, the Properties and Development Manager, and the Port Attorney.

**OFFICES:** A **MOTION** was made to cast a unanimous ballot for the following offices for the year 2010:

President	-	Robert F. Gronholz
Vice President	-	Daniel W. Boone
Secretary	-	John E. Love

The motion carried.

Commissioner Gronholz chaired the balance of the meeting.

Joe Smillie of the Whitman County Gazette joined the meeting at 10:05 a.m.

**APPROVAL OF MINUTES:** A **MOTION** was made to approve the Minutes of the meeting of December 17, 2009, as mailed and entered in the minute book. The motion carried.

**RESOLUTION NO. 10-01:** The Port Executive Assistant joined the meeting at 10:15 a.m. and reviewed proposed banking resolution No. 10-01 with the Commissioners. A **MOTION** was made to pass Resolution No. 10-01. The motion carried.

The Port Executive Assistant left the meeting at 10:20 a.m.

**APPROVAL OF CLAIMS:** The Commissioners considered the claims.

Commissioner Boone inquired as to Claim No. 19420 from Almota Inn. The Properties and Development Manager reported that the claim included the first installment payment to the concessionaire at Boyer for services for 2010 and also included reimbursement for certain repairs at Boyer Park.

Commissioner Love inquired as to Claim No. 19434. The Properties and Development Manager reported that the claim constituted a progress payment for engineering services provided by Strata Engineering relating to the emergency repairs to the public port dock at Almota.

Commissioner Love inquired as to Claim No. 19436. The Properties and Development Manager reported the claim was for material for the retaining wall for the Port office parking lot expansion project.

Commissioner Gronholz inquired as to Claim No. 19424. The Properties and Development Manager reported the claim was for the monthly water availability fee payable to the Asotin Public Utilities District.

Commissioner Gronholz asked whether Claim No. 19426 of Shindler Elevator Company included inspection of both elevators in the Henley Court Building. The Properties and Development Manager reported that inspection of both elevators was included.

Commissioner Gronholz inquired as to Claim No. 19431. The Properties and Development Manager reported the claim was for a sign at the Henley Court Building identifying the occupants. The claim also included charges for installation of a door for reconfiguration of some of the space within the building.

A **MOTION** was made to approve Claim Nos. 19395 through 19436 totaling \$94,124.39 and electronic funds transfer for payroll taxes of \$6,281.20. The motion carried.

**REVIEW OF AGED RECEIVABLE ACCOUNTS:** The Commissioners and the Properties and Development Manager reviewed the aged receivable accounts. It was reported that a demand letter has been sent to Steve Bravard for past due accounts for dock repairs arising from the dock fire at Boyer. She also reported that Spray Cool (ISR) has indicated that its balance due will be paid prior to the end of the month. The Port Attorney reported on the status of the Columbia Phytotechnology case.

**ALMOTA - PUBLIC PORT DOCK EMERGENCY REPAIR SITE:** Commissioner Love reported he had visited the public port dock emergency repair site at Almota and it appears that progress is well underway in repairing the site.

**REGIONAL RAILROAD ISSUES:** Commissioner Gronholz reported on meeting with State Senator Schoesler and State Representatives Schmick and Fagan with regard to the regional railroad issues. It appears no state funding will be forthcoming. He asked the state legislators to address why the highway and ferry systems are being funded through the Department of Transportation but not the state-owned rail system. The Properties and Development Manager noted that the Executive Director has recommended that the Port provide the RPTO with the "Casavant" study showing the costs to the state highway system arising from traffic diverted from rail to

highways. She also noted that staff is working on a letter to the RPTO pertaining to the matter.

**INDUSTRIAL DEVELOPMENT CORPORATION MEETING:** At 10:50 a.m., the Port President called for a recess for the purpose of convening the Industrial Development Corporation meeting, with the regular meeting scheduled to reconvene at 11:00 a.m.

**REGULAR MEETING RECONVENED:** At 11:00 a.m., following the Industrial Development Corporation meeting, the regular meeting of the Port of Whitman County was reconvened in the Port office in Colfax, Washington. Present were all Commissioners, the Properties and Development Manager, the Port Attorney, and Joe Smillie of the Whitman County Gazette.

**PNWA 2010 MISSION TO WASHINGTON RECEPTION:** A **MOTION** was made to authorize the purchase of three tins of "Cougar Gold" and the sum of \$150 for the PNWA 2010 Mission to Washington reception. The motion carried.

**PIONEER PORTS MEETING:** It was noted that the Pioneer Ports meeting will be held in Clarkston on Wednesday, January 13, 2010, at 6:00 p.m. at Rooster's Landing in Clarkston, Washington.

**RESOLUTION NO. 10-02:** A **MOTION** was made to pass Resolution No. 10-02 adopting the Manager's authority for the year 2010. The motion carried.

**ALMOTA - REPAIRS TO PUBLIC DOCK SITE:** The Properties and Development Manager reported on the progress of the repair to the public dock site at Almota. She noted that the dock was more than 30 years old and that the engineer is evaluating repair methodologies.

**FOR REPAIR OF PUBLIC PORT DOCK:** The Port Attorney reported that the Executive Director has requested specific authority to proceed with an engineering contract with Strata Engineering relating to the repairs at the Almota public port dock. A **MOTION** was made to authorize the Executive Director to enter into a contract with Strata Engineering for engineering services for the emergency repairs to the public port dock at Almota. The motion carried.

**WPPA - LEGISLATIVE DAY:** It was noted that the Washington Public Ports Association would be conducting its 2010 legislative day at the state capitol building in Olympia on February 1, 2010. Commissioner Love and the Properties and Development Manager will plan to attend. Commissioner Love

requested that an invitation to lunch be extended to Senator Schoesler and State Representatives Fagan and Schmick.

**WILMA FIRE DEPARTMENT - 2008 AND 2009 ANNUAL**

**ASSESSMENTS:** The Properties and Development Manager reported on the 2008 and 2009 annual assessment for the Wilma Fire Department. The assessment for both years has been pending reassessment information from the county assessor's office. A **MOTION** was made to authorize payment to the Clarkston Fire Department for fire protection services for Wilma for the year 2008 in the sum of \$6,000 and for the year 2009 in the sum of \$8,000; an assessment to the Port tenants under the auspices of the Wilma Fire Department will follow. The motion carried.

**AAA TREE SERVICE - ASSIGNMENT OF LEASE:**

The Properties and Development Manager reported that AAA Tree Service has requested consent to the assignment of its lease at Wilma. It was reported that the owners of the assignee include the current owners of AAA Tree Service, plus some additional family members. The Commissioners indicated they had no objection. Formal action will be taken upon the documents being available for signature.

**NATIONAL RESTORATION ZONE GRANT:**

The Properties and Development Manager reported that the Executive Director is recommending that the Port apply for a "National Restoration Zone" grant at the request of Palouse Conservation District and others. Grant funds will be used to improve the Port-owned wetland area within the Pullman Industrial Park with approximately \$40,000 in Port matching funds. The project would be scheduled over the next two years.

**REGULAR MEETING RECESSED:**

At 11:50 a.m., the Port President called for a lunch recess, with the regular meeting to reconvene at 12:30 p.m.

**REGULAR MEETING RECONVENED:**

Following lunch recess, the regular meeting of the Port of Whitman County of January 7, 2010, was reconvened in the Port office in Colfax, Washington. All Commissioners, the Executive Director, the Properties and Development Manager, and the Port Attorney were present.

**NATIONAL RESTORATION ZONE GRANT:**

The Executive Director reported further on the NRT grant proposal. The Executive Director explained that the project scope would be clearly defined; upon completion of the project, no additional Port expenditures for the wetland are anticipated other than

routine maintenance. He indicated that the total estimated cost of the project was \$160,000. A **MOTION** was made to authorize application for a National Restoration Zone grant for the wetland improvement project at the Pullman Industrial Park, to be completed within two (2) years, with an estimated Port matching fund cost of \$40,000. The motion carried.

At 1:10 p.m., the Properties and Development Manager left the meeting.

**REVIEW OF PORT'S FINANCIAL HISTORY:** The Executive Director and the Commissioners reviewed the Port's financial history over the prior 10-year period. Projected revenues and expenses for the next 10 years were reviewed. It was noted that projected revenue from operations included only revenue from existing or pending leases and contracts.

**MEETING ADJOURNED:** At 2:00 p.m., there being no further business to come before the meeting, the meeting was adjourned.

PORT OF WHITMAN COUNTY COMMISSION

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ROBERT F. GRONHOLZ, President

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DANIEL W. BOONE, Vice President

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JOHN E. LOVE, Secretary