

Minutes of the meeting of the Port of Whitman County of April 21, 2011.

**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 Executive Director, the Properties and Development Manager, and the Port Attorney.

**APPROVAL OF MINUTES:** A **MOTION** was made to approve the Minutes of the meeting of April 7, 2011, with the following correction: both Commissioners Boone and Love attended the regional officials breakfast held at Banyans in Pullman on April 6, 2011. The motion carried.

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

A **MOTION** was made to pay Claim Nos. 20393 through 20415 totaling \$16,996.33 and to void Claim No. 20380 in the amount of \$95.36. The motion carried.

**BTOP1 PROJECT:** The Executive Director reported on the BTOP1 project. He recommended that the Port engage the services of a project manager for the next phase of the project. Advertising for a project manager is proceeding.

**BOYER PARK AND MARINA:** Commissioner Cox reported on a recent visit to Boyer Park and Marina. All appears to be in good shape.

Joe Smillie of the Whitman County Gazette joined the meeting at 10:20 a.m.

**PULLMAN-MOSCOW REGIONAL AIRPORT - RUNWAY REALIGNMENT PROJECT:** Commissioner Boone reported on attending a meeting regarding the Pullman-Moscow Regional Airport runway realignment project on April 30, 2011. The meeting was conducted by Mead and Hunt, project consultants to the Pullman-Moscow Airport Board. In addition to discussion of the realignment project itself, the impact on the road system in the vicinity of the airport was discussed. If the project goes forward, the tentative start date would be sometime in 2015.

**BTOP1 PROJECT:** The Executive Director reported that the final engineering drawings for the BTOP1 project have been received from CHR Engineers. The project is scheduled to go out for bid next week.

**CITY OF SPOKANE PROJECT:** The Executive Director reported that Spokane Rock Products will be extending the Second Street line in coordination with a City of Spokane project. The

time frame for completion of the Second Street line is very short due to the city's street cut policies.

**POWBAC - HANGAR PROJECT:** The Properties and Development Manager reported that inclement weather has slowed the hangar project at POWBAC. The contractor has also encountered soil conditions that will require rock and foundation fabric.

**BOYER PARK - DAMAGE TO MOBILE HOME:** The Executive Director reported that a winter wind storm had severely damaged the mobile home at Boyer. The Port's insurance company has determined the structure to be a total loss and will pay a loss claim of approximately \$20,000. The Port will retain the structure for salvage. A **MOTION** was made to declare the 1969 Nitico mobile home, VIN No. 642196913, Title No. 9321641511, located at Boyer Park and Marina, surplus to the Port's needs and to sell it "as is" for its salvage value. The motion carried.

**PRESENTATION OF FINANCIAL REPORT:** At 11:05 a.m., the Port Accountant/Internal Auditor joined the meeting and presented the December 31, 2010, year-end financial report.

**PULLMAN HOSPITAL DISTRICT - ANNEXATION OF PROPERTY:** The Executive Director reported that he has reviewed a request that the Port join in a petition for annexation of property which includes Pullman Industrial Park West, within the Pullman Hospital District. A **MOTION** was made to authorize the Executive Director to sign the Petition on Annexation to the Pullman Hospital District of an area including PIP West. The motion carried.

**CENTRAL FERRY - GRAVEL REMOVAL CONTRACT:** The Properties and Development Manager reported that the Department of Natural Resources (DNR) reclamation plan for the gravel site at Central Ferry has been updated and approved. The Port will be entering into a gravel removal contract with Motley-Motley.

**PORT OF WILMA - BRONZESTONE BUILDING:** The Executive Director reported that Bronzestone, a lessee at Wilma, has indicated an interest in purchasing the Port building situated on the premises. A **MOTION** was made to have the "Bronzestone" building at Wilma appraised. The motion carried. It was noted the Port will sell the building but not the building site.

**BUSINESS PLAN COMPETITION RECEPTION:** It was noted that the business plan competition reception is scheduled for the evening of April 22, 2011.

**PORT COMMISSION-WHITMAN COUNTY COMMISSION MEETING:** It was noted that the Port Commission-Whitman County Commission meeting is scheduled for May 2, 2011, at 3:00 p.m. at the Port office.

**INLAND NORTHWEST PARTNERS MEETING:** It was noted that the Inland Northwest Partners meeting was scheduled at Hayden Lake, Idaho on June 9, 2011.

**PNWA MID-YEAR MEETING:** It was noted that the Pacific Northwest Waterways Association mid-year meeting is scheduled in Coeur d'Alene on June 27-29, 2011.

**REGULAR MEETING RECESSED:** At 12:10 p.m., the Port President called for a lunch recess, with the regular meeting to reconvene at 12:40 p.m.

**REGULAR MEETING RECONVENED:** At 12:40 p.m., the regular meeting of the Port of Whitman County reconvened following lunch recess. Present were all Commissioners, the Executive Director, the Properties and Development Manager, and the Port Attorney.

**EXECUTIVE SESSION:** The Executive Director requested an executive session to discuss a real estate issue. The Port President called for an executive session until 1:00 p.m.

**REGULAR MEETING RECONVENED:** At 1:00 p.m., the public meeting of the Port of Whitman County reconvened following executive session. Present were all Commissioners, the Executive Director, the Properties and Development Manager, and the Port Attorney.

**ART OF MEDICINE LLC - WARRANTY DEED:** The Port Attorney presented a Warranty Deed to be delivered to Art of Medicine LLC upon payment in full of the recently signed Real Estate Contract. A **MOTION** was made to execute the Warranty Deed to Art of Medicine to be delivered upon payment in full of the Contract with the company. The motion carried.

**DEFERRED COMPENSATION PLAN - EXECUTIVE DIRECTOR'S INCLUSION:** The Port Attorney reported that the Accountant/Internal Auditor had inquired as to the inclusion of the Port Executive Director in the Port's deferred compensation plan established by Resolution No. 01-08. The Resolution refers to Port employees but without specific reference to the

Executive Director. Historically, the Executive Director has been included within the plan, but the position is also covered by a separate employment contract. A **MOTION** was made clarifying Resolution No. 01-08 specifying that the deferred compensation plan established under Resolution No. 01-08 included the Executive Director apart from the Executive Director's employment contract. The motion carried.

**MEETING ADJOURNED:** At 1:50 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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DANIEL W. BOONE, President

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JOHN E. LOVE, Vice President

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DONALD COX, Treasurer