

Minutes of the meeting of the Port of Whitman County of July 11, 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 Properties and Development Manager, the Port Attorney, and Tom Kammerzell, Commissioner-candidate.

APPROVAL OF MINUTES: A **MOTION** was made to approve the Minutes of the meeting of June 20, 2011, as mailed and entered in the minute book. The motion carried.

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

APPROVAL OF CLAIMS: The Commissioners considered the claims. Commissioner Boone inquired as to Claim No. 20591. The Properties and Development Manager responded that the claim was for upgrades to the Port computer system and other related services provided over the past six months. A **MOTION** was made to pay Claim Nos. 20555 through 20601 totaling \$133,908.61 and electronic funds transfer for payroll taxes of \$6,102.13. The motion carried.

REVIEW OF RECEIVABLES: The Commissioners reviewed the receivables. Commissioner Cox inquired as to the credit shown for 360 Networks. The Properties and Development Manager responded that the company had overpaid their bill, resulting in a small credit.

Commissioner Cox inquired as to the Almota Inn account (Boyer Park and Marina concessionaire). The Properties and Development Manager responded that she has been in contact with the concessionaire and it is anticipated as revenues pick up in the summer season that the account will be brought current.

COMMISSIONER UPDATES:

Eastern Washington University: Commissioner Cox reported that he and the Executive Director met with Dave Buri, lobbyist for Eastern Washington University. The Port's statutory authority for telecommunications was discussed.

Pacific Northwest Waterways Association Mid-Year Meeting: Commissioner Boone reported on attending the Pacific Northwest Waterways Association mid-year meeting June 27-29, 2011. Topics presented included an update on Northwest

agriculture and featured a speaker from the Columbia River Inter-Tribal Fish Commission.

Glenn Vanslow's Retirement: Long-time PNWA Executive Director, Glenn Vanselow, will be retiring in October. It was announced at the mid-year meeting that PNWA Government Relations Director, Kristin Meira has been selected to fill the position.

IPNG: Commissioner Boone reported that the IPNG group met and a budget was established for the year 2012. A **MOTION** was made to approve \$6,000 for the IPNG for the year 2012 as requested. The motion carried.

BTOP-1 PROJECT: The Properties and Development Manager reported on progress of the BTOP-1 project. A contract has been awarded to Henkels & McCoy, Inc. She reported there is a shortage of supply of fiber and conduit. Project supplies were ordered some time back, but delivery is not anticipated for at least another four weeks.

AVISTA - COOPERATIVE AGREEMENT: The Properties and Development Manager reported that a cooperative agreement with the Port and Avista and been signed for a portion of the Shawnee to Pullman line segment. She further reported that the Second Avenue to U.S. Bank segment in the City of Spokane has been put out for bid. The bid opening is scheduled for August 3, 2011.

POWBAC - HANGAR BUILDING: The Properties and Development Manager reported that the construction of the POWBAC hangar is 98% complete. There has been a delay in completion of the concrete pad for the wash-down area. It has been determined that the elevation for the pad as designed is too low, and alternative solutions are being explored.

PULLMAN INDUSTRIAL PARK - WEST: The Properties and Development Manager asked the Commissioners to think about a new name for PIP-West. She reported that the Port engineer is working with the City of Pullman and CERB on pre-contract conditions for the extension of services to PIP-West. The goal is to commence construction on the project in 2012.

WILMA - FIRE: Commissioner Boone and the Properties and Development Manager reported on a fire at Wilma. The fire started on July 10, 2011, and was located primarily between the river and the berm at the dredge cell site. The fire did not spread into the developed area of the Port but did spread into an area which had been used for wood chip disposal. The

Clarkston Fire Department responded to the fire, and it appears that it has been extinguished, but monitoring is ongoing.

POWBAC - LEASE OF PORT "SHOP" BUILDING: The Properties and Development Manager reported that Bill Meyers has expressed an interest in leasing the Port "shop" building at POWBAC for the purpose of expanding the "Joseph Grainery" business. He has a plan of tenant improvements for the building if leased. A **MOTION** was made to authorize the lease of the Port "shop" building at POWBAC to Bill Meyers on terms to be negotiated. The motion carried.

EXECUTIVE AUTHORITY: It was noted that the Executive Director was not due back to the Port office for approximately two weeks. A **MOTION** was made to authorize the Properties and Development Manager to exercise the Executive Director authority in absence of the Executive Director. The motion carried.

STRATEGIC PLANNING MEETING: It was noted that a Commissioner strategic planning meeting was scheduled August 10-11, 2011. The agenda has not been finalized.

PORT COMMISSIONER/COUNTY COMMISSIONER MEETING: It was noted that a Port Commissioner/County Commissioner meeting is scheduled for August 1, 2011, at 3:00 p.m., at the County Commissioners' office.

EXECUTIVE SESSION: At 12:00 p.m., the Port Attorney asked for a 10-minute executive session. The Port President called an executive session, with the regular meeting to reconvene at 12:10 p.m.

REGULAR MEETING RECONVENED: At 12:10 p.m., the regular meeting of the Port of Whitman County reconvened following the executive session.

REGULAR MEETING RECESSED: The Port President called for a lunch recess until 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 Properties and Development Manager, and the Port Attorney.

COMMISSIONER CANDIDATES: It was noted that a meeting with the four Commissioner candidates was scheduled for 2:30 p.m. The Properties and Development Manager presented a short summary of the materials to be presented. There will also be an opportunity for a question and answer session.

REGULAR MEETING RECESSED: At 1:00 p.m., the Port President called for a recess until 2:30 p.m.

REGULAR MEETING RECONVENED: At 2:30 p.m., the regular meeting of the Port of Whitman County was reconvened. Present were all commissioners, the Property and Development Manager, and port commissioner candidates Tom Kammerzell, Alan Sorensen, Alan Morgan and Jeff Phelps. The Property and Development Manager lead the meeting according to the agenda which consisted of a basic overview of port commissioner duties, time commitment and benefits. Several WPPA documents relating to commissioners, the 2010-2015 Port Comprehensive Plan and the port marketing packet were shared with the commission candidates. There was a brief question and answer period after the presentation and topics such as the port tax levy and the port telecommunications project were discussed. There was mention of the League of Women Voters Candidate forum to take place at the Colfax public library on July 27. Jeff Phelps left the meeting at 3:45 p.m. and the remaining candidates left the meeting at 4:00 p.m.

MEETING ADJOURNED: At 4:05 p.m., there being no further business to come before the meeting, the meeting was adjourned.

PORT OF WHITMAN COUNTY COMMISSION

DANIEL W. BOONE, President

JOHN E. LOVE, Vice President

DONALD COX, Treasurer