

Minutes of the meeting of the Port of Whitman County of September 17, 2010.

**MEETING CALLED TO ORDER:** The meeting was called to order at 10:02 a.m. in the Port office in Colfax, Washington. Present were Commissioner Boone, Commissioner Love, the Port Executive Director and the Property and Development Manager. Commissioner Cox joined the meeting via phone at 10:05 a.m.

**APPROVAL OF MINUTES:** A **MOTION** was made to approve the Minutes of the meeting of September 2, 2010, with a correction; Mark Schoesler's title was corrected from "Representative" to "Senator". The motion carried.

**APPROVAL OF CLAIMS:** The Commissioners considered the claims. Commissioner Cox inquired as to why the port has accounts with so many phone companies. The Executive Director explained 3 were accounts for the port office and in Colfax and one was for the alarm system at the Henley Court building. Commissioner Love inquired as to the Franklin PUD bill for \$2000 and the Executive Director indicated that it was a port contribution to further the "Wheat Week" and "Water on Wheels" educational programs in Whitman County.

A **MOTION** was made to pay Claim Nos. 19952 through 19974 totaling \$33,087.92. The motion carried.

Commissioner Cox left the meeting at 10:20 a.m. The Executive Director invited Commissioner Cox to come in to the port office after his return from out of area should he want an update on the remainder of the commission meeting.

**COMMISSIONER UPDATES:** Commissioner Love reported on his attendance at the Whitman County Fair on September 10, a meeting with the Asotin PUD on September 13<sup>th</sup> regarding water rates at Wilma, a meeting with Spokane County on the 14<sup>th</sup> regarding a telecommunication franchise with the port, a regular PCC Rail Board meeting on September 15<sup>th</sup> and Inland NW Partners meeting on September 16<sup>th</sup>.

Commissioner Boone reported on his attendance at the Whitman County Fair on September 11, an RTPO (Regional Transportation Planning Board) meeting on September 14<sup>th</sup> where regional transportation projects were ranked for funding and a PBAC water advisory board meeting on September 16<sup>th</sup> which focused on review and potential revision of the PBAC mission statement.

Both Commissioners Love and Boone complimented the staff on the port booth for the Whitman County Fair.

**BTOPI GRANT UPDATE:** The final sub-participant agreement with NoaNet has been received and was reviewed by port staff and counsel. A written request for some small changes was sent to Rob Kopp and after these issues are resolved, the port staff will present the final agreement to the commissioners for signature. The EA (environmental assessment) process on the routes is ongoing with the jurisdictional agencies and NoaNet.

The franchise processes with the City of Spokane is proceeding. The next public hearing on the port franchise has been scheduled for October 18<sup>th</sup>. The Executive Director and Commissioner Love will attend. The conduit installation has begun in downtown Spokane.

The franchise with Spokane County has been granted but construction may have to be expedited as some of the routes are scheduled to be paved in June with a subsequent five-year moratorium on utility install.

**CENTRAL FERRY WELL DRILLING PROJECT:** The Properties and Development Manager reported that the screens, piping and a test pump have been installed. Testing for water volume and drawdown time is currently underway. MD+A is preparing a bid package for the Phase II construction which will include the final pump, vault and associated wiring and piping. Inland Power will install the new utility service.

**TGM DOCK EXTENSION PROJECT:** The Executive Director reported on a meeting in Spokane with the US Army Corps environmental staff and others involved in the project to help facilitate construction within the fish window this year. There are some additional deliverables needed from the port on existing mitigation and the Corps will make a determination in a report due out on October 15<sup>th</sup>.

**PORT MAINTENANCE POSITION UPDATE:** Interviews were conducted the week of September 13<sup>th</sup>. Port staff has ranked the interviewees and will do follow up interviews by phone. Staff projects the new hire to take place during the week on September 20.

**PCC RAIL AUTHORITY MEETING:** Commissioner Love and the Executive Director attended a PCC Rail Board meeting in

Davenport, WA, on September 15. Commissioner Love was elected board president and the meeting was attended by legislative staffers, WSDOT staff and the county board members. The board proposed each member contributes \$1,000 for ongoing board projects. There was discussion and the proposed contribution will be included within the 2011 Port budget.

**MEETING WITH ASOTIN PUD:** Commissioner Love and the Executive Director met with the Asotin PUD board on September 13<sup>th</sup> to discuss a possible industrial water rate for the Port of Wilma. The PUD will be paying off their current bonding in 18 months and will consider the request. Any such rate would also have to be offered to Asotin County industrial users. Tim Simpson, Asotin PUD Executive Director and Joe Poire will meet to discuss developing a draft Memorandum of Agreement.

**2010 PORT/CHAMBER TOUR:** The Port/Chamber tour is scheduled for November 5. Several local businesses will be featured on the tour. Commissioner Love and Commissioner Boone plan on attending.

**CITY OF PULLMAN/WSU/PORT MEETING WITH CITY OF CHENEY/EWU:** This meeting has been scheduled for Friday, October 29. All parties will meet in the conference room of the new WSU Research & Technology Park building at 11:15 a.m. At 11:30 a.m. the city of Cheney will host a catered lunch. They want to learn about the cooperation between WSU, the Port, and the city that led to the successful development of the WSU Research & Technology Park. Commissioner Boone and the Executive Director will attend.

**2011 BOYER PARK AND MARINA CONCESSIONAIRE CONTRACT:** The Executive Director and Internal Auditor met with Dave Peterson on September 14<sup>th</sup> to discuss the current season at Boyer Park and Marina, potential capital improvement projects as well as the 2011 concessionaire contract. The Executive Director will keep the commission informed as the new contract agreement takes shape.

**REGULAR MEETING RECESSED:** At 12:05 p.m. the Port President called for a lunch recess with the meeting to reconvene at 12:30 p.m.

**REGULAR MEETING RECONVENED:** At 12:30 p.m., the regular meeting of the Port of Whitman County reconvened following lunch recess. Present were Commissioners Boone and Love, the Executive Director, and the Properties and Development Manager.

**WASHINGTON STATE DEPARTMENT OF INFORMATION SERVICES MEETING:**

The Executive Director met with several individuals from the Department of Information Services (DIS) on September 16<sup>th</sup> who are in process of inventorying all fiber optic infrastructure in Washington State. The Executive Director took the DIS staff on a tour of the port fiber system in Pullman.

**2011 PORT BUDGET SCHEDULE:** The Properties and Development Manager distributed copies of the port 2011 budget schedule. Commissioner Boone will meet with port staff on October 4<sup>th</sup> and October 12<sup>th</sup> for budget discussions.

**MEETING ADJOURNED:** There being no further items of discussion the meeting adjourned at 1:16 p.m.

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, Secretary