

## **Minutes of the regular meeting of the Port of Whitman County of November 1, 2007.**

**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.

**APPROVAL OF MINUTES:** A **MOTION** was made to approve the Minutes of the meeting of October 18, 2007, as mailed and entered in the minute book. The motion carried.

**APPROVAL OF CLAIMS:** The Commissioners considered the claims. Commissioner Gronholz inquired as to Claim No. 17747. The Properties and Development Manager explained the claim was for inspection and approval for attachment of Port fiber optic cable to Avista utility poles in Pullman.

Commissioner Gronholz inquired as to the cost difference between the cell phone service with Verizon (Claim No. 17748) and the prior service. The Properties and Development Manager indicated that the Port Accountant/Internal Auditor will be asked to provide the information requested.

Commissioner Gronholz inquired as to Claim No. 17754 of Strata Engineering. The Properties and Development Manager reported the fee was for a "phase one" environmental inspection of the Mader property (Locust Grove Industrial Park) situated on the outskirts of Pullman.

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

A **MOTION** was made to pay Claim Nos. 17723 through 17756 totaling \$472,523.26 and electronic funds transfer for payroll taxes of \$5,856.74. The motion carried.

**REVIEW OF ACCOUNTS RECEIVABLE:** The Commissioners and the Properties and Development Manager reviewed the accounts receivable.

**WRITE-OFF POLICY ON SMALL CLAIM AMOUNTS:** The Commissioners briefly discussed adopting a "write-off" policy on de-minimis claim amounts.

**RESOLUTION NO. 07-14:** A **MOTION** was made to pass Resolution No. 07-14 declaring a portion of Lot 11 in the Pullman Industrial Park surplus to the Port needs and authorizing its sale. The motion carried.

**LEAGUE OF WOMEN VOTERS CANDIDATES' FORUM:** Commissioner Love reported on speaking briefly at the League of Women Voters candidates' forum on October 23, 2007.

**DECAGON DEVICES OPEN HOUSE:** Commissioner Boone reported on attending the Decagon Devices open house for its new facilities in the Pullman Industrial Park on Saturday, October 20, 2007, noting that the company is involved in many interesting projects.

One of the company's soil probes is being used on the Mars explorer vehicle.

**VALLEY VISION MEETING:** Commissioner reported on attending the Valley Vision meeting on October 30, 2007. The organization is working on reaching a consensus among its members on a tourism project.

**DECAGON DEVICES OPEN HOUSE:** Commissioner Gronholz reported that he also had attended the Decagon Devices open house and was favorably impressed with the company's activities.

**LOCUST GROVE INDUSTRIAL PARK - PHASE I:** The Properties and Development Manager reported that the Phase I environmental study in anticipation of the purchase of the Locust Grove Industrial Park (Mader property) has been completed. There were no significant adverse findings. The Purchase and Sale Agreement has been signed. The original scheduled closing date of October 31, 2007, has been postponed to November 15, 2007, due to a few title issues. The Port Attorney noted that the title questions appear to be resolvable.

The Properties and Development Manager also reported that the Port Executive Director and staff are working with the City of Pullman on plans to extend city utilities to the Locust Grove Industrial Park.

**THANK-YOU LETTER TO GOVERNOR/IPZ GRANT:** A MOTION was made to approve a letter to Governor Gregoire expressing the Port's appreciation for the assistance of her office and staff on the IPZ grant. The motion carried. The Commissioners signed the letter.

**INLAND NORTHWEST PARTNERS MEETING:** It was noted that the Inland Northwest Partners meeting was scheduled for November 28, 2007, at the Spokane Club in Spokane, Washington. Commissioners Boone and Gronholz will plan to attend.

**NUCHEM LTD. - LOT LINE ADJUSTMENT:** The Properties and Development Manager reported that NuChem Ltd. has requested a lot line adjustment between its site and the Central Ferry Fertilizer Storage LLC site at Central Ferry. The Port staff is working with both companies on the request.

**EXECUTIVE SESSION:** At 11:50 a.m., the Port President called for an executive session to discuss a real estate issue, with the regular meeting to reconvene at 12:00 p.m. At 12:00 p.m., the Port President called for a continuance of the executive session until 12:10 p.m.

**REGULAR MEETING RECONVENED:** At 12:10 p.m., the regular meeting of the Port of Whitman County reconvened following executive session. Present were all Commissioners, the Properties and Development Manager, and the Port Attorney. It was noted that there were no further regular business items on the agenda except a public hearing on the 2008 budget scheduled for 2:00 p.m.

**REGULAR MEETING RECESSED:** The Port President called for a lunch recess, with the regular meeting to reconvene at 1:50 p.m.

**REGULAR MEETING RECONVENED:** At 1:50 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 Accountant/Internal Auditor.

**PUBLIC HEARING ON PROPOSED 2008 BUDGET:** At 2:00 p.m., the Port President opened the public hearing on the proposed 2008 budget. The Port President called for public comment on the proposed 2008 Port budget. There were no members of the public present and no public comment was offered or received.

**CLOSURE OF PUBLIC HEARING:** At 2:05 p.m., the Port President called for a close to the public hearing.

**RESOLUTION NO. 07-15:** A **MOTION** was made to pass Resolution No. 07-15 establishing the 2008 tax levy for the Port district. The motion carried.

**RESOLUTION NO. 07-16:** A **MOTION** was made to pass Resolution No. 07-16 adopting the 2008 final budget for the Port district. The motion carried. Commissioner Love signed a certification to the Department of Revenue on the adopted 2008 budget. The certificate will be forwarded to the Whitman County Assessor's office.

**MEETING ADJOURNED:** There being no further business to come before the meeting, the meeting adjourned at 2:10 p.m.

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