

Minutes of the meeting of the Port of Whitman County of November 3, 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 Commissioners Boone and Love. Commissioner Cox joined the meeting by phone. Also present were the Properties and Development Manager, the Port Attorney, and Port Commissioner-candidates Tom Kammerzell and Al Sorensen. Also present were Bill Spence of the Lewiston Tribune, Joe Smillie of the Whitman County Gazette, and Charles McCall of the Columbia Grain Company.

**APPROVAL OF MINUTES:** A **MOTION** was made to approve the Minutes of the meeting of October 17, 2011, with the following correction: Commissioner Love attended the Pacific Northwest Waterways Association meeting, not Commissioner Boone. The motion carried.

**APPROVAL OF CLAIMS:** The Commissioners considered the claims. Commissioner Boone inquired as to Claim No. 20860. The Properties and Development Manager responded that the claim was for a small works roster contract for fiber installation in Pullman.

Commissioner Love inquired as to Claim No. 20850. The Properties and Development Manager responded that the claim was for overhaul of the engine on the small John Deere tractor located at Boyer.

A **MOTION** was made to pay Claim Nos. 20822 through 20866 totaling \$189,264.16 and electronic fund transfer for payroll taxes of \$6,943.87. The motion carried.

**REVIEW OF AGED RECEIVABLES:** The Commissioners and the Properties and Development Manager reviewed the aged receivables.

Marie Dymkoski of the Pullman Chamber of Commerce joined the meeting at 10:15 a.m.

**BTOP1 PROJECT:** The Properties and Development Manager reported on the BTOP project. The staff, the contract engineers, and the contractor are working with the City of Pullman on permits. Construction work within the Whitman County road right-of-way has concluded for the year. The fiber optic line is on back order and is supposed to be here on February 29, 2012. Work on the Snake River grade segment is in progress. The Properties and Development Manager presented an easement for the project from the Harder Trust. A **MOTION** was made to accept the Harder Trust easement. The motion carried.

The Properties and Development Manager presented a duplicate easement from the Bennett Lumber project explaining that the company had misplaced the original. A **MOTION** was made to resign the Bennett Lumber easement. The motion carried.

**TIGER GRANT APPLICATION:** The Properties and Development Manager reported that the Tiger Grant application for upgrades to the P and L rail line has been completed. A copy of the application is posted on the Port's website.

**PULLMAN CHAMBER ACTIVITIES:** Ms. Dymkoski reported on the activities of the Pullman Chamber. She expressed the Chamber's continuing interest in working with the Port on economic development issues.

Dick Watters and Marshall Doak joined the meeting at 10:25 a.m.

Ms. Dymkoski continued with her remarks. She emphasized the need for all economic development organizations in the region to coordinate with each other. Commissioner Cox inquired as to whether the Pullman Chamber of Commerce has taken a position on the Tiger Grant application. He noted that it would be encouraging to know that the Pullman business community was in support of the project. Ms. Dymkoski responded that she didn't think that the Chamber Board had taken a position on the application, but she would raise the question at the next meeting.

Ms. Dymkoski left the meeting at 10:40 a.m.

**PULLMAN INDUSTRIAL PARK WEST - ENGINEERING SERVICES AGREEMENT:** The Properties and Development Manager presented an engineering services agreement with Munir Daud + Associates for design services for the Pullman Industrial Park West. A **MOTION** was made to approve an engineering contract with Munir Daud + Associates for design services for the Pullman Industrial Park West and authorizing it to be executed. The motion carried.

**POWBAC DRY FERTILIZER EXPANSION PROJECT:** The Properties and Development Manager reported that the POWBAC dry fertilizer expansion project has been completed and recommended approval of the final payment on the contract. A **MOTION** was made to accept the project as completed and authorize final payment. The motion carried.

**SEWEDA:** Dick Watters introduced Marshall Doak as the new SEWEDA Executive Director. Mr. Watters reported that planning for the annual business plan competition is on hold; due to a personnel change at Washington State University, fundraising has not been completed.

Gary Behymer of Almota Elevator Company joined the meeting at 10:55 a.m.

**2012 PRELIMINARY BUDGET:** The Port Accountant/Internal Auditor joined the meeting at 10:55 a.m. She presented a preliminary budget for 2012. In addition to the preliminary budget presentation, she noted that the anticipated levy for 2012 will be .3748 mills.

**PORT BUDGET HEARING:** It was noted that the Port's budget hearing is scheduled for 11:00 a.m. on November 17, 2011.

Dr. Steve Peterson of the University of Idaho joined the meeting at 11:00 a.m.

**2010 AUDIT RESULTS:** Ms. Heilsberg concluded her report by noting that the recently completed audit for the year 2010 resulted in no findings. The audit results were posted on the Washington State Auditors' website.

Ms. Heilsberg left the meeting at 11:05 a.m.

**P AND L SHORT LINE:** Dr. Peterson presented a report on the cost/benefits of rehabilitation of the P and L short line. The analysis was included in the application for the Tiger Grant. Some of the highlights of the report are as follows: The region benefits from having multi-modal transportation as it results in competitive shipping rates and provides redundancy. Truck to barge is a safer form of transportation than truck to rail. Retaining the P and L line will have a positive cost/benefit outcome over the next 20 years of \$32 million using a 7% discount rate and \$54 million using a 3% discount rate. Carbon savings are substantial on truck to barge compared to truck to rail. The closer the place of origin the shipment is to a river terminal, the greater the savings. (At greater distances, the advantage shifts to truck to rail.)

**REGULAR MEETING RECESSED:** At 12:10 p.m., the Port President called for a lunch recess, and the phone connection with Commissioner Cox was terminated.

**REGULAR MEETING RECONVENED:** At 1:00 p.m., the regular meeting of the Port of Whitman County was reconvened following lunch recess in the Port office in Colfax, Washington. Present were Commissioners Boone and Love, the Properties and Development Manager, and the Port Attorney.

**FIRE PROTECTION SERVICES:** The Properties and Development Manager reported on the need to authorize the transfer of Wilma Fire Department funds to the City of Clarkston for fire protection services for the year. A **MOTION** was made to authorize \$7,020 in

the Port of Wilma Fire Department fund to the City of Clarkston for fire protection services. The motion carried.

**DECAGON - GROUNDBREAKING CEREMONY:** It was noted that Decagon has a groundbreaking ceremony scheduled for 12:00 noon on November 17, 2011. The company is adding 27,000 square feet to its facilities.

**INLAND NORTHWEST PARTNERS MEETING:** It was noted that the Inland Northwest Partners meeting is scheduled for November 16, 2011, at the Spokane Club in Spokane, Washington.

**WASHINGTON PUBLIC PORTS ASSOCIATION ANNUAL MEETING:** It was noted that the Washington Public Ports Association annual meeting was scheduled December 7-9, 2011, in Bellevue, Washington, at the Hyatt Regency.

**PORT CHRISTMAS DINNER:** A brief discussion ensued regarding scheduling the Port Christmas dinner. No formal action was taken, but the consensus was that the dinner could be tentatively scheduled for the evening of December 15, 2011.

**EXECUTIVE SESSION:** At 1:15 p.m., the Port President called for an executive session to discuss two real estate negotiation issues, with the regular meeting to reconvene at 1:45 p.m.

**REGULAR MEETING RECONVENED:** At 1:45 p.m., the regular meeting of the Port of Whitman County reconvened following executive session. Present were Commissioners Boone and Love, the Properties and Development Manager, and the Port Attorney.

**MEETING ADJOURNED:** At 1:45 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