

Minutes of the regular meeting of the Port of Whitman County of November 6, 2008.

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, the Port Attorney, and Boyer Park and Marina Concessionaire Dave Peterson.

APPROVAL OF MINUTES: A **MOTION** was made to approve the Minutes of the regular meeting of October 13, 2008, as mailed and entered in the minute book. The motion carried.

APPROVAL OF CLAIMS: A **MOTION** was made to approve Claim Nos. 18448 through 18502 totaling \$175,810.16 and electronic fund transfer for payroll taxes of \$7,248.98. The motion carried.

A **MOTION** was made to void Warrant No. 18444 in the sum of \$5,012.70 payable to A6 Construction. The motion carried.

REVIEW OF AGED RECEIVABLES: The Commissioners and the Executive Director reviewed the aged receivables. The Executive Director reported that a payment schedule has been agreed to with Cactus Computer. He also reported that a small claims hearing has been scheduled for the Columbia Phytotechnology receivable.

BOYER PARK & MARINA: Boyer Park Concessionaire Dave Peterson reported on Boyer activities. The park had record attendance this past season. One upcoming project will be to close the auto fuel pump. Mr. Peterson explained that a very low volume of gas sales were due to cars and trucks. "Emergency" fuel for vehicles will still be available at the marina fuel pump. A tree trimming project is planned. Adding additional RV parking in underutilized portions of the day use area is being considered.

WILMA - LEASE WITH BENNETT LUMBER PRODUCTS: A **MOTION** was made to accept and execute a new lease with Bennett Lumber Products on Sites D, E, and part of F at Wilma. The motion carried. The lease was executed.

WILMA - QUITCLAIM DEED TO BENNETT LUMBER PRODUCTS: A **MOTION** was made to authorize and execute a Quitclaim Deed in favor of Bennett Lumber Products for the sale of a surplus building situated on Site E. The motion carried.

WILMA - LEASE TERMINATION AGREEMENT BY LOSONOCO: The Properties and Development Manager reported that Losonoco has

returned a signed Lease Termination Agreement terminating the lease with the company of the expansion area sites at Wilma. A **MOTION** was made to accept the Lease Termination Agreement with Losonoco. The motion carried. The Termination Agreement was executed.

WILMA - BENNETT LUMBER PRODUCTS - CONSENT TO ASSIGNMENT OF LEASE OF SITE G: A **MOTION** was made to accept and consent to the Assignment of the Lease of Site G at Wilma from Bennett Lumber Products Company to TGM. The motion carried. The Consent to Assignment was executed.

PORT WEBSITE - UPDATES: The Properties and Development Manager reported that updates to the Port's website are nearing completion.

POWBAC - CONCRETE WORK: The Executive Director reported that the concrete work at POWBAC has been completed.

PORT/PULLMAN CHAMBER OF COMMERCE TOUR: It was announced that the Port/Pullman Chamber of Commerce tour was scheduled for November 14, 2008. The tour will leave Pullman at 7:00 a.m. for a tour of the Wallula rail facilities, with other stops along the way, and arrive back in Pullman at 8:45 p.m. Commissioner Love and the Executive Director will plan to participate.

The Port Accountant/Internal Auditor joined the meeting at 10:55 a.m.

PUBLIC HEARING ON PROPOSED 2009 BUDGET AND REVENUE SOURCES: At 11:00 a.m., the Port President called for a public hearing on the proposed 2009 Port budget and to take public comment on revenue sources. The President called for any public comment. There was no public comment offered or received and hearing none, the Port President closed the public hearing at 11:05 a.m.

RESOLUTION NO. 08-18: A **MOTION** was made to adopt the tax levy Resolution No. 08-18 for the 2009 levy. The motion carried.

RESOLUTION NO. 08-19: A **MOTION** was made to pass Resolution No. 08-19 establishing a budget for the year 2009. The motion carried.

DECAGON DEVICES - LETTER OF CONGRATULATIONS: A **MOTION** was made to send a letter of congratulations to Decagon Devices on being selected as one of the top ten small business work

places in the United States by the Wall Street Journal. The motion carried.

VISIT BY RICHARD MYERS OF WPPA: The Properties and Development Manager reported that Richard Myers of the Washington Public Ports Association had visited the Port office on October 31, 2008. The staff apprised Mr. Myers on the Port's activities.

INFORMATIONAL VIDEOS HIGHLIGHTING PORT ACTIVITIES AND SMALL TOWNS WITHIN DISTRICT: The Properties and Development Manager reported that the "Digital Barn Promotions" company has responded to a request for a proposal for production of two informational videos highlighting the Port activities and small towns within the district. If the videos are developed, they would have an anticipated shelf life of approximately three years. Funds for the project are included in the 2009 budget. No action was requested or taken.

PORT TO JOIN REGIONAL CONSERVATION DISTRICT: The Executive Director reported that the Port has been invited to join the Regional Conservation District. The District is forming a committee on bio-energy and alternative energy sources. A **MOTION** was made to join the Regional Conservation District; authorizing an annual membership fee of \$350. The motion carried. The Executive Director noted that he will be requesting that Don Tilton be appointed to the organization's Alternative Energy Committee and as a liaison for the Port.

REGULAR MEETING RECESSED: At 12:00 p.m., the Port President called for a lunch recess, with the regular 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 the lunch recess. Present were all Commissioners, the Executive Director, the Properties and Development Manager, and the Port Attorney.

MEETING WITH PNWA EXECUTIVE DIRECTOR GLEN VANSLOW: The Executive Director reported on meeting with the Pacific Northwest Waterways Association Executive Director Glen Vanslow when he was recently in the region. The role of the regional rail lines in transportation planning was discussed.

EXECUTIVE SESSION: At 2:10 p.m., the Port President called for an executive session to discuss real estate issues, with the regular meeting to reconvene at 3:00 p.m.

REGULAR MEETING RECONVENED: At 3:00 p.m., the regular 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.

MEETING ADJOURNED: There being no further business to come before the meeting, the meeting adjourned at 3:00 p.m.

PORT OF WHITMAN COUNTY COMMISSION

DANIEL W. BOONE, President

JOHN E. LOVE, Vice President

ROBERT F. GRONHOLZ, Secretary