

Minutes of the special meeting of the Port of Whitman County of November 16, 2009.

MEETING CALLED TO ORDER: The meeting was called to order at 10:00 a.m. in the Port office in Colfax, Washington, pursuant to notice. 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 November 5, 2009, as mailed and entered in the minute book, with the following deletion in the second sentence of the paragraph pertaining to the 2010 preliminary budget: the term "and benefits" should be deleted. The motion carried. Commissioner Gronholz initialed the correction on the November 5, 2009, Minutes as recorded in the minute book.

APPROVAL OF CLAIMS: The Commissioners considered Claim Nos. 19319 through 19333 totaling \$14,335.22.

Commissioner Gronholz inquired as to Claim No. 19330. The Properties and Development Manager reported that the claim was for the purchase of storage shelving to be installed in the Port office basement.

Commissioner Love inquired as to Claim No. 19332. The Properties and Development Manager reported that the claim was for the purchase of a new computer which will replace one of the older computers in the Port office.

Commissioner Boone asked whether Claim No. 19333 was the final bill for the fiber mapping project. The Properties and Development Manager reported that it was. Commissioner Boone asked about the approximate total cost of the project. The Properties and Development Manager replied it was approximately \$7,000.

A **MOTION** was made to approve Claim Nos. 19319 through 19333 totaling \$14,335.22. The motion carried.

PORT OF WHITMAN, PULLMAN CHAMBER TOUR: Commissioner Boone reported on attending the Port of Whitman/Pullman Chamber tour on November 6, 2009. Commissioner Love also attended. Commissioner Boone indicated he thought the tour was successful, but he suggested that a different cost-sharing arrangement with the Chamber should be considered as to future tours. No formal action was taken, but Commissioner Love and Commissioner Gronholz indicated they agreed. It was noted that the Port expended \$1,000 for the 2009 tour. The Properties and

Development Manager indicated the Port staff would discuss the matter with the Chamber and report to the Commissioners at a future meeting.

IP ZONE: It was noted that the Executive Director and Don Tilton of the IP Zone were in Seattle presenting a grant application to the Washington State Department of Commerce. The application is for approximately \$500,000 to be used for infrastructure improvements within the Zone, primarily utilities at the Locust Grove Park.

BUDGET HEARING: At 11:00 a.m., the Port President recessed the regular meeting of the Port of Whitman County of November 16, 2009, and opened the public hearing on the Port's 2010 budget and revenue sources for the Port for the year 2010.

Port Accountant/Internal Auditor joined the meeting.

The Port President called for public comment on the budget and revenue sources. Hearing none, and noting there were no members of the general public present, the Port President closed the budget hearing at 11:05 a.m. and reconvened the regular meeting.

RESOLUTION NO. 09-09: The Commissioners discussed the revenue needs for the Port for the year 2010 and noted an anticipated decline in operating revenue by reason of the turndown in the economy. A **MOTION** was made to pass Resolution No. 09-09 setting the levy for the year 2010. The motion carried.

RESOLUTION NO. 09-10: The Port Accountant/Internal Auditor presented a report on the proposed 2010 budget. It was noted that no major changes have been proposed to the preliminary budget. A **MOTION** was made to pass Resolution No. 09-10 adopting a budget for the year 2010. The motion carried.

At 11:20 a.m., the Port Accountant/Internal Auditor left the meeting.

WPPA 2011 CENTENNIAL CELEBRATION: The Properties and Development Manager reported on a request of the Washington Public Ports Association for \$300 to support the WPPA's 2011 centennial celebration. The funds would be used to help defray the cost of the "history link" portion of the WPPA's website. It was noted that the \$300 request was only for this one portion of the centennial project and that additional requests would most likely be forthcoming. It was also noted the matter is scheduled to be discussed at the Washington Public Ports

Association annual meeting at the end of November. A **MOTION** was made to authorize \$300 in financial support to the WPPA for the 2011 centennial project. The motion carried.

NORTHWEST ECONOMIC ALLIANCE: The Properties and Development Manager reported that Northwest Economic Alliance (Bob Potter's organization) was facing challenges in raising financial support. The organization engages in business recruitment for the region, including business recruitment for the Port District. She reported that additional information would be forthcoming. No action was taken.

BOYER PARK: The Properties and Development Manager reported that a "Request for Proposal" is being developed for the archeological study for the Boyer Park expansion site.

ADMINISTRATIVE OFFICE CAR PORT PROJECT: The Properties and Development Manager noted that the car port project at the administrative office is scheduled to start in early December.

PORT CHRISTMAS DINNER: At 11:40 a.m., the Port Administrative Assistant joined the meeting. She reported on logistical difficulties in scheduling the annual Christmas dinner. A brief discussion ensued. It was decided that in lieu of a formal Christmas dinner, a "Christmas luncheon" would be scheduled following the meeting of December 3, 2009, with spouses and guests invited.

The Port Administrative Assistant left the meeting at 11:45 a.m.

CIVIL LEADER INVITATION: Commissioner Love noted that he had received an invitation from Dr. Elson Floyd, President at WSU, to join in a "civic leader" program scheduled for 10:00 a.m. on November 30, 2009, on the Pullman campus. The other Commissioners received the same invitation. No action was taken.

MEETING ADJOURNED: At 11:50 p.m., there being no further business to come before the meeting, the meeting was adjourned.

PORT OF WHITMAN COUNTY COMMISSION

JOHN E. LOVE, President

ROBERT F. GRONHOLZ, Vice President

DANIEL W. BOONE, Secretary