

Minutes of the meeting of the Port of Whitman County of November 17, 2011.

**MEETING CALLED TO ORDER:** The meeting was called to order at 10:15 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 Commissioner-elect Tom Kammerzell, the Executive Director, the Properties and Development Manager, and the Port Attorney. Also joining the meeting was Bill Spence of the Lewiston Tribune.

**APPROVAL OF MINUTES:** A **MOTION** was made to approve the Minutes of the meeting of November 3, 2011, as entered in the minute book. The motion carried.

**APPROVAL OF CLAIMS:** The Commissioners considered the claims. A **MOTION** was made to pay Claim Nos. 20867 through 20898 totaling \$87,580.52 and to void Claim No. 20862 (replaced by Claim No. 20867). The motion carried.

**DECAGON GROUND-BREAKING CEREMONY:** Commissioners Boone and Love attended the Decagon ground-breaking ceremony for the company's facilities addition on November 14, 2011. They noted that the ceremony was well-attended.

**INLAND NORTHWEST PARTNERS MEETING:** Commissioners Boone and Love attended the Inland Northwest Partners meeting on November 16, 2011. The meeting focused on financing sources for economic development. Commissioner Cox inquired as to whether there was any specific guidance for the Port. Commissioners Love and Boone explained that the program had more to do with sources of funding for prospective businesses. Foundations, corporate funding, and venture capital companies were identified as possible funding sources for businesses. Some of the identified sources potentially would have funds available to Port Districts. An outline of the program can be found on the Northwest Partners website.

**FRANKLIN COUNTY CONSERVATION DISTRICT:** The Properties and Development Manager read from a letter from the Franklin County Conservation District thanking the Port for participating in the organization's Washington "Wheat Week" economic development program.

**RESOLUTION NO. 11-11:** The Port Attorney presented the proposed resolution adopting a 401 retirement plan for the Port. A **MOTION** was made to approve Resolution No. 11-11 establishing a 401 retirement plan for the Port. The motion carried.

**BTOP PROJECT:** The Executive Director reported on the BTOP project. Approximately 51% of the project funds have been expended; approximately 60 miles of duct have been installed; approximately 34% of the project has been completed. The Executive Director noted that a considerable portion of the remaining route will be through "soft" soils and the cost per mile should come down as compared to what has been completed. The contractor is currently located on the Snake River canyon section above Wilma. Rock has been encountered on approximately 1,800 feet remaining in this section. Fiber line is still on back order and scheduled for delivery on February 29, 2012. Finally, he reported he was not unduly alarmed with regard to the percentage of completion as compared to the percentage of expenditures for the reasons explained.

**OUTSIDE PLANT MAINTENANCE CONSULTING CONTRACT:** The Executive Director requested authority to sign a contract with Outside Plant Maintenance for selected consultation services for the Port's dark fiber system in an amount not to exceed \$45,000. The company was selected after a review of RFP responses. A **MOTION** was made to authorize the Executive Director to enter into a consulting contract with Outside Plant Maintenance in an amount not to exceed \$45,000 for selected services relating to the Port's fiber optic system. The motion carried.

**TIGER III GRANT APPLICATION:** It was noted that the Tiger III grant application has been submitted. An award decision is expected between January and May of 2012.

**ALMOTA ELEVATOR COMPANY MEETING:** The Executive Director reported that the Almota Elevator Company has extended an invitation for the Commissioners to meet with the company's board if the Commissioners would be interested in discussing items of mutual interest. The Commissioners indicated that they would be available to meet with the Almota Elevator Company Board at some mutually acceptable time and requested that the Port staff proceed with scheduling a meeting.

**BUDGET HEARING:** At 11:00 a.m., the Port Accountant/Internal Auditor joined the meeting. The Port President opened the budget hearing. The Port Accountant/Internal Auditor reviewed the 2012 proposed tax levy, noting that the levy would be a 1% increase over the 2011 levy, plus amounts resulting from new construction. She also reviewed the final budget as proposed and prepared. Revenue sources were

also briefly reviewed. The Port President called for public comments both for and against the budget. No public comment was offered or received.

At 11:10 a.m., the Port President closed the budget hearing.

**RESOLUTION NO. 11-12:** A **MOTION** was made to pass Resolution No. 11-12 pertaining to the 2012 tax levy. The motion carried.

**RESOLUTION NO. 11-13:** A **MOTION** was made to pass Resolution No. 11-13 pertaining to the 2012 budget. The motion carried.

At 11:15 a.m., Commissioner Cox signed off on the phone.

**WPPA ANNUAL MEETING:** It was noted that the Washington Public Ports Association annual meeting was scheduled for December 7-9, 2011, in Bellevue at the Hyatt Regency. Commissioner-elect Tom Kammerzell noted that he was enrolled for the new Commissioners seminar.

**EXECUTIVE SESSION:** At 11:20 a.m., the Port President called for an executive session to discuss a real estate matter, with the regular meeting to reconvene at 11:40 a.m.

**REGULAR MEETING RECONVENED:** At 11:40 a.m., following executive session, the regular meeting of the Port of Whitman County was reconvened in the Port office in Colfax, Washington. Present were Commissioners Boone and Love, the Executive Director, the Properties and Development Manager, and the Port Attorney.

**MEETING ADJOURNED:** At 11:45 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