



Port of Whitman County Commission Meeting Agenda

September 3, 2020 | 10 a.m. | Colfax, WA

NOTICE

The Governor's Proclamation 20-28.8 allows public agencies holding public meetings in counties currently in Phase 3 to include an in-person component to a public meeting, in addition to remote meeting elements.

This meeting will be held in person, online and by teleconference. Participation can be in-person, online, by phone or a combination of these options.

In-person meeting participants must wear a mask or face covering. To maintain social distancing, members of the public will participate via phone from a separate room in the Port office.

The meeting will be online at <https://us02web.zoom.us/j/86590903284>.

The call-in number is **1 253 215 8782**. The meeting ID is **865 9090 3284**.

If you join the online meeting you can use your computer speaker and microphone **OR** call-in.

Members of the public will be "muted" during the meeting except during public comment periods.

- Changes to/Approval of Agenda
- Public Comment Period (three-minute time limit per person)*
- Minutes
- Vouchers/Receivables
- Commissioner and Staff Updates
- Old Business
 - Central Ferry Rail Project
 - Policy Project- Update for Industrial Development Corporation Resolution No. 186 (3-10-1982)
 - Appoint the incoming president to work with staff on the 2021 budget
 - Pioneer Ports Meeting Update
 - Digital Communications Update
- New Business
 - 10:30 a.m.- Econ Dev/Value-added Ag: Guests-Steve Peterson, U of I, Tom Handy, Paradise Creek Brewery, and Brian Kraft, WSU
 - Commission Tasks Summary Calendar
 - Schedule Strategic Planning Meeting
 - Port Meeting Minutes

*PLEASE NOTE: If you wish to address the Commission, please raise your hand to be recognized by the Chair during the public comment period. When you have been recognized, please give your name and address before your comments. The Port of Whitman County Commissioners are committed to maintaining a meeting atmosphere of mutual respect, and speakers, when making public comments, are expected to honor this principle.

[Disclaimer: Agenda is subject to change]



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- Central Ferry Termination Association (CFTA) and Pomeroy Grain – Sale of Assets & Assignment of Lease
- Upcoming Meetings
 - Washington State Transportation Commission Meeting, September 15-16 – Virtual Format
 - Inland NW Partners Virtual Fall Meeting, September 23, 9:00 -11:00 a.m. (If previously registered for the INP Spring meeting, you have been automatically re-registered)
 - 2020 Regional Economic Forecast: Economic Implications of the Unimaginable
 - WPPA Environmental Seminar, Sep 24 & 25, Online Zoom meeting
 - PNWA Annual Meeting, October 6-8, General sessions 1:00 - 3:00 p.m., via Zoom meetings and webinar
 - Inland NW Partners Virtual Fall Meeting, October 28, 9:00 -11:00 a.m. (If previously registered for the INP Spring meeting, you have been automatically re-registered)
 - The Importance of Digital Inclusion
- Public Comment Period (three-minute time limit per person)*
- Executive Session
 - Personnel
 - Real Estate
 - Security
- Adjourn

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SUBJECT: Central Ferry Rail Project

Background

Text

- Bullet if needed
- Bullet if needed



Next Steps

None at this time.

Recommendation

Not applicable. Update on Central Ferry Rail Project for informational purposes.

Request for Commission Action

Not applicable. Update on Central Ferry Rail Project for informational purposes.

COMMISSION UPDATE – August 31, 2020

SUBJECT: Policy Project- Update for Industrial Development Corporation Resolution No. 186 (3-10-1982)

Background

This update is in regards to Resolution 186 as part of the Policy Project that is underway.

The Port Attorney reviewed the resolution and statute. He didn't see any reason for the Port to revoke the policy for now. He stated it is unlikely the Port will use the corporation for revenue bonds, but it doesn't hurt us to keep the resolution for now.

Previous provided information:

Industrial Development Corporation Resolution No. 186 (3-10-1982)

A RESOLUTION AUTHORIZING AND PROVIDING FOR THE ESTABLISHMENT/ORGANIZATION AND OPERATION OF A PUBLIC CORPORATION TO IMPLEMENT RCW 39.84 [CHAPTER 300, LAWS OF WASHINGTON/ 1981 (REGULAR SESSION)]; APPROVING A CHARTER FOR SUCH CORPORATION; SPECIFYING THE POWERS/ AUTHORITY AND LIMITATIONS OF THE PUBLIC CORPORATION; PROVIDING FOR CONTROL AND SUPERVISIGN OF THE PUBLIC CORPORATION BY THE PORT OF WHITMAN COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO

Relevance and accuracy	Further research needed.
Recommended actions	Staff requests a legal review of this document by the Port attorney for relevancy and conformity with RCWs.

Next Steps

None.

Recommendation

None

Request for Commission Action

None.

COMMISSION UPDATE – September 3, 2020

SUBJECT: Pioneer Ports Meeting Update

Background

Port staff engaged with the Port of Lewiston to inquire if there was interest in holding an in-person Pioneer Ports meeting this fall. Dave Doeringsfeld replied that he thought it was Lewiston's turn to host and after contacting both his Commissioners and the Port of Clarkston, the consensus was the risk of Coronavirus was still too great to hold an in-person meeting even at an outside venue.

Dave recommended a Zoom format meeting and both valley ports will work on potential dates in October. Port staff did suggest the dates of October 19, 20 or 21 which were proposed by our Commissioners in the last Port of Whitman meeting.

Next Steps

Port staff will continue to correspond with the valley ports and update the Commission as more information is forthcoming.

Recommendation

None at this time. Update for informational purposes only.

Request for Commission Action

None at this time. Update for informational purposes only.

COMMISSION UPDATE – September 3, 2020

SUBJECT: Digital Communications Update

Background

During the Commission's August 6 meeting, the board approved the creation of a Port blog as part of the website update.

A draft of blog guidelines is attached to this update for the Commission's review.

Of particular relevance to the Commission is the section titled "Commission Authorship," which details proposed protocol for Commissioner authored posts.

Next Steps

Staff needs input from Commission regarding the frequency of Commissioner authored blog posts in order to finalize the blog guidelines.

Recommendation

Staff recommends one member of the Commission author one blog post per month. Authorship would rotate through the Commissioners, so that each board member has an equal voice in the blog. Essentially, each Commissioner would write four blog posts in a calendar year. The Communications Director would offer writing assistance.

Request for Commission Action

Discuss the blog guidelines and answer following questions for staff/next steps:

1. How often does the Commission wish to write blog posts?

Port of Whitman County Blog Guidelines

Timing

- Blog posts should be published reliably at least two times per month.
- The monthly timing and content of posts should be recorded in a shared editorial calendar.

Purpose

- Although blogs are generally meant to be informal, the Port of Whitman County blog qualifies as official government communications and must be treated as such.
- Blog posts should illustrate how the Port carries out its mission, drives economic growth and improves quality of life in Whitman County.
- Think dual purposes. Blog articles may be republished as op-eds, email newsletter articles, etc. to reach different constituents in their preferred mediums.

Voice

- Publish content from a variety of voices within the Port and/or official partner organizations while keeping with the Port of Whitman County mission.
- Blog authors should always use an authentic voice and keep their audience in mind.
- The author should always be identified in the blog post with an “About the Author” section, including the author’s full name and job title.

Commission Authorship

- Authorship should rotate through the individual Commissioners, so that each board member has an equal voice in the blog.
- Each month, one member of the Commission should write and publish a blog post. The other blog post may be written by a Port staff member or a representative of an official partner organization to total two blog posts per month. Additional blog posts may be written as needed to tell the story of the Port.

Content

- Write about problems being solved by the Port; topics relating to the broader Port and maritime industry; legislative issues impacting southeastern Washington; factual, useful information to Whitman County constituents, etc.
- Write at least 200 words.
- Keep your writing simple. Use plain language and write in the active voice. Break up long paragraphs into smaller chunks of text.
- Use high-resolution photos and graphics. Credit the photographer and/or graphic artist.

Editing

- Blog posts must be edited, approved, scheduled and posted by the Communications Director.
- Blog authors should submit a first draft to the Communications Director at least one week prior to the publication date.
- The Communications Director will edit posts for spelling, grammar, AP Style, readability, brevity and tone.

COMMISSION UPDATE – September 3, 2020

SUBJECT: Economic Development and Value-added Ag Update

Background

Three guests will be at the commission meeting on September 3rd at 10:30 a.m.

Steve Peterson, University of Idaho economist, will give an executive summary of his newly completed work on the Port Economic Impact Study.

Brian Kraft, WSU Innovation and Research Engagement, will give an update on the grant proposal he last reported working on in March 2020. The Port signed a letter of support for this project. Brian will brief the commission on developing strategies and opportunities that he has been working on this summer.

Tom Handy, a local business owner and private sector investor in value-added Ag, will also attend. Tom has been a supporter of micro-malting and use of different crops grown in the region for his business. Tom is past president of Whitman County Development Association, President of the Pullman Chamber, and has been involved in economic development on the Palouse for decades. Tom is also running for county commissioner this fall.

All of these people are scheduled to attend in person. I will move to a computer in the office to keep the meeting to 5 people. Masks will be required in the building. This meeting could also take place on Zoom as Pullman is experiencing a larger outbreak in Covid currently. We will monitor the situation as it develops.

Next Steps

None at this time.

Recommendation

Not applicable. Updates are for informational purposes only.

Request for Commission Action

None at this time. Updates are for informational purposes only.

COMMISSION UPDATE – September 3, 2020

SUBJECT: Commission Task Summary- September-December 2020

Background

Attached is a summary of the items for completion by the Commission between now and the end of 2020. It was created as a reference guide for the rest of the year to ensure needed and relevant tasks were completed.

Next Steps

Staff will add items to upcoming agendas as needed.

Recommendation

None at this time.

Request for Commission Action

Please review the summary and provide feedback as needed.

Commission Task Summary

September – December 2020

September 3

- Schedule Strategic Planning Meeting
- Policy Project- Update for Industrial Development Corporation Resolution No. 186 (3-10-1982)
- Commission appoints the incoming president to work with staff on the 2021 budget.

September 17

- Policy Project- Resolution No. 35- Travel and Business Expense (need for Commissioner Handbook)
- Review applications and select candidates to invite for interviews

October 1

- Interview candidates and select new commissioner
- Policy Project-
 - Investment Policy Resolution No. 89-11 (9-2-1989)
 - Investment Officer Resolution 90-7 (12-20-1990)
 - Port Treasurer – County Treasurer minutes 5-16-2000

October 15

- Review preliminary budget
- Policy Project- Accounting Resolution No. 89-13, 11-16-1989
- Review second drafts of Comprehensive Scheme of Harbor Improvements and Strategic Plan
- Review first draft of Comprehensive Plan Report Card

Commission Task Summary

September – December 2020

November 5

- Review 2nd draft of preliminary budget
- Present Commissioner Handbook
- Policy Project- Meeting Governance
- Public hearing for Comprehensive Scheme of Harbor Improvements and Strategic Plan adoption
- Initial comments on the Comprehensive Plan Report Card due to staff

November 19

- Adopt January-June 2021 Calendar
- Public hearing for final budget and tax levy adoption
- Review Commissioner Handbook
- Discuss public hearing input on the Comprehensive Scheme of Harbor Improvements and Strategic Plan, and final comments due to staff

December 8

- Adopt Commissioner Handbook
- Policy Project- Credit Card Policy
- Adopt Comprehensive Scheme of Harbor Improvements and Strategic Plan
- Final comments on the Comprehensive Plan Report Card due to staff

December 17

- Adopt Executive Director's Authority Resolution

Date TBD- Strategic Planning Meeting

- Policy Project- attorney recommended review by Commissioners of Resolution 03-03
- Port's Support of Recreation and Tourism

COMMISSION UPDATE – September 3, 2020

SUBJECT: Port Meeting Minutes

Background

Recently, the Port has utilized a form of minutes commonly referred to as discussion minutes. This type of minutes includes the discussions that lead up to actions, as well as the decisions themselves. Its advantage lies in preserving a record for situations where the process behind decisions may be in question later. However, discussion minutes are lengthy and may include information which is not essential to the focus of the meeting.

Another type of meeting minutes—action minutes—records only what is done by the assembly, not what is said by its members. This type of meeting minutes is described in Roberts Rules of Order. Its advantages include a succinct description of the meeting’s results, a focus on legislation over remarks and reduced staff time in recording the minutes. MRSC explains the advantages in greater detail in the column, “[Less is More: Action Minutes Serve the City Best.](#)” A possible disadvantage is that it does not include the level of detail found in discussion minutes.

In order to facilitate a discussion about the future of Port meeting minutes, staff reworked previously approved minutes to align with Roberts Rules of Order. This document is attached.

Next Steps

Staff needs input from Commission regarding the future of Port meeting minutes in order to determine next steps.

Recommendation

Staff recommends a transition to action minutes as defined in Roberts Rules of Order, to ensure the Port’s meeting minutes are most functional.

Request for Commission Action

Discuss the Port’s meeting minutes and answer following questions for staff/next steps:

1. What must be included in the minutes?
2. What is superfluous?
3. How does the Commission wish to proceed with future meeting minutes?

Minutes of the regular meeting of the Commissioners of the Port of Whitman County of August 6, 2020.

MEETING CALLED TO ORDER: The meeting was called to order at 10:02 a.m. The meeting was held remotely via Zoom with an in-person component offered, per the Governor's Proclamation 20-28.8. Present at the Port Office were Commissioner Kammerzell, Commissioner Meyer and the Executive Director. Joining by Zoom/telephone were the COO, the Properties and Development Manager, the Communications Director, the Financial Director and the Port Attorney, Matthew Johnson of Carpenter, McGuire & DeWulf. Also present by Zoom was Linda Fender.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Commissioner _____ made a **MOTION** to approve the Minutes of the regular meeting of July 16, 2020, as entered in the minute book. The **MOTION** carried.

APPROVAL OF CLAIMS: Commissioner _____ made a **MOTION** to approve the Claims as detailed in the August 6, 2020 Warrant Approval document. The **MOTION** carried.

COMMISSIONER UPDATES: The Commissioners reported on their attendance at regional meetings.

Zipty IRU Agreement: Commissioner _____ made a **MOTION** to authorize the Executive Director to sign the Zipty IRU Agreement and Co-location Agreement after final changes from the attorney. The **MOTION** carried.

The following items were discussed but no action was taken:

- Commissioner Search
- 2021 Budget Schedule
- Boyer Park Dock Replacement Project
- Flightline Drive Realignment and Drainage Project
- CARES Act
- Public Works Board Broadband Construction Grant/Loan Application
- Lot F at Central Ferry
- PUW Terminal Advisory Committee Invitation
- Washington State Transportation Commission Staff Transition and Meeting Invitation
- Little Goose Pool Master Plan
- Digital Communications

PUBLIC COMMENT: None.

EXECUTIVE SESSION: At 11:30 a.m., Commissioner Kammerzell announced an Executive Session at the request of the Executive

Director to discuss legal risks of a current practice that may have adverse financial consequences for the Port. Commissioner Kammerzell announced that the regular meeting would resume at 11:40 a.m.

MEETING RESUMED/ADJOURNED: At 11:40 a.m., the Commission came out of executive session, there being no further business to come before the Commission, the meeting adjourned.

PORT OF WHITMAN COUNTY COMMISSION

TOM KAMMERZELL, Vice President

KRISTINE A.K. MEYER, Secretary

SAMPLE

COMMISSION UPDATE – September 3, 2020

SUBJECT: Central Ferry Termination Association (CFTA) and Pomeroy Grain – Sale of Assets & Assignment of Lease

Background

Central Ferry Terminal Association (CFTA) leases Site J at the Port of Central Ferry. CFTA at first managed their own operations but has been recently managed by several different entities including McCoy Terminal, PNW and Pomeroy Grain Growers.

Pomeroy Grain Growers is working on purchasing the CFTA infrastructure at Central Ferry. CFTA will be requesting to assign their current lease, which runs through 2040, to Pomeroy Grain Growers in order to complete the sale. Both parties are amenable to the sale and both parties are up to date with their lease payments to the Port. Once the sale is complete and lease assigned, CFTA will merge into Pomeroy Grain and cease to exist.

The Port attorney and staff have reviewed the existing lease and sees no lease related issue with the Port granting permission to CFTA to assign their existing lease to Pomeroy Grain Growers.

Next Steps

Port staff, with Commissioner approval, will work with both tenants at Central Ferry on the paperwork required to assign the lease and assist completion the sale of CFTA infrastructure to Pomeroy Grain.

Recommendation

Authorize port staff to advance the assignment process. Multiple documents will be presented in future meetings for signature including an estoppel, an Assignment for Security Purposes and an Assignment of Lease. All of these will be generated by the tenants and will be reviewed by the Port staff and attorney.

Request for Commission Action

Authorize port staff to advance the assignment process between CFTA and Pomeroy Grain Growers.