Minutes of the meeting of the Commissioners of the Port of Whitman County of November 15, 2018.

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 Kammerzell, and Meyer. Also present were the Executive Director, the Chief Operating Officer, the Properties and Development Manager, the Port Attorney, Port of Lewiston Commissioner Jerry Klemm, Linda Fender, Nels Sultan of Mott MacDonald, Paul Sorenson of BST Associates, Kara Davidson of the Whitman County Gazette, and Bill Spence of the Lewiston Tribune.

CHANGES TO AGENDA: Commissioner Meyer requested an Executive Session pertaining to a personnel matter be added to the agenda.

APPROVAL OF MINUTES: A MOTION was made to approve the minutes of the regular meeting of November 1, 2018, as emailed. The MOTION carried.

APPROVAL OF CLAIMS: The Commissioners considered the claims. Commissioner Kammerzell asked about Claim No. 26821. The COO responded it was an insurance payment on the burned cabin at Boyer Park. The COO also stated she was working with the Enduris insurance adjuster on settlement for electrical, HVAC, and finishing for the replacement cabin.

A MOTION was made to approve Claim Nos. 26820 through 26583 in the amount of $29,961.64 for payment from the Port of Whitman Fund. The MOTION carried.

COMMISSIONER UPDATES: Commissioner Meyer mentioned attending the Port Strategic Planning meeting on November 6-7, 2018 in Spokane, WA. She also reported on attending the Almota Elevator Annual Shareholder’s meeting on November 8, 2018, in Colfax, WA, where Commissioner Kammerzell spoke on river issues.

Commissioner Kammerzell reported that in addition to addressing the Almota Elevator Annual Shareholder’s meeting on November 8, he attended the Pullman Chamber monthly meeting on November 13, 2018. The Chamber meeting focused on efforts to locate a food Co-Op in Pullman.

RCO GRANT UPDATE AND PRESENTATION: Nels Sultan of Mott MacDonald, and Paul Sorenson of BST Associates made a presentation on the Boyer Marina dock planning grant process. Mr. Sultan presented two new dock design alternates and budgets based upon Port commissioner and staff input. Mr. Sorenson presented his economic analysis of the marina including data gleaned from financial reports from the concessionaire and Port archives. Discussion ensued. No formal action was taken by the commission.

2019 BUDGET HEARING: The regular meeting was recessed at 10:59 a.m. and the 2019 Port Budget Hearing was convened at 11:00 a.m. Commissioner Kammerzell called for public comment on the 2019 port
budget. No public comment was offered or received. The Budget Hearing was closed at 11:02 a.m. and the regular meeting was reconvened.

The Commissioners considered Resolution No. 18-07 adopting the 2019 Port Budget. There was a MOTION to approve Resolution 18-07. The MOTION passed.

The Commissioners considered Resolution No. 18-08 adopting the 2019 Port Property Tax Levy. There was a MOTION to approve Resolution 18-08. The MOTION passed.

The Commissioners considered Resolution No. 18-09 approving the Port 2019 Tax Levy Certification. There was a MOTION to approve Resolution 18-09. The MOTION passed.

**TELECOMMUNICATIONS UPDATES:** The Port COO reported the Request for Proposal (RFP) for maintenance for the Ports optical fiber plant closes on Friday, November 16, 2018. She also reported the RFP for the Fiber to the Home (FTTH) system design closes on November 20, 2018. The RFP for a FTTH Macro-Level System Operator closes on December 6, 2018. More information and recommendations on the first two RFPs will be presented at the regular meeting of December 3, 2018.

**FFA SPONSORSHIP REQUEST:** The Commissioner were presented with a request from the Pacific Northwest Farm Forum for a “Bronze” FFA sponsorship of $500.00 for the February Conference in Spokane WA. It was reported that 700-900 regional FFA students attend this conference.

There was a MOTION to approve a $500.00 FFA sponsorship for the Pacific Northwest Farm Forum. The MOTION passed.

**PULLMAN-MOSCOW AIRPORT LIGHTED SIGN ADVERTISING:** The Port Properties and Development Manager reported on the new fee structure for lighted sign advertising at the Pullman-Moscow Airport. The Port has leased two of these signs for many years and the fee for both is increasing from $400 to $2,000 per year. There was discussion. The Port Commissioners requested staff write a letter to the administration at the Pullman-Moscow Airport stating that the Port would not be leasing the lighted signs in 2019 and requesting the Port be informed when new, digital signage was installed and available.

**PIONEER PORTS MEETING REPORT:** The Port Attorney reported briefly on the Pioneer Ports meeting Clarkston he and the Port Administrative Assistant attended on November 8, 2018. Among the topics discussed were an EDA grant application for an economic impact study of the cruise boat industry on the local economy and interest.

Port of Lewiston Commissioner Jerry Klemm spoke briefly about the efforts of the Valley Ports to obtain an EDA grant for a cruise boat economic impact study. The grant requires a $50,000 match and thus far the Ports of Lewiston and Clarkston have both committed to $5,000 each. Commissioner Klemm requested the Port of Whitman also consider committing to $5,000 for the grant as well as a letter of support. Commissioner Klemm stated that Whitman County benefits from debarking
cruise boat passengers utilizing the Pullman-Moscow airport for return flights after their cruise. Other Valley municipalities and organizations have also been contacted for matching funds.

The Commissioners thanked Commissioner Klemm for his time and directed Port staff to gather additional information about the grant for review at the December 3, 2018, regular meeting.

2019 PORT CALENDAR DISCUSSION AND REVIEW: The Port Administrative Assistant presented the preliminary 2019 Port calendar of regular meetings, organizational meetings, strategic planning meetings and other meetings of the Port Commission. She stated that several dates were still unknown as some organizations had not yet finished their 2019 schedules. There was discussion and the Commissioners opted to retain the half year at a time approach. The Commission will review the proposed calendar for the first six months of 2019 and provide further guidance to the staff at the meeting of December 3, 2018.

REMINDERS: The following schedule of upcoming events was noted:

- PCC Rail Authority Meeting, November 29, 2018, 1:00 p.m., Lincoln County Courthouse, Davenport, WA
- WPPA Annual Meeting, December 5-7, 2018, Hyatt Regency, Bellevue, WA.

It was also noted that the port office would be closed on November 22-23, 2018, for Thanksgiving.

EXECUTIVE SESSION: At 11:30 a.m. the public session was recessed for an Executive Session to discuss a personnel matter, with the public session to reconvene at 11:45 a.m.

REGULAR MEETING RECONVENED: At 11:45 a.m., the public session was reconvened following Executive Session. Commissioners Kammerzell and Meyer, the Executive Director and the Port Attorney were present. No action was taken by the commission.

MEETING ADJOURNED: At 11:45 a.m., there being no further business to come before the board, the meeting adjourned.

PORT OF WHITMAN COUNTY COMMISSION

TOM KAMMERZELL, President

KRISTINE A.K. MEYER, Vice President

JOHN E. LOVE, Secretary