

Minutes of the meeting of the Commissioners of the Port of Whitman County of December 20, 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 all Commissioners. Also present were the Executive Director, the Chief Operating Officer, the Properties and Development Manager, the Port Attorney and Kara Davidson of the *Whitman County Gazette*.

CHANGES TO AGENDA:

The Executive Director requested an executive session to discuss real estate pricing be added to the agenda.

APPROVAL OF MINUTES: A **MOTION** was made to approve the minutes of the regular meeting of December 3, 2018, as emailed. The **MOTION** carried.

APPROVAL OF CLAIMS: The Commissioners considered the claims. Commissioner Kammerzell asked about Claim No.26902. The COO responded it was a payment to Munir Daud and Associates for civil engineering work performed at the Pullman Industrial Park and Port of Whitman Business Air Center. Commissioner Kammerzell asked about Claim No.26912. The COO responded it was a payment for site cleanup and grading after the Boyer Park cabin fire. Commissioner Kammerzell asked if this amount was reimbursable through an insurance claim. The COO responded the claim would be paid less the Port insurance deductible.

A **MOTION** was made to approve Claim Nos. 26880 through 268924 totaling \$125,496.76 for payment from the Port of Whitman Fund. The **MOTION** carried.

COMMISSIONER UPDATES: Commissioner Meyer reported on attending the WPPA Annual Meeting on December 5-7, 2018, in Bellevue, WA, with both fellow Commissioners and the Port Executive Director. Many topics of interest were discussed including the Port Broadband Working Group meeting scheduled for January 9, 2019, and the impacts of the 2018 mid-term elections.

Commissioner Kammerzell reported that Kathy Pittis, Port of Anacortes Commissioner, will serve on the WPPA Executive board in 2019. The final report of the Southern Resident Killer Whale Task Force was also discussed at the WPPA annual meeting.

Commissioner Kammerzell also reported that WSDOT Rail had received a \$5.7 Million BUILD Grant for rail and bridge replacement in eastern Washington State. The Port of Whitman wrote a letter of support for the grant as well as pledging \$15,000 in matching funds for the project.

Commissioner Kammerzell reported on visiting Washington DC with PNWA and WPPA on December 10-12, 2018. Trip highlights included the passage of the pinniped bill to allow for the taking of pinnipeds on the Columbia River and its tributaries to protect endangered and threatened species of salmon and other non-listed fish species. The group also visited with USACE staff at the Pentagon. Commissioner Kammerzell stated that the WPPA staff was a welcome addition to the trip and that quarterly meetings have now been scheduled between PNWA and WPPA to discuss issues of mutual interest on the Federal legislative level.

TELECOMMUNICATIONS UPDATES:

The Port COO did a presentation on the new VETRO software for fiber optic system management. She is entering Port fiber infrastructure into the software which will assist in creating accurate cut-sheets, checking circuit connections and creating reports for existing and new fiber tenants. The Port Attorney suggested she do an overview of the software with the ports of Lewiston and Clarkston, possibly at the next Pioneer Ports meeting.

The Port COO reported on the SkagitNET, LLC, Interlocal Agreement. The agreement runs through December 31, 2024. The COO requested authorization for the Executive Director to sign the agreement.

There was discussion and Commissioner Kammerzell requested that the document be reviewed again by the Commission prior to execution. The Port Attorney offered to do one more review of both documents for inconsistencies prior to execution but stressed the importance of moving forward with the agreement in a timely manner.

There was a **MOTION** to authorize the Executive Director to sign the interlocal agreement with the Port of Skagit. The **MOTION** carried with Commissioner Kammerzell abstaining from the vote.

The Executive Director reported on a Port Broadband Working Group meeting to take place in Tacoma on January 9, 2019, to discuss the next steps to form an LLC for the purpose of resource sharing to accomplish general broadband work throughout the state. The Executive Director and Port COO will attend and report back to the Commission.

The COO reported on the Fiber to the Home (FTTH) project. Two firms responded to the Macro-Level Operator RFP; Noel Communications and PocketiNet. Port staff recommended to award to Noel Communications. The COO also reported on the results of the FTTH Design RFP. The proposals on this RFP came in very high,

double to triple the anticipated project budget. Port staff is exploring other alternatives including doing the design in-house.

Commissioner Kammerzell inquired about the port application for additional CERB funding. The COO responded that the CERB Board would award the additional funds in late January of 2019.

EDA GRANT LETTERS OF SUPPORT AND FINANCIAL COMMITMENT: The Properties and Development Manager presented a letter of support and a letter of financial commitment for an EDA grant application for an Economic Impact Study of the Cruise Boat Industry in the Lewis Clark-Valley.

A **MOTION** was made to approve and sign both letters as presented. The **MOTION** carried.

FIRST HALF 2019 PORT CALENDAR REVIEW AND ADOPTION: The Properties and Development Manager presented the final draft of a calendar of regularly scheduled meetings of the Port Commission for the first half of 2019. No revisions to the draft were made.

RESOLUTION 18-08: A **MOTION** was made to approve the final draft of a calendar of regularly scheduled meetings of the Port Commission for the first half of 2019. The **MOTION** carried.

POWBAC PORT SHOP BUILDING UPDATE: The Properties and Development Manager reported that earthwork for the project had started, Avista had installed some electrical and gas infrastructure and would finish in early 2019. Mike's Pole Barns will mobilize and deliver supplies and equipment to the site but is not anticipated to start work until January.

BOYER PARK UPDATE - GRANT PROGRAMS FOR DOCK ELECTRICAL UPGRADES: The Port COO reported on two dock rehabilitation grant programs that Commissioner Kammerzell had heard about at the WPPA Annual Meeting.

One was the Boating Infrastructure Grant Program. This federal program provides grants to develop, renovate and maintain public boating facilities that target recreational boats 26 feet long and larger. This funding is for developing or renovating facilities for transient moorage. (Transient, as defined in the grant manual, means an eligible recreational vessel traveling to a single facility for day use or staying overnight for up to 15 consecutive days.) Staff and Ms. Austin concurred that the Boyer docks may not fit this definition well.

Staff previously identified the Boating Facilities Program as a potential funding option for dock renovations. This program provides money to acquire, develop and renovate facilities for

motorized boats and other watercraft, such as launching ramps, guest moorage and support facilities. The program is on a two year cycle and the next round of applications will start in 2020. The maximum available for development or renovation is \$1 million and a 25% match is required. The Boyer Dock Replacement Design Project was funded by this program.

There was discussion. Since the Port will be applying for a Boating Facilities Program construction grant in 2020, it was recommended that the future electrical renovation be considered for the 2022 round of grants.

FENDER HANGAR LEASE AT POWBAC: The Properties and Development Manager presented a new hangar lease for Darrell and Linda Fender at the Port of Whitman Business Air Center. The new hangar lease has one term of January 1, 2019 - December 31, 2028.

A **MOTION** was made to sign the new hangar lease with Darrell and Linda Fender. The **MOTION** carried.

PORT LEGAL SERVICES CONTRACTS: The Port Executive Director presented and requested authorization to sign the legal services contract with Bruce Ensley for 2019.

There was a **MOTION** to authorize execution of the legal services contract with Bruce Ensley for 2019. The **MOTION** carried.

The Port Executive Director presented the 2nd draft of a proposal from the law firm of Carpenter, McGuire, & DeWulf for legal services commencing in the second half of 2019.

There was a **MOTION** to authorize the Executive Director to enter into an agreement with the law firm of Carpenter, McGuire, & DeWulf for legal services. The **MOTION** carried.

FAMILY MEDICAL LEAVE PREMIUMS: The Port COO reported that on January 1, 2019, employers in Washington State will be required to begin collecting paid family and medical leave premiums for all employees. The premium to be collected is .4% of gross wages. Employers have the option of paying the premium or withholding a maximum .6633 of the total premium from employees' paychecks. Employer with less than 50 employees are not required to pay the .3667 employer share of the premium, but failure to do so excludes employers from any of the relief benefits offered to employers when employees utilize the family medical leave benefits.

There was discussion. A **MOTION** was made to pay the employer share annual premium for the Family and Medical Leave. The .4% premium will be paid by the Port and the employees on a 50/50 basis. The **MOTION** carried.

REMINDERS: The following schedule of upcoming events was noted:

- Columbia-Snake River System Update, (Lunch) Lewiston Red Lion, January 17, 2019
- WPPA Port Day in Olympia, January 29, 2019

It was also noted that the Port office would be closed at noon on December 24 and all day on December 25, 2018, for Christmas. The Port office will also be closed on January 1, 2019, for New Year's Day.

EXECUTIVE SESSION: At 11:35 a.m. the public session was recessed for an Executive Session to discuss a real estate pricing question with the public session to reconvene at 11:50 a.m.

REGULAR MEETING RECONVENED: At 11:50 a.m., the public session was reconvened following executive session. All Commissioners, the Executive Director, the Port Attorney and the Properties and Development Manager were present. No action was taken by the commission.

MEETING ADJOURNED: At 11:50 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