

Minutes of the meeting of the Commissioners of the Port of Whitman County of March 9, 2020.

MEETING CALLED TO ORDER: The meeting was called to order at 10:04 a.m. in the Port Office in Colfax, Washington. Present were all Commissioners, the Executive Director, the COO, the Finance Director, the Properties and Development Manager, and the Communications Director. Also present were attorney Matthew Johnson of Carpenter, McGuire & DeWulf, Caroline Joswig-Jones of the League of Women Voters, and Victoria Fowler of the *Whitman County Gazette*.

APPROVAL OF MINUTES: A **MOTION** was made to approve the Minutes of the regular meeting of February 20, 2020, as entered in the minute book. The **MOTION** carried.

APPROVAL OF CLAIMS: The Commissioners reviewed the claims and accounts receivables.

A **MOTION** was made to approve Claim Nos. 28265 through 28301 and electronic funds transfers for payroll, payroll taxes, and retirement contributions totaling \$113,357.07. The **MOTION** carried.

STAFF UPDATES: The Executive Director distributed an update for the Mission to Washington, D.C. trip that Commissioner Meyer and the Executive Director attended on March 1-5, 2020. The Executive Director said the trip went well and they had discussions with several different agencies and political organizations. The Executive Director highlighted a presentation done by the Office of Management and Budget.

The Executive Director also discussed the draft EIS that had been released at the end of February and the Commissioners had a discussion about the stance of the Port of Whitman, specifically as it relates to the Columbia River Treaty with Canada.

PIONEER PORTS MEETING SCHEDULE: The Finance Director noted that the Port of Whitman would be hosting the Pioneer Ports in September and the Commissioners would specify a date and location as part of the Port's second half of the year schedule.

COLUMBIA RIVER DRAFT EIS: The Communications Director gave a presentation on the EIS that was released on February 28, 2020. All of the Commissioners agreed it was important that the Port reach out to its constituents to comment during the comment period. Commissioner Kammerzell asked that all County Offices and Cities be added to the contact list that the Executive Director would distribute to the Commissioners so they could add to it as well.

LOWER SNAKE RIVER DAMS RESOLUTION PROJECT UPDATE: The Communications Director presented the Commissioners with a letter

regarding the Port's stance on the EIS that was signed by the Commissioners. Fifteen Ports adopted Resolutions in support of the Lower Snake River Dams Project.

POLICY PROJECT - FINANCE - RESOLUTION NO. 20-08 INCIDENTAL

FUND: The Finance Director distributed Resolution No. 20-08 relating to the Incidental Fund for the Port.

A **MOTION** was made to adopt Resolution No. 20-08 regarding the Port Incidental Fund. The **MOTION** carried.

PREVIOUS POLICIES: The Finance Director also went through some previous policies that had been in place that had either been changed or were obsolete.

A **MOTION** was made to rescind Resolution Nos. 88-10, 89-03, and 89-07. The **MOTION** carried.

POLICY PROJECT - PROPERTY

1. **Hunting and Trespassing Policy - Resolution No. 20-09:** The Properties and Development Manager distributed Resolution No. 20-09 relating to the no hunting and trespassing policy for the Port of Whitman County.

A **MOTION** was made to adopt Resolution No. 20-09 regarding no hunting and trespassing. The **MOTION** carried.

2. **Right of First Refusal Procedure:** The Commissioners also had a lengthy discussion regarding the right of first refusal procedure that is in place for existing tenants. The Executive Directive gave some background to the Commissioners as to the annual price that is paid on the right of first refusal.

The Commissioners asked the Properties and Development Manager to report back with some possible suggestions as to a price index being used for the right of first refusal.

EMPLOYEE MANUAL PROPOSED REVISIONS - RESOLUTION NO. 20-07:

The Finance Director went through the proposed changes and updates to the Employee Manual for review by Commissioners. The Executive Director went over the history of no texting on government phones as well.

A **MOTION** was made to adopt Resolution No. 20-07 regarding the Employee Manual updates. The **MOTION** carried.

CERB REPAYMENT RESOLUTION - WILMA ROAD PROJECT - RESOLUTION NO. 20-10: The Properties and Development Manager distributed the CERB Repayment Resolution form that was required for the grant/loan.

A **MOTION** was made to approve Resolution No. 20-10 regarding the CERB loan. The **MOTION** carried.

RECESS: Commissioner Love requested a ten minute recess at 10:59 a.m. At 11:09 a.m. the meeting resumed.

2020 SNAKE RIVER FAMILY FESTIVAL UPDATE: The Communications Director gave a brief update to the Commissioners as to the status of the Snake River Family Festival that will be held on Saturday, May 30, 2020. The Communications Director highlighted some of the events and activities that will be taking place. Staff will follow-up with the Commissioners as it gets closer to the event.

RCO DESIGN GRANT UPDATE - BOYER DOCK REPLACEMENT PROJECT: The Properties and Development Manager updated the Commissioners with the initial time extension being moved to March 31, 2020. After further discussion with the National Marine Fisheries, they had stated that the internal review for the USACE Section 10 Permit was still in process and they would not have it before March 31. The Properties and Development Manager contacted the RCO staff , which assured her that an extension through September 1, 2020 would be adequate.

SURPLUS MISCELLANEOUS OFFICE ITEMS AND SUPPLIES: The Finance Director distributed a list of office items to be declared surplus that had de minimis value for resale.

A **MOTION** was made to approve the personal property items as surplus. The **MOTION** carried.

PETRICHOR REPORTING: The COO presented a proposed draft of the Petrichor Broadband LLC reporting model that the Commissioners would receive on a quarterly basis. The COO noted that all phones and emails are forwarded to the staff employees when they are traveling, so they can respond and address any Port needs or LLC needs while out of the office. The COO went over the profit and loss statement for the 2020 year that included the initial payments made by the other Ports. The Commissioners had a lively discussion as to additional items that the staff could add to reporting and the length of the reporting they need. The Port staff would continue gathering more information as the quarter ended and would be discussed at further meetings.

PRELIMINARY RECIPROCAL GRADING PLAN - PORT RETAINED PIP WEST LOTS: The Properties and Development Manager distributed the Syntier Engineering Preliminary Reciprocal Grading Plan for the port owned portion of the PIP West property. . The Executive Director went over the design with the Commissioners and identified approximately 6.3 acres of buildable space within the lots. The Commissioners would discuss the plans and moving the project

forward with the idea of eventually getting a public bid for the work.

REMINDERS: The following schedule of upcoming events was noted:

- o Columbia River Ops Draft EIS Public Meeting, Tuesday, March 17, 2020, 4:00 p.m. to 8:00 p.m., Red Lion, Lewiston, ID
- o Inland Northwest Partners Spring Meeting, 2020 Regional Economic Forecast, Tuesday, March 24, 2020, 9:00 a.m. to 2:30 p.m., CenterPlace Event Center, Spokane Valley, WA
 - Attendees: Brenda Stav, Kara Riebold, Commissioner Kammerzell
- o Strategic Planning Meeting, Wednesday, April 29, 2020, 10:00 a.m., Henley Court, Pullman, WA
- o WPPA Spring Meeting, May 6-8, 2020, Skamania, WA
- o Snake River Family Festival, Boyer Park, Saturday, May 30, 2020, 11:00 a.m. to 3:00 p.m.

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

PORT OF WHITMAN COUNTY COMMISSION

JOHN E. LOVE, President

TOM KAMMERZELL, Vice President

KRISTINE A.K. MEYER, Secretary