

## League of Women Voters of Pullman Observer Report

**Name of Agency:** Port of Whitman County

**Date:** 11/19/20

**Observer Reporting:** Carolyn Joswig-Jones

**Length of Meeting:** 1'10"

**Members Present/Absent: Commissioners:** Karl Webber (District 1), Kristine Meyer (District 2), Tom Kammerzell (District 3)

### **Staff:**

Joe Poire - Executive Director

Brenda Stav - Finance Director

Kara Riebold - Chief Operating Officer

Sarah Highfield - Communications Director

Debbie Snell - Properties & Development Manager

~~Matthew Johnson - Port Attorney~~

WPPA (Washington Public Port Association)

POWBAC (Port of Whitman Business Air Center – airport in Colfax)

PIP (Pullman Industrial Parks East and West)

PNWA (Pacific Northwest Waterways Association)

NWRP (Northwest River Partners)

SWEDA (Southeast Washington Economic Development Association)

USACE (United State Army Corps of Engineers)

RCW (Revised Code of WA)

### **Business pertaining to League Positions or topics of interest:** (See below for full report of meeting)

- Valley Vision partnering for innovation and collaboration hubs, Port may reduce support to \$1,000.
- “Gateway” Steam Plant project, in partnership with the City of Pullman, the Port and WSU, has the purpose of collaborative training, education and support for economic development and would provide a Palouse corridor network. They will be collaboratively applying for the Scaling Pandemic Resilience Through Innovation and Technology (Sprint) Challenge Grant to help fund the planning. Concurrently, the Port is seeking to apply for a Department of Ecology Integrated Planning Grant to explore the redevelopment of Washington State University’s College Avenue Steam Plant.
- Washington Governor Jay Inslee has issued Proclamation 20-25.8, significantly restricting in-person social and business activities for four weeks effective Tuesday, November 17 at 12:01 AM through Monday, December 14 at 11:59 PM.
- Public Hearing for Final Budget and tax levy adoption – no public attended, and both passed.

**To view Meeting Agenda, Minutes and all supportive materials** follow this link:

<http://www.portwhitman.com/about/commissionmeeting>

Port of Whitman County Commissioners Meeting took place via **Zoom** and teleconference. The Port is back to all online meetings since Governor proclamation. Port staff, if in the office were behind closed doors.

### **OLD BUSINESS:**

#### **Valley Vision Sponsorship Request**

It was discussed that it might be better to support the individual chambers directly instead of paying the \$2,000 for support to Valley Vision but that still having a connection with the Valley Vision to maintain “a seat at the table” would be beneficial since the Port of Wilma is in their vicinity. The staff is going to research how much other ports pay in support. The Port is considering reducing the support to \$1,000.

#### **Commissioner Handbook**

This new reference developed by staff was adopted and commissioners showed appreciation for the work.

#### **2021- 2025 Strategic Plan and Comp Scheme**

After public hearing held on November 5, 2020, the plan and scheme were adopted.

### **FY 2020 SPRINT Challenge Grant**

“Port staff met with Jennifer Hackman, Economic Development Manager of the City of Pullman, and Brian Kraft of the Office of Innovation at Washington State University, among others, to begin drafting language for the U.S. Economic Development Administration’s FY 2020 **Scaling Pandemic Resilience Through Innovation and Technology** (Sprint) Challenge.

The City of Pullman and Port are working jointly on the infrastructure section of the grant. The intention is to apply for grant funds to study **two potential locations in downtown Pullman for technology-based economic development**: the College Avenue Steam Plant at the base of Washington State University and the former Pullman City Hall building on Paradise Street.

Port staff will meet with the City of Pullman again prior to the Commission meeting to discuss a budget for the application and refine the grant wording.

The grant application is due December 3, 2020.”

This “Gateway” project has the purpose of collaborative training, education and support for economic development and would provide a Palouse corridor network. This grant will only support the planning of this project, not construction or design. The Port is happy to be part of this project and is in support of it moving forward. This ties in with the Letter of Engagement under new business.

### **NEW BUSINESS:**

#### **Proclamation 20- 25 .8**

Washington **Governor Jay Inslee has issued Proclamation 20-25.8**, significantly **restricting in-person social and business activities** for four weeks effective Tuesday, November 17 at 12:01 AM through Monday, December 14 at 11:59 PM. In response, the Port will hold remote-only Commission meetings while the proclamation is in place and require that employees work from home when possible. The Port’s office will remain closed to the public.

#### **Maul Foster Alongi Letter of Engagement**

“Concurrently with supporting the U.S. Economic Development Administration’s FY 2020 Scaling Pandemic Resilience Through Innovation and Technology (Sprint) Challenge, the Port is seeking to **apply for a Department of Ecology Integrated Planning Grant to explore the redevelopment of Washington State University’s College Avenue Steam Plant.**”

Maul Foster Alongi (MFA- an environmental consulting, engineering, planning and community development firm) submitted a proposal would be “to check the publicly available records for the site and determine if it would be eligible for an Ecology Integrated Planning Grant or possibly other state or federal grants. Then, conduct an environmental nexus. With this information, MFA would provide a white paper for the Commission’s review. If the Commission decides to pursue a grant opportunity, MFA would be available to assist in the grant writing. The estimated cost to perform the proposed work is not to exceed \$5,000 without written extension by the Port.”

With the report from MFA, the Port would gain knowledge in the status of the site ecologically, in availability of funds for the project, and in awareness of any challenges. **The Port approved to move forward and sign the letter of engagement with MFA.**

#### **Updated banking signatories- Resolution 20- 22 2020 Quarter 3**

Commissioners need to in-person update signatures

#### **Financials Report – 2020 Quarter 3**

Reports “look good because we haven’t been able to do much” due to the pandemic. Other ports are seeing the same thing.

### **First Half Port Calendar**

The staff will work on setting only the first 3 months of the 2021 calendar instead of the first half due to unknown pandemic related issues.

### **EXECUTIVE SESSION** (closed to public)

Real estate from 10:35-10:45

### **PUBLIC HEARING** (11 a.m. 2021 Budget)

#### **In public session- Adopt 2021 tax levy and budget through Resolutions 20- 20 and 20- 21**

“The Port’s actual tax levy for 2020 was \$1,306,896.95. The Whitman County Assessor has submitted the final 2021 assessed valuation of all taxable property situated within the boundaries of the Port District equal to \$4,583,734,088.00. The Port used a limit factor of 101% over the previous year to determine the 2021 tax levy of \$1,319,965.97, which is an increase of \$13,068.97 over 2020.”

No public present and the **tax levy and budget were passed**. An overview of the 2021 budget is attached below.

### **Upcoming Meetings**

- Washington Public Ports Annual Meeting, December 2-4, 2020 via Zoom
- Washington Public Ports Finance Seminar, December 9, 2020 via Zoom

RESOLUTION 20-21

A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF WHITMAN COUNTY PERTAINING TO THE 2021 FINAL BUDGET.

WHEREAS, public hearing was held on November 19, 2020, during the regular meeting of the Port Commission of the Port of Whitman County in accordance with R.C.W. 53.35.010-030, and due notice of said hearing having been posted according to law; and

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS, the following has been designated as the Final Budget for 2021 for the Port of Whitman County:

2,981,636	-	OPERATING RECEIPTS
1,319,966	-	TAX RECEIPTS
1,636,119	-	DEBT PROCEEDS
2,137,309	-	GRANT RECEIPTS
68,000	-	NONOPERATING RECEIPTS
4,112,347	-	OPERATING RESERVES
12,255,377		TOTAL RESOURCES
1,324,750	-	OPERATING EXPENSES
1,075,500	-	ADMINISTRATIVE & GENERAL EXPENSES
77,000	-	NONOPERATING EXPENSES
8,996,900	-	CAPITAL EXPENSES
181,164	-	RESERVE FOR LONG TERM DEBT
600,063	-	RESERVE FOR OPERATING EXPENSES
12,255,377		TOTAL USES & RESERVES



**PORT OF WHITMAN COUNTY  
2021 BUDGET PROCESS CALENDAR**

August	September	October	November	December
<ul style="list-style-type: none"> <li>• Prepare Annual Budget Process Calendar.</li> </ul>	<ul style="list-style-type: none"> <li>• 9/3- Commission appoints the incoming president to work with staff on the ensuing fiscal year budget and adopts Annual Budget Process Calendar.</li> <li>• Ongoing- Staff workshops new operating and capital budgets and drafts preliminary budget.</li> </ul>	<ul style="list-style-type: none"> <li>• 10/1- <i>New Commissioner Attends First Commission Meeting</i></li> <li>• 10/5- Budget workshop with Commission.</li> <li>• 10/15- Preliminary Budget presented to commissioners.</li> <li>• Ongoing- Prepare Second Preliminary Budget.</li> </ul>	<ul style="list-style-type: none"> <li>• 11/4- First public hearing notice in Whitman County Gazette.</li> <li>• 11/5- Second Preliminary Budget presented to commissioners.</li> <li>• 11/6- <del>Send copies of Second Preliminary Budget to Neill Public Library in Pullman, and the Whitman County Library.</del> Due to COVID restrictions, copies will not be available at libraries but will be posted to Port website.</li> <li>• 11/7- Publish Public Hearing notice in Moscow Pullman Daily News.</li> <li>• 11/11- Second Public Hearing notice in Whitman County Gazette.</li> <li>• 11/19- Public Hearing for Final Budget and tax levy adoption.</li> <li>• 11/30- Certify next year's levy rates to the county.</li> </ul>	<ul style="list-style-type: none"> <li>• 12/7- Final budget filed with county commissioners.</li> </ul>

Public Comment Policy for Commission Meetings Adopted  
November 2, 2017.

PUBLIC COMMENT PERIOD/COMMISSIONER MEETINGS. A **MOTION** was made to adopt the following policy providing for a public comment period during Port meetings:

The Port of Whitman County shall have two methods by which the public may address the port commission at their meetings;

1) If a member of the public has a short comment they wish to make regarding a particular port project or activity, there will be a brief time period at the beginning of the agenda for individuals wishing to comment to have three minutes. If there are multiple individuals who wish to speak, the same rule will apply. It is recommended anyone commenting read a written version of their comment as to stay on point and best get their message heard.

2) To be included formally on the Commission meeting agenda with up to a fifteen minute opportunity to talk, members of the public may contact the port staff in writing or by email at least one week prior to the next regular meeting with their name, contact information, topic of discussion and goals sought from the commission.

The **MOTION** carried. The staff was asked to add information on the policy to the Port website.