

League of Women Voters of Pullman Observer Report

Name of Agency: Port of Whitman County
Observer Reporting: Carolyn Joswig-Jones

Date: 11/05/20
Length of Meeting: 1'45" Zoom

Members Present/Absent:

Commissioners: Karl Webber (District 1)
Kristine Meyer (District 2)
Tom Kammerzell (District 3)

Staff:

Joe Poire - Executive Director
Kara Riebold - Chief Operating Officer
Debbie Snell - Properties & Development Manager

Brenda Stav - Finance Director
Sarah Highfield - Communications Director
~~Matthew Johnson - Port Attorney~~

Others Present (i.e., media, public):

Scott Corbitt - President/CEO Valley Vision
Ron Wachter – public; Ben Morhrel - public
Hailey Lewis – SEL Project Coordinator

To view Meeting Agenda, Minutes and all supportive materials, follow this link:
<http://www.portwhitman.com/about/commissionmeeting>

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 interested in partnering for innovation and collaboration hubs.
- Public Hearing for Final Budget and tax levy adoption on 11/19.
- Port's Support of Recreation and Tourism – LWV (?) possible ask of Port for a Letter of Support for the “corridor railbanked” (brought to attention by LWV member) during a public comment period (policy attached below).
- Boyer Park and Marina Dock Replacement and Rehabilitation Project is moving forward. Possible completion by March 2023.
- Helping to submit a grant for planning and a partnership among the City of Pullman, the Port and WSU that would focus on revitalizing the west end of campus around the College Avenue Steam Plant.

Public comment: Ron Wachter and Ben Morhrel (?sp) requested the Port look for industrial property for future Fertilizer Plant construction. Their public statement is listed in the Public Hearing section below.

Commissioner and Staff Updates:

Commissioner Kammerzell learned at the WPPA meeting that it was recommended all ports have a **tenant compliance policy on environmental treatment** for liability. Also recommended a policy on **how tax dollars are used**. Director Poire stated he can work on drafting these recommended policies.
Ms Riebold – visited Petrichor project sites and reported that the **central rail project is complete**.

OLD BUSINESS:

Discussion with Scott Corbitt, President/CEO Valley Vision <https://lewis-clarkvalley.org>
Valley Vision is a chamber-like organization in the LC Valley with members' dues. They concentrate on **business recruitment, retention and expansion, and business climate improvement**. Interested in innovation and collaboration hubs. Commissioner Meyer spoke in support of planning for regional spaces. The ask of the Port is maintaining the commitment level of \$2,000 and leveraging for future opportunities.

Review 2nd draft of preliminary budget

The **2021 Budget Process Calendar and preliminary budget** attached below. The **Public Hearing Notices** have been sent to the local papers and will run per the schedule in the Budget Process Calendar. Final Budget and tax levy will be presented at the **November 19 meeting for adoption**.

Comments on 2nd draft of Comprehensive Plan Report Card

Report includes 7 strategic goals, 35 completed projects and 21 ongoing projects.

Draft can be seen in Port's agenda and supported material http://www.portwhitman.com/pdf_agendas/2020-11-05%20Agenda.pdf

Policy Project- Meeting Governance and Port's Support of Recreation and Tourism

Staff is preparing a **new draft resolution** which will incorporate the previous policies, recommendations from counsel, and current practices. Commissioner Meyer stated that a lot more can be done than she realized as it allows letters of support and in-kind donations. Commissioner Kammerzell stated other ports have more diversity and bigger pocketbooks.

Flightline Drive Realignment and Drainage Project

Ms Snell reported that this project is almost complete, about another 2 weeks. Port has made much progress improving this property.

POWBAC Capital Improvement Plan (CIP) – 2021 through 2027

An airport cannot apply for WSDOT or FAA airport Grants without completing an updated CIP. The Port listed small projects to start in 2021 to upgrade the airport.

RCO Construction Grant Application Update

The Port has applied for a \$1,000,000 grant for the **Boyer Park and Marina Dock Replacement project**. Total project cost is projected at \$2,741,000. The Port-funded Boyer Marina Dock Rehabilitation project will also go out to bid. Total cost is projected at \$763,600 construction + \$150,000 engineering (\$913,600). Construction scheduled to be completed by March 2023.

Commission Handbook - A "great" new reference developed by the staff will be adopted next meeting.

NEW BUSINESS:

Public hearing: 2021-2015 Draft Strategic Plan and Comprehensive Scheme of Harbor Improvements
A public hearing to be held on November 5, 2020, was advertised in the Whitman County Gazette and the Moscow-Pullman Daily News for two consecutive weeks.

Locust Grove Leveling Project – Bid Results

If awarded, project will move forward in the fall of 2020 or early summer of 2021 dependent upon weather conditions.

Sponsorship request for Spokane Ag Show (Pacific Northwest Farm Forum)

A \$500 sponsorship was approved.

FY 2020 SPRINT Challenge Grant

The City of Pullman, along with Washington State University and the Palouse Knowledge Corridor, have started outlining a **grant application** for the U.S. Economic Development Administration's FY 2020 **Scaling Pandemic Resilience Through Innovation and Technology (Sprint) Challenge**. This is a grant to help with planning, not developing.

"A partnership among the City of Pullman, the Port and WSU would focus on revitalizing the west end of campus around the College Avenue Steam Plant. While the grant funding is insufficient for

building/rehabilitating the facility, this grant opportunity would allow the agencies to develop a detailed planning document to identify resources needed to execute the vision.”

The commissioners are in support of staff efforts with the grant application.

Commission Packet Deadline

The Commissioners approved the **change in deadline** for the Commission packets to be complete and distributed by Tuesday evening (instead of Monday by 2:30pm) before the commissioners meeting. This still allows for transparency and time for commissioner and public to review material but will be more comprehensive by including early week’s activity.

As of the assembling of the **Commission packet**, one written comment had been received. Ron Watcher wrote, “In 1984 we obtained a site to construct a fertilizer blending facility and was building in 30 days. For the past three years we have attempted to duplicate the effort but have been unable to locate a site that has rail service, adequate water on an all weather road. The 1984 effort resulted in over 100,000.00 a year in property taxes. With a planning session coming up would you acknowledge you are out of property on usable rail with water and begin the process to fill this void. Thank you for our consideration.”

Executive Session (closed to public) Personnel, Real estate, Security, Contractual discussion

Upcoming Meetings

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



PORT OF WHITMAN COUNTY 2021 BUDGET PROCESS CALENDAR

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

As of: October 29, 2020
Subject to change

PORT OF WHITMAN COUNTY
BUDGET 2021

DRAFT 11/5/2020

2,981,636	- OPERATING RECEIPTS	
1,319,966	- TAX RECEIPTS	
3,750,000	- DEBT PROCEEDS	(1)
2,839,919	- GRANT RECEIPTS	(2)
68,000	- NONOPERATING RECEIPTS	
1,278,356	- OPERATING RESERVES	
12,237,877	TOTAL RESOURCES	
1,324,750	- OPERATING EXPENSES	
1,075,500	- ADMINISTRATIVE & GENERAL EXPENSES	
59,500	- NONOPERATING EXPENSES	
8,996,900	- CAPITAL EXPENSES	(3)
181,164	- RESERVE FOR LONG TERM DEBT	(4)
600,063	- RESERVE FOR OPERATING EXPENSES	(5)
12,237,877	TOTAL USES & RESERVES	

- (1) CERB Loans- Fiber and Wilma Rd. and Public Works Board
- (2) CERB, .09 Funds, County reimburse Wilma Rd
- (3) Fiber construction, Boyer improvements, Wilma Road, PIP Grading
- (4) Reserved for loans: Pull-Mos airport fire flow, CERB ISR expansion C2005-170, Wilma Rail Crossing RRB 1118, CERB PIP West S12-790AO-028, CERB Wilma/CF rail S13-790AO-047, and CERB FTTH project RB2018-003
- (5) Reserved for 3 months of operating expenses

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.