

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, January 28, 2010**

The meeting of the Port of Walla Walla was called to order by Commission President Mike Fredrickson at 5:00 p.m. Commissioner Fredrickson conducted a workshop session from 5:00 to 5:50 p.m. at El Sombrero Restaurant, 425 Ash Street, Walla Walla, Washington. At 6:00 p.m. Commissioner Fredrickson convened the regular Commission Meeting at Port of Walla Walla offices, 310 A Street, Walla Walla, Washington.

**In attendance for the meeting were:**

Mike Fredrickson, Commissioner  
Paul Schneidmiller, Commissioner  
Ron Dunning, Commissioner  
Jim Kuntz, Executive Director  
Paul Gerola, Economic Development Director  
Becky Hulse, Executive Assistant  
Jennifer Skoglund, Airport Manager  
Gary Stewart, Maintenance & Operations Supervisor  
Anna Christen, Auditor/Treasurer  
Allen Gillespie, Gillespie Roofing  
Dr. Fred Bennett, Retired Commissioner

**APPROVAL OF MINUTES**

Commissioner Schneidmiller moved and Commissioner Dunning seconded the motion that the minutes of the Port Commission meeting held on Thursday, January 14, 2010 be approved as mailed. Motion unanimously carried.

**FINANCIAL REPORT**

Anna Christen, Auditor/Treasurer, reviewed with Commissioners investments and checking account balances for both the Port and Airport.

## **PAYMENT OF BILLS**

Vouchers of the Port of Walla Walla audited and certified by the auditing officer as required by RCW 42.24.808. and those expense reimbursement claims certified as required by RCW 42.24.090. have been recorded on lists, which have been made available to the Board.

Commissioner Schneidmiller moved and Commissioner Dunning seconded the Board approve for payment those vouchers included in the above mentioned lists and further described as follows:

Port of Walla Walla General Fund voucher numbers 7872 through 7940 and system numbers 44776 through 44853 in the amount of \$227,832.17 and ACH/EFT amount of \$7,671.26. Walla Walla Regional Airport General Fund voucher numbers 10440 through 10519 and system numbers 2495 through 2590 in the amount of \$180,342.77 and ACH/EFT amounts of \$8,726.34.

Motion unanimously carried.

The December 30, 2009 Warrant Approval Document is corrected as follows: Port Grain Car check numbers were listed as 190 and 191 and system numbers of 87 and 88. They are hereby updated to check numbers 192 and 193 and system numbers 89 and 90.

## **PUBLIC COMMENTS**

There were no public comments.

## **OLD BUSINESS**

### **A. Port of Walla Walla**

#### **1. Revisit of Burbank CC&Rs**

Commissioners reviewed a request from Gary Ford to modify the proposed CC&Rs to make them less restrictive to encourage more light industrial type uses within the Burbank Business Park. Commissioners discussed areas within the Burbank Business Park that less restrictive CC&Rs could be implemented.

Commissioners decided to proceed with adopting the CC&Rs as currently drafted at the next Port Commission meeting with the understanding the Port Commission can approve variances that could encourage additional light industrial type uses.

**2. Review Updated Property Notebooks**

Commissioners reviewed a listing of all Port properties including investment and revenue histories of each.

**3. Burbank Floodplain Map**

Executive Director Kuntz reported as part of the Burbank Business Park Development it will be important to determine the “base floodplain elevation” (BFE). This information will be particularly important concerning the siting of a wastewater treatment plant. Kuntz reported the Army Corps of Engineers will be preparing a LIDAR map this summer which should help model the area floodplain. However, the Port will need to contract with a hydraulic consultant to prepare additional documentation.

**NEW BUSINESS**

**A. Port of Walla Walla**

**1. Port Spray Contract – Bid Award**

Commissioners reviewed the three bids submitted to spray Port properties for fiscal year 2010. Commissioner Schneidmiller moved and Commissioner Dunning seconded the motion to award the low bid provided by LC Applicators. Motion unanimously carried.

**2. Crown Roof Repair – Bid Award**

Executive Director Kuntz reviewed with Commissioners the four bids submitted to repair the Crown roof which was damaged during a high wind event in November 2009. Kuntz reported one of the bidders made a verbal protest regarding a mandatory pre-bid walk through requirement. Kuntz reviewed with Commissioners the bid requirements and that ultimately all bidders did inspect the project prior to bidding. Allen Gillespie, Gillespie Roofing, reviewed with Commissioners his perspective on the bidding requirements and that his firm did make a pre-bid walkthrough. Commissioner Schneidmiller moved and Commissioner Dunning seconded the motion to award the low bid to Gillespie Roofing at a cost of \$127,550 for an EPDM roofing system. Motion unanimously carried.

3. **Adoption of the 2010 Economic Development Plan**

Commissioner Dunning moved and Commissioner Schneidmiller seconded the motion to adopt the Port's 2010 Economic Development Plan. Motion unanimously carried.

4. **Burbank Cargill Pond**

Executive Director Kuntz reported on a recent meeting with the U.S. Army Corps of Engineers regarding the Cargill Pond area in Burbank. Kuntz reported this area has never been well maintained by the Army Corps and will detract from the Port's Burbank Business Park Development plans. The U.S. Army Corps of Engineers suggested the Port consider entering into a "Challenge Cost-Sharing Agreement" with them that would provide for both agencies to contribute towards its development and maintenance. Commissioners expressed initial support for the

concept and authorized the Executive Director Kuntz to develop some park improvement concepts for their review.

**5. Pallet Manufacturer – Business Lead**

Economic Development Director Paul Gerola reported a pallet manufacturer has expressed interest in leasing the former Service Transport site at the Port's Burbank Industrial Park. Commissioners provided input regarding lease terms and conditions.

**6. Washington State University – Shared Resource Conservation Manager Grant**

Commissioner Fredrickson reported he had been contacted by the City of Walla Walla with their interest in partnering with the Port in applying for a grant to hire a shared resource conservation manager. This position would assist the agencies in implementing a long-term energy efficient strategy for its buildings and property. Commissioners asked a host of questions concerning the Port's financial responsibilities and long term commitment to such a program. Commissioner Fredrickson reported there is a partnership development phase (Phase I) that will help determine the feasibility of a local partnership and suggested the Port proceed on that basis. Commissioners concurred with the recommendation with the understanding the Port would not make any financial commitments until additional information is known.

**B. Walla Walla Regional Airport**

**1. Reid Middleton Agreement – Snow Blower Specifications**

Airport Manager Skoglund reviewed with Commissioners the terms and conditions of entering into an engineering agreement with Reid Middleton to prepare snow blower specifications as part of the airport's 2010 FAA project. Commissioner Schneidmiller moved and Commissioner Dunning seconded the motion authorizing the Executive Director to enter into an engineering agreement with Reid Middleton at a cost of \$22,500. Motion unanimously carried.

## **CORRESPONDENCE & REPORTS**

### **A. Leases Entered into by Administrative Staff**

Commissioners reviewed a listing of leases entered into and/or renewed by administrative staff from January 14, 2010 through January 28, 2010.

### **B. Railex Year End Report**

Commissioners reviewed a report detailing rail car fees paid by Railex to the Port for fiscal year 2009.

### **C. Grain Car Annual Report**

Commissioners reviewed a report detailing the revenues and expenses of the 18 grain cars owned by the Port for fiscal year 2009.

The meeting was adjourned at 9:25 p.m.

**APPROVED:**

**PORT OF WALLA WALLA COMMISSIONERS**

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MICHAEL FREDRICKSON, PRESIDENT

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PAUL H. SCHNEIDMILLER, VICE PRESIDENT

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RONALD W. DUNNING, SECRETARY