



COMMISSIONERS' MEETING MINUTES

January 13, 2015 – 9:00 a.m.

Those present were:

Commissioner Gary Weaver
Commissioner Terry Thompson

Executive Director, Doyle Palmer
Admin Assistant, Angela Davis

Guests: Stephen McFadden, Adams Co. Economic Development Director
Joey Hansen, Adams Co. Development Council
Jeff Unruh & Bill McLean- Straight A Construction

Vice Chairman Terry Thompson called the meeting to order.

Agenda was reviewed and amended. G. Weaver moved to approve the amended agenda, T. Thomsons second and the agenda was approved. G. Weaver moved to approve the minutes from the meeting on December 16, T.Thompson second and the minutes were approved. G. Weaver moved to approve the vouchers for January 13, 2015, T. Thompson second and they were approved.

Representatives from Straight A Construction presented a proposal for the Incubator Building at 615 S. Broadway. After the presentation, G. Weaver stated the project needed to go to public bid since it crossed over the \$300,000 threshold. When the project was originally discussed, the board estimated it would be approximately \$250,000. G. Weaver to put out a request for proposals in to the Othello Outlook to run on January 22 and January 29. Bid is to close at 5pm on February 9th, and be opened at our public meeting on February 10th. The motion was second by Terry Thomson and approved.

D. Palmer announced that he met with engineers from Riedesel. They were told that the Board had approved their request for qualifications and the accepted to offer to become the Port's airport engineer. They were given a copy of the 5 year CIP plan.

It was decided that K. Schutte will be doing the seeding at the airport for the grass that did not come in from when Kerr planted a year ago. His crew is to start working on the project this week.

There are currently 2 hangars available, with 2 more coming available later this spring. It was discussed and decided to advertise the hangars in the Moses Lake, Othello and Tri City paper.

D. Palmer contacted two different survey companies to begin the process of doing the long plat at the Bruce Industrial Park. The estimates are coming in way under what JUB estimated in CERB projections. It was decided to table the discussion of surveying until a decision about CERB has been made.

D. Palmer is set to go to Olympia to present to the CERB Board our proposal for the grant the Port applied for. The Port received notification last week that the staff recommendation is that the Port receive a loan only at 3% interest for 20 years. The staff reasoning is that the port has too much cash, and no debt therefore does not need the grant. D. Palmer will present our other projects to let them know the cash on hand is already earmarked for other projects.


The City of Othello has chosen a firm to put the water line in at Concrete Drive to the end of our property. They are voting and approving the firm at their next city council meeting. Work is to be done in February 2015. It was discussed by the board that D. Palmer invite the top 3 contracts from the city bids to bid on putting both water and sewer lines in this spring. The sewer will not be available to the property line until 2016 – 2018, but want the line in now as to not disturb the soccer fields once they are completed.

D. Palmer reported that A. Davis has completed the probationary period of her employment, and was given a \$0.50 increase as agreed upon at hiring. Additionally he is requesting that the Port pay 100% of her benefits now that she is a full time employee. G. Weaver made a motion to pay 100% of A. Davis's medical benefits. T. Thompson seconded and the motion was approved.

D. Palmer stated that Washington State has changed the mileage reimbursement rate to \$0.575 per mile. G. Weaver noted that the Port has to go off of the state mileage rate.

It was discussed that the Commissioners have a special meeting/retreat to set Goals for 2015, and discuss projects. It was decided to wait until K. Schutte returns to set the meeting time.


There being no further business, it was moved by T. Thompson and second by K. Schutte that the meeting be adjourned.




Kenny Schutte



T. Thompson



Gary Weaver



Attest: Angela Davis, Clerk