



COMMISSIONERS' MEETING MINUTES

May 23, 2017 - 9:00 AM

Those present were:

Commissioner Terry Thompson
Commissioner Kenny Schutte
Commissioner Gary Weaver

Executive Director, Doyle Palmer

D. Palmer requested to amend the agenda to add an Executive Session to discuss a real estate transaction, and to add under 615 S. Broadway, to discuss an application for a potential tenant. T. Thompson made a motion to approve the amended agenda, K. Schutte second and it was approved. K. Schutte made a motion to accept the May 9 minutes, T. Thompson second and it was approved. T. Thompson requested clarification on the Riedesel Invoice. D. Palmer stated it is for work on the permit to increase the number of hook-ups to be available at the airport for potential future growth. T. Thompson made a motion to approve the vouchers, K. Schutte second the motion and it was approved.

D. Palmer reported that during the audit it was brought to our attention we need a second checking account specifically for all airport activities. Since we are an FAA funded airport, we must not commingle airport funds with our general operating funds. Resolution 2017-3 A Resolution to Authorize a Checking Account Specific to Airport Activity Only was read. T. Thompson made a motion to approve the resolution as read, K. Schutte second the motion and it was approved.

BetaSeed project in Bruce is progressing. They will be hooking up to the water system this week. They have paid their late comer's fee. G. Weaver inquired if they have the proper meter, and D. Palmer reported that we had a spare meter in the office, and we sold it to them for what we paid for it.

D. Palmer reported that he had a meeting with Andrew Kimmel with Riedesel regarding the water rights. Kimmel told him it is possible to increase the rights and use the three existing wells. The water from well #1 could be mixed in a storage tank and would be useable. It could require upgrading the pump in well #2 in order to increase the pumping capacity. By using what we have and increasing the water rights, we would not need to purchase any other existing wells, or drill a new one. Kimmel sent D. Palmer a Scope of Engineering Services for Water System Improvement and Storage Project. The Proposal is in four phases. After discussion on the four different phases, K. Schutte made a motion to authorize Riedesel to proceed with Phase 1 – Storage and Distribution System Evaluation and Options only in the amount of \$22,500. T. Thompson second the motion and it was approved.

The Port received a business proposal from Carlos Velasquez. His business, Advanced Diagnostic Specialties will provide automotive computer diagnosis and repairs, and advanced electrical work on automobiles. After discussion, the Commissioners approved his request to lease the space at 615 S. Broadway Unit 2 effective June 1.

D. Palmer read Resolution 2017 – 2 A Resolution to Sell 48 S. Broadway, Othello, WA which authorizes D. Palmer to act on behalf of the Port to sell the property to Oscar and Graciela Garza. T. Thompson made a motion to approve the Resolution, K. Schutte second the motion and it was approved.

A discussion was held regarding items that have come up from the state audit the past couple of weeks. It was decided to keep the credit card stated in Resolution 2012-4A RESOLUTION CHANGING AUTHORIZED CHECK SIGNERS AND AUTHORIZING USE OF A BANK CREDIT CARD FOR THE EXECUTIVE DIRECTOR the same. In regards to the conflict of interest and procurement policies, T. Thompson made a motion to follow RCW guidelines for conflict

of interest and procurement. K Schutte second the motion and it was approved. Other items that were discussed was making sure decisions were made at the public meeting and make sure they are in the minutes, not having commissioners sign their own checks, and making sure that if there is a conflict of interest that the commissioner it affects abstains from the vote and that it is also clearly stated in the minutes.

The Board went into executive session at 9:58 to discuss a real estate offer. They came out of the executive session at 10:15. It was decided not to pursue the real estate offer.

T. Thompson requested and it was decided to move the 2nd meeting in June from June 27 at 9 a.m. to June 29 at 9:00 a.m.

There being no further business the meeting was adjourned.

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Gary Weaver, Chairman

A handwritten signature in blue ink, appearing to read "Terry Thompson", written over a horizontal line.

Terry Thompson

A handwritten signature in blue ink, appearing to read "Kenny Schutte", written over a horizontal line.

Kenny Schutte

A handwritten signature in blue ink, appearing to read "Angela Davis", written over a horizontal line.

Angela Davis, Clerk