



# Port of Whitman County Commission Meeting Agenda

February 13, 2023 | 9 a.m. | Colfax, WA  
or online at <https://us02web.zoom.us/j/86590903284>  
or call in at 1 253 215 8782. Meeting ID: 865 9090 3284.

- Call to Order the Port of Whitman Meeting
- Changes to/Approval of Agenda
- Public Comment Period
- Consent Agenda
- Commissioner and Staff Updates
- Old Business
  - CERB Committed Private Partner Project Update- Rezoning discussion
  - POWBAC Fuel Project
  - Petrichor Quarterly Report
- New Business
  - **10:15-10:30 a.m.**- Guest Presentation- Bill Moyer, Solutionary Rail- Perspectives on the Future of the PCC Rail
  - POWBAC Utility Rates Review
  - Boyer Park Primary Power Trenching and Pavement Repair Contract
  - Desimone Consulting Group Proposal
- Additional Items
- Upcoming Meetings
  - Pullman Chamber, SEL Event Center, Pullman, February 14, 12 p.m.
  - Pacific Northwest Waterways Association (PNWA) Inland Columbia Snake System Regional Meeting, Online, February 22, 1-3 p.m.
  - PNWA Port Infrastructure Development Program/MARAD, Online, February 28, 11 a.m.
  - Pullman Chamber Event, AgTech OS presentation, The Gladish, Pullman, March 1, 12 p.m.
  - Palouse Chamber, Palouse, March 8, 6 p.m.
  - Joint Commission Meeting, County hosts, Colfax, WA, 1:30 p.m.
  - Pullman Chamber, SEL Event Center, Pullman, March 14, 12 p.m.
  - PNWA Mission to Washington DC, March 19-23, All day- Attendees: Kammerzell, Riebold, Webber
- Public Comment Period
- Executive Session - Performance of a public employee (RCW 42.30.110(1)(g)).
- Adjourn

[Disclaimer: Agenda is subject to change]

**Time Sensitive**

**Recommended Commission Action**

A motion to approve the proposed rezone purposes for the 88 acres associated with the CERB Committed Private Partner Project

**Background/Overview**

The Port Commission voted on February 1 to pursue rezoning of two parcels along SW Old Wawawai Road as part of the proposed Agriculture Advancement Campus.

Port staff worked with a local engineering firm to develop a preliminary site plan that would inform the rezone application. The site plan provides more information about what could be built on the property and shows how it could function with the rest of the community.

If the Commission approves the preliminary site plan, port staff will finalize and submit the rezoning application and associated SEPA. Both the rezoning and permitting processes include opportunities for public input, likely in March or April. The preliminary site plan includes space for residential commercial, commercial, and heavy industrial, as well as a community park. The proposal includes connecting to the existing walking path along SW Old Wawawai Road and continuing it back into the residential neighborhood.

The preliminary site plan is attached.

**Discussion**

The engineering firm that developed the site plan, Syntier Engineering, and the AgTech OS engineers, Dr. Brian Kraft and Dr. Richard Parnas, will be in attendance at the meeting to answer Commission questions.



ELEVATED LANDSCAPE BERM WITH PEDESTRIAN PATHWAY

PUBLIC PARK AND STORM WATER POND PARK AREA IS SIMILAR TO REANEY PARK. APPROXIMATELY 2 ACRES TOTAL

**Time Sensitive**

**Subject:** Port of Whitman Business Air Center Fueling Station Update

**Background/Overview**

In December the port requested correspondence from County staff stating Whitman County, our local jurisdiction, does not require the installation of an oil/water separator for the 4,000-gallon tank because DOE does not regulate small fuel containers.

The Port received the letter from the county February 6<sup>th</sup>, 2023 (attached). The letter defers back to the project designer to determine the need to install an oil/water separator to satisfy Eastern Washington Stormwater Management Manual.

Staff reviewed the rules, regulations, guidelines, etc. and discussed with Century West, Airport Engineer. Bottom line: All federal regulations provide a baseline, of which a double-walled aboveground storage tank (AST) meets guidelines, yet they also state that States and local authorities can be more restrictive.

Department of Ecology 2019 Eastern Washington Stormwater Management Manual clearly identifies 'high-use' and the requirement for the oil/water separator. Airports, in general, as the manual does not differentiate between large international airports and small general/agricultural aviation, are listed. Furthermore, fuel stations, also identified as 'high-use', are not categorized by size or volume either.

The project budget was first projected to come in at approximately \$150,000 for the concrete pad, utility extension and minor engineering. Building the project to DOE standards which the consultant interpreted as needing to install an additional 50' x 50' concrete pad, oil-water separator, and associated piping pushed the estimated project budget to \$289,000. Interstate Aviation will supply the double-walled tank, the card lock unit and the fuel pump.

**Discussion**

Port staff discussed this project with Greg Reince (Century West) and Karen Miles (FAA). Karen mentioned a fuel tank project would be eligible for FAA funding (BIL grant), but it would have to be a completely new system that would be owned/operated by the Port and not the scenario we have planned with Interstate. New tank systems can be in excess of \$500k. The remaining FY22 BIL funds and FY23 BIL funds are already ear-marked for the beacon project this year.

Option 1: Roll over FY24-FY26 BIL funds (\$435,000 estimated) for the fuel tank project, but the project wouldn't start/finish until 2026. See summary below of BIL funds:

- FY22 Remaining (\$13,934) – Beacon construction
- FY23 (\$145,000) – Beacon construction
- FY24 (\$145,000) – Save for fuel tank

## COMMISSION UPDATE – February 13, 2023

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- FY25 (\$145,000) – Save for fuel tank
- FY26 (\$145,000) – Save for fuel tank

Even at 90% participation in the FAA grants, the project still could be under-funded in 2026.  $435,000/0.9$  = total project cost of \$483,333 which still may not be sufficient to install new fuel tank with current estimates over \$500,000.

Also worth mentioning, if the port pursued the fuel tank project with the BIL funds, the port would not be able to construct the planned AWOS or Pavement Rehab project in 2026 that was originally planned with the BIL funds. See attached letter from December outlining the 5-year CIP.

Option 2: Adjust Port budget for the fuel project to install the oil/water separator. The design, bid, and installation can proceed and the tenants and visiting pilots have access to fuel services with the proper mitigation infrastructure in place for future growth.

Option 3: Shelve the fueling station project until 2025. Notify Interstate Aviation so they may exercise other options for their fuel tank. In 2025, coordinate with airport consultant to plan the fuel station project and funding requirements/requests through the FAA.

WHITMAN COUNTY  
*Department of Public Works*

Mailing Address:  
P.O. Box 430  
Colfax, WA 99111-0430

Administration/Engineering  
Road Maintenance  
Equipment Rental & Revolving  
Solid Waste Division  
Planning Division  
Building & Development

PHONE: (509) 397-6206  
Fax: (509) 397-6210  
N. 310 Main  
2<sup>nd</sup> Floor Public Services Building  
Colfax, WA 99111

Date: February 6, 2023

To: Jennifer Holt, Port of Whitman

Re: Colfax Airport – permit discussion, fuel container

Jennifer,

In approximately November, 2022, Port staff contacted Whitman County Building Department staff regarding permitting (building permit) requirements for a mobile fueling tank to be situated at the Colfax airport facility. In December, I became aware of the ongoing discussions with Port staff, particularly with respect to fire code and environmental requirements, and worked toward resolving some of the issues.

The main area of concern was regarding the need or necessity of providing an oil/water separator for the fuel storage system. The tank was to be sized to contain 4000 gallons of "General Aviation Fuel". In the past, Public Works was of the understanding that the Washington Department of Ecology required both secondary containment for the device, and an oil/water separator for the facility to be in compliance with DOE water quality standards.

I called Mr. Mitch Ritker of the water quality division of DOE in Spokane, and asked what rules or laws specifically require there to be an oil/water separator for mobile fuel storage tanks. Mr. Ritker responded that the DOE does not regulate small fuel containers, and that it is up to the local jurisdiction, but that DOE recommends the use of ordinary industry controls or standards in the protection of the environment. He further said that all of the local jurisdictions individually choose whether or not they require oil/water separators or not. He did say that all tanks are now required to be double walled, or to be equipped with secondary containment in the event of a spill or leak. He also stated that a 4000-gallon stand-alone tank that is double walled may not require any permits. Mr. Ritker did state that any fuel storage facility or impervious area used for fuel storage/refueling should be designed in accordance with the provisions of the Eastern Washington Storm Water Manual.

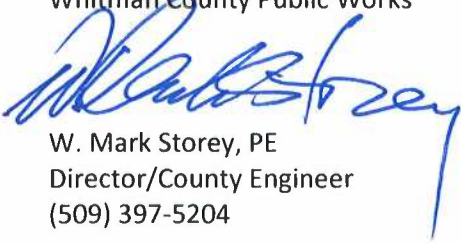
Ginny Rumiser and I met with Debbie Snell and Jennifer Holt of the Port, and related this information on to them regarding the need for an oil/water separator. We further informed the Port staff that if the facility were designed as a concrete slab-on-grade to place the fuel storage tank on, that they would not need a permit from Whitman County. We also further

recommended that the Port staff consult the project designer to determine if they still needed to construct their facility with an oil/water separator to satisfy requirements in the Eastern Washington Stormwater Manual. We talked briefly about the need for a Spill Prevention, Preparedness, and Response Program for the fueling facility.

Neither Ginny Rumiser nor myself had any further conversations with Port staff since late December regarding the project.

If you have any questions, please call.

Thank you,  
Whitman County Public Works



W. Mark Storey, PE  
Director/County Engineer  
(509) 397-5204



Ginny Rumiser  
Building Inspector



# Federal Aviation Administration

## Memorandum

Date: 2/2/2022

Updated 12/12/2022

To: Port of Whitman Business Air Center Airport

From: Agnes Fisher

Subject: 2023-2027 CIP

The development of a solid Capital Improvement Plan (CIP) is important to identify the highest priority work within the anticipated funds that would most effectively improve the statewide airport system from a safety and preservation perspective. The summary table below represents the plan the FAA will move forward with at this time; however as in any given year, projects are dependent on the availability of funding. Any changes to the agreed upon project list needs to be coordinated on your next SCIP and may affect funding and year.

Port of Whitman Business Air Center Airport  
5-YEAR PROJECTS & PLANNED FUNDING

Year#	Project Name	NPE*	ST/DI	BIL	Total (FAA)	Total (POW)	Total Project
2023	Airport Beacon Reconstruction – Construction	\$150,000	\$0/\$0	\$110,000	\$260,000	\$28,889	\$288,889
2024	AWOS III-P/T Phase 1: Siting Study/Preliminary Design	\$50,000	\$0/\$0	\$0	\$50,000	\$5,555	\$55,555
2025	Carryover	\$0	\$0	\$0	\$0	\$0	\$0
2026	Rehab Runway 8-26, Taxiways A, B, C, E, F and East, West, Central Aprons, and Flightline Drive, Crack/Fog Seal – Design and Construction	\$400,000	\$0/\$0	\$330,000	\$730,000	\$81,111	\$811,111



2026	AWOS III-P/T Phase 2: Final Design & Construction	\$400,000	\$0/\$0	\$330,000	\$730,000	\$81,111	\$811,111
2027	Carryover	\$0	\$0	\$0	\$0	\$0	\$0
2028	Airport Layout Plan Update	\$150,000	\$0	\$0	\$150,000	\$16,667	\$166,667

# Projects originally planned for FY2022 that have been postponed are not addressed in this memo. If you plan to move a FY2022 project into FY2023 for a grant, please talk to your project manager.

\*Non-primary entitlement funds are specifically for general aviation airports that show needed airfield development listed in the latest published National Plan of Integrated Airport Systems (NPIAS). Non-primary entitlement funds are calculated as follows; the lesser of \$150,000 or 1/5 of an airport's 5-year development cost.

\*\*If needs exceed available funding, please work with your ADO Project Manager.

For reference non primary entitlements balance prior to any FY2022 funding actions are listed below.

<b>FY 2019</b>	<b>\$0</b>
<b>FY 2020</b>	<b>\$0</b>
<b>FY 2021</b>	<b>\$0</b>
<b>FY 2022</b>	<b>\$150,000</b>
<b>TOTAL</b>	<b>\$150,000</b>

If you have any questions, comments, or need for clarification, please feel free to contact Agnes Fisher, Community Planner, WA State – Seattle ADO, at 206-231-3984; email:<agnes.fisher@faa.gov>

# Q4 2022 Report

## Executive Summary

- » Washington State University Extension is leading an effort to submit a bulk challenge for the missing Washington State service locations on the Federal Communications Commission’s (FCC) draft National Broadband Map. Petrichor Broadband and the Northwest Open Access Network (NoaNet) are assisting. Petrichor is also asking legislators to fund the development of a state broadband map to provide increased reliability over the federal broadband maps (page 1).
- » In December 2022, the National Telecommunications and Information Administration (NTIA) announced Washington received more than \$6 million in “Internet for All” planning grants (page 2).
- » The Port of Woodland launches into the next phase of its ongoing dark fiber expansion project (page 2).
- » Petrichor improved its financial position (page 3) and added new contracts this quarter (page 4).

## WSU Extension, Petrichor and NoaNet Challenge New FCC Broadband Maps

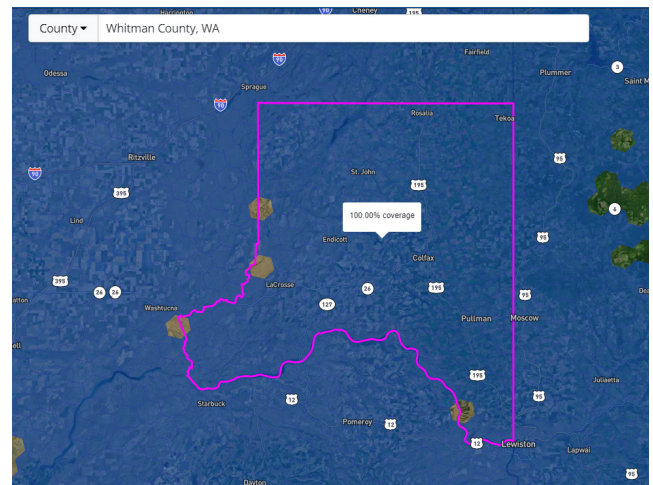
### *Federal Maps Omit Thousands of Unserved Locations in Washington; Petrichor Urges Development of State Map*

Washington State University Extension is leading an effort to submit a bulk challenge for the missing Washington State service locations on the Federal Communications Commission’s (FCC) draft National Broadband Map. Petrichor Broadband and the Northwest Open Access Network (NoaNet) are assisting.

The FCC released a pre-production draft of the maps in mid-November 2022. Petrichor and its partners identified significant inaccuracies with the maps, including the omission of thousands of unserved locations in Washington. The underreporting appears even more prevalent in tribal and reservation areas. If left uncorrected, this undercounting will result in a disproportionately low BEAD allocation for Washington, especially for tribal areas, many of which are already struggling with a lack of high-quality services.

Petrichor and its partners are working with members of the Washington State Legislature to create a vision for how the state should be collecting, managing and utilizing broadband data. The FCC maps cannot be utilized for local and state planning due to licensing issues.

Funding the development of a state broadband map ([HB 1746](#)) provides the best solution to the problems identified above. This will require an investment in BEAD or other state funding. Other states, such as Virginia, have made similar investments. A state map would provide increased reliability over the federal data, unlock the usability of the data, support the ongoing measurement of broadband deployment, and incorporate digital equity metrics missing from the federal maps. If implemented expeditiously, a state map would support the implementation of BEAD, including the state availability challenge process. (Continued on page 2)



*An example snapshot of Whitman County, Washington from the FCC National Broadband Map shows the county as “100% served.” The Whitman County Broadband Action Team said unfortunately this is not the reality for many residents.*

# Q4 2022 Report

Petrichor previously discussed the need for a state broadband map with Senator Matt Boehnke, Representative Mia Gregerson, Senator Curtis King, Representative Cindy Ryu, Senator Lynda Wilson and Representative Dave Paul. Representative Ryu recently introduced HB 1746, which would require the WSBO to develop and maintain a state broadband map and participate in federal broadband mapping activities. The Washington State Department of Commerce, including WSBO, would be the single eligible entity in the state for purposes of the federal broadband mapping activities. Petrichor, Washington Public Ports Association (WPPA) and Washington Public Utility Districts Association (WPUDA) testified in support of this bill during the 2023 legislative session; full details of Petrichor’s legislative activities will be included in the Q1 2023 report.

## Washington State Receives \$6 million in NTIA “Internet For All” Grants

*Grants aim to deploy high-speed Internet networks and develop digital skills training programs throughout state*

In December 2022, the National Telecommunications and Information Administration (NTIA) announced Washington received more than \$6 million in “Internet for All” planning grants.

Washington was awarded a total of \$6,076,248.79 in funding from the Bipartisan Infrastructure Law, signed by President Joe Biden, to plan for the deployment and adoption of affordable, equitable and reliable high-speed internet service throughout the state.

All 50 U.S. states and six territories applied for this planning grant funding. Grant awards will be announced on a rolling basis, according to NTIA.



## Port of Woodland Launches Into Phase 2 of Dark Fiber Project With Additional Grant

*Port receives \$658K WSBO match, allowing the project to serve additional homes*

COWLITZ COUNTY – Petrichor congratulates the Port of Woodland on its recent Washington State Broadband Office (WSBO) award! The Port received a \$658,832 WSBO match to its \$1.9 million Community Economic Revitalization Board (CERB) ARPA Capital award for the Port’s Ariel to Cougar, WA fiber-to-the-home project.

This match funding will assist with connecting new homes built in the project area since the Port originally submitted its grant application.

The Port has submitted another grant request to the WSBO for \$4.5 million to extend fiber-to-the-home to 210 additional homes along Yale Bridge Road and side roads. The Port could hear back from the funding request in February or March. This will be the future connection point to cross from Cowlitz County into Clark County and will align with the Port of Woodland and Port of Ridgefield’s partnership to conduct a feasibility study with Petrichor from Yale to La Center. (Continued on page 3)

# Q4 2022 Report

The Port has been working to expand dark fiber infrastructure within two areas – the Woodland Bottoms and from the city limits of Woodland to Cougar – since 2016 when the Port Commission first prioritized the project in its Comprehensive Scheme of Harbor Improvements.

In 2020, the Port received CERB funding to initiate the first phase of the project: constructing the Ariel to Cougar backbone route along State Route 503. Petrichor assisted with the design and engineering, and Utiligi is performing the construction, slated for completion in March.

In 2021, the second phase of the project kicked off when the Port received a \$1.9 million CERB grant. Currently, the Port is out for proposals to design and engineer the fiber-to-the-home portion of the project for more than 700 homes. If the Port is awarded the \$4.5 million WSBO grant to extend fiber-to-the-home along Yale Bridge Road, this will bring the total count of homes to more than 900.



Congratulations to the Port of Woodland on the many exciting developments in its Ariel to Cougar project!

**Editor’s Note:** *An update on the Port of Woodland’s Ariel to Cougar fiber-to-the-home project was planned prior to the WSBO announcing its January 2023 match award recipients. Typically, Petrichor would publish announcements about grant awards that occurred in Q1 2023 in that quarterly report, but we made an exception in this case since the update was pre-planned. Petrichor will feature other Petrichor partners and their Q1 2023 grant awards in the next quarterly report. We are thrilled for all of the recipients. Thank you!*

## Financial Summary

Account Balances as of December 31, 2022:

General Fund	\$570,239.04
Investment Account	\$490,627.02
Checking Account	\$3,000.00

See attached Balance Sheet and Profit and Loss.

# Q4 2022 Report

## Fiber Services and Management Summary

<p><b>Consulting Contracts</b></p>	<ul style="list-style-type: none"> <li>» Port of Clarkston contract for project management (\$49,000) underway</li> <li>» Lincoln County contract for project management (\$75,000) underway</li> <li>» Lincoln County contract for project management (\$90,000) underway</li> <li>» Lincoln County contract for project management (\$135,000) underway</li> <li>» Port of Walla Walla contract for project management (\$75,000) underway</li> <li>» Port of Garfield contract for project management (\$85,000) underway</li> <li>» Port of Garfield County contract for project management (\$10,000) underway</li> <li>» Port of Columbia County contract for project management (\$75,000) underway</li> <li>» Port of Coupeville contract for project management (\$75,000) underway</li> <li>» Port of Camas-Washougal contract for feasibility study (\$62,500) underway</li> <li>» City of Spokane contract for broadband planning study (\$50,000) underway</li> <li>» Cowlitz Tribe contract for feasibility study (\$15,000) underway</li> <li>» Port of Woodland/Ridgefield contract for feasibility study (\$62,500) underway</li> </ul>
<p><b>Management Contracts</b></p>	<ul style="list-style-type: none"> <li>» Management contracts include Port of Clarkston, Port of Garfield County, Port of Whitman County and Port of Lewiston.</li> </ul>
<p><b>Design Contracts</b></p>	<ul style="list-style-type: none"> <li>» Design agreements include Port of Whitman County (\$100,000) and Port of Woodland (\$100,000).</li> </ul>

**Petrichor Broadband, LLC**  
**Balance Sheet**  
As of December 31, 2022

	<u>Dec 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Columbia Bank Checking	3,000.00
WCT Petrichor General Fund	570,239.04
WCT Petrichor Investment Fund	490,627.02
<b>Total Checking/Savings</b>	<u>1,063,866.06</u>
<b>Total Current Assets</b>	1,063,866.06
<b>Fixed Assets</b>	
Accumulated Depreciation	-110,510.00
Fiber Management System	25,000.00
Intellectual Property	672,487.85
<b>Total Fixed Assets</b>	<u>586,977.85</u>
<b>TOTAL ASSETS</b>	<b><u>1,650,843.91</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	1,200,000.00
Retained Earnings	-67,883.48
Net Income	518,727.39
<b>Total Equity</b>	<u>1,650,843.91</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,650,843.91</u></b>

**Petrichor Broadband, LLC**  
**Profit & Loss**  
January through December 2022

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	<u>Jan - Dec 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Consulting Services	615,000.00
Fiber Management Fees	304,509.53
Interest	7,791.61
Misc Expenditure Reimbursement	0.00
Reimbursement for Travel Expens	20,722.86
<b>Total Income</b>	<u>948,024.00</u>
<b>Gross Profit</b>	948,024.00
<b>Expense</b>	
Administrative	2,367.16
Bank Service Charges	10.00
Excise Tax- B&O	13,062.39
Insurance Expense	13,135.00
Legal	7,267.15
Management Fees	318,589.93
Network Management Software	15,000.00
Outside Services	10,564.40
Professional Services	25,222.50
Travel Expense	24,078.08
<b>Total Expense</b>	<u>429,296.61</u>
<b>Net Ordinary Income</b>	<u>518,727.39</u>
<b>Net Income</b>	<u><u>518,727.39</u></u>

Time Sensitive

**Subject/Information**

POWBAC Utility Rates Review

**Background/Overview**

The Port of Whitman County has not adjusted the water and sewer rates since they were established. The earliest example of water rates established at \$20 a month with language stating said rates shall not exceed rates and charges established by City of Colfax, is 1 July 1982. An updated lease template that was utilized for the newer lease, does not reference City of Colfax rates, but allows for the rates to be consistent with the legacy leases.

<b>POWBAC</b>	<b>Water and Sewer</b>	<b>Established Port Base Rate</b>	<b>Colfax (out of city) Rate water/sewer</b>
Airport Land Leases with Private Owned Hangars/Buildings (1)	Lessor will supply the following utilities and services to the Premises: Water and Sewer; provided, however, that the monthly fee for such utilities and services shall be invoiced based upon the current Port of Whitman Business Air Center fee rate schedule.	\$20/\$20 Mo (\$480/yr)	\$45.39/\$48.54 Mo (\$1,127.16/yr)
Airport Land Leases with Private Owned Hangars/Buildings (5)	Rates established by the Port, said rates shall not exceed rates and charges established by City of Colfax.	\$20/\$20 Mo (\$480/yr)	\$45.39/\$48.54 Mo (\$1,127.16/yr)

\*City of Colfax Utility rates attached

Port staff recommends a phased approach to ease tenants into increased utility costs at POWBAC as a method to prepare tenants for the eventual utility payment transition to the City of Colfax, once the POWBAC well is incorporated into the city’s water right.

<b>Recommend</b>
\$600 yr for 2023
\$750 yr for 2024
\$1,000 yr for 2025



# City of Colfax

## Utility Rates 2021

<b>Water Rates</b>	
3/4" Meters	\$ 30.26
1" Meters	\$ 30.26
1-1/2" Meters	\$ 100.66
2" Meters	\$ 161.06
3" Meters	\$ 161.06
4" Meters	\$ 161.06
Volume Rate Per 100 Cubic Foot	\$ 0.90
Additional Unit Fee	\$ 14.68
Out of City Rate	1.5 times city rate
<b>Sanitary Rates</b>	
Base Rate	\$ 32.36
Volume Rate Per 100 Cubic Foot	\$ 2.64
Additional Unit Fee	\$ 16.18
Out of City Rate	1.5 times city rate
<b>Storm</b>	
Single Family	\$ 5.00
Mobile Home Park Rate	\$ 2.32
Commercial Parcel up to 20,000	\$ 5.00
Above 20,000 sq commercial	\$ 5.00
<b>Other Fees</b>	
Late Fee	\$ 20.00
Turn On and Turn Off Fee	\$ 20.00
Service Charge for improper operation	\$ 75.00
Water Hookup up to 1 inch	\$ 2,800.00
Water Hookup over 1 inch	\$ 3,800.00
<b>Finance</b>	
NSF Check Return Charge	\$ 35.00



**MEMORANDUM**

TO: Kara Riebold, Port of Whitman

FROM: DCG

RE: Supporting the Port of Whitman’s Agricultural Advancement Center

DATE: February 10, 2023

Thank you for inviting us to join recent conversations regarding the Port of Whitman’s Agricultural Advancement Center (AAC). This is an exciting initiative and we’re happy to see that some of the commercialization discussions that we helped support several years ago have matured and are turning into real opportunities for the Port and region.

The purpose of this memo is to describe the services DCG could provide in support of the AAC initiative over the next 13 months. If retained by the Port of Whitman, we would do a deeper dive, create a comprehensive approach to this project, and refine the list of action items and deliverables in coordination with the Port.

From our discussion it is our understanding that the Port has taken the following steps (which it would not require DCG’s support on):

- Secured the resources to buy the property and fulfill its existing infrastructure commitments.
- Retained a consultant to assist it with community education and engagement.

If retained, our understanding is that DCG’s scope of work would largely be defined by the following:

- Help create and implement a funding strategy for the “scaling” facility and other key aspects of the AAC.
- Support the development of the Port’s request for congressionally directed spending in the FY24 federal appropriations process and advocate for the request throughout that process.
- Support the development of the Port’s request for capital funding in the 2024 state legislative session and advocate for the request throughout the process.
- Help the Port gain insights into competitive federal and state grants and build political support for any potential applications.
- Assist the Port with cultivating key relationships at the federal and state levels with policymakers and stakeholders whose support may be helpful.

Below is a rough timeline of activities, which will need to be revised in the context of a comprehensive approach, as well as in response to currently unknown external timelines.

### February 2023

- Collaborate with the Port to respond to Senator Patty Murray's February 28<sup>th</sup> deadline for congressionally directed spending requests.
- Identify target meetings for March DC trip.
- Submit meeting requests for March DC trip.

### March 2023

- Assist with EDA engagement.
- Support creation of a 2-pager for use with federal policymakers.
- Confirm meeting schedule for March DC trip.
- Prep DC meeting participants and execute trip.
- Respond to Senator Maria Cantwell's and Rep. Cathy McMorris Rodgers' deadlines (tbd) for congressionally directed spending/community project requests.

### April 2023

- Complete any remaining FY24 appropriations submission tasks.
- Follow up on DC meetings with thank you notes and requested follow up information.
- Schedule meetings with state and district staff, as needed, for Murray, Cantwell and McMorris Rodgers.
- Develop long-term approach, including research on potential funding sources not already identified.
- Build out timeline of activities for May 2023-March 2024.

### May 2023-March 2024 – Select Activities

- May-June – Develop parameters and justification for state capital budget ask. (2024 is a short session and capital budget requests typically max out at a low dollar amount.)
- July – Update state legislators on AAC initiative and flag capital request.
- July – Determine if there are any state legislative tours we can plug into.
- July – Invite congressional staff to visit the Port of Whitman during the August recess.
- August – Host congressional staff tours.
- September – Finalize state capital budget ask.
- October – Meet with state legislators.
- January – Beginning of state session. Submit capital request forms.
- January-February – WPPA Olympia fly-in (?) – use this as opportunity to connect with legislators. DCG would build the schedule, which could include state agency visits.
- March – Legislative session wraps up.

Again, this timeline is very rough and is designed only to show the types of activities DCG could support the Port on over the next 13-14 months.

### Proposed Terms

DCG proposes a 13.5-month engagement (February 15, 2023 – March 30, 2024) for a monthly retainer of \$5,000.