

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
August 14th, 2013

Commissioner Gene Warren opened the meeting at 7:30pm. Those present were Commissioners Warren, McKinley, and Marvin, Manager Dickinson, Auditor Phinney and community member Carla Rowe.

Minutes from the July regular meeting were read and approved. The monthly budget report and inquiry summary were reviewed. Phinney reported that during her maternity leave Carla Rowe will help Jennie with the auditor duties.

The Port received three quotes for the BMS East Lift Station project. Quotes were from ML Albright & Sons for \$182,591.08, Allstar Construction Group for \$202,082.94 and Western States Construction for \$216,037.38 and all companies met the requirements of the RFQ. After review, Anderson Perry recommends that the Port award the project to ML Albright & Sons, the low bidder.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to award the bid to ML Albright & Sons. Motion carried unanimously.

Dickinson showed the commission the exterior and interior colors for BMS, stating that the tenants will have a choice of color for their spaces. The roof trusses have been placed and the sheeting of the roof should be complete by the end of the week. Dickinson reported on change orders that have decreased the cost of constructing the building by roughly \$15,000. Construction is on target to be complete by the first part of November.

The Experimental Fermentation Company lease was discussed. Dickinson stated that this is the standard lease that the Port uses for all the tenants with the addition of the conditional use plan and signage language stating that signage will need to be approved through the Port before being hung at BMS. Tenants will pay their own utilities, water and sewer will be billed by the Port. Dickinson reported that the Port will be the only one benefiting from the solar power. The Experimental Fermentation Company lease will be for 5 years with a lease rate of \$.50 per square foot.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to approve the Experimental Fermentation Company lease as written. Motion carried unanimously.

The lease with WW Free for solar power was discussed. Dickinson reported that WW Free doesn't want to pay the extra \$100 per year administrative fee, but will reimburse for insurance. WW Free will perform all maintenance on the panels. Commissioner Marvin stated that the solar lease was very well written. Dickinson stated that the Port will have a net metering agreement with Pacific Power. The application and payment will be sent tomorrow.

**MOTION:** made by Commissioner Marvin seconded by Commissioner McKinley to approve the lease for solar power with WW Free as written. Motion carried unanimously.

Dickinson stated that she has been contacted by an investor from China that is interested in BMS. A site visit will be held in September. The BMS website is being updated. The new website will have pictures of the tenant's products; samples of which were shown to the commissioners. Dickinson gave a brief update on the Heirloom Gardeners Food & Wine Weekend scheduled for Sept 20, 21, and 22.

The LFM sanitary survey compliance is moving ahead. The handicapped fishing pad and pathway are complete. With all the great weather, LFM is having a great season.

A meeting was held to discuss a recreation plan for Columbia County, City of Dayton and the Port. All entities will work together on the plan, which needs to be completed by March of 2014. We are not eligible for RCO grants without a plan in place.

Dickinson contacted Watco in regards to the sale of the 10x30 piece of property at Bergevin Springs Rd. Watco has no issue with the sale. Dickinson stated that she didn't think that the cost of an appraisal for the .078 acres was really worth it. The commissioners gave Dickinson the go ahead with negotiations for a price. A public hearing will be held at the September meeting to declare this property surplus.

Phinney reported that two toilets were replaced, one at the District Court office and the other at the Port office. Irrigation repairs in the landscaped area in front of the District Court office will be completed no later than next week. BMS grass was mowed, bagged and removed again in hopes to remove all the wheat that was growing in the new landscape.

Dickinson reported that Dayton was visited by 300 bicyclists last week. Dickinson gave the bicyclists a presentation on BMS and they toured Numi Garden. Dickinson will be attending a breakfast meeting with PGE in the morning. The Harvest Dinner at the Depot was a great success. They used only locally grown meats and produce that were prepared by local chefs. The Dayton Task Force will be celebrating their 30 year anniversary this year. Dickinson attended the school planning meeting last night.

The following vouchers were presented for approval of payment:

|   |    |           |                          |    |           |
|---|----|-----------|--------------------------|----|-----------|
| Payroll   | \$ | 7715.16   | City of Dayton           | \$ | 1284.11   |
| WCIF  | \$ | 712.93    | Seneca Foods, Inc        | \$ | 250.00    |
| Banner Bank   | \$ | 4,680.32  | Western States Const.    | \$ | 77,463.12 |
| Banner Bank – GO Bond                                   | \$ | 15.94     | Bob McCauley             | \$ | 245.00    |
| Banner Bank/Western States<br>Construction ( Retainage) | \$ | 19,261.95 | Ag-Data, Inc             | \$ | 184.79    |
| Cardmember Services                                     | \$ | 1403.69   | WW Web Weavers           | \$ | 30.00     |
| CenturyLink   | \$ | 204.15    | Anderson Perry, Inc      | \$ | 11,445.85 |
| Dingle's  | \$ | 7.42      | Dept. of Health          | \$ | 102.94    |
| Total Office Concepts                                   | \$ | 138.59    | Enduris                  | \$ | 20,064.00 |
| Dayton Chronicle  | \$ | 79.20     | Bly's Plumbing           | \$ | 506.46    |
| Pacific Power   | \$ | 215.71    | City Lumber              | \$ | 12.04     |
| Pacific Power (net metering)                            | \$ | 700.00    | Waitsburg Times          | \$ | 135.00    |
| Smith Brothers Lawn Care                                | \$ | 1621.39   | Harvest Christian Center | \$ | 4500.00   |
| James Stenkamp  | \$ | 3411.04   | Col. Co. Engineer        | \$ | 150.00    |
| WSDOT   | \$ | 150.00    | SEWEDA                   | \$ | 500.00    |
| Jennie Dickinson  | \$ | 605.34    | James Stenkamp           | \$ | 3072.04   |

The amount of vouchers approved for payment was \$160,868.18

Meeting was adjourned at 8:31pm.

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Dale McKinley, Secretary