

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
February 12, 2014

Commissioner Gene Warren opened the meeting at 10:00am. Those present were Commissioners Warren, McKinley, and Marvin, Manager Dickinson, Auditor Phinney, members of the community Craig George, Bill Clemens and Marshall Doak and member of the press Carla Rowe.

Minutes from the January regular meeting were read and approved. The monthly budget and 2013 year end budget reports were reviewed. Commissioner McKinley would like the AFC tenants and commercial kitchen to be broken down into their own line items instead of just one line item on the monthly budget report. Dickinson thought that we usually list a building as a whole and not each individual tenant, but we'll see what we can do. The monthly inquiry summary was reviewed. Commissioner McKinley asked about the usage policy of the Port Conference room. Dickinson told the commission that the Port does not charge use of the conference room and makes it available to anyone who asks. This was recommended by the State Auditor. Dickinson reported that the 2010-2012 Accountability Audit was complete and the Commissioner should have received their reports in the mail. The audit had no findings, and very few recommendations. The only questionable area was the Promotional Hosting Policy. Dickinson has rewritten the policy and sent it to the State Auditor for review. The new policy is a clarification of promotional hosting expenditures by Port employees or agents.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to adopt the amended Policy #10-2014 – Promotional Hosting as written. Motion carried unanimously.

Special guests Bill Clemens, Craig George and Marshall Doak were here on behalf of the Dayton Chamber and SEWEDA to discuss the SEWEDA ADO funds and contract being moved to the Port from the Dayton Chamber. Bill Clemens stated that the Port is better set up for economic development and this change would allow the Chamber to focus more on the downtown businesses, membership and events. The change would, however, leave a hole in the Chamber's budget in hiring a new Chamber manager. Clemens stated that the Dayton Development Task Force has asked the Chamber to assist in programs using the funds received from the Main Street B&O Tax program. The Task Force is a volunteer agency and has no way to implement the funds and would partner with the Chamber restoring some of the funding for hiring a full time manager. Both Craig and Marshall stated that they believe the SEWEDA board would agree with this move. The Port's contract with SEWEDA would begin on March 1st. The Port Commissioners approved the hiring of a part time employee and budgeted \$29,000 to do so. This contract would add roughly \$30,000 to the budget allowing the Port to hire a full time employee. A draft job description was given to the commission. The job description listed starting wages between \$36,400 - \$40,000, plus the county benefits package. Commissioner Marvin suggested a more clear definition of qualifications. The SEWEDA contract was discussed at length with several changes noted. The contract with suggested changes will be reviewed at the Port's special meeting scheduled for the 20th of February. Dickinson will also start the advertising process for the new hire.

The walk-in freezer was installed at the AFC. A used mixer and small equipment still needs to be purchased for the commercial kitchen. The signage for the building is being worked on. There have been several business inquiries including a group of WSU students that would like to use the kitchen to produce an after work out protein beverage geared towards women. They would also sell their product at the market. The health department inspection is complete and the permit for the market will be applied for. This permit will be similar to a grocery store permit and will be issued through the Health Department. The Winter Market is doing very well. Existing tenants have asked about a reduction in kitchen rates. The kitchen rate is \$10 per hour.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to charge AFC tenants a rate of \$7.50 per hour to use the commercial kitchen for non-priority use. The rate will be \$10.00 per hour for priority use. This will amend Port Policy #2014-14. Motion carried unanimously.

Dickinson reported that the new Blue Mountain Station website was complete. Dickinson gave a brief review of the Food Expo that she attended in Portland. The AFC grand opening was discussed at length. Friday, April 25th was recommended to accommodate elected officials and dignitaries. The grand opening will be an all-day event.

The LFM annual inspection report was received. The inspection was one of the best inspections that the marina has ever had. Due to the tardiness of the report, the CoE does not expect a report back on the remedies from us prior to the next inspection.

The long term lease with Watco was discussed at length. Commissioner Marvin would like the Port to stay proactive with Watco and the railroad. Dickinson will stay in contact with Seneca and move forward with presenting to the legislature in the summer of 2014 for possible railroad funding in 2015.

Phinney reported that a roof leak at 3 Port Way had been repaired and Columbia County Public Transportation called with sewer issues.

Industrial Building #3 will be vacant by the end of February. Dickinson and Phinney have shown the building to an interested business. The building is large and not easily separated. This business is unsure the whole building would work for him. The building will be advertised for lease once it is empty and we will see what feedback we receive. It may need to be remodeled adding separate meters and a bathroom to the shop to house more than one business.

The following vouchers were presented for approval of payment:

Payroll	8,434.70	WCIF	557.26
Banner Bank	4,680.32	Banner Bank	2,660.07
CenturyLink	198.85	Dept. of Commerce	5,000.00
Cardmember Services	9,181.44	M4 Construction	1,685.70
Northwest Public Radio	1,024.00	State Auditor's Office	2,812.14
Pacific Power	1,002.77	Artmil	2,781.19
Anderson Perry	144.68	Total Office Concepts	68.53
Columbia County Auditor	2,062.87	Chapman Heating & Air	70.14
City of Dayton	250.65	Landmark Landscaping	543.40
Doyle Electric, Inc	1,439.82	Nealey & Marinella	750.00
Inland Northwest Partners	150.00	Elsom Roofing, Inc	400.31
WPPA	765.00	City Lumber	240.59
Enduris	865.00	Dayton Mercantile	29.35
Dingle's	191.39	Herres Enterprises, LLC	45.00
Central Valley Construction, LLC	800.00	Dayton Chronicle	126.80
Basin Disposal of WW	9.43	SEWEDA	250.00
Sun Pest Management	53.95	Jennie Dickinson	898.29
Amber Phinney	33.60	Central Valley Construction	900.00

The amount of vouchers approved for payment was \$50,713.24

Meeting was adjourned at 11:20am.

Dale McKinley, Secretary