

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
January 8, 2014

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

Port Manager Dickinson administered the oath of office to Commissioner Gene Warren.

Minutes from the December regular meeting were read and approved. The monthly budget report was reviewed. The 2013 year end budget report will be reviewed at the February meeting. Dickinson reported that Amerein Services rent was paid up through Dec 2013 and he will be vacating the building by the end of January. There is an individual interested in the building and would like to look at it as soon as Amerein has vacated. Dickinson stated that the AFC construction ended up being 2% over the contracted amount. The inquiry summary was reviewed. A discussion was had regarding the alarm at the sewer lift station. The alarm has gone off once and will need to be hooked up to a phone line to alert the staff. The Port, County and City met and discussed goals for the Recreation Plan. Dickinson gave the commission a Capital Facilities Plan for the Industrial Facilities and Lyons Ferry Marina. Projects are not required to be completed within the year; it just shows the projects or goals that the Port would like to complete within the next few years and will be updated yearly. The Capital Facilities Plan for LFM is required to be in place to apply for any RCO grants. Commissioner Marvin was not familiar with RCO and asked if there were grants available. Dickinson stated that RCO stood for Recreation & Conservation Office, which offers grants for boating infrastructure that will be available once a recreation plan is in place.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to adopt the Lyons Ferry Marina goals and capital facilities plan as written. The Capital Facilities Plan for Lyons Ferry Marina will be reviewed and updated yearly. Motion carried unanimously.

The Capital Facilities Plan for the Rock Hill Industrial Park is a requirement for planning. Projects are not required to be completed within the year. The railroad was discussed. The commission suggested the staff look into funding from the legislature for 2015 to help fund the much needed railroad rehab.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to adopt the Capital Facilities Plan for the Industrial Facilities rather than Rock Hill Industrial Park. Motion carried unanimously.

The 2014 Port Policies were reviewed. The maternity leave policy was folded into the personnel policy and employee compensation was raised. The State Auditor suggested that we add language to the policy regarding meal reimbursement while attending civic meetings. The staff will add this in to Policy #1 changing the lunch section to meals. A new Promotion Hosting Policy may have to be written, we will know more after the audit is complete. Policy #13 is a new Small and Attractive List for the AFC. Policy #14 Commercial Kitchen Rules, User Agreement and Fees was discussed at length. Dickinson gave a brief overview and recommended a rental rate of \$10.00 per hour for the kitchen. This rate can be changed at a later date if needed. Commissioner McKinley stated that he felt the User Agreement and Rules were too harsh and unfriendly. Dickinson will soften the User Agreement and Rules. Commissioner Marvin would like the wording changed from a fine of \$50 to state that the cleaning deposit will be forfeited if kitchen rules are not met. The notifications of agencies will also be changed to local only.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to adopt Policies 1-14 with changes noted. Motion carried unanimously.

The AFC open house and ribbon cutting went very well. Fire suppression testing was completed yesterday. Both the HVAC and plumbing walk thrus have been done. The backflow device was inspected by the City and will be tested by Steve Herres. Gypsy Girl Granola is operating in her space at the AFC. The Co-op market will begin

February 1 and will be held every Saturday through the spring. WWCC is interested in holding classes at the AFC. The Port will only be charging for the rental of the kitchen, there will not be a charge at this point to use the retail area. The fire department will be asked to tour the building and a map with shut offs will be given in case of an emergency. Solar investors are being pursued. Artmil is working on signage for the AFC. Dickinson will be attending the NW Food Processors Expo in Portland next week. The expo is Monday-Thursday.

Frontier Rail, who operate Railex, was discussed. The commission would like to partner with the Port of Walla Walla, and shippers to go to the legislators in the summer of 2014 for railroad funding.

Phinney reported that a GFI outlet and workbench lights had to be repaired at Vestas and a key broke off in the lock at District Court office.

The Task Force will be meeting today at noon to discuss downtown projects and economic development. The Port Commissioners along with the City are willing to write letters endorsing the Port carrying the economic development contract for Columbia County if needed.

The following vouchers were presented for approval of payment:

Payroll	7,798.70	WCIF	557.26
Banner Bank	4,680.32	CenturyLink	198.45
Dept. of Revenue	5,118.68	Dept. of L & I	193.93
Employment Security Dept.	51.88	Dept of Revenue – Sale Tax	203.19
Cardmember Services	2,177.44	State Auditor’s Office	41.80
Pacific Power	1,837.28	Western States Construction	22,044.27
Anderson Perry	675.00	Total Office Concepts	103.56
Columbia County Auditor	2,146.75	Ferrellgas	912.60
Sun Pest Management	53.95	City of Dayton	258.00
Smith Brother Lawn Care	80.93	Gypsy Girl Granola	40.00
Dayton Chamber	140.00	Nealey & Marinella	163.10
Sun River Electric	2,250.48	BF Power Vac	861.04
Walla Walla Electric	1,526.79	City Lumber	19.95
Foster Pepper	1650.0	Dayton Mercantile	12.16
Dingle’s	124.80	M 4 Construction	1,767.40
Banner Bank	2,266.07	Dayton Chronicle	228.20
Schaefer Refrigeration	539.29	Jennie Dickinson	685.02

The amount of vouchers approved for payment was \$61,408.29

Meeting was adjourned at 11:27am.

Dale McKinley, Secretary