

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
January 9, 2013

Commissioner Gene Warren opened the meeting at 10:00am. Those present were Commissioners Warren, McKinley and Marvin, Manager Dickinson, Auditor Phinney, and community members Dave Reller, Jay Ball and Craig George.

Minutes from the December regular meeting were read and approved. The monthly budget report was reviewed for January. Dickinson stated the 2012 year end budget report review will have to be postponed until the February meeting as the county will not close the books until January 11th. Inquiry summary was reviewed. The commission reviewed the changes to Port policy #2 Small and Attractive Assets, #9 Railroad Right-of-Way Lease and Use and a new policy #10 Promotional Hosting. Phinney will make a correction to the Promotional Hosting Policy changing Auditor to Commission.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to approve Port Policies #1-#10 with the correction to Policy #10. Motion carried unanimously.

Commissioner Marvin would like to have Policy #8 rewritten to involve the commissioners more but agreed to approve the policy. Commissioner Marvin with over 40 years of contract management experience volunteered his time to review the bid package documents required for BMS Bldg. #1.

Dickinson reported that she sent Amerein Services a certified letter stating the rent needed to be paid in full by the first of the year. Patti Jo Amerein met with Jennie to discuss the lease stating that rent would be paid in full by February 1st. Patti is unsure of the status of Hammerdown fitness but she and the book business owner would like to stay in the building. Dickinson and Phinney will go down and tour the building to see if there is any way of splitting the space. Jay Ball spoke to the commissioners about leasing Bay C at Vestas; Ball will open an auto shop and would use the space on a part time basis until he can get all the equipment that he needs to operate full time. Ball would also like the option to lease Bay B if it comes available. The Commissioners asked Ball how many jobs this business would create. Ball stated that the 2400 square foot space is too small for more than one person to work in but would hire a couple of employees if he could expand into Bay B. The commissioners signed Jay's Garage lease, for 2 years at \$.22 per square foot plus LHT starting February 1.

Dickinson reported on the LFM pesticide use changes. The annual management plan meeting went well with projects for 2013 being cabin installation, septic tune up, bone yard clean-up, and finishing the camper kitchen and laundry facility. Well #1 is need of repair, and Jim plans to call Purswell to have the well evaluated. The Port will pay for the infrastructure for cabin installation, which will need to go out for bid as soon as we get the cabin specs.

Dickinson met with Carl Legg and Ted Kadau from Watco to discuss the RR lease that was up in November. New FRA requirements to be completed by 2015 are to have every crossing numbered and labeled, which Watco say would be the responsibility of the Port. The crossings have not been maintained and individuals are only charged once for the crossings. Watco is willing to take over the leases at a cost to the Port. Legg and Kadau will be at the February meeting with a new RR proposal. The Commissioners would like to review the proposal and asked that any materials from Watco be included in their meeting packets. The Commissioners also asked that Seneca and Columbia County Grain Growers be informed of this meeting. The Port attorney has been asked to attend also.

Dickinson reminded the commissioners of the Planning Commission meeting on January 10th at 5:30pm and the Columbia County Commissioners meeting on January 16th at 1:30pm. Dickinson has asked for letters of

support from SEWEDA, the City and the Dayton Chamber. Commissioner Marvin will attend the Planning Commission meeting and Commissioner McKinley will attend the Columbia County Commissioners meeting. The BMS tenants met with Stenkamp to finalize their design needs. The Port is still waiting to hear back from Seneca in regards to the canteen lease. As of January 1st the Port is no longer working with P'Chelle International for BMS marketing. Dickinson attended the Value Added-Ag class with speaker Clive Kaiser on Monday. Several BMS tenants were in attendance. USDA grant writing will be offered in February. A contract proposal from Stenkamp Architecture for \$68,000 was given to the commission. This proposal includes design, bidding, and construction oversight of the BMS Bldg #1 project. Anderson Perry will have a separate proposal for costs related to sanitary sewer design.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to allow Dickinson to sign the \$68,000 contract with Stenkamp Architecture. Motion carried unanimously.

Phinney reported that District Court has asked permission to change the door mechanism on the middle door making it an exit only and they have asked for a gutter to be installed near the employee parking. The small works 2013 postcards went out yesterday and an advertisement will be in the Chronicle this week soliciting applicants. Dickinson showed the commissioners the new easement exhibit which has been recorded by the Port attorney. NoaNet has been invoiced for the survey and easement.

Dickinson gave a review of the CEDS meeting stating that the two main topics for community focus should be marketing and promotions of Dayton and planning consolidation with the City and County. Dickinson offered to lead a committee to help with the consolidation. Dickinson reported that the regional signage steering committee met in Dayton in December and needs to work on a maintenance plan before approaching municipalities for support. Sherwood Trust is interested in supporting maintenance with funds if a good plan is in place.

The following vouchers were presented for approval of payment:

Payroll	\$	7150.21	Total Office Concepts	\$	62.93
WCIF	\$	712.93	Pacific Power	\$	409.09
Banner Bank	\$	4680.32	Journal Communications, Inc	\$	1445.00
Cardmember Services	\$	1170.39	Col. Co. Planning Dept.	\$	53.85
Dept. of Labor & Industries	\$	197.07	Anderson Perry, Inc	\$	1045.75
Employment Security Dept.	\$	83.38	CJ Bookkeeping	\$	110.00
Dept. of Revenue	\$	4911.79	WPPA	\$	600.00
City of Dayton	\$	170.50	Amber Phinney	\$	39.05
CenturyLink	\$	164.72	Jennifer Dickinson	\$	620.36
Dayton Chamber	\$	340.00	Artmil	\$	60.00
Dingles	\$	8.63	Dayton Electric, LLC	\$	774.14
Dayton Chronicle	\$	357.54	Dept. of Commerce	\$	5000.00

The amount of vouchers approved for payment was \$30,167.65

Meeting was adjourned at 11:11am.

Dale McKinley, Secretary