

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
March 12, 2014

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

Minutes from the February regular and special meetings were read and approved. The monthly budget report was reviewed. Dickinson gave a brief summary of the budget stating that the first payment for the sewer won't be made until 2015. The budget will not have to be amended due to the special project line item. The inquiry summary was reviewed. The new BMS website had 919 hits this month. The commissioners reviewed two lease renewals.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to renew the RAD Rubenser Driving School lease for two years with no change to the lease rate. Motion carried unanimously.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to renew the Kuhlmann Financial Services lease for two years with no change to the lease rate. Motion carried unanimously.

A new lease for Suite K at the AFC was discussed. The lease would be with Rey's Roast, a micro coffee roaster. There are a few provisions that need to be done to the space. Language was added to the lease stating .5% of the cost of improvements would be added to the lease rate once the improvements are complete. The lease is a 3 year lease with no right to terminate in those first 3 years.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to approve the 3 year lease with Rey's Roast as written. Motion carried unanimously.

The Personnel Policy was discussed. Changes were made to the meal reimbursement language and a section was added for the new hire. Dickinson will be in charge of the hiring the new employee. An organizational chart for the employees will be reviewed at the next regular meeting.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to approve the amended Policy #1-2014 Personnel. Motion carried unanimously.

There have been many requests for tours of the Artisan Food Center. The SEWEDA board had lunch in the retail area and a tour of the building yesterday. The WSU students will be back again this year. They will have lunch at the Weinhard Café, tour the AFC and plant lavender around the garden. The Saturday Market is doing well with 90 people on the list to receive weekly emails regarding the market. Many people are hearing the advertisement on NPR. Little Dipper Dairy should have cheese in time for the market this weekend. The Grand Opening is scheduled for April 25<sup>th</sup>. The Governor will not be attending but will be here to tour the building on March 18<sup>th</sup>. The Commissioners were welcomed to attend. The tenants have all been asked to be there to meet the Governor. The Grand Opening will be an all-day event starting at 11am and going until 7pm. We will get invitations out next week. Advertising for the new employee has started. We will advertise in the Chronicle, Times, WWUB, The Tri-City Herald, our websites, Facebook, Craigslist, LinkedIn, and WorkSource. Four applications have been received so far. The last day to submit an application is March 21<sup>st</sup>. Exhibit A, fee schedule, for the SEWEDA contract was given to the Commissioners. The SEWEDA board discussed and signed the new contract between the Port and SEWEDA yesterday.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley authorizing the Port Manager to accept the contract between the Port of Columbia and SEWEDA. Motion carried unanimously.

Dickinson reported that the Economic Development Steering Committee has met and is in the process of being reorganized. Meetings will be held at the Port Conference Room once per month on the first Tuesday. The Service

Agreement between the Dayton Chamber and the Port was written with the help of Bill Clemens. The Port will pay the Chamber \$10,000 annually to complete the scope of work. Commissioner Marvin said the contract was very well written.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to except the Agreement of Services between the Port of Columbia and the Dayton Chamber of Commerce, and authorized the Port Manager to sign the contract. Motion carried unanimously.

The LFM annual management plan part 2 is due on April 1, 2014. Phinney has completed the form and is just waiting on a few more numbers to be submitted by the concessionaires. Dickinson met with the concessionaires yesterday to discuss moving forward with planning for the playground and laundry facility. The privacy screens between tent spaces are complete and looks great. The June regular monthly meeting will be held at the Marina starting at 10am. Phinney will advertise the change.

Phinney reported a roof leak at the District Court office. Amerein is in the process of vacating Industrial Building #3. There are several items that he will be fixing and cleaning up. He should be completely out by the end of March.

The railroad was discussed. Hiring a summer intern for railroad inventory would be ideal and will be looked into. The unused spur lines need to be inventoried. An idea of how many spurs there are would give us an approximate value of the unused line if we ever needed funds. Commissioner Warren said that he has talked to several constituents about the railroad. All agree that the railroad is important but they do not want the Port to go into debt to save it.

Phinney will be attending BARS and annual financial statement reporting training next week in Pomeroy. The annual financial reporting has to be submitted online starting this year.

The following vouchers were presented for approval of payment:

|                          |          |                            |          |
|--------------------------|----------|----------------------------|----------|
| Payroll                  | 8,524.31 | WCIF                       | 557.26   |
| Banner Bank              | 4,680.32 | Banner Bank                | 2,660.07 |
| CenturyLink              | 198.85   | Cardmember Services        | 3,020.52 |
| Crown Paper & Janitorial | 70.79    | Artmil                     | 135.00   |
| Walla Walla Web Weavers  | 315.00   | WA. State Auditor's Office | 2,563.92 |
| Pacific Power            | 1,003.30 | Darrell Chapman            | 122.53   |
| Columbia County Auditor  | 357.30   | Total Office Concepts      | 76.98    |
| Dayton Chronicle         | 89.99    | City Lumber                | 77.46    |
| City of Dayton           | 414.65   | Dingle's                   | 136.44   |
| Ferrellgas               | 853.50   | NPR                        | 512.00   |
| Basin Disposal           | 41.68    | Sun Pest Management        | 53.95    |
| Incidental Fund          | 60.00    | Jennifer Dickinson         | 744.04   |
| Gypsy Girl Granola       | 45.00    | Weinhard Café              | 329.10   |

The amount of vouchers approved for payment was \$27,249.96

Meeting was adjourned at 11:14am.

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Dale McKinley, Secretary