

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
October 10, 2012

Commissioner Gene Warren opened the meeting at 7:30pm. Those present were Commissioners Warren, McKinley and Marvin, Manager Dickinson, Auditor Phinney, and community members Carla Rowe, Cheyenne Gritman, Ken Graham, and Dave Reller.

Minutes from the September regular meeting were read and approved. The monthly budget report and inquiry summary were reviewed. Dickinson stated that \$25,000 was moved from the temporary investment to the checking account due to the large payment to Landmark Landscaping. Dickinson stated that Amerein Services was 2 months behind on rent; this has been a regular occurrence. Phinney stated that they receive an invoice at the first part of the month and a late fee is added to a statement that is sent out if not paid by the 28th of the month. A public hearing for the preliminary 2013 budget will be held next month at our November regular meeting. The 2013 preliminary budget was discussed at length. Commissioner Marvin questioned the misc. grant and loans line item; Dickinson explained that this line needs to be there in order to receive any grants or loans without having to go through the process of amending the budget. Dickinson stated that there are several grant opportunities that she will be applying for in 2013. Dickinson is unsure of what direction to go in for BMS marketing, but budgeted the same amount for 2013 as she did in 2012. Commissioner Marvin suggested amending the budget to include a line item, roughly \$9,000, for a part time consultant to help manage the Dept. of Commerce contract. Dickinson stated that the Port has handled a much larger contract in the past and is confident that the staff can manage this contract. Commissioners McKinley and Warren both expressed their confidence in the staff managing the Dept. of Commerce contract. Commissioner Marvin also questioned the \$20,000 for Lyons Ferry Marina. Dickinson stated that the \$20,000 a year for maintenance is written into their lease and can be used for improvements and maintenance to make up for many years of deferred maintenance. Commissioner Marvin also wanted to know if there was a sinking fund set up for the replacement of the moorages. Dickinson told the commission that the work on the KOA cabins was the top priority and the moorages will be replaced at a later date. The farm lease with Bill Warren was approved and signed. Dan Aschenbrenner of Bill Freeman Bits mailed the signed lease along with the first lease payment which did not arrive in time for the October meeting; the lease will be signed at the next regular meeting.

The KOA cabins and handicapped fishing pad have been approved through the Corps and the blanket "No Effect" determination has been granted regarding cultural resources. Phinney met with Al Wolslegel from Washington State Parks & Recreation at the marina. Wolslegel was very pleased with the marina and pump out station and gave Phinney an outlet for possible grant opportunities for boating infrastructure.

Bill Brown, general manager of PCC Railroad called in regards to several bridges that need repair. Brown asked Dickinson about possible funding. Dickinson reported that Seneca would like weekly service and in order to do this WATCO will send an inspector with every train to inspect bridges before passing over. Bill Draper submitted an application for an encroachment on N. Cherry St. to access his building. There is a total of 37 feet from the edge of his building to the middle of the tracks; the request is for the use of 12 ft. Dickinson stated that the RoW is owned by the City of Dayton, but we grant approvals and hold leases because the railroad was granted use of the RoW.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to approve the encroachment request submitted by Bill Draper. Motion carried unanimously.

Dickinson reported that there has been a lot of interest in the first building at BMS; with 3 conformed tenants wanting 576 sq. foot spaces and a 4th interested in at least 1500 square feet. Dickinson stated that she would like letters of commitment from the tenants but will consult with the Port attorney before she

proceeds. Dickinson is working on the EDA brief that will be submitted. If approved the funding would go towards making the first building larger. During a pre-application meeting with the planning department it was determined that a master plan for the whole site needs to be submitted before approval. Dickinson discussed the misleading information published in the Waitsburg Times stating that Blue Mountain Station was full. The landscaping at BMS is going well; the water meter and backflow device will be hooked up this week.

Phinney reported that the lighting upgrade at Industrial Building #1 is complete with a final walk through of the project taking place today. Dickinson reported on the NoaNet project stating that Anderson Perry did a new survey of the NoaNet easement and will be changing the exhibit.

Dickinson reported that she did a presentation as part of the Task Force at the Liberty Theater that showed the revitalization of downtown Dayton. Dickinson was asked by the Walla Walla Chamber to sit on a panel for Plow to Plate where she spoke briefly about BMS. Dickinson reported that the business classes will start next week. These classes are part of a grant that SEWEDA received; classes will be held at the Columbia REA conference room.

EXECUTIVE SESSION: was held to evaluate personnel. Commissioner Warren stated that the session will only last 15 to 20 minutes and no action will be taken. Executive session started at 8:25pm and lasted until 8:54pm.

The following vouchers were presented for approval of payment:

Payroll	\$	7059.71	City Lumber	\$	58.78
WCIF	\$	687.83	Walla Walla Electric	\$	1618.20
Banner Bank	\$	4680.32	Anderson Perry, Inc	\$	2382.47
Cardmember Services	\$	1799.72	James Stenkamp	\$	9437.77
Dept. of Revenue	\$	5469.75	Overhead Door of WW	\$	486.63
Employment Security Dept.	\$	99.61	Waitsburg Times	\$	39.95
Dept. of L & I	\$	197.66	WEDA	\$	400.00
City of Dayton	\$	173.22	Agri-Times	\$	20.00
CenturyLink	\$	163.96	Stalzer & Associates	\$	2719.04
P'Chelle International	\$	3000.00	Blue Mt. RC & D	\$	100.00
Dingle's	\$	18.04	Nealey & Marinella	\$	1500.00
Dayton Chronicle	\$	156.00	Landmark Landscaping	\$	39,123.61
Total Office Concepts	\$	63.12	Darrell Chapman	\$	76.06
Pacific Power	\$	214.11	Community Council	\$	50.00
Jennifer Dickinson	\$	784.60	Bly's Plumbing	\$	106.35

The amount of vouchers approved for payment was \$82,686.51

Meeting was adjourned at 8:55pm.

Dale McKinley, Secretary