

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
October 9, 2013

Commissioner Gene Warren opened the meeting at 7:30pm. Those present were Commissioners Warren, McKinley, and Marvin, Manager Dickinson, guests Elio Agostini and Jim and Angela MacArthur, and member of the press Carla Rowe.

Elio Agostini, the executive director of the Downtown Walla Walla Foundation (DWWF), gave a presentation on the Small Business Development Center and its need for financial support from community partners. The DWWF acts as the fiscal agent for the Walla Walla SBDC, which also serves Columbia County. Joe Jacobs, Walla Walla SBDC executive director, has worked with or is currently working with all of the Artisan Food Center tenants. Lyons Ferry Marina concessionaires have also used his services.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to contribute \$1,750 to the Downtown Walla Walla Foundation to be used to help fund the Walla Walla SBDC for 2013. Motion carried unanimously.

KOA at Lyons Ferry concessionaires Jim and Angela MacArthur provided an overview of the 2013 recreation season and their needs into the future. They reported that they have sold the Last Resort, their other business, and are looking forward to being able to focus on the marina. They have staffing issues on a regular basis due to their location and the seasonal nature of the business. They handed out quality control surveys conducted by KOA on the marina property. The surveys are mostly positive, with suggestion made to create more privacy between tent camp sites and provide more “things to do” at the facility. KOA has three brand levels – Journey, Holiday, and Resort – that have certain requirements attached to them in order to use that brand. Jim and Angela would like the KOA at LFM to be at least at Holiday level, and will shoot for Resort level in the future if enough improvements can be made. The most immediate needs are a playground by the end of 2014 (\$15,000) and a laundry facility by the end of 2015 (\$15,000 - \$20,000). Jim and Angela also asked for an early lease renewal with an extended term so they can qualify for financing for the cabin installation, which they would like to conduct as soon as new leases are drawn up. New moorages are further down the priority timeline. Manager Dickinson stated that she has already submitted a Real Estate application for permission to install privacy panels between tent sites, but that in order to extend the LFM lease, we will have to ask for early renewal on the Port’s lease with the Corps of Engineers. She has already broached the subject with the Real Estate Division and they were open to the idea. Dickinson also said that work is progressing nicely on the Recreation Plan, which when completed will open up new grant opportunities from the Recreation Conservation Office. Dickinson and the MacArthurs will continue to work on these items.

Minutes from the September regular meeting were read and approved. The monthly budget report and a draft 2014 budget were reviewed. Commissioners asked for two revenue line items to be increased, but otherwise agreed that the draft budget can be presented as a final budget at our November meeting. A public hearing will be advertised and held at that meeting.

Commissioners approved and signed a lease renewal with TEMA Trucking for 3 years at the same lease rate.

Because of additional work added to the Artisan Food Center project, the contractor has asked for some additional days for completion. The new expected completion date is November 27th. Dickinson discussed her ideas for a ribbon cutting and open house. She proposes that a local ribbon cutting and a soft opening be held as part of the Chamber of Commerce Business After Hours event on December 11th from 5 – 7 pm, with a big open house held in the spring, inviting the governor, legislators, etc., to the spring event. That will

give tenants time to move in, grass time to grow, and provide a much more pleasant atmosphere for the big opening. Commissioners agreed with that strategy.

The East Lift Station project is moving along nicely and has been going very smoothly. Anderson Perry has been on site nearly the entire time monitoring and helping with utility locations, etc. Boring under both Wagon Road and Highway 12 is complete, and the end of the City sewer line has been located in the industrial park. After the trenching and piping work is complete, the contract will be suspended until the lift station arrives and can be installed.

A contract with Stalzer and Associates has been signed and work has begun on the Development Agreement.

Dickinson has coordinated maintenance work on Columbia County Public Transportation's overhead doors, continuing clean-up of the Vestas water leak, and improvements to Gemmell's industrial space in response to requirements from the Department of Labor and Industries. Dickinson was able to get reimbursement for the cost of the Vestas Water leak clean-up (minus deductible) from our insurance company.

Commissioners decided to tour the Artisan Food Center again at 9:00 am on Wednesday, November 13th, just prior to our Port Commission meeting.

The following vouchers were presented for approval of payment:

Payroll	\$7,504.28	KOA at Lyons Ferry Marina	\$920.00
Department of Revenue	\$4456.00	Nealey & Marinella	\$1,500.00
Dept of Labor & Industries	\$188.12	Northwest Public Radio	\$450.00
Employment Security Dept.	\$107.64	Overhead Door Co.	\$265.65
Agri-Times	\$20.00	Pacific Power	\$198.88
Anderson Perry Inc	\$584.47	Smith Brothers	\$218.77
Artmil	\$50.00	Stalzer & Associates	\$400.96
Banner Bank	\$4,680.32	Sun Pest Management	\$53.95
Blue Mountain RC &D	\$100.00	Touchet Valley Publishing	\$39.95
Cardmember Services	\$16,416.97	Total Office Concepts	\$145.54
CenturyLink	\$198.24	WEDA	\$400.00
City of Dayton	\$913.47	Western States Construction	\$234,576.29
Dayton Chamber of Commerce	\$100.00	WCIF	\$712.93
Dayton Chronicle	\$479.20	Seneca Foods	\$250.00
Dayton Mercantile	\$40.57	Touchet Valley Publishing	\$463.60
Dingle's of Dayton	\$13.48	Bly's Plumbing	\$119.79
Herres Enterprises	\$45.00	James Stenkamp, architect	\$2,023.19
1st Choice Restoration	\$7,112.91	Sandoval & Associates	\$1,350.00
Jennie Dickinson	\$605.37	Banner Bank - GO Bond	\$10.98
J. Peters Construction	\$1,757.82	Banner Bank/Western States Escrow	\$37,832.22

The amount of vouchers approved for payment was \$327,306.56

Meeting was adjourned at 9:45 pm.

Dale McKinley, Secretary