

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
June 8<sup>th</sup>, 2011

Commissioner Gene Warren opened the meeting at Lyons Ferry Marina at 10:00 a.m. Port representatives present were Commissioners Gene Warren, Lawrence Turner and Dale McKinley, Manager Jennie Dickinson and Port Auditor/Administrative Assistant Timothy Dyke. Community member Craig George was also in attendance.

Minutes of the May 11<sup>th</sup> regular meeting were approved as read.

The meeting was opened for public comment: Craig George asked which parcel Myrick Construction was leasing.

The monthly budget report was reviewed.

Reviewed administrative items: The monthly inquiry summary was reviewed. Discussion was held regarding the RC&D lease termination which was a result of federal budget cuts. Commissioners reviewed and signed a Coyote Engineering lease renewal. Dickinson discussed an upcoming visit by Secretary of State Sam Reed that will take place on Wednesday, June 15.

Lyons Ferry Park & Marina: Lyons Ferry Park has been removed from the Port's Enduris insurance policy. Inland Power and the Dept of Health have also been notified that we are no longer responsible for the facility. An application for a Boat Pumpout grant will be submitted this week. Jim MacArthur noted that a map showing locations needed for a Cultural Resources study is in progress.

PCC Railroad: Dickinson is working on revisions for the Port's Railroad Policy and the Port's attorney is currently reviewing those changes. Anderson Perry has been hired to provide oversight for the REA projects in the City of Dayton. A great deal of staff time has been spent fielding requests from Columbia REA to deviate from the construction guidelines agreed to in the approved application.

Blue Mountain Station: The Phase One Infrastructure is nearly complete and Dickinson expects it to come in slightly under budget. Commissioners reviewed a proposed inter-local agreement with Columbia County for funding assistance for the required BMS Traffic Impact Analysis. Dickinson discussed her plan to hire a Grant Research Consultant for potential BMS business funding.

**MOTION:** Made by Commissioner McKinley and seconded by Commissioner Turner to approve the inter-local agreement and allow Chairman Warren to sign the agreement. Motion carried unanimously.

Dickinson has received financial commitments from Columbia County in the amount of \$5k, \$2,500 from WA State DOT, and \$1,200 from the Palouse RTPO to offset costs associated with the Traffic Impact Analysis.

Business leads for BMS were discussed, including a request to use some of the farmland for growing crops. Commissioners stated that a business plan, resume, credit check and references should be evaluated for those interested in becoming BMS tenants.

Industrial Park: Maintenance items were discussed. The recurring industrial park sinkhole has been dug out and filled with rock in an effort to finally resolve the problem. Discussion was held regarding the Industrial Building #7 bids. All bids received were higher than budgeted for the business plan. The Port has not yet received the appraisal for the open land parcel.

**MOTION:** Made by Commissioner Turner and seconded by Commissioner McKinley to reject all Industrial Building #7 bids. Motion carried unanimously.

Community and Economic Development: A grant in the amount of \$2,500 has been secured for the regional Wayfinding Signage Project.

Other: At a recent meeting with Mike Watkins, it was agreed to keep the Seneca marketing agreement in place at this time, but the only Seneca property to be marketed by the Port will be the Canteen Building. Discussion was held regarding a possible date change for the July regular meeting. Staff will follow up with Commissioners in the coming weeks.

The following vouchers were presented for approval of payment:

Payroll	\$	7,696.13	Barker, Inc	\$	3,710.62
WCIF	\$	157.18	WPPA	\$	320.00
Banner Bank N/P	\$	4,680.32	Seneca Foods	\$	4,703.19
Pacific Power	\$	551.47	Elsom Roofing	\$	1,364.94
City of Dayton	\$	256.32	Bob McCauley	\$	143.00
Qwest	\$	160.85	LarsonAllen, LLP	\$	2,050.00
P'Chelle International	\$	5,000.00	POW Contracting	\$	206,780.64
Cardmember Services	\$	850.32	Jennie Dickinson	\$	1,062.30
Total Office Concepts	\$	70.17	Timothy Dyke	\$	264.26
City Lumber	\$	3.46			
Inland Power	\$	116.48			
Blue Mountain News	\$	140.00			
Sun Pest Mgmt	\$	1,217.11			
Dayton Chronicle	\$	121.50			
Dingle's	\$	58.14			

The amount of vouchers approved for payment was \$241,478.40

Meeting was adjourned at 12:11 p.m.

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Dale McKinley, Secretary