

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
June 13, 2012

Commissioner Dale McKinley opened the meeting at 10:05am at Lyons Ferry Marina. Those present were Commissioners McKinley and Marvin, Manager Dickinson, Auditor Phinney, and marina concessionaire Jim McArthur.

Minutes from the May regular meeting were read and approved. The monthly budget report and inquiry summary were reviewed. Gemmell's Diving Services lease for 4 & 5 Port Way was reviewed and approved. Dickinson reported that the Vestas lease is up at the end of June 2012, and they have asked for their lease to be extended on a month to month basis for up to six months. The lease will stay the same with the exception of a 30 day termination clause for either party.

Motion: Made by Commissioner Marvin and seconded by Commissioner McKinley to approve the Port Manager to sign a letter to extend the Vestas lease on a month to month basis for up to six months. Motion carried unanimously.

Dickinson stated that she receives several calls from reporters following Port meetings wanting the minutes. Dickinson would like direction from the commission on how to handle this. The Commissioners both agreed that it was a good idea to give the newspapers the information, and they all get the same information. Commissioner Marvin suggested that a brief summary of the meeting be written so that either the manager or auditor would be able to give the information to reporters.

The KOA cabin floor plans and real estate application has been sent to the CoE and we should hear back by the end of their fiscal year. Jim McArthur told the commissioners that the cabins come fully assembled, cost roughly \$25,000 and will be 12 by 28 feet in size. The cabins will be located in the tent camping area near the shower room. Cabin ownership and financing was discussed. McArthur reported that the new laundry facility was 90% complete, outdoor seating and a large barbeque are nearly complete. The marina is also offering kayak rentals. McArthur gave a brief summary on the hillside beautification, a new swinging door for staff and customers to have easier access to the outdoor seating area and irrigation. Work has begun on the C-Moorage that was damaged in the recent wind storm. Commissioner Marvin asked what the Port could do to better help the marina. McArthur stated that the Port has always been easy to work with but for long term vision, McArthur expressed the need for replacing the 50 year old moorages, starting with the A-Dock. A-Dock is in the worst shape due to the excessive winds. McArthur stated that boat sizes have also changed over the years and there is no place for the larger boats. Dickinson stated her concern about being able to rebuild covered moorages due to the CoE. This project would have to be done in phases. Jim said covered moorage may not be necessary.

Duke Resorts has asked for permission to work in or near the RR RoW to install a silt fence and shave down the hill. WATCO has been contacted and permission was granted. Application has been filled out and payment will be made.

Motion: Made by Commissioner Marvin and seconded by Commissioner McKinley to approve the application for RR RoW work. Motion carried unanimously.

The next BMS meeting will be Tuesday, June 19. This meeting will be to discuss building plans with potential tenants. Commissioner Marvin suggested that the site be mowed. Dickinson stated that there is grass coming up from the hydroseeding that was done last year and that the site has been sprayed for weeds. Bill Stalzer and Richard Henderickson had a meeting that went very well and they will meet again. Stalzer has a schedule for planning the new building, which was given to the Commissioners. A conditional use permit will

be required. Potential lease rates for the new building were also considered, with the base rate being \$.18 - \$.20 per square foot, but if additional upgrades were needed then the rate would go up. Commissioners agreed with the rates but would like Commissioner Warren's input.

Phinney reported that the HVAC unit has been installed at 4 Port Way, the lighting up-grade is complete at 4 and 5 Port Way with work started at 3 Port Way. The roof leak at 4 Port Way is fixed. The sewer line at Columbia County Public Transportation was dug up finding that the problem was with the connection to the city main line. The saddle was installed wrong making the water flow the wrong way. A claim was submitted to the city insurance company.

Commissioner Marvin will be attending the WPPA Commissioner Seminar July 22th-24th at the Suncadia Resort in Cle Elum. Dickinson and Phinney will be helping with All Wheels Weekend this coming weekend. Dickinson reported that the Dayton Chamber of Commerce has met twice in the Port conference room with the new marketing and promotion company, AMI.

The following vouchers were presented for approval of payment:

Payroll	\$	7186.36	Total Office Concepts	\$	4877.57
WCIF	\$	687.83	Oxarc, Inc.	\$	141.30
Banner Bank	\$	4680.32	Patton & Assoc.	\$	1750.00
Cardmember Services	\$	463.37	Myrick Construction	\$	1061.54
Pacific Power	\$	338.97	Steve Herres	\$	225.00
City of Dayton	\$	265.38	Total Comfort Solutions	\$	7431.08
CenturyLink	\$	162.33	Darrell Chapman	\$	248.45
P'Chelle International	\$	3000.00	Bly's Plumbing, LLC	\$	1186.90
Dingles	\$	17.69	Smith Brothers Lawn Care	\$	2495.36
Dayton Chronicle	\$	235.80	Jennie Dickinson	\$	666.78
Anderson Perry, Inc	\$	133.00	Ben's Roofing & Custom Gutters	\$	1364.94
Stalzer & Associates	\$	1007.21		\$	
City Lumber	\$	77.72		\$	
James Stenkamp	\$	2007.86		\$	
Dayton Mercantile	\$	26.38		\$	

The amount of vouchers approved for payment was \$41,739.14

Meeting was adjourned at 11:27am.

Dale McKinley, Secretary