

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
April 10th, 2013

Commissioner Gene Warren opened the meeting at 7:30pm. Those present were Commissioners Warren, McKinley and Marvin, Manager Dickinson, and Auditor Phinney. Members of the public in attendance were Carla Rowe, Cheyenne Gritman, Jim Stenkamp, Darwin Parker, and Jay Ball.

Minutes from the March regular and April special meetings were read and approved. The monthly budget report was reviewed for April.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to table the bylaw discussion for a future meeting. Motion carried unanimously.

Dickinson gave an update on the CERB application for sewer funding that was submitted on April 1st. A handout was given to the commission with a breakdown of costs. Of the \$218,000; 50% or \$109,000 will be grant and the other 50% or \$109,000 will be a loan with 2.5% interest. Matching funds totaling \$12,500.00 will come from Columbia County, the City, the Chamber, and Pacific Power. The Port will contribute \$9,500. Dickinson, Reggie Mace, Brad McMasters, and Bill Clemens will go to Olympia on May 16th to make a presentation to the CERB board. Dickinson will know that day if the money was awarded. Dickinson explained that the sewer will serve the entire first phase of the project, and allow the whole site to be served in the future. The bids for the Artisan Food Center were opened on the 5th of April. Western States Construction was the apparent low bidder at \$1,098,000. Bids were higher than budgeted. Stenkamp has been in contact with the contractor to discuss cost reductions through value engineering. The price cannot be cut more than 10% or the whole project will have to be rebid. Bids are typically good for 30 days, with May 5th being the end of that period. The commissioners asked Stenkamp if the contractor would consider an extension of the bid.

Darwin Parker from Banner Bank was here with a proposal for a general obligation bond. This bond would be taxable. Option 1 would be a 15 year bond fixed at 4.25% for 5 years and would be adjusted depending on the index in 5 year intervals with a payment of \$27,000 per year. Option 2 would be 15 year bond fixed at 5.35% for 10 years and would be adjusted depending on the index with a payment of \$29,000 per year. Commissioner Warren would like a cap on the interest rate. This proposal is a 30 day commitment.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to accept Option 1 from Banner Bank with a 6 month draw, and a finalized interest cap. Motion carried unanimously.

The Port will hold a special meeting on the 25th of April at 2pm to adopt the general obligation bond resolution and hold a public hearing for a supplemental budget. Phinney will send a reminder to the commissioners. The commissioners discussed the lease rates at the Artisan Food Center. Dickinson stated that the lease rate is \$.50 per square foot plus leasehold tax. This rate is twice as much as any space in the industrial park. The Columbia County Fund application is due on May 1st. Dickinson would like to apply for \$10,000 that would be used for kitchen equipment. In order for her to apply she needs the chair person's signature. Commissioner Warren signed for approval. The building permit has been applied for and will be issued as soon as we award the bid. The fence is up around the garden and planting has started. There have been some irrigation issues that are being worked out. Dickinson stated that she has had two more business inquiries for BMS. The Annual Management Plan part 2 for Lyons Ferry Marina is complete and was submitted on April 1st. Dickinson reported that the 4-wheeler at the marina is not running, making the spraying very hard. MacArthur inquired about purchasing the Port's 4-wheeler. The Port's 4-wheeler has not been used since we hired Smith Brother's Landscaping to do the spraying. Dickinson gave the commission handouts with values and suggested that we offer the 4-wheeler to the marina for \$1500.

MOTION: made by Commissioner McKinley and seconded by Commissioner Marvin to surplus the 2005 Yamaha Bruin 250 to the Lyons Ferry Marina for \$1500. Motion carried unanimously.

Dickinson reported that there still has not been a response from Watco. An email was sent to the shippers. Seneca was the only shipper that responded. The citizen from Waitsburg that was concerned about the City of Waitsburg removing siding was back in the office. He was given a map and Dickinson explained to him that the property is owned by the City of Waitsburg and there was nothing we could do. Dickinson and Phinney went to Waitsburg and took pictures of where the siding has been removed. It is obvious they have been in the RR RoW. Watco was contacted by the City of Waitsburg after most of the work was completed letting them know what was done.

Phinney reported that the skylights that will be replaced at District Court were a special order item and will be in next week. Dickinson reported that she was asked for a list of community service projects in the industrial park for a 4-H group.

The community work day has been rescheduled for April 27th for 9-12. Dickinson attended a SEWEDA meeting in Clarkston yesterday. She also reported that she went to a City Council meeting to do a presentation on BMS and listened to a report on the event permit that the city is proposing. Dickinson and Mayor George will be presenters at a CERB training academy in Walla Walla at Whitman College on May 22nd.

Commissioner Marvin would like to discuss a maternity leave policy at the next regular monthly meeting.

The following vouchers were presented for approval of payment:

Payroll	\$	7,428.96	Dayton Chronicle	\$	227.88
WCIF	\$	712.93	Walla Walla Union Bulletin	\$	185.12
Banner Bank	\$	4,680.32	Waitsburg Times	\$	125.10
Cardmember Services	\$	1,141.17	Tri-City Herald	\$	206.16
City of Dayton	\$	170.50	Smith Brothers Lawn Care	\$	751.52
Dept. of Revenue	\$	5,855.28	James Stenkamp	\$	21,601.71
Dept. of L & I	\$	188.79	Landmark Landscaping & Design	\$	3,113.00
Dept. of Retirement Systems	\$	25.00	Nealey & Marinella	\$	1,500.00
CenturyLink	\$	164.14	Artmil	\$	1,500.00
Dingle's	\$	93.88	Pursewell's Pump Co.	\$	33,125.30
Total Office Concepts	\$	74.80	Warren Orchard	\$	1,532.50
Anderson Perry Inc	\$	652.50	Jennifer Dickinson	\$	639.18
Seneca Foods Inc		250.00		\$	

The amount of vouchers approved for payment was \$85,945.74

Meeting was adjourned at 9:14pm.

Dale McKinley, Secretary