

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
August 8, 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 Tom Benzel and Carla Rowe.

Minutes from the July regular meeting were read and approved. The monthly budget report and inquiry summary were reviewed. Dickinson stated that the health care stipend line will be changed on the 2013 budget to read health care benefits. Dickinson also stated that there was not enough budgeted in health care due to the timing of Phinney's 60 day probation period.

Commissioner Marvin gave a brief summary of the commissioner seminar he attended in Cle Elum. Marvin spoke about sinking funds, comp plans, strategic planning and fair cost estimates in the bid process. Marvin greatly recommends the commissioner seminar in 2014. Manager Dickinson attended the Port Director Seminar in Walla Walla and gave a brief summary.

The Blue Mountain RC&D has asked that the Port sign an MOU with them for the handicapped fishing pad project at the Lyons Ferry Marina.

Motion: Made by Commissioner Marvin and seconded by Commissioner McKinley to approve the Port Manager to sign the MOU. Motion carried unanimously.

Dickinson reported that the new outdoor seating area at the marina was complete, the kayak rentals are going great, and the marina has hosted an event for veterans.

WATCO wrote and submitted an application to the WSDOT on behalf of the Port for \$445,000 in rehabilitation funds; WATCO will contribute \$18,000 to the project. The work to be completed is on the rail line between Prescott and Walla Walla. The Dumas Station Wines, LLC lease amendment was approved and signed.

The BMS landscaping plan is complete and will be put out for bid at the end of the week. Ads will be sent to the Walla Walla Union Bulletin, Tri-City Herald, the Chronicle and the Times. A special meeting will be held on Sept. 5th, at 1pm to open bids. Phinney will send a reminder to the commissioners. Low bid will be chosen at the September 12th regular meeting. The commissioners all agreed that they would like to have the Stenkamps oversee the project. Dickinson and Stenkamp met with Drew Woods to discuss a second entrance at the BMS site. Dickinson will consult with Bill Stalzer and Anderson Perry about the cost of doing intersection improvements. Building plans with tenant space were shown and discussed. The site plan has to be submitted to the county in September. Dickinson stated that a grain mill company will be here for a site visit in late August. The Dept. of Commerce contract was given to the Port attorney for review; the attorney has several items of concern. Dickinson stated that the Port has sixty days to return the signed contract and would like to work with the attorney to clarify the contract before approval. Commissioner Marvin is concerned with that the number of Port staff and how they will handle all the demands of the contract. Dickinson suggested that we discuss staffing when we prepare the 2013 budget. Dickinson also reported that the Blue Mountain Station site will be mowed this week.

Phinney reported that a handicapped parking pad was poured at the District Court office and signage has been ordered. It was brought to our attention that several security lights in the industrial park are not working and an electrician has been contacted. Phinney reported that she is working with a sign company on directional signage for the industrial park. Lease rates for Vestas were discussed at length. Commissioners

heard that the Port has gotten its return on the improvements made to the building and all agree that \$.20 per square foot for industrial space and \$.43 per square foot for office space was a reasonable rate. These rates are consistent with the rest of the industrial park rates. Bill Freeman Bits was sent a lease to review.

Dickinson was asked to speak tomorrow at an economic development commission meeting at Walla Walla Community College.

The following vouchers were presented for approval of payment:

Payroll	\$	7043.13	WPPA	\$	565.00
WCIF	\$	687.83	Earle Marvin	\$	609.11
Banner Bank	\$	4680.32	Jennie Dickinson	\$	626.41
Cardmember Services	\$	308.18	Journal Communications, Inc	\$	1445.00
Enduris	\$	19562.00	Walla Walla Web Weavers	\$	110.00
PNWA	\$	600.00			
City of Dayton	\$	379.89			
CenturyLink	\$	166.89			
P'Chelle International, Inc	\$	3000.00			
Dingle's	\$	15.61			
Dayton Chronicle	\$	177.00			
Total Office Concepts	\$	66.63			
Col. Co. Fair	\$	15.00			
Smith Brothers Lawn Care	\$	1756.64			

The amount of vouchers approved for payment was \$41,814.64

Meeting was adjourned at 8:18pm.

Dale McKinley, Secretary