

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
December 11, 2013

Commissioner Gene Warren opened the meeting at 10:00am. Those present were Commissioners Warren, McKinley, and Marvin, Manager Dickinson, Auditor Phinney, and member of the press Carla Rowe.

Minutes from the November regular meeting were read and approved. Commissioner Warren stated the thorough minutes are a great help in refreshing his memory of what was reviewed at the previous meeting. The monthly budget report was reviewed. Dickinson stated that Amerein Services has been sent a notice from the Port attorney stating that he was to pay his back rent or vacate. Amerein has been warned before and again he is months behind on rent. It would best for the Port if Amerein would vacate the premises. Dickinson reported that the development agreement was not completed in 2013 and would be carried over to the 2014 budget as well as the final payment to Western States Construction. The inquiry summary was reviewed. The county has asked the Port to update the appointment of agent in case there is any claim for damage against the Port.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to approve Resolution #2013-09 Appointment of Agent as written. Motion carried unanimously.

The commission reviewed a lease renewal for Brian Ward. The lease will be for 1 year and the lease rate will stay the same.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to approve the 1 year lease with Brian Ward. Motion carried unanimously.

Dickinson reported that the State Auditor will be in office next week to conduct an audit for 2010-2012.

Jim Stenkamp deemed the AFC to be substantially complete as of last night. Plumbing in the Little Dipper Dairy is very complex and the painter is very slow but the building is 99.5% done. The final payment will be made in January. Mike Rose, Big Kahuna Hot Sauce, did not sign a lease. The only special provision in this space was the hood. Rose did pay a non-refundable deposit. Artmil is designing signs for the AFC. A local open house and ribbon cutting will be held tonight from 5-7pm at the AFC. Dickinson has asked the Mayor, County Commissioners, and the Chamber President to participate in the ribbon cutting scheduled for 6pm. Commissioner Marvin will not be able to attend due to a prior engagement. The tenants and co-op market will also be present. Discussion was held regarding a possible partnership with the Dayton Chamber for economic development.

Due to the construction timeline extension at the AFC, our draw down date for the GO Bond also needs to be extended. Paperwork has been drawn up for an extension with an end date of December 31, 2013.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to approve Resolution #2013-10 to extend the bond draw as written. Motion carried unanimously.

A rep for the manufacture of the sewer lift station was here yesterday for training on how the pumps work. Bob Gemmell was asked to attend in case an emergency were to come up with the pumps. A booster is needed for voltage increase for the pumps. These boosters will be installed on Friday. The system does have an alarm that may need to be hooked up to a cellphone in case it fails. A final bill has been submitted by ML Albright. Dickinson is working closely with Artmil on the new website. Bill Stalzer has been too busy with other projects but will work on the development agreement in January. The Blue Mountain Station Co-op formation is coming together. They will be hosting a Saturday market beginning January 11<sup>th</sup> in the retail area at the AFC. This market will run until the Farmer's Market starts back up this spring. Dickinson recommended that the commercial kitchen rules, contract and rates be written as a policy to be added to the Port's manual at the January meeting. Dickinson stated that the January meeting will also include a capital facilities list to be approved for 2014.

Annual planning for the LFM has begun with the first part due to the CoE by the 15<sup>th</sup> of January. The recreation plan is coming along well. A draft will be submitted by the end of 2013.

Phinney reported that the electrical work was complete at 3 Port Way and Bill Freeman Bits was moving in. The HVAC unit will be cleaned today. A snow removal contract was signed with Central Valley Construction. This contract is good for a year. Several small leaks were repaired and siding was secured on the weather end of Industrial Building #1A.

Dickinson reported that the Youth Building project was rejected by County Commissioners. This project would have used \$500,000 in economic development funds to refurbish a building used primarily for 4H. Dickinson has offered to be on a committee to help develop a plan to develop a building idea more suited for events and community use.

**EXECUTIVE SESSION:** was held to evaluate personnel. Commissioner Warren stated that the session will approximately last 30 minutes and action will be taken. Dickinson will take the first 5 minutes for Phinney's evaluation with the commissioners. Executive session started at 11:00am and lasted until 11:23am.

**MOTION:** made by Commission Marvin and seconded by Commission McKinley to increase Phinney's salary by \$1.00 per hour from \$14 to \$15 per hour plus benefits. Motion carried unanimously.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to increase Dickinson's salary by \$4,500 annually from \$50,500 to \$55,000 plus benefits. Motion carried unanimously.

The following vouchers were presented for approval of payment:

Payroll	7,669.19	WCIF	557.26
Banner Bank	4,680.32	CenturyLink	198.45
Total Office Concepts	57.13	Dayton Chronicle	177.55
Pacific Power	1404.34	Seneca Foods Inc	250.00
Western States Construction	190,384.55	Elsom Roofing, Inc	1,072.53
Northwest Public Radio	512.00	Anderson Perry	75.00
City Lumber	43.15	Artmil	300.00
Dayton Chamber	265.13	WW Valley Wine Alliance	1,500.00
James Stenkamp	416.22	EWU	2,500.00
Gypsy Girl Granola	150.00	Dept. of Commerce	70.00
Dingle's	39.59	ML Albright & Sons	54,585.88
ML Albright & Sons (Retainage)	8,739.47	M4 Construction	360.00
City of Dayton	185.20	Col. Co. Auditor	32.00
Jennifer Dickinson	594.62	Banner Bank	2,266.07
Cardmember Services	978.20		

The amount of vouchers approved for payment was \$280,063.85

Meeting was adjourned at 11:27am.

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Dale McKinley, Secretary