

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
December 12, 2012

Commissioner Gene Warren opened the meeting at 10:00am. Those present were Commissioners Warren, McKinley and Marvin, Manager Dickinson, Auditor Phinney, and community members Dave Reller and Carla Rowe.

Minutes from the November regular meeting were read and approved. The monthly budget report and inquiry summary were reviewed. Dickinson stated that Amerein is still behind 2 months and has not paid December rent. Dickinson recommended to the commission that she send a letter stating that his rent needs to be current by the end of 2012; the default section of his lease will be included in the letter. Phinney reported that the Employment Security Dept. contacted the Port in regards to the commissioners paying unemployment; because the commissioners are elected officials, they are exempt from paying. Phinney will be meeting with Carla Rowe this Friday, to make sure that payroll is set up correctly. Dickinson expressed to the commission the need for a certified commercial kitchen that can be used by Gypsy Girl Granola, who has been traveling to the Pasco Commercial Kitchen several times a week. Dickinson reported that she had been in contact with Seneca and they are willing to lease the Canteen to the Port at a rate of \$250 per month on a month to month basis, with Seneca paying all the utilities. The Port would then be able to rent the Canteen out as a certified commercial kitchen either by the day or hour. Dickinson recommended that the commissioners sign the lease now so Gypsy Girl Granola will not be held up on production and make changes if necessary at the next meeting.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to approve the lease as written. Motion carried unanimously.

The commissioners signed a lease renewal with Brain Ward and Jennifer Hall for the Highway 12 property. Dickinson met with Jacob Roth from Vestas, Roth has asked that the Port draw up a new month to month lease with a lower lease rate for spaces Bay A & B and the storage bay at 525 Cameron. They will vacate Bay C and replace the wall between Bays B & C. The commissioners signed the Vestas lease. Dickinson stated that Bay C has been shown to a potential tenant, Jay Ball, who would use the space for an auto shop. Dickinson stated that the space will be advertised before Ball is considered and the rent will be the same as what Vestas is paying, \$.22 per square foot.

The annual management planning meeting with Jim and Angela MacArthur will take place on January 7th, with the annual management plan part 1 to be submitted to the Corps on the 10th of January. All the materials were sent via a CD this year with the addition of a new Special Events form that the concessionaires have to submit with a description of their upcoming events.

Terry Robins met with Dickinson about railroad service to Seneca. Robins said Bill Brown PCC General Manager, stopped in to see him reporting that there will no longer be service to Seneca. Dickinson is still sorting this matter out, with a call into Bill Brown. Seneca really values this service and has sent out more cars this year than any year since the cannery closed.

The Site Plan application for BMS was deemed complete by the planning department on December 7th. Presentation to the Planning Commission will be held at the Planning Dept. on January 10th at 5:30 and a public hearing will be held on January 16th in front of the County Commissioners. It would be beneficial for a Port Commissioner to be there. The building permit will be applied for in January. A draft of the development agreement has been submitted to our consultant. The Walla Walla Union Bulletin ran articles about several of the BMS tenants in last Sundays paper. Commitment letters were sent out to 6 businesses; Gypsy Girl Granola has signed and paid her deposit, the smoked meats business dropped out and we are

waiting to hear back from the others. The flour mill is still in the works and if all comes together this would be a stand-alone building on the site. Dickinson attended a breakfast at WSU using Unifine whole-grain milling products. This mill would be an alternative if the big mill doesn't pan out. Dickinson is working on a marketing plan for 2013.

A leak in the wall at 4 Port Way has been fixed. NoaNet hooked the power up to the cabinet using the Port main office address; Phinney has called Pacific Power to straighten the billing out. NoaNet will be credited for the last several months; the Port will have a large bill next month to make up the difference. Anderson Perry has been working on the NoaNet easement and suggested adding a utility easement along the Port property down Cameron.

Dickinson reported that she will be attending the CEDS meeting on the 19th of December where members of the Task Force, STEERING committee, and the Chamber will discuss what economic projects have been completed and which projects are still a priority. Dickinson also stated that she will be going to a regional signage meeting today where they will be brainstorming ideas for funding and maintenance of the signs.

The following vouchers were presented for approval of payment:

Payroll	\$	7117.95	Elsom Roofing	\$	91.72
WCIF	\$	712.93	Col. Co. Planning Dept.	\$	846.15
Banner Bank	\$	4680.32	Anderson Perry	\$	1622.05
Cardmember Services	\$	404.32	James Stenkamp	\$	4027.49
Dept. of Commerce	\$	50.00	Stalzer & Associates	\$	2266.12
City of Dayton	\$	167.69	Herres Enterprises	\$	45.00
CenturyLink	\$	164.06	Bly's Plumbing	\$	83.57
P'Chelle International	\$	3000.00	Jennifer Dickinson	\$	671.64
Dingle's	\$	24.57		\$	
Dayton Chronicle	\$	83.28		\$	
Total Office Concepts	\$	57.04		\$	
Pacific Power	\$	48.70		\$	

The amount of vouchers approved for payment was \$26,164.60

Meeting was adjourned at 11:00am.

Dale McKinley, Secretary