

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
January 14<sup>th</sup>, 2015

Commissioner Warren opened the meeting at 10am. Those present were Commissioners Warren, Marvin, and Crowe, Manager Dickinson, EDC Jarski, Auditor Phinney and member of the press Loyal Baker.

The minutes from the December meeting were read and approved. The 2014 year end budget report was reviewed as well as the 2015 monthly budget report. Dickinson gave a brief update on 531 Cameron stating that Coyote Engineering has paid for the month of January. They will be completely moved by February 1<sup>st</sup>. Dickinson has also submitted a second proposal to GSA for the relocation of several federal offices to 531 Cameron. If the Port is awarded this contract we will have to amend the 2015 budget to allow for increased expenses and income. Dickinson gave a brief explanation of the first Blue Mountain Station land payment of \$53,333.33 which is due starting this year and will continue annually for the next 20 years.

The Port Policies for 2015 with additions and corrections were sent in the Commissioners packets for review before the meeting. Policy #1 – Personnel, was discussed and it was decided that there should be a cap on the amount of comp time an employee can accrue. It will be added that an employee can accrue up to 40 hours of comp time and that comp time will not be paid out at the time of employment termination.

**MOTION:** Made by Commissioner Marvin and seconded by Commissioner Crowe to approve Port Policy #1 – Personnel as amended. Motion carried unanimously.

Port Policies #2 – #15 were discussed and deemed acceptable as written.

**MOTION:** Made by Commissioner Marvin and seconded by Commissioner Crowe to approve Port Policy #2 – #15 as written. Motion carried unanimously.

Port Policy #16 – Emergency Preparedness, was discussed at length. Commissioner Marvin would like language added to the policy regarding the preservation of all electronic files, photos and a time line of the emergency event.

**MOTION:** Made by Commissioner Marvin and seconded by Commissioner Crowe to approve Port Policy #16 as amended. Motion carried unanimously.

The Capital Facilities Plans for the Industrial Park and Lyons Ferry Marina were reviewed and discussed.

**MOTION:** Made by Commissioner Marvin and seconded by Commissioner Crowe to approve the Capital Facilities Plans for the Industrial Park and Lyons Ferry Marina as amended. Motion carried unanimously.

Election of officers for the Board of Commissioners occurs in odd years. There are no rules stating that the officers have to change. Commissioner Marvin stated that as elected officials the commissioners should be willing to serve in any capacity on the board.

**MOTION:** Made by Commissioner Crowe and seconded by Commissioner Marvin to retain the current officers. Motion carried unanimously.

The 2015 monthly meeting schedule was discussed. The monthly meetings are held on the second Wednesday of every month at 10am for the months of November to March and 7:30pm from April to October. Commissioner Marvin would like the meetings changed to all daytime meetings. Commissioner Warren stated that due to his work schedule he is very busy during the months of April through October and would like these months to stay at 7:30pm. The June regular monthly meeting is held at the Lyons Ferry

Marina and will be changed to 10am. Commissioner Warren stated that he would also like to see the July monthly meeting changed to 10 am, as he is usually out of town during July. Phinney will report the meeting change to the State of Washington and advertise accordingly.

**MOTION:** Made by Commissioner Marvin and seconded by Commissioner Crowe to approve the Port of Columbia monthly meeting schedule as amended. The regular monthly meetings for June and July will be changed to 10am. Motion carried unanimously.

Suzi Tasker of Aardvark Granola is in need of more room for her business and has inquired about Suite H at the Artisan Food Center. There is another potential business that is also interested in Suite H. Suzi being an existing tenant, would have first shot at Suite H. The marketing intern from Whitman College is to start her internship in January. Dickinson has not heard from Bill Stalzer regarding the Development Agreement.

Phinney reported that the LOSS – Large On Site Septic, application for the Lyons Ferry Marina was approved through the Dept. of Health. Phinney will complete the paperwork and submit it along with the application fee. The Dayton Tractor roof repairs are complete as well as the Port main office update with the exception of painting in the back office.

Dickinson reported that Frontier Railroad and Watco have been communicating regarding the Port’s 39 miles of rail line. A recent business inquiry would require rail to operate. Dickinson and Jarski have met with this individual on several occasions. Dickinson has been asked to be part of the state’s short line survey committee. Dickinson reported a drainage issue near the CCGG elevator at the east end of town. The wooden culverts are plugged causing a lot of water to pool near the tracks. This should be taken care of by Watco, but with the line not being used at this time it is doubtful that they will clean the culverts. CCGG may be able to help with a solution to this problem.

Dickinson stated that Pacific Power is working on a press release regarding the Blue Sky grant that was awarded to the Port for the solar project at the Artisan Food Center. CEDS was well attend with 25 participants. The most voted on topic to focus on was the school and education. Second was affordable, not low income, housing in Columbia County. The data sheets will be shared with the commission.

**EXECUTIVE SESSION:** Was held to discuss personnel and real estate. Commissioner Warren stated that the sessions will last 15 minutes each. Executive Session started at 11:12am and lasted until 12:21pm.

The resignation of Economic Development Coordinator Christine Jarski was accepted. No action was taken on real estate purchase or sale of property.

The following vouchers were presented for approval of payment:

Payroll	13,164.81	WCIF	1,092.28
Banner Bank	4,680.32	Banner Bank	2,660.07
Dept. of Revenue	5,146.20	Employment Security Dept.	186.24
Dept. of L & I	311.78	CenturyLink	188.55
Cardmember Services	2,024.73	Total Office Concepts	4,096.94
Pacific Power	1,009.86	City of Dayton	515.75
Rey’s Roast	13.00	TVTV	60.00
Dingle’s	96.66	Ferrellgas	313.57
US Linen & Uniform	75.68	Stalzer & Associates	4,938.02
Basin Disposal of WW	103.57	Basin Disposal	18.56
Dayton Chronicle	230.70	Dayton Mercantile	32.34
Touchet Valley Landscapes	70.27	Dayton Chamber of Commerce	890.00
Dept. of Commerce	3,270.00	Inland Cellular	39.19

Dept. of Health Revenue Section	215.20	Experimental Fermentation Co.	256.50
City Lumber	51.10	Sun Pest Management	107.90
Dayton Elementary	129.12	Elsom Roofing, Inc.	2,459.28
Chapman Heating & Air	70.27	Graphic Apparel	1,202.54
Amber Phinney	122.45	Jennifer Dickinson	673.49
Christine Jarski	75.60		

The amount of vouchers approved for payment was \$50,198.54

Meeting was adjourned at 12:22pm.

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Earle Marvin, Secretary