

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
June 12th, 2013

Commissioner Gene Warren opened the meeting at 7:30pm. Those present were Commissioners Warren, McKinley and Marvin, Manager Dickinson, Auditor Phinney and community member Carla Rowe.

Minutes from the May regular meeting were read and approved. The monthly budget report and inquiry summary were reviewed. Dickinson gave a brief overview of proposed policies, #12-2013 Rules of Procedure and #13-2013 Code of Conduct. Both of the proposed policies need to be decided by a motion.

**MOTION:** made by Commissioner McKinley and seconded by Commissioner Marvin to adopt Policy #13-2013 Code of Conduct as written. Motion carried unanimously.

Commissioner McKinley stated that the election of officers in the rules of procedure policy differed from Commissioner Marvin's draft bylaws and asked if this new policy would overrule the said bylaws. Commissioner Warren reported that Commissioner Marvin had contacted the 5 neighboring ports regarding bylaws; none of the 5 have bylaws. Commissioner Marvin stated that at least one of the other neighboring ports do, however, have a budget workshop every fall to involve the commissioners in the budgeting process. It was discussed and decided that a correction be made to the rules of procedure, stating that the elections of officers would be held on odd years rather than even years.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to adopt Policy #12-2013 Rules of Procedure, changing the election of officer to odd years rather than even years. Motion carried unanimously.

Commissioner Marvin stated the draft bylaws that he composed will no longer be necessary with the adoption of the two policies. The draft Port newsletter was reviewed and discussed with no changes or corrections, so we will go ahead with printing. The newsletter will be mailed using Every Door Direct mail so that every household in Columbia County will receive one.

The sewer money was awarded by CERB to the Port. A contract from CERB has not yet been received. Anderson Perry has been trying to locate manholes near DTM. Through old minutes, the Port staff found that Bob Yost installed the sewer line. Bob Yost was contacted and was able to help locate the line. The sewer project will be a small works project. Construction is going great at BMS and the contractor is ahead of schedule. The Port was awarded \$15,000 from the Columbia County Fund for kitchen equipment at BMS. Dickinson has contacted Bill Stalzer for a revised estimate of the Development Agreement. Ace Landscaping is interested in moving the retail portion of his business to BMS. He would install at his expense the irrigation, a work building and a road. Dickinson will talk to the planner to get more information and will report back at the next meeting. This business would bring more people to the site. The co-op market is preparing a survey to go out in the Port newsletter. The agri-tourism committee is planning its first event that will take place this fall.

The annual CoE inspection at LFM went very well, best inspection that we have had. The Dept. of Health and CoE met at the Port last week to discuss the wells at LFM. The well drilled in 1973, known as source #1, is owned by the Port. The well drilled in 1976, known as source #2, is owned by the CoE. The CoE well is unapproved and neither well has a unique identifier tag from the Dept of Ecology. A source approval application will be submitted for approval of the water source #2. The CoE will take care of the paperwork for the Dept. of Ecology to get the wells numbered.

Inland Telephone has requested 3 underground crossing in Walla Walla County near and in Prescott. Fees have been paid and Watco has been contacted. These crossings will be licensed and recorded when complete.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to approve Crossings 1, 2, and 3 from Inland Telephone Company. Motion carried unanimously.

We have not heard back from Columbia REA regarding the surplus rail line. There has been no word from Watco regarding their new agreement proposal.

Phinney reported that Bob McCauley mowed the vacant lot by CCPT, the lawn maintenance crew has been doing a great job in the industrial park and Smith Brothers mowed at BMS when the wheat started to head. The security light at Desperado Cowboy Bullets was also repaired.

Dickinson has been attending the Regional Signage Committee meetings. The Port has been running an advertisement for the Dayton Farmers Market in the Chronicle. All Wheels Weekend is this weekend, Dickinson and Phinney will both be volunteering. The Best Western had its grand opening last weekend; Dickinson attended and stated that the turnout was great.

The following vouchers were presented for approval of payment:

Payroll	\$	8,012.39	Dayton Chronicle	\$	46.20
WCIF	\$	712.93	Pacific Power	\$	157.79
Banner Bank	\$	4,680.32	Oxarc, Inc	\$	58.54
Banner Bank – GO Bond	\$	10.27	Smith Brothers	\$	2,359.78
Banner Bank/Western States	\$	6,261.00	Patton & Associates	\$	1,750.00
Construction ( Retainage)					
Cardmember Services	\$	855.69	Sun Pest Management	\$	53.95
City of Dayton	\$	175.89	Columbia County Fair	\$	15.00
City Lumber	\$	756.33	Bob McCauley	\$	161.00
Centurylink	\$	163.89	Western States	\$	128,851.38
Construction					
Dingle’s	\$	88.96	Materials Testing & Inspection	\$	125.10
Total Office Concepts	\$	68.25	Seneca Foods, Inc	\$	250.00
Anderson Perry	\$	115.00	Amber Phinney	\$	37.00
Jennifer Dickinson	\$	1,040.80	Dayton Electric	\$	43.15
Employment Security Dept	\$	51.30			

The amount of vouchers approved for payment was \$156,901.91

Meeting was adjourned at 8:28pm.

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Dale McKinley, Secretary