

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
March 13th, 2013

Commissioner Gene Warren opened the meeting at 10:00am. Those present were Commissioners Warren, McKinley and Marvin, Manager Dickinson, and Auditor Phinney. Members of the public in attendance were Rachel Alexander, Carla Rowe, and Marshall Doak.

Minutes from the February regular meeting were read and approved. The monthly budget report was reviewed for March. The 2012 year end budget report was reviewed with the addition of the Leasehold Tax revenue. Dickinson stated that all the formulas were correct on the spreadsheet and the Leasehold Tax revenue was around \$20,000. The difference between the expenses and revenue was the extra cost for the landscaping at BMS. Commissioner Marvin drafted a set of bylaws for the Port without concurrence of the board. Dickinson requested that if the commission did decide it wanted bylaws, the commissioners table the discussion until staff has more time to do research into whether the Port may have bylaws in place. Commissioner Marvin stated that many other Ports have bylaws to help organize meeting proceeding. Phinney contacted the WPPA regarding bylaws; there is no legal obligation for a Port to adopt bylaws. Phinney has found a few examples of Port bylaws and will send a copy of those as well as Commissioner Marvin's draft bylaws in the next meeting packet for review.

The development agreement for BMS will cost roughly \$30,000. Dickinson has consulted with Bill Stalzer and they both agreed to wait until after the bids for building #1 come in before proceeding. Advertising for bids for the Artisan Food Center started on Monday in the Times, The Chronicle, WWUB, and the Tri-City Herald. Bids are due no later than 2pm on April 5<sup>th</sup>. We will hold a special meeting on the 5<sup>th</sup> of April at 2:00pm, at which time bids will be opened publicly. The bids will then be reviewed and lowest qualified bid will be announced at the Port regular meeting April 10<sup>th</sup>. Bid documents will be given to Commissioner Marvin for review. The CERB application is due April 1<sup>st</sup>. If approved, the money will go toward the sewer installation at BMS. Dickinson will speak to the CERB rep to see if part of the money could be in the form of a grant and part in a loan. The sewer installation will cost around \$200,000; this will cover the lift station, piping along the highway and pipe boring under Highway 12 to hook up to the city line at DTM. The CERB rep will be here today to meet with Jennie and Reggie, owner of The Experimental Fermentation Company.

Commissioners Marvin and McKinley questioned the fairness to other tenants with so much money going toward the sewer for one business and having to repeal the plan to install the KOA cabin infrastructure. Dickinson said that since we spent \$30,000 on the well repair at the marina, others might claim we've spent more at the marina than is fair. She also stated that we are lucky to have a business expand and need sewer because it gave us an opportunity to ask for funding that we otherwise wouldn't have been eligible for. All tenants will be benefiting from the sewer, not just one.

**MOTION:** made by Commissioner McKinley and seconded by Commissioner Marvin to adopt Resolution 2013-01 for CERB funding to help finance the sewer installation at BMS. Motion carried unanimously.

Seventeen WSU students will be here today to help erect the deer fence around the garden space at BMS. Bill Warren bought the fence building supplies, built the man gates and is in charge of organizing the students. The Port will reimburse Bill for the fencing supply costs.

Dickinson reported that we had a successful site visit with a grain mill company from Canada. Dayton community members are considering starting a co-op market that will potentially locate in the BMS retail area. Dickinson has been working with Brad McMasters and Janet Phinney on agri-tourism marketing strategies. The BMS website needs to be updated and be user friendly so that Port staff can do the updating. Artmil will be asked for a quote.

Well #1 repair at LFM is underway and nearly complete. The handicapped fishing pad project walk thru was held on Monday with a lot of interest from contractors. The bids are due on March 19<sup>th</sup>. This is a complicated project due to the difficulty in staging equipment beyond the overhead gas line. The annual management plan part 2 is due on April 1<sup>st</sup>. Dickinson went to a boating grants workshop in Tri-Cities. The Port needs a recreation plan in place before 2014. The county comp plan can be used if it is very specific. The funding is very competitive, so our application would really need to stand out and we would have to have 25% matching funds.

The Port attorney and Dickinson sent a list of needed information to Watco. Watco hasn't responded.

**MOTION:** made by Commissioner Marvin to authorize the Port of Columbia Manager to open a dialogue with the Port of Walla Walla that focuses on what the adverse economic and employment impacts would be to their respective Port Districts should the rail line between Walla Walla and Dayton become non-operational for its entire length. The motion died due to lack of second.

Commissioner Warren recommends that we wait for a response from Watco before communicating with shippers. Dickinson will speak with Jim Kuntz from the Port of Walla Walla. A concerned citizen from Waitsburg came to the office to speak to Jennie about the rail line that the City of Waitsburg is removing.

Phinney report that the skylights at Office Building #3 will be replaced due to leaking and two door locks have been repaired at Public Transportation. The Port has renewed the contract with Smith Brothers Lawn and Landscaping. Smith Brothers will be doing all weed abatement for the industrial park and BMS, and mowing the landscaped areas. We received an estimate of roughly \$800 for the replacement of a man door at Desperado Cowboys Bullets. The industrial park roads and parking lots need to be graded and graveled Phinney will contact someone to do this.

Community Spring Clean Up will be April 20<sup>th</sup> from 9-12. Jennie will be at the High School on the 18<sup>th</sup> and 19<sup>th</sup> as part of the Dayton Task Force presenting the slideshow of the revitalization of downtown Dayton.

The following vouchers were presented for approval of payment:

Payroll	\$	7,389.68	Walla Walla Treasurer	\$	36.00
WCIF	\$	712.93	Smith Brothers Lawn Care	\$	2,582.05
Banner Bank	\$	4,680.32	SEWEDA	\$	750.00
Cardmember Services	\$	567.96	Inland Northwest Partners	\$	150.00
City of Dayton	\$	170.50	Stalzer & Associates	\$	3,249.70
CenturyLink	\$	164.14	Col. Co. Planning Dept	\$	3,436.80
Dingles	\$	151.54	Jennie Dickinson	\$	559.99
Total Office Concepts	\$	71.47		\$	
Pacific Power	\$	195.13		\$	
Anderson Perry	\$	1,290.00		\$	
Seneca Foods Inc.	\$	250.00		\$	
Col. Co. Treasurer	\$	387.30		\$	
				\$	

The amount of vouchers approved for payment was \$26,795.51

Meeting was adjourned at 11:11am.

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Dale McKinley, Secretary