

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
November 13, 2013

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

Commissioner Warren opened the Public Hearing for the 2014 budget at 10:00am. Dickinson gave a brief overview of the 2014 budget and the Levy Certification which includes a 1% increase. Dickinson stated that there was an increase in the A & G salaries and employee payroll expenses and benefits. This increase is for hiring a part time employee and possible cost of living raises for existing staff. The floor was opened for comment. No public comment was heard. Commissioner Warren closed the Public Hearing at 10:02am.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to approve the 1% Levy Certification. Motion carried unanimously.

Dickinson stated that the only modifications made to the budget were the decrease in revenue for Industrial Building #3 and Lot Q, which were discussed at the October meeting.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to adopt the 2014 budget. Motion carried unanimously.

Minutes from the October regular meeting were read and approved.

Commissioner Warren opened the Public Hearing for Surplus Property at 10:15am. The floor was open for public comment, with no public comment the floor was closed at 10:17am.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to approve Resolution #2013-08.

Phinney will make a few more calls to metal salvage yards for fair market price of the surplus railroad track steel.

Joe Jacobs gave a brief overview of his work at the SBCD. Jacobs stated that the SBCD is a non-profit and is very grateful for the contribution that the Port has made. Jacobs reported that he has helped businesses in Columbia County borrow \$100,000. He has also helped with the creation of 5 new jobs in Columbia County.

The monthly budget report was reviewed. Dickinson stated that Amerein Services is 3 months behind on rent once again. Dickinson has contacted the Port attorney for eviction advice. Myrick Construction has paid a portion of the rent that he is behind on and will vacate Lot Q by November 30th. The Dept. of Commerce kept 10% of the last submittal for AFC reimbursement. This will not be paid to the Port until the project is complete. The commissioners reviewed the leases for the AFC tenants. Dickinson stated the Reggie Mace has already entered into a 5 year lease with the Port. Gypsy Girl Granola asked for a shorter lease period. She would like 2 years at the same rate or would agree to 18 months at a higher rate. Dickinson stated .5% has been added to the Gypsy Girl Granola lease rate to recoup special tenant provisions. All the other leases are 3 year leases with no right to terminate during the first 3 years. The deposits made with the tenant confirmation letters will go toward December rent. Leases for Gypsy Girl Granola, Little Dipper Dairy, and Big Kahuna LTD were signed. Lot Q behind Industrial Building #3 was discussed and all agreed that this lot should be offered with the building.

Year-end employee evaluations will be held in executive session at the end of the December meeting. The form for the manager's evaluation will be added to the commissioner's meeting packets.

Dickinson is working with Anderson Perry for the water connections at LFM for additional RV hook-ups and the laundry facility. The recreation plan is coming along well. A draft recreation plan will be completed by the end of the year.

The sewer lift station will be delivered tomorrow. Bill Stalzer is working on the development agreement. Dickinson is working with Artmil on the BMS website updates. An open house is will be held at the Artisan Food Center on December 11th. Fredrick Liebrand from WW FREE will be presenting the solar project to Kiwanis on December 19th.

Dickinson stated that the Port hopes to conduct an inventory of the 39 miles of railroad before 2015. Commissioner McKinley inquired about abandoned spur lines along the railroad and the possibility of removing them and selling the steel.

Phinney reported that work is being done at 3 Port Way to restore the 3 phase electrical for Bill Freeman Bits.

Dickinson reported that a straw pulp manufacturer is looking to locate in Columbia County. Dickinson will be attending the County meeting regarding the revamp of the youth building at the fairgrounds. Dickinson believes the county will be using economic development funds for this project in turn tying the funding up for 15 to 20 years.

The following vouchers were presented for approval of payment:

Payroll	7,820.84	WCIF	712.93
Banner Bank	4,680.32	Cardmember Services	416.76
CenturyLink	198.40	Total Office Concepts	61.13
Dayton Chronicle	112.21	Pacific Power	164.66
Seneca Foods	250.00	Western States Construction	164,916.50
Sun Pest Management	107.90	Northwest Public Radio	512.00
Anderson Perry	655.00	City Lumber	12.14
Incidental Fund	10.62	Clean n Dry	549.61
Ferrellgas	60.94	CJ Bookkeeping	268.75
College Place Heating & Air	943.05	Bly's Plumbing	909.77
Smith Brothers Lawn Care	348.52	Capital Press	49.00
Enduris	1,112.00	James Stenkamp	907.78
WA State Dept. of Transportation	545.55	Artmil	501.23
ML Albright & Sons	125,272.33	Downtown WW Foundation	1,750.00
Darrell Chapman	85.13	Jennifer Dickinson	757.37
City of Dayton	585.92	Banner Bank – GO Bond	672.09

The amount of vouchers approved for payment was \$315,950.45

Meeting was adjourned at 11:12am.

Dale McKinley, Secretary