

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
November 9, 2012

Commissioner Gene Warren opened the meeting at 10:00. Those present were Commissioners Warren, McKinley and Marvin, Manager Dickinson, Auditor Phinney, and community members Mike Talbott, Clarence Spenard, John McFarland, Bette Lou Crothers, Brad McMasters and Dave Reller.

Commissioner Warren opened the Public Hearing for the 2013 budget and Levy certification at 10:00am. Commissioner Warren asked Dickinson to give an overview of the 2013 budget and then floor was opened for comment. Mike Talbott would like the Port to explore the idea of working with the County on Architecture and Engineering services. John McFarland asked for Dickinson to define the salaries and benefits lines and would like a better definition of the debt services line item. Clarence Spenard asked about the misc. grants/loans line item, and asked if the Dept. of Commerce grant money is in hand and if not how could we spend money that we don't have. Dickinson explained that the grant is reimbursable. Bette Lou Crothers stated that the Port has built incubator buildings in the past, and that some were even built before actual tenants had spoken for the spaces. Brad McMasters would like Dickinson to share the 2013 budget with the BMS advisory committee. Mike Talbott asked how much the 2012 and 2013 budgets differed. The public hearing was closed at 10:18am.

Commissioner Marvin asked that the Levy Certification be read aloud. Commissioner McKinley asked if there was a time line in which the Dept. of Commerce grant be spent. Dickinson stated that that the grant needs to be used before 2014 and explained the match money, reimbursement process and what the \$900,000 Artisan Food Center line item amount will go towards stating that this number is probably on the high side. Commissioner Marvin would like the Miscellaneous Grants/Loans line item to be omitted from the 2013 budget; stating that the budget can be amended if any money comes in. The expenses associated with amending the budget such as advertising a special meeting, staff and commissioner wages were discussed. Commissioner McKinley asked if we could remove the misc. grants/loan line item if money was not obtained within 6 months. Commissioner Warren stated that he was comfortable leaving this item in the budget; if no money is obtained then no money will be spent. Dickinson offered audit reports to the commissioners from 2006 and 2011 that showed the progress the Port has made in meeting the lawful requirements of a municipal corporation. Commissioner Marvin declined to look at them. Dickinson reminded commissioners that the budget is just a guide, it is expected that it will evolve throughout the year.

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

MOTION: made by Commissioner McKinley and seconded by Commissioner Warren to adopt the 2013 budget. The motion carried 2-1, with Marvin voting no.

Minutes from the October regular meeting were read and approved. The monthly budget report and inquiry summary were reviewed. Dickinson explained the change order for BMS landscaping reporting that the ground needed to be scraped for grass seed to be spread. The Bill Freeman Bits lease was signed. The commission recommended a salary increase for manager Dickinson.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to increase Dickinson's salary from \$47,500 to \$50,500 per year. Motion carried unanimously.

Construction on the KOA cabins and fishing pad project will begin in 2013. Jim and Angela MacArthur met with Dickinson to review financial reports from the last two quarters, and future plans at the marina. The lease with the Corps and the Port for the Lyons Ferry ground was discussed at length. The budgeted \$20,000

for the marina will go towards infrastructure for the cabin project; at this time there is no plan for the Port to own the cabins. A letter was submitted to the commission from MacArthur expressing the high priority of the KOA cabins and stating that moorage replacement is a longer term goal.

A Railroad RoW encroachment application was submitted by Gene Warren. Warren would like approval to work in the RR RoW to dispose of the remains of an old apple packing building.

MOTION: made by Commission Marvin and seconded by Commissioner McKinley to approve the encroachment submitted by Gene Warren. Motion passed 2-0, with Warren abstaining.

Building #1 at BMS was discussed at length. Dickinson explained LEED certification and reported that she had a meeting with a Walla Walla University professor about community-owned solar panels on the 1st building. They have already done a project like this for the Port of Walla Walla. Jennie will give Stenkamp the contact information so they can meet to discuss the solar plans. The community group would furnish and own the panels and benefit from the state tax incentives. The Port would only be responsible for the installation costs and would benefit from the power produced. The master site plan, building site and SEPA packet will all be submitted to the Planning Dept. on November 15th. A building permit will be applied for in January and construction is slated to begin in April, weather permitting. Adding language to the county code to allow Development Agreements with Columbia County is in the works. The Port attorney has suggested a commitment letter from all future tenants of Building #1 at BMS with a non-refundable deposit. Dickinson recommended to the commission that the deposit be \$.50 per sq. foot and this will cover the tenants' first month rent payment.

The new NoaNet vault is placed and has power. They did a great job not disturbing the surrounding landscaping and installing blocks. Anderson Perry is working on the easement.

Dickinson reported that she spoke at a Community Council forum about public communications stating that the BMS committee has worked well getting public input. Dickinson and Phinney attended the Dayton Chamber Annual Banquet.

The following vouchers were presented for approval of payment:

Payroll	\$	7425.87	James Stenkamp	\$	11,240.73
WCIF	\$	687.83	Stalzer & Associates	\$	1474.20
Banner Bank	\$	4680.32	Dayton Chamber	\$	100.00
Cardmember Services	\$	489.95	Landmark Landscaping	\$	20,023.40
Dept. of Revenue	\$	721.00	Capital Press	\$	49.00
City of Dayton	\$	287.58	Amber Phinney	\$	191.00
CenturyLink	\$	164.76	Lyons Ferry Marina	\$	10,144.53
P'Chelle International	\$	3000.00	Jennifer Dickinson	\$	670.87
Dingle's	\$	100.68	Anderson Perry Inc	\$	1765.00
Dayton Chronicle	\$	111.08	Central Valley Construction	\$	536.80
Total Office Concepts	\$	55.81	Smith Brothers Lawn Care	\$	151.06
Pacific Power	\$	77.34		\$	

The amount of vouchers approved for payment was \$64,148.81

Meeting was adjourned at 11:23am.

Dale McKinley, Secretary