

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
September 12, 2012

Commissioner Gene Warren opened the meeting at 7:30pm. Those present were Commissioners Warren, McKinley and Marvin, Manager Dickinson, Auditor Phinney, and community members Carla Rowe, Cheyenne Gritman, Tom Bensel, Mike Talbott, and Jim and Susie Stenkamp.

Minutes from the August regular meeting were read and approved. The monthly budget report and inquiry summary were reviewed. Dickinson stated that the Port had a Leasehold Excise Tax audit this week, with only one finding regarding the crop share lease; the Port will owe approximately \$600 in back taxes. Dickinson reported that she and Commissioner Warren had met to discuss Phinney's one year evaluation and recommended a \$1.00 per hour raise.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to increase Phinney's salary by \$1.00 per hour. Motion carried unanimously.

A BMS pre-application meeting will be held on September 13th at the Planning office with city, county, WSDOT, and Anderson Perry. The development agreement will be worked on this fall and spring. Jim Stenkamp spoke on behalf of the BMS landscaping project. Stenkamp explained the base bid and 5 alternate areas to the commission. The Port received 3 qualified bids for the project with the lowest bid from Landmark Landscaping & Design LLC for \$56,714.89. Dickinson stated that the Port had budgeted \$50,000 for the landscape project and had already paid the City of Dayton a CFC charge of \$6,625 to be hooked up to city water system. Dickinson's recommendation to the commission was to consider completing the whole landscape project now instead of waiting due to the great price that may not be available at a later date. Dickinson stated that in reviewing the budget the Port could handle paying the extra to complete the whole landscaping project. Commissioner Marvin would like a reference check of Landmark Landscaping to be done before any decision was made. The Stenkamps have already done reference checks, and all were positive. Commissioner McKinley asked the Stenkamps about their role in the oversight of the project. The Stenkamps will review contract documents, and pay requests prior to submission to Port staff, and they will visit the site at least once per week until completion of the project. It was also reported 6 months of maintenance is included in the bid and there is a guarantee on all plantings.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to award the bid, for the base bid and alternates 1-5, to Landmark Landscaping & Design for \$56,714.89. Motion carried unanimously.

Dickinson received an email from another potential company for BMS. Dickinson reported that a grain mill company was here in late August for a site visit. The visit went well and would be a great opportunity for our community. Negative comments heard downtown about BMS are starting to affect our potential tenants. Dickinson asked that the commission and other community members to help get the correct information to people. The Dept. of Commerce contract for \$750,000 was discussed at length. Dickinson and the Port attorney have discussed their concerns about the contract with the Dept. of Commerce; the Dept. of Commerce is not willing to make any changes to the contract. If the Port does not sign the contract we will lose the money. The Port attorney recommends we sign as is.

MOTION: made by Commissioner McKinley and seconded by Commissioner Marvin for Dickinson to sign the Dept. of Commerce contract for the \$750,000. Motion carried unanimously.

Phinney reported that she refinished the main entry doors at the Port main office, the handicapped parking and signage were completed at the District Court building and doors at 5 Port Way and Walla Walla Farmers Co-op have been repaired. The lighting project at Industrial Building #1 – 3, 4, & 5 Port Way was completed

last week. Vertical Technologies has terminated their lease with the Port effective September 31, 2012. NoaNet has asked to extend their easement for the installation of a 10x12 concrete pad for the cabinet. The Port attorney has been contacted and stated that we will need to draw up a new easement agreement. NoaNet will have to pay the fees. Commissioner Marvin suggested that we add an additional \$250 administrative fee.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley authorizing Dickinson to sign the new NoaNet easement after attorney approval and to add a \$250 administrative fee. Motion carried unanimously.

Dickinson made presentations about the Port and BMS Friday, Saturday and Sunday at the Col. County fair in the pavilion, and the Port's fair booth won a purple champion ribbon for community enhancement.

The following vouchers were presented for approval of payment:

Payroll	\$	7238.08	Dayton Mercantile	\$	32.66
WCIF	\$	687.83	Anderson Perry	\$	3986.80
Banner Bank	\$	4680.32	James Stenkamp	\$	7009.08
Cardmember Services	\$	1129.72	Overhead Doors	\$	220.60
Incidental Fund	\$	138.50	Bob McCauley	\$	329.00
City of Dayton	\$	271.21	Touchet Valley Publishing	\$	29.75
CenturyLink	\$	163.88	WWUB	\$	114.45
P'Chelle International	\$	3000.00	Myrick Construction	\$	2500.00
Dingle's	\$	4.84	Walla Walla Web Weavers	\$	1106.25
Dayton Chronicle	\$	228.65	Stalzer & Associates	\$	422.50
Barker, Inc.	\$	600.79	Smith Brothers Lawn	\$	264.36
Total Office Concepts	\$	76.89	City of Dayton	\$	6625.00
Pacific Power	\$	624.89	Amber Phinney	\$	33.30
City Lumber	\$	100.56	Jennie Dickinson	\$	704.11

The amount of vouchers approved for payment was \$42,324.02

Meeting was adjourned at 8:26pm.

Dale McKinley, Secretary