

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
January 4, 2012

Commissioner Gene Warren opened the meeting at 10:00am. Port representatives present were Commissioners Warren, Dale McKinley and Earle Marvin, Manager Jennie Dickinson, Port Auditor/Administrative Assistant Amber Phinney. Also in attendance were community members Ron Mings, Merle Jackson, Carla Rowe and Dave Reller.

Port Manager Dickinson swore in Port Commissioner Earle Marvin. Commissioner Marvin gave a brief statement.

Public Comment- Ron Mings gave comment on the Lyons Ferry Park boat launch. Ron would like to see the boat launch at the park open from mid June to August due to the back up at the Marina boat launch. Ron believes that having the launch open would not hurt the business at the Marina. Commissioner Warren stated that Lyons Ferry Park is in the Port of Kahlotus' District. Dickinson thanked Ron for his dedication to our recreation facilities and suggested that he talk with someone at the Port of Kahlotus about the Park.

Reviewed administrative items: Minutes from December meeting were read and approved. Monthly inquiry summary was reviewed. Monthly budget and year-end report were not available due to lack of reports from Col. Co. Treasurer because of our early meeting date. Commissioner Warren will be out of town next month and asked that the Port regular monthly meeting be moved to Thursday, February 9th at 10am. Policies- Commissioner Marvin would like to see Policy #8 rewritten. He thinks the commissioners should have more control over purchasing. Commissioners McKinley and Warren said the policy has worked well as is. Dickinson stated that Policy #8 was taken directly from a WPPA sample document.

Commissioner McKinley suggested that we change the wording in Policy #1, compensation schedules for other hourly employees to reflect the minimum wage change.

MOTION: Made by Commissioner Marvin and seconded by Commissioner McKinley to approve Policies #1-#7 as written. Motion carried unanimously.

Commissioner Marvin suggested that Policy #8 be discussed in Executive Session. Commissioner Warren declined Commissioner Marvin's request and informed Marvin of what can and cannot be discussed in Executive Session. Commissioner McKinley stated that he trusts Dickinson and the policies have worked well as written.

MOTION: Made by Commissioner Marvin to delay approval of Policy #8. The motion died due to lack of second.

MOTION: Made by Commissioner McKinley and seconded by Commissioner Warren to approve Policy #8 as written. The motion carried 2-1, with Marvin voting no.

MOTION: Made by Commissioner Marvin and seconded by Commissioner McKinley to approve Policy #9 as written. The motion carried unanimously.

Lyons Ferry Marina: Annual planning reports are due in January and April.

PCC Railroad: Fee Schedule was discussed. Commissioner Marvin would like to see all fees waived for the city, the county, the state and public utilities, such as REA. Dickinson pointed out the REA is not a public utility.

MOTION: Made by Commissioner Marvin that all fees for the state, the county and for utilities, such as REA, be reduced by 50%. Dickinson pointed out that arbitrarily waiving fees for one and not another is illegal. Motion was withdrawn.

MOTION: Made by Commissioner McKinley and seconded by Commissioner Marvin to adopt Fee Schedule as written. Motion carried unanimously.

Blue Mountain Station: Web e-newsletter was given to the commissioners. Grant writer will call one more time to discuss possible grants. Dickinson discussed BMS meeting. The marketing budget has been decreased by 50% this year. Jim Stenkamp is working on a landscape and irrigation plan. The West End Irrigation water will be used for irrigating with city water used as a back-up. Dickinson discussed proposed agreement for outside planning to examine current PUD site plan ordinance. Dickinson and Phinney will do leg work to keep the cost down. Dickinson also received an email from WSU that validates that a small grain mill/processor is needed.

Industrial Park: Commissioner Marvin would like to see a Maintenance Policy in place due to the public comment from the last meeting. Dickinson stated that tenants need to notify the Port of maintenance issues, but will do some research into this matter. \$50,000 was spent last year on maintenance in the industrial park. Phinney left a message for Bob Gemmell and he came in to see us yesterday. All maintenance issues were discussed and most have been resolved or were not really an issue. Phinney will get someone to look at the roll up door and gutters. Gemmell expressed the need for more space. Dickinson recommended sending a letter to Flynn's Electric regarding their month to month lease which expires at the end of February. We have not heard from them whether or not they are planning to renew. Commissioners agreed that a 2-year lease will be required for renewal.

Community and Economic Development: Dickinson is assisting SEWEDA in applying for a USDA grant for small business training in Columbia and Garfield counties. The application is due by the end of January. Dickinson will attend a Tourism Walla Walla meeting tomorrow and a Friday meeting with the Dayton Chamber to interview a consultant regarding a potential promotion strategy for community. Dickinson will also continue to serve as secretary of the Task Force.

Dickinson reminded commissioners that if there are any questions about finances they need to be brought up during the meeting. The finances of the Port are a matter of public record.

The following vouchers were presented for approval of payment:

Payroll	\$	7071.49	WA. State Dept. of Rev.	\$	4963.31
WCIF	\$	687.83	City of Dayton	\$	177.78
Dept. of Commerce	\$	5000.00	Employment Security Dept.	\$	333.83
Dayton Chamber	\$	140.00	Dept of Labor & Industries	\$	269.11
James Stenkamp	\$	1053.16	CenturyLink	\$	161.37
Total Office Concepts	\$	55.33	Cardmember Services	\$	1440.24
Anderson Perry Inc.	\$	2067.00	Jennifer Dickinson	\$	604.08
Banner Bank	\$	4680.32	Emerald Recycling	\$	533.36
City Lumber	\$	16.71	Dingles	\$	79.06
Dayton Chronicle	\$	248.85			

The amount of vouchers approved for payment was \$29,582.83

Meeting was adjourned at 11:17am.

Dale McKinley, Secretary