

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
March 14, 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 Craig George, Dave Reller, and Marshall Doak.

Public Comment- Dave Reller gave the commissioners and staff two handouts. The handouts were follow-ups to his comments from the February meeting regarding the RR permits and a definition of a public utility. Dickinson stated that she had emailed Reller about a meeting to discuss the RR permitting process with Port staff with no response from Reller.

Reviewed administrative items: Minutes from January meeting were read and approved. The budget report and inquiry summary were reviewed. Commissioner Marvin would like the budget report to be added to the commissioner packets that are mailed prior to the meeting. Dickinson stated that the budget report would be incomplete at the time the commissioner packets are sent out, but that we will add them. RAD Rubenser and Kuhlman Financial leases were reviewed. RAD will have a 5% increase making their rent \$130.00 per month. Kuhlman Financial will stay the same at \$125.00 per month. Both 2 year leases were approved and signed. District Court and WWJJC would like to lease Office Building #3. Dickinson recommended rent be \$800.00 per month which would be \$.39 per square foot. They will pay their own utilities. Dickinson stated that there will be a few minor improvements that will have to be done before they can move in.

MOTION: Made by Commissioner Marvin and seconded by Commissioner McKinley to set the lease rate at \$800.00 per month for Office Building #3. Motion carried unanimously.

The Port has received four inquires for 3 Port Way. Three of them would like to just have part of the space, and one would like the whole space. 3 Port Way is a 4000 sq. foot building with rent being \$475.00 per month, making it \$.13 per sq. foot, which is lower than the rest of the industrial space. Dickinson suggested that the rental rate per sq. foot be raised to \$.15, making the rent per month \$500.00. All commissioners agreed with the rate and suggested that Dickinson contact all interested parties to let them know the rate. Commissioner Marvin suggested using the number of new jobs created as a part of the criteria for determining a leasee. Commissioner Marvin's oath was corrected from District 3 to District 2. Phinney will resubmit the paperwork to the Col. Co. Auditor office.

Lyons Ferry Marina: The real estate application has been turned in to the CoE. There was a break-in at the Marina store. They took some petty cash and a few other items. The concessionaires have installed a security system.

PCC Railroad: NoaNet had a tractor stuck in the highway RoW by the state park. They had to pull the tractor out and onto the RR RoW. WATCO was called about the possible damage. They came and inspected and reported that no damage had been done to the RR. NoaNet did not have permission to be working in the RR RoW, which Dickinson has informed them of. They assured her it would not happen again.

Blue Mountain Station: The Port staff sent a packet of information to Bill Stalzer for review. Jim and Susie Stenkamp have a landscape plan and were sent more information on the West End Irrigation District yesterday. Jim and Susie have set up a meeting with the Stephens about the landscaping plan. They would also like to meet with Bob Yost to discuss the West End Irrigation District. Gary White was at the Natural Products Expo and got 20 new leads. We will be hosting a potential business for BMS at the beginning of

April. The WPPA jobs package legislation which includes, \$750,000.00 for BMS is still part of the senate negotiations in the state budget process.

Industrial Park: The Port has entered into a maintenance contract with Smith Brothers Lawn Care and Landscape for the Industrial Park and BMS site. It was reported that Shane Robins had ordered the materials for the Conference Room Remodel and hopes to get started in the next week or two. Phinney reported that RFQ's had been sent out on the 9th of March for the HVAC replacement at 4 Port Way and the Lighting Upgrade project in Industrial Building #1. A walkthrough for both projects will take place on the 21st of March. All bids are to be in no later than 3:30pm on April 4th, 2012.

Community and Economic Development: Community member Doug Hinds would like to develop a rough mountain bike/walking trail on the hillside behind the Port. The hillside is owned by the Port. Research has been done regarding the Port's liability. As long as it is posted with Ride at Your Own Risk we would be covered. RCW regarding recreation on private property was given to the commission. Commissioner Marvin wondered about motorized vehicles and the potential of fires. Staff will speak to the Port attorney about possible ordinance or resolution for motorized vehicle restrictions. All agreed that this would be a great opportunity for the community and encouraged Doug to continue with the work while the Port pulls together the necessary documents. Marshall Doak, Executive Director of SEWEDA gave a brief bio of SEWEDA, SouthEast Washington Economic Development Association. Their mission is to promote economic vitality by creating and retaining jobs through business, tourism, and community development while preserving the culture and environment of the region. The organization covers the four southeastern Washington counties of Asotin, Columbia, Garfield and Whitman. A Board of Directors, made up of representatives of each of the four counties, sets policy and the overall direction of SEWEDA. Staff reside and operate within each of the four counties with our local staff person being Claudia Nysoe, Executive Director of the Dayton Chamber of Commerce. Bluewood owner Mike Stephenson expressed the need for an alternative power solution at Bluewood at the last Economic Development Steering committee meeting. Bluewood is running on diesel powered generators and would like to have power extended to the mountain. A committee consisting of Scott Peters, Bill Clemens, Marshall Doak, Travis Stephenson, and Jennie Dickinson have meet and are looking for funding. Columbia REA can fund a portion of the project and are unsure of the full price. They will meet again on April 20th, 2012.

The following vouchers were presented for approval of payment:

Payroll	\$	6979.26	Total Office Concepts	\$	59.60
WCIF	\$	687.83	Col. Co. Treasurer	\$	387.30
Banner Bank	\$	4680.32	Dayton Electric	\$	150.82
Cardmember Service	\$	195.04	Central Valley Construction	\$	863.20
Dingles	\$	8.62	Dayton Mercantile	\$	9.98
Dayton Chronicle	\$	45.50	Shane Robins Construction	\$	4709.84
Pacific Power	\$	376.60	CenturyLink	\$	162.54
Badger Construction	\$	1079.00	Craig Office Supplies	\$	122.06
City of Dayton	\$	177.78	Sun Pest Mgmt	\$	48.56
P'Chelle International	\$	3000.00	WW County Treasurer	\$	36.00
Anderson Perry, Inc	\$	497.65	James Stenkamp, Architect	\$	2113.92
Chapman Heating	\$	199.62	BF Power Vac	\$	728.33
Strecker Engineering, LLC	\$	275.00	Amber Phinney	\$	72.60
Walla Walla Electric, Inc	\$	421.85	Jennifer Dickinson	\$	729.38
Elsom Roofing	\$	2481.70			

The amount of vouchers approved for payment was \$31,299.90

Meeting was adjourned at 11:10am.

Dale McKinley, Secretary