

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
May 9, 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 Tim Hoskins, Dan Aschenbrenner and Bill Freeman.

Minutes from the April regular and special meetings were read and approved. The monthly budget report and inquiry summary were reviewed. Dickinson explained the difference between capital improvements and maintenance, and noted that several items have been moved on the monthly budget report from maintenance to capital improvement. Office Building #3 – District Court and WWJJC lease was discussed. Dickinson stated that the lease will be for 10 years with no option to terminate the lease within the first 2 years due to the improvements that the Port has made to the building. The lease rate will be \$800 per month with a 2% increase every 2 years. All commissioners agreed and signed the lease. The commissioners heard from a potential business wanting to locate at 3 Port Way. Bill Freeman and Dan Aschenbrenner of Bill Freeman Bits gave a brief bio of their bit and spur business. The potential lease would be for 1 year with a 2 year option to extend that would only be valid if said business has moved to Dayton within the first year. The lease rate will be \$500 per month plus leasehold tax. Commissioners agreed with the terms, so the lease will be sent to the Port attorney for review.

The annual inspection with the CoE at Lyons Ferry Marina went well. The CoE approved the emergency repair of a pole that carries the gas line. The C-moorage was damaged in a recent wind storm, and repair is pending.

Dickinson reported that the landscaping project at BMS will be put out for bid this summer with planting to start in the fall. Smith Brothers Lawn and Landscaping will spray the site for weeds. Dickinson gave an update on information she received from the planning consultant. She has a meeting on the 23<sup>rd</sup> of May with Bill Stalzer and Richard Hendrickson to discuss a strategy for obtaining development approval. Dickinson has started discussion with the Department of Commerce on how and when the \$750,000 will be available. We can begin incurring expenses immediately. Jim Stenkamp will design the building, and a second committed business tenant has come forward.

Phinney reported that the HVAC unit at 4 Port Way will be installed tomorrow. The Port had two small storage sheds installed, one for WWJJC and the other at 5 Port Way. New flooring was installed at Vestas in the break room and men's restroom. Materials have been ordered for the lighting upgrades at 3, 4, and 5 Port Way.

Rules for the bike/walking trail were discussed with the addition of no smoking or open flame. Dickinson reported that the USDA small business training will start in September and run through July 2013, classes will be held in Dayton, Pomeroy and Connell.

Tim Hoskins spoke of the need for recycling in the area. He suggested that someone buy land by the marina and build a device that would burn the garbage, producing steam to make power that could be sold.

Our next meeting will be held at the Lyons Ferry Marina on June 13<sup>th</sup>, at 10:00am.

The following vouchers were presented for approval of payment:

Payroll	\$	7243.43	Stalzer & Associates	\$	2492.79
WCIF	\$	687.83	Pro-Cut Concrete & Breaking	\$	593.45
Banner Bank	\$	4680.32	James Stenkamp	\$	3764.33
Dept. of Retirement	\$	25.00	Overhead Door Co.	\$	803.80
Cardmember Services	\$	7260.76	Elsom Roofing	\$	1212.15
Pacific Power	\$	304.77	Schaefer Refrigeration	\$	867.85
City of Dayton	\$	431.85	Barker, Inc.	\$	1857.13
CenturyLink	\$	162.33	Myrick Construction, LLC	\$	11,337.22
P'Chelle International	\$	3000.00	Total Office Concepts	\$	298.13
Dingles	\$	32.51	Amber Phinney	\$	33.30
Dayton Chronicle	\$	135.00	Jennifer Dickinson	\$	647.55
Craig Office Supplies	\$	21.37	Smith Bros. Lawn Care	\$	1451.32
Anderson Perry	\$	285.00		\$	
Dayton Electric	\$	61.50		\$	
Hometown Carpets & More	\$	4723.74		\$	

The amount of vouchers approved for payment was \$54,414.43

Meeting was adjourned at 8:40pm.

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Dale McKinley, Secretary