

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
April 9th, 2014

Commissioner Gene Warren opened the meeting at 7:30pm. Those present were Commissioners Warren, McKinley, and Marvin, Manager Dickinson, Auditor Phinney, community member Craig George and member of the press Carla Rowe.

Minutes from the March regular meeting were read and approved. The monthly budget report and monthly inquiry summaries were reviewed. An organizational chart for the Port employees was given to the commission. This chart shows who oversees who. The May regular monthly meeting was discussed. Manager Dickinson recommended that the meeting be moved to May 8<sup>th</sup> at 10am due to staff vacation and LFM annual inspection schedule. All were in favor of the change. Phinney will advertise the change. Amerein Services has completely vacated Industrial Building #3 and has returned the building back to the way it was when he moved in. The office space needs new flooring and paint. The current lease rate is \$1000 plus LHT. Dickinson recommended that we advertise the building as a whole for \$1100 per month plus LHT. This would be \$.15 per square foot for the warehouse and \$.38 per square foot for the office space. The fenced lot behind industrial building #3 will be included in the lease. Annette Hacker owner/operator of Discover Wellness with Kangen Water would like to lease the commercial kitchen every Tuesday from 12-6pm. She has asked for a 6 month lease at a rate of \$225 plus LHT per month.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to approve the Discover Wellness with Kangen Water for 6 months. Motion carried unanimously.

The coffee roaster has been moved into Suite K at the Artisan Food Center. A door has been ordered for this space. Once the door is installed Rey's Roast will be open to the public. The Co-op market is still going well. Grand Opening invitations have been sent. A lunch will be served to the funding agents and legislators. The christening ceremony will be at 2pm. Commissioner Warren will welcome the people and Jennie will talk about the project. Jennie has asked Mayor George, Terry Nealey and a representative for CERB to also speak. Local food will be highlighted as well as music. Commissioners were asked to arrive by noon.

The interview process is complete. Dickinson with the help of Craig George and Bill Clemens interviewed 5 prospective employees. The job has been offered to and accepted by an individual from Idaho. A name was not given as the individual has not given notice to their current employer. This individual has a lot of experience in economic development and we are lucky to be hiring her. She was offered the top salary due to her qualifications. Her salary will be reviewed after 6 months of employment. Dickinson was unsure of a start date with May 1<sup>st</sup> being the earliest and June 1<sup>st</sup> being the latest. Dickinson recommended that the Port offer up to \$2500 in moving expenses.

**MOTION:** made by Commissioner Marvin and seconded by Commissioner McKinley to offer the new employee up to \$2500 for moving expenses. The expenses will be reimbursable. Motion carried unanimously.

The Economic Development Steering Committee meetings are going well. Columbia Pulp is moving forward and has received no negative comments. The public hearing for their conditional use permit is scheduled for May 9<sup>th</sup>. The project looks to be on target. Construction should begin at the end of 2015. Portland General Electric will be holding an event in the industrial park on July 9<sup>th</sup>. They will be parking a blade on the lower road near the Port main office. The public will be invited for a BBQ and to view the blade. Dickinson is working on the Commercial Street Project and will also participate in the Community Spring Clean-Up day this Saturday.

Phinney reported that the annual management plan part 2 was submitted to and accepted by the Corps. The annual inspection is scheduled for May 14<sup>th</sup> at the Marina and will include ERGO this year. Dickinson will be out of town that day so Phinney will attend the inspection. The concessionaires have done such a great job that few findings are expected.

A roof leak was reported at Dayton Tractor and a contractor from the Small Works Roster was contacted to make the repair. Smith Brothers will be here this weekend to do the spraying in the Industrial Park and at Blue Mountain Station.

Craig George spoke on behalf of the new hire, stating that the new employee is a perfect fit. All of the candidates were good but the new hire stood above.

The following vouchers were presented for approval of payment:

Payroll	8,305.03	WCIF	557.26
Banner Bank	4,680.32	Banner Bank	2,660.07
Employment Security Depart.	110.26	Dept. of Retirement	25.00
Dept. of L & I	187.41	Dept. Revenue	5,385.27
Cardmember Services	626.04	Artmil	100.00
Pacific Power	881.57	State Auditor's Office	66.88
Total Office Concepts	64.25	Dayton Chronicle	115.20
Touchet Valley Television	100.00	City of Dayton	414.65
Dingle's	392.05	CenturyLink	198.85
NPR	512.00	Basin Disposal	64.13
Sun Pest Management	53.95	Ag-Data	54.45
Walla Walla County Treasurer	36.00	Gypsy Girl Granola	37.50
Cascade Sign & Fabrication	2,367.92	Waitsburg Times	64.00
Dayton Chamber	750.00	Dayton Electric	91.00
Dayton Mercantile	37.97	Walla Walla Union Bulletin	355.96
Nealey & Marinella	750.00	M 4 Construction	2,770.33
Amber Phinney	41.14	Jennifer Dickinson	559.84

The amount of vouchers approved for payment was \$33,022.30

Meeting was adjourned at 8:16pm.

---

Dale McKinley, Secretary