

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
December 10, 2014

Commissioner Warren opened the meeting at 10am. Those present were Commissioners Warren, Marvin, and Crowe, Manager Dickinson, EDC Jarski, Auditor Phinney and member of the press Loyal Baker.

Port Manager Dickinson administered the appointment and oath of office to Commissioner Fred Crowe.

The minutes from the November meeting were read and approved. The monthly budget report was reviewed. A one year lease renewal for Brian Ward and two year lease renewal for Desperado Cowboy Bullets were approved and signed with no changes to the leases. The Port newsletter was reviewed by the commission and approved for printing and distribution. The January regular monthly meeting was discussed; the board will review and update the Port policies for 2015, adding a policy for records retention and emergency preparedness and will also elect officers for the board.

EXECUTIVE SESSION: Was held to evaluate Port personnel. Commissioner Warren stated that the session will last 30 minutes. Executive session started at 10:26am and lasted until 11:05am.

The meeting reconvened at 11:05am. Commissioner Warren stated that the he would review Dickinson's evaluation with her at the end of the meeting. Jarski was granted a \$2,500 a year increase in salary from \$40,000 to \$42,500 plus 5 days additional vacation. Phinney was granted a 2% increase in salary from \$15 per hour to \$15.30 per hour.

MOTION: Made by Commissioner Marvin and seconded by Commissioner Crowe to approve the said salary increases for Jarski and Phinney effective January 1, 2015. Motion carried unanimously.

Dickinson's salary will also increase by 2% from \$55,000 per year to \$56,100 per year.

MOTION: Made by Commissioner Marvin and seconded by Commissioner Crowe to increase Dickinson's salary by 2% effective January 1, 2015. Motion carried unanimously.

The Commissioner's personal email addresses were discussed. Anything sent to their personal emails would be subject to the Open Public Meetings Act if there were a records request. The Commissioner's monthly meeting packets will continue to be sent via the USPS. The Blue Mountain Station Co-op Market is going very well, with membership being collected. The Port was awarded \$81,000 for the solar panel project from Pacific Power's Blue Sky grant. This grant is completely reimbursable. The Port attorney has reviewed the Development Agreement, and it has been submitted to the Planning Department. It will be presented to the County Commissioners in January.

The Annual Management Plan is due on January 1st to the CoE. The focus for 2015 will be the playground and the lease extension with the CoE. The Port will own the playground equipment and will build the infrastructure for the laundry facility. The concessionaires would like to have the parking lot repaved due to its poor condition. All of the inspection items from the May 2014 CoE annual inspection have been remedied.

The lighting upgrade in the Port main office is underway. Grading and graveling in the industrial park was discussed. Dickinson and Phinney had a walk thru of the Artisan Food Center with Maynard Davis of Western States Construction as our one year warranty was up on December 10th. Plumbing issues, a roof leak and patching of two holes in the parking lot were reported. Davis will compose a letter to Sun River regarding the on-going plumbing issues at the Artisan Food Center. Walla Walla Farmers Co-op is adding an additional

employee to the Dayton store and would like to have a second office added to their existing space. Jim Stenkamp will be working on this project.

Dickinson attended a state owned railroad meeting last week. Dickinson reported that the Rail bank funded 7 of the 28 projects, the Port came in 8th on the list, and may be funded if a prior uncompleted project's funding is reallocated.

The annual CEDS meeting will be held on December 17th from 11am to 1:30pm at the Artisan Food Center in Suite F. Lunch will be provided by the Little Dipper Dairy. Jarski reported that the CDBG grant was turned down by Columbia Pulp due to timeline. Commissioner Marvin stated that the commission should know more information regarding projects that are in the beginning process. Jarski explained that the client determines when these projects can go public. A discussion of client confidentiality was had.

EXECUTIVE SESSION: Was held to discuss real estate. Commissioner Warren stated that the session will last 15 minutes. Executive Session started at 11:55am and lasted until 12:07pm. No action was taken on real estate purchase or sale of property.

The February regular monthly meeting will be moved to the afternoon due to a schedule conflict.

The following vouchers were presented for approval of payment:

Payroll	13,164.81	WCIF	1,092.28
Banner Bank	4,680.32	Banner Bank	2,660.07
CenturyLink	188.55	Cardmember Services	1,237.30
Total Office Concepts	132.11	Pacific Power	702.13
City of Dayton	715.02	Rey's Roast	175.12
TVTV	50.00	Dingles	9.48
Ferrellgas	1,280.48	US Linen & Uniform	75.68
Stalzer & Associates	4,101.03	Basin Disposal of WW	113.68
Basin Disposal	14.85	Smith Brothers Lawn Care	502.67
Dayton Chronicle	186.32	Dayton Mercantile	12.77
James Stenkamp	473.94	KOA @ Lyons Ferry Marina	348.62
WPPA	50.00	Walla Walla Web Weavers	120.00
Touchet Valley Landscapes	108.10	Anderson Perry	2,152.50
Dayton Chamber of Commerce	2,500.00	Dept. of Commerce	70.00
M 4 Construction	2,053.90	Inland Cellular	39.19
Amber Phinney	45.92	Christine Jarski	117.60
Jennie Dickinson	785.35	Little Dipper Dairy	183.75
Aardvark Granola	180.00		

The amount of vouchers approved for payment was \$39,444.88

Meeting was adjourned at 12:12pm.

Earle Marvin, Secretary