

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
June 11, 2014

Commissioner Warren opened the meeting at 10:11am at Lyons Ferry Marina. Those present were Commissioners Warren, McKinley and Marvin, Manager Dickinson, Auditor Phinney, EDC Christine Jarski and marina concessionaire Jim McArthur.

Minutes from the May regular meeting were read and approved. The monthly budget report and monthly inquiry summaries were reviewed. Coyote Engineering Inc. are in the process of retiring and will not be renewing their lease with the Port. Dickinson recommended that the commission allow Coyote Engineering to go to a month to month lease for 6 months until January 1st, 2015, at the latest, to give them some time to vacate the building. Gemmell Machine Works lease was discussed.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to approve renewal of the Gemmell Machine Works for two years with no changes to the lease rate. Motion carried unanimously.

Dickinson gave a brief bio of the RTPO, Regional Transportation Planning Organization, stating that the Port has been a member since 1980. The RTPO uses state monies for planning and projects for all means of transportation. The RTPO director accidentally let the contract with the state lapse and is having to start over. Resolution #2014-02 – RTPO Organization and Authorizing Membership was discussed.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to adopt Resolution #2014-02 – RTPO Organization and Authorizing Membership. Motion carried unanimously.

Dickinson reported that the state has passed a law that entitled employees to two unpaid holidays per calendar year for a reason of faith or conscience. This will be incorporated into our policy manual for 2015.

Melissa Weatherford has been hired to operate the market on Tuesdays and Saturdays at the Artisan Food Center. Vendors will be asked back to the market. The Co-op will sell products for the tenants if they cannot attend the market for a commission. The Port is partnering with SEWEDA to send Suzi Tasker of Aardvark Granola to entrepreneur boot camp in Moscow. Rey's Roast is doing very well at the Artisan Food Center. Several event ideas for the Artisan Food Center were discussed. Jennie, Christine and Bill Stalzer met to work on the development agreement. Bill will be adding usage language back in, added signage and removed stuff that just didn't make sense. A completed draft will be sent in the commissioners packets as soon as it is ready. Jarski is working on a grant through the Blue Sky program to help fund roughly 60% of the solar panels at the Artisan Food Center. The grant is due by June 30th. Jarski was unsure of the award date.

Lyons Ferry Marina concessionaire Jim McArthur gave the commissioners an update. McArthur stated that they have received a lot of positive feedback about the privacy fences between camp sites and the installation of the fire rings. The biggest challenge they face is they have all new employees this year and finding seasonal staff is very hard. They have extended the hours during the week to 8pm and added TVs with the sport package. Advertising was discussed. A playground and laundry facility are being planned for. All equipment specs need to be laid out before sending to the CoE. The playground would be placed on the upper level in the overflow camping area. They want the Marina to be more family friendly. McArthur has also installed a new diamond plate ramp onto the handicapped fishing trail. The annual CoE inspection went very well.

Phinney report that only one bid was received for the project at Industrial Building #3. M 4 Construction was awarded the project with a bid of \$12,851.56. The Port main office remodel and lighting upgrade project scope of work will go out at the beginning of next week. Commissioner Marvin suggested that we add blinds for the conference room windows to the scope of work.

Dickinson has been in contact with Seneca regarding her meeting with Watco. Jarski is working with the Rail bank for possible funding for a rail spur for Columbia Pulp and looking into possible funding for the natural gas step up station. The grant would have to be through a public entity such as the Port or County. Funding would be a grant/loan combination along with some potential funding from CERB. The state is conducting a short rail study, Jarski will recommend our rail is part of the study.

As part of the ADO contract Jarski will be working on energy efficiency in local businesses. Jarski along with Pacific Power will perform 4 efficiency audits on businesses that are high energy users. The Dayton Development Task Force will be hosting Charles Mahorn, Washington Mainstreet Community Visibility Speaker on Monday, June 16th. Jarski will send the commissioners a flyer with more details. PGE will be hosting an event for the public to view a blade and have a BBQ lunch on July 9th at the Port. The July regular monthly meeting will be changed to 10am.

The following vouchers were presented for approval of payment:

Payroll	10,098.60	WCIF	1520.38
Banner Bank	4,680.32	Banner Bank	2,660.07
CenturyLink	206.79	Cardmember Services	6241.00
Total Office Concepts	51.35	Dayton Chronicle	144.14
Smith Brothers Lawn Care	2834.38	Dingles	67.91
Pacific Power	745.65	City of Dayton	745.52
Sun Pest Management	53.95	Waitsburg Times	210.00
Tri-City Herald	487.20	TVTV	100.00
Basin Disposal	110.04	Ferrellgas	502.02
Palouse Knowledge Corridor	1000.00	James B. Stenkamp	619.48
Patton & Associates	1850.00	NADS	225.00
Stalzer & Associates	1072.50	Schaefer Refrigeration	266.20
Chapman Heating & Air	268.63	City Lumber	82.49
PNWA	610.00	NPR	512.00
Amber Phinney	33.60	Christine Jarski	49.95
Jennie Dickinson	733.54	Bob McCauley	465.00

The amount of vouchers approved for payment was \$38,878.71

Meeting was adjourned at 11:23am.

Dale McKinley, Secretary