

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
April 11, 2012

Commissioner Gene Warren opened the meeting at 7:30pm. 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 Jim and Susie Stenkamp, Carla Rowe and Cheyenne Gritman.

Public Comment-

Reviewed administrative items: Minutes from the March meeting were read and approved. The budget report and inquiry summary were reviewed. Phinney will add the new computer and camera to the small and attractive assets list. Commissioners reviewed and signed Vertical Technologies lease. Lease will be for 2 years and \$100 per month. Phinney will contact the WPPA with Commissioner Marvin's mailing address. Commissioners reviewed two membership requests; Washington Wheat Growers and Columbia Basin Development League; both were deemed unnecessary.

Lyons Ferry Marina: Annual inspection is scheduled for tomorrow with the CoE. Dickinson and Phinney will both attend. The Blue Mountain RC&D will meet with the Port and CoE at the marina to discuss the handicapped fishing pad plans. Dickinson suggested that the Port have their regular monthly meeting at the marina in June.

PCC Railroad: Dave Reller and Dickinson met to discuss the RR application procedure. Dickinson stated that the Port attorney suggested waiting until we reviewed our policies in January to make any changes. Dickinson and Reller both agreed that 36 day approval under certain criteria would work. Dickinson will work on making changes for future consideration.

Blue Mountain Station: Dickinson told the commission that BMS was awarded \$750,000 from the state for construction of our first building on the site. Jim and Susie Stenkamp gave a presentation on BMS landscaping plan; which has a \$50,000 budget from capital improvements. The landscape will consist of native plants and trees, a nature trail, and Christmas tree farm. Jim stated that city water would be the least expensive and even though it is chlorinated it still can be used on organic gardens. The West End Irrigation District was discussed at length. Jim and Susie met with Bob Yost who stated that it unclear how much water will be available. The cost of storage, filtration and power would blow through the budget. Jim and Susie suggested that we install the landscaping in phases, and we discussed which areas would be most important to landscape first. Dickinson gave a brief report on a site visit that took place on April 6<sup>th</sup>, with a company from Mexico.

Industrial Park: Phinney reported that the curb cut out at Col. Co. Public Transportation will be complete this week. Roof repair is taking place at Vestas, Col. Co. Public Transportation and Dayton Tractor. The Col. Co Public Transportation parking lot has been worked on to make handicapped accessibility easier. The conference room remodel is almost complete. New table, chairs and carpet have been ordered. The commissioners opened two qualifying bids from Total Comfort Solution and Chapman Heating and Air Conditioning for the HVAC replacement at 4 Port Way. Low bid was Total Comfort Solutions at \$7431.07.

**Motion:** Made by Commissioner Marvin and seconded by Commissioner McKinley to award the job to Total Comfort Solutions with the lowest qualifying bid \$7431.07. Motion carried unanimously.

Two qualifying bids from Dayton Electric LLC and Walla Walla Electric Inc for the Industrial Building #1 Lighting Upgrade were also opened. Low bid was Walla Walla Electric at \$9387.00.

**Motion:** Made by Commissioner Marvin seconded by Commissioner McKinley to award the job to Walla Walla Electric Inc. with the lowest qualifying bid of \$9387.00. Motion carried unanimously.

A special meeting to open bids for Office Building #3 was scheduled for April 23<sup>rd</sup>, 2012 at 8am. Resolution 2012-01 Biking & Walking Trail and rules for the trail were discussed. Commissioner Marvin would like there to be a rule about no horses on the trail.

**Motion:** Made by Commissioner Marvin and seconded by Commissioner McKinley to adopt Resolution 2012-01 for the Bike & Walking Trail. Motion carried unanimously.

Community and Economic Development: The Port has given the Dayton Chamber of Commerce \$5000.00 toward the new marketing and promotion strategy. Dickinson also met with a potential business that is very interested in 3 Port Way. The business owner would like to come to our May 9<sup>th</sup>, 2012 meeting.

The following vouchers were presented for approval of payment:

Payroll	\$	7052.94	Wenaha Gallery	\$	471.58
WCIF	\$	687.83	Dayton Chronicle	\$	58.50
Banner Bank	\$	4680.32	Dingle's	\$	166.35
Wash. St. Dept. of Revenue	\$	4891.97	Sun Pest Mgmt.	\$	48.56
Employment Security Dept.	\$	123.07	Dayton Chamber	\$	5000.00
Dept. of Labor & Industries	\$	195.31	Artmil	\$	250.00
Cardmember Services	\$	2781.16	Home Baked Goodness	\$	135.95
Pacific Power	\$	426.90	Shane Robins Construction	\$	5502.90
City of Dayton	\$	177.78	Nealey & Marinella	\$	750.00
Total Office Concepts	\$	68.15	Jennifer Dickinson	\$	632.03
CenturyLink	\$	162.54		\$	
P'Chelle International	\$	3000.00		\$	
Resource Solutions, LLC	\$	3230.00		\$	
Bly's Plumbing	\$	350.57		\$	
Chapman's Heating	\$	832.99		\$	

The amount of vouchers approved for payment was \$41,677.40

Meeting was adjourned at 9:16pm.

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Dale McKinley, Secretary