

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
February 9, 2012

Commissioner Gene Warren opened the meeting at 10:00am. 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 Craig George, Dave Reller, Claudia Nysoe, Richard Hendrickson, Carla Rowe, Bill Clemens, Gary White and Dennis Miller.

Public Comment- Dave Reller gave comment regarding the RR application procedure. Reller stated that it can take up to 153 days for an application to be reviewed and accepted by WATCO and the Port. Dickinson stated that when she accepted the position as Port Manager there was no procedure policy in place, and while it has taken a while to set up the process is much smoother now. All RR applications are reviewed and considered for approval as soon as possible. Reller stated that the RR application materials are not on the website anymore. Dickinson said that all updated applications and policies are on the PCC page of the Port website. Commissioner Warren suggested that Reller meet with the staff to discuss this further.

Reviewed administrative items: Commissioner Warren stated that all Port Commission meetings follow the Robert's Rules of Order. Minutes from January meeting were read and approved. The year-end 2011 budget was reviewed. Commissioner Marvin pointed out a few line items that needed to be corrected; Phinney will make those corrections. Dickinson reported that she has researched Maintenance Policies and found that other Ports include maintenance agreements in their leases like we do. Dickinson said commissioners should consider putting a policy in place for meeting procedures and a policy for new commissioners to attend a new commissioner conference within 12 months of being elected. Brian Wards' lease was discussed; an additional person is now living in the home. Dickinson spoke with the Port attorney who advised us to add her to his lease. Phinney made those changes to the lease and all commissioners signed.

Lyons Ferry Marina: The concessionaires Jim and Angela met with Dickinson for annual planning. They discussed pesticide usage, overnight camping rates and putting in playground equipment. Jim stated that well #2 needs work. Joyce McDonald of the CoE informed Dickinson that a real estate application must be filled out for the cabins to be considered. Dickinson stated that the application is almost complete. McDonald stated that any further cultural resource surveys may be unnecessary due to the fill dirt that was used to build the facility. Dickinson has requested a blanket "No Effect" determination be made for the entire facility so future projects can be processed more quickly.

PCC Railroad: Dickinson met with Jay DeWitt in regards to their lease and he has agreed to our proposed compromise. We are waiting for our attorney to write up a lease amendment.

Blue Mountain Station: Dickinson met with Jim and Susie Stenkamp who are working on a landscaping plan for the BMS site. Stenkamp needs more information about the West End Ditch in order to be able to extend the irrigation for growing. The boundary line adjustment was approved and recorded. Gary White and Dennis Miller from P'Chelle International gave a marketing presentation for BMS. The marketing budget for 2012 is 50% less than 2011 at \$30,000. The target market is food processors and co-packers in the Midwest and East coast. Tradeshows, social media: facebook, twitter, and blogging are elements of the plan for 2012. Gary White would like to have several site visits over the next year. If the economy is good, White believes we will get our first business at BMS in 3-5 years. Commissioner Marvin would like for Gary and Dennis to come back for a presentation before our budget planning in October. It was also suggested that another public presentation for BMS would be beneficial. Dickinson stated that a public presentation is written into their agreement. The agreement is from March to December 2012 and will pay P'Chelle \$30,000.

Motion: Made by Commissioner Marvin and seconded by Commissioner McKinley to continue with P'Chelle International for BMS marketing. Motion carried unanimously.

Industrial Park: Phinney reported that Elsom Roofing fixed the Vestas roof leak, and put flashing along a wall that was leaking. Elsom Roofing also looked at the gutter behind Industrial Building #1 and suggested that the gutter be replaced due to its condition. The fuel spill waste will be removed and disposed of this week. BF Power Vac was here to clean the furnace at 5 Port Way. Chapman was called due to extensive mouse damage. Chapman suggested that we have BF Power Vac come back and also clean Flynn's furnace. Bids for the Conference Room remodel were reviewed. Bids received were from JDL Construction, Myrick Construction, and Shane Robins Construction, and all were qualified bids with Shane Robins Construction being the lowest bid at \$10,142.60.

Motion: Made by Commissioner Marvin and seconded by Commissioner McKinley to award the job to Shane Robins Construction with the lowest qualifying bid of \$10,142.60. Motion carried unanimously.

The Port received a letter from Kent and Lori Flynn stating that they would be moving their business to their new shop on Clay Street, and would be out of the industrial park by the end of February. Gemmell's Machine Works needs more space and is interested in moving to 4 & 5 Port Way so we will proceed with Bob Gemmell. Office building #3 has been shown several times over the last month.

Community and Economic Development: Dickinson tried to show the completed SEWEDA video for business recruitment in Columbia County, but the sound on the computer wouldn't work. Dickinson stated that the video is on our website and also on Facebook.

The following vouchers were presented for approval of payment:

Payroll	\$	7167.48	Wash. Public Ports Assoc.	\$	600.00
WCIF	\$	687.83	Nealey & Marinella	\$	750.00
Banner Bank	\$	4680.32	Digital Barn Productions	\$	800.00
BF Power Vac, Inc	\$	968.76	Overhead Doors of WW	\$	216.23
Walla Walla Web Weavers	\$	607.50	James Stenkamp, Architect	\$	478.83
Cardmember Services	\$	230.24	SEWEDA	\$	250.00
CenturyLink	\$	162.54	Touchet Valley Publishing	\$	23.80
Blue Mountain News	\$	140.00	Dayton Chronicle	\$	858.40
Elsom Roofing	\$	571.87	Total Office Concepts	\$	87.90
City of Dayton	\$	177.78	Tilth Producers	\$	75.00
Dingles	\$	49.16	Pacific Power	\$	933.12
Inland Northwest Partners	\$	150.00	Jennifer Dickinson	\$	709.73
Col. Co. Auditor	\$	2490.59	Walla Walla Union Bulletin	\$	39.96
Sun Pest Mgmt	\$	48.56	Dayton Mercantile	\$	105.55
Shane Robins Construction	\$	1272.14			

The amount of vouchers approved for payment was \$25,333.29

Meeting was adjourned at 11:29am.

Dale McKinley, Secretary