

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
May 11, 2016

Chairman Warren opened the meeting at 7pm. Those present were Chairman Warren, Commissioners Marvin and Crowe, Manager Dickinson, EDC McMasters, Auditor Shochet, member of the press Michele Smith and Frontier Rail operator Paul Didelius.

The minutes from the April meeting were discussed. Commission Marvin asked for clarification of an acronym and requested that acronyms be initially spelled out in future minutes.

**MOTION:** Made by Commissioner Marvin, and seconded by Commissioner Crowe to approve the April minutes. Motion carried with no further discussion.

Dickinson reviewed the budget report. April tax revenue of \$72K was significantly lower than expected. Per the County Treasurer, large tax payments from wind companies were made after April 30<sup>th</sup> so much more tax revenue can be expected in May. Expense items were typical for this time of year, with higher landscaping bills, and the final sign payment. The only maintenance item was a malfunctioning overhead door at Dayton Tractor.

Dickinson welcomed guest Paul Didelius. She added that Didelius has an excellent reputation in his industry. Dickinson said Frontier Rail's attorney has sent a draft lease to the Port. Port attorney Kim Boggs and Dickinson have been examining the document. Per Dickinson, Boggs feels there are several areas needing clarification, such as the difference between rehab and maintenance. She said the Port wants to cooperate with rehab efforts, but not having rail revenue limits the Port's ability to pay for it. She added that the Port could help seek funds when necessary. Didelius explained that maintenance is work that is done regularly, or when something breaks. Rehab means catching up on problems that were long neglected, and bringing them up to current standards. Chairman Warren asked if bridge work can commence after the lease is signed. Didelius said Frontier can take over the line 30 days after their filing, and briefly described the transition process. It was agreed that the lease should be finalized by June 1<sup>st</sup>, so work can begin in July. Dickinson informed the commissioners that a special meeting will be called for signing the lease. Dickinson reported that the Port was awarded a second rail grant of \$230K for a new siding at BMS. All agreed that the siding would make the facility even more inviting to businesses wanting to ship product by rail.

Dickinson reported that BMS is experiencing "entrepreneurial churn," which is typical with newer businesses. Rey's Roast will continue to roast coffee at BMS, but will move the retail operation downtown. Aardvark Granola is closing for health and lifestyle reasons. Mary's Candies will expand into the Aardvark space when it's vacated at the end of this month. Dickinson presented a 2 year lease for Mary's Candies at Suite H. Several businesses have expressed interest in Suite B already. Commissioner Crowe asked about XO Alambic. Dickinson said that Figgins has hired a retired ATF agent to help expedite his liquor license application. McMasters reported that the co-op market sales have increased 300% over the same period last year.

Dickinson and McMasters gave an update on the new BMS building. Anderson Perry will create an updated site survey for the developer. McMasters said a local business that needs to expand is interested in the new building. When asked about risks of not owning the building, Dickinson said that well-written CC&Rs, a long lease, and the Development Agreement should help address the concerns. She added that Bill Stalzer recommended hiring an attorney who specializes in business associations.

Dickinson and the Lyons Ferry Concessionaire have been negotiating the Lyons Ferry Road project timeline. The County has postponed construction until mid-August, which is near the end of the Marina's season. Both sides are satisfied with the compromise.

Dickinson gave her manager's report. She recently toured the new mill facility with Mark Lewis. There will be at least 3 production areas in the former Cut Stock complex. The pulp mill will be known as Phoenix Pulp & Polymer, food ware production not yet named. Innovatio is the name of the entire complex. Lewis has 6 employees. General hiring has been delayed until fall due to an equipment delay. Dickinson will speak at the Small Business Alliance conference in Seattle on 5/25. They are paying her airfare. Dickinson is serving on the RTPO (Regional Transportation Planning Organization) long range plan steering committee, and McMasters is her back up. Dickinson wrote a guest editorial for The Times in support of preserving local historic districts.

McMasters gave his EDC report. Running T Ranch is for sale. McMasters described the property and its income potential. Murray Eggers is expected to submit a proposal package to the Port. McMasters reported on the meetings he attended and will attend. One meeting was with planners and representatives of several agencies to discuss the feasibility of a path to the state park or Waitsburg. McMasters presented a letter of nonmonetary support of the project for Chairman Warren to sign. A grant is being written and the concept is gaining momentum in the region.

The following vouchers were presented for approval of payment:

Payroll expenses	\$15,402.88	City Lumber	\$115.84
WCIF	\$670.44	Jennifer Dickinson	\$659.20
Banner Bank GO Bond	\$2,266.07	Anderson Perry	\$490.00
Banner Bank Ind Bldg 6 N/P	\$4,680.32	Basin Disposal of WW	\$114.26
Banner Bank Ind Bldg 2	\$4,216.67	Basin Disposal Inc	\$15.08
Cardmember Services	\$5,603.77	NPR	\$575.00
Total Office Concepts	\$96.80	DRS	\$25.00
Pacific Power	\$955.00	Incidental Fund	\$78.00
City of Dayton	\$567.76	Bradley McMasters	\$401.49
Smith Brothers Industries	\$693.93	Oxarc	\$193.04
US Linen and Uniform	\$78.36	Artmil	\$1,740.00
Dayton Chronicle	\$257.41	Louise Waggoner	\$675.00
Sun Pest Management	\$53.95	CenturyLink	\$252.18
Dept. of Revenue	\$5,042.97	Marinella & Boggs	\$750.00
Dept. of L&I	\$331.71	Quality Roofing	\$216.60
Cathy Shochet	\$158.22	Walla Walla UB	\$510.00
Dayton Chamber	\$3,250.00	TVTV	\$60.00
Dayton Mercantile	\$15.53	PCC Railroad	\$348.97
KOA at Lyons Ferry Marina	\$2,567.04	<b>Total</b>	<b>\$57,778.91</b>

The amount of vouchers approved for payment was \$57,778.91

Meeting was adjourned at 8:20. Next meeting will take place on June 8th, 2016 at 10:00am at Lyons Ferry Marina.

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Earle Marvin, Secretary