

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
April 13, 2016

Chairman Warren opened the meeting at 10am. Those present were Chairman Warren, Commissioners Marvin and Crowe, Manager Dickinson, EDC McMasters, Auditor Shochet, Mayor Craig George and members of the press Dian Ver Valen, Michele Smith and Loyal Baker.

The minutes from the March meeting were discussed and a spelling error was noted.

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

The budget report was reviewed. Dickinson said the revenue side was on target. She reviewed a few March expenses such as metal waste cans and a pet waste bag dispenser at BMS. Travel expenses were higher than normal because Dickinson and McMasters attended the Natural Food Expo in Anaheim. Quarterly web hits were reviewed. It was noted that the PCC rail page got a lot of traffic. Commissioner Crowe said it would be good to educate the public about the rail line. Dickinson said she's written about the railroad in Port newsletters and would do so again in the next Port newsletter.

Dickinson spoke briefly about being a finalist for the Port of Walla Walla Executive Director position. She said a recruiter sought her out. She added that she is very happy here at the Port and was in no way looking for a new job. If selected for the Walla Walla job, she would give plenty of notice. She added that the staff here is very competent, a good job description is already in place, and it's likely that the transition would go smoothly.

Dickinson and McMasters reported on their trip to the 4 day Natural Food Expo in Anaheim. There were 70,000 people in attendance. The exhibitors were geared towards finding additional distribution channels. McMasters said they left the show feeling that they were doing the right thing in helping the small food producers to grow at BMS. McMasters is researching the feasibility of local co-packing, and may seek out a consultant in the future. A brief discussion about co-packing followed.

Dickinson and McMasters reported on their meeting with 4 Point Construction. They discussed the prospect of a new 6000sf building at BMS. The Port would lease the land, while the developer (4 Point) would own the building and lease out the space. Dickinson said the developer may put up a shell building to draw food producing tenants. The building must comply with the requirements set forth in the development agreement. A discussion followed about possible lease rates for the land, maintenance fees, and the need for business park association CC&Rs. Commissioners agreed with Dickinson's "middle of the road" proposal for bare, improved land lease rate of .14 per sf per year. It was noted that this speculative building would not conflict with the prospective onion canning building, nor would it hurt existing BMS businesses. Dickinson said that it's normal for things to ebb and flow with small businesses.

Dickinson reported that Shochet completed the Lyons Ferry KOA Annual Management Plan II and all is well. She did say that concessionaire MacArthur has concerns about County road construction that is scheduled to start on Memorial Day Weekend. A detour would severely impact vendor and guest traffic coming from Walla Walla. Dickinson and MacArthur will attend the next County Commissioners meeting to discuss postponing the work until August or September.

Dickinson reported that the posts for the Industrial Park and BMS signs are in place, and the signs should be installed by the end of the week. She also reported that Bill Freeman will be retiring and will not be

renewing his lease. Dickinson said "Bill was a good tenant and we will miss him. It will be a good opportunity for the Port to have a vacant space."

Nothing new to report on the railroad. The transition documents are still in Watco's legal department. It was noted that the rehab projects cannot begin until Frontier takes over the line. Dickinson will give it one more month before she inserts the Port into the process. Dickinson reported that the downtown public restroom is almost finished. She would like to have the Port to be listed as a donor. She suggested paying for one of the signs on the building.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to approve up to \$1000 to pay for signage on the new public restroom.

McMasters reviewed the highlights of his Economic Development report. Frog Hollow Farm is interested in co-packing. Phoenix Pulp & Polymer is currently making pulp. Bluewood is looking ahead for off season events. Innovatio will be operational by June and should have 40-50 employees working 24/7 by the end of the year. McMasters completed 26 weeks of Community Council meetings and found them very worthwhile. An upcoming study from the meetings should be quite informative. Chairman Warren shared that his son has introduced the Google Suite apps to their farming operations and it's been extremely useful. McMasters noted that 16% of Columbia County employment is in agriculture, whereas it's 2% elsewhere in the state.

Baker requested that members of the press receive copies of the documents shared in meetings. Dickinson said that going forward, Shochet would have them available immediately prior to the meeting.

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		

The amount of vouchers approved for payment was \$54,128.49

Meeting was adjourned at 10:55. Next meeting will take place on May 11th, 2016 at 7:00pm.

Earle Marvin, Secretary