

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
February 10, 2016

Commissioner Marvin opened the meeting at 10am. Those present were Commissioners Marvin and Crowe, Manager Dickinson, EDC McMasters, Auditor Shochet and members of the press Loyal Baker, and Michele Smith.

The minutes from the January meeting were discussed.

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

The budget report was reviewed. Dickinson noted that quarterly taxes were paid in January as well as a 50% deposit for the BMS and Industrial Park directional signs. Shochet will research and confirm the ongoing monthly bond payment amount for IB#2.

Dickinson reported on several maintenance items that have arisen with IB#2 since the remodel. The sewer backed up once, which a plumber attributed to the low flow system specified by the GSA. The architect/engineer and contractor will continue to investigate this. Dickinson also reported that the IB#2 electric bills are higher than expected. It's possible that light activated thermostats may be the problem. The Port, architect/engineer and contractor will continue to fine tune things. Gutters were inspected and cleaned at BMS. Dickinson told the commissioners about a Dept. of Commerce Business Recruitment meeting she attended in Seattle. The Port of Seattle wants to partner across the stage on recruitment and economic development. Dickinson and McMasters will attend the Natural Foods Show in California next month. Dickinson presented a new lease for the BMS garden space. Rosalie Warner of Barefoot Butterflies will operate the garden at BMS for 2016. Per McMasters, 4 individuals expressed an interest in the garden, but 3 withdrew when asked to write a business proposal.

Dickinson discussed the WSDOT Rail Bank Grant paperwork. Dickinson asked for approval to sign Rail Grant related documents on behalf of the Port as the project moves forward. She added that the budget will need to be amended because the WSDOT funds will go through the Port. Commissioner Marvin asked if it would be okay to amend the budget before the rail operator transition has been finalized. Dickinson said yes. Marvin said he would like to have additional funds set aside in the case there are cost overruns. Dickinson said the rail projects will start after Frontier is established as the new operator. Due to the specialized nature of railway repair, the work must be performed by a rail operator or a company specializing in that work. Dickinson hopes that construction will start in the spring, although it is not a problem with the state if it begins later. The work needs to be completed by June of 2017. It was agreed that the Supplemental Budget Hearing would take place during the regular March meeting.

**MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Marvin to give Dickinson the authority to sign the grant and subsequent paperwork on behalf of the Port. Motion carried without further discussion.

Dickinson reported that Anderson Perry completed the Large On-Site Sewage System (LOSS) O&M Manual for Lyons Ferry Marina KOA, and the manual was approved by the Department of Health. The Marina concessionaire expressed concern that a 45 year old sea wall made of rail ties is wearing out. Dickinson will look into it more. Commissioner Marvin hopes the Corps of Engineers will be cooperative with efforts to improve the wall. Dickinson said the new KOA playground is shaping up nicely. Dickinson's other activities included a signage presentation at Walla Walla (made the UB), a planning meeting with Coalition for Youth and Family where the Port agreed to continue to help with entrepreneurial efforts in the schools. She also

chaired Dayton Citizens for Education Committee. The campaign was a big success with both school levies passing by 63%.

McMasters reported on business leads. Phoenix Pulp & Polymer closed on the Cut Stock property. This will be a game changer for Dayton by creating 35-50 new jobs. WorkSource is helping with the recruitment. Several other leads are still in the preliminary stage. Artmil is building the Choose Columbia County brochure with a March deadline. A brief discussion on marketing strategies to attract millennials to Dayton hotels etc. Studies show that young people are drawn to experiences more so than history, and vacation packages could be created with this in mind. Joe Jacobs of SBDC has been consulting with Village Shoppes and the Weinhard Café. Jacobs is experienced at succession planning. McMasters attended the Clearwater Food Summit. Product from 4 of the BMS businesses were evaluated by the Moscow Food Co-op Manager. The feedback was quite useful. Dickinson said there's a definite need for more local produce because 2 of Dayton's small farmers are leaving the area this year. McMasters will encourage gardeners to become small to mid-scale farmers. His other activities have included working with community businesses for further support of the Junior Achievement program, working with the Chamber to get Rural Library District to present about Microsoft IT Academy at Cup of Joe.

Loyal Baker announced that the Chronicle will move their office to Mrs. Mac's space because the entrance is at street level.

The following vouchers were presented for approval of payment:

Payroll Expenses	\$15,109.66	Dayton Chamber	\$5,000.00
WCIF	\$670.44	Quality Roofing	\$297.82
Banner Bank GO Bond	\$2,266.07	Tourism Walla Walla	\$200.00
Banner Bank Ind Bldg 6 N/P	\$4,680.32	Anderson Perry	\$1,650.00
Banner Bank Ind Bldg 2	\$3,724.64	NWPR	\$575.00
Cardmember Services	\$1,628.43	Ferrellgas	\$868.10
Total Office Concepts	\$178.86	Mike's Plumbing	\$96.12
Pacific Power	\$1,511.02	Herres Enterprises	\$189.14
City of Dayton	\$482.15	Dingles	\$10.38
Touchet Valley Landscapes	\$175.99	Bradley McMasters	\$422.36
US Linen and Uniform	\$78.36	Hobart Service	\$915.51
Incidental Fund	\$116.63	Inland Northwest Partners	\$150.00
Cathy Shochet	\$49.08	Scott Kirk Photography	\$37.87
Basin Disposal Inc	\$15.08	WA State Dept. of Health	\$315.20
Basin Disposal of Walla Walla	\$242.23	Louise Waggoner	\$625.00
CenturyLink	\$251.09	Columbia County Auditor	\$1,935.70
Sun Pest Management	\$53.95	Jennie Dickinson	\$689.21
TVTV	\$60.00	Quality Signs	\$18,458.11
Dayton Chronicle	\$85.80	M4 Construction	\$1,328.58

The amount of vouchers approved for payment was \$65,143.90

Meeting was adjourned at 11:05am. Next meeting will take place on March 9, 2016 at 10:00am.

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Earle Marvin, Secretary