

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
July 12, 2016 at Port Office

Chairman Warren opened the meeting at 7pm. Those present were Commissioners Warren, Marvin and Crowe, Manager Dickinson, Auditor Shochet, EDC McMasters, members of the press Loyal Baker and Michele Smith, and community member Mike Haight.

The minutes from the June meeting were discussed.

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

Dickinson reviewed the budget report. Year to date revenue is as projected. She noted that SEWEDA made their final payment to the Port. Going forward the State will pay the Port on a quarterly basis for the ADO program. The only sizable expense was the annual payment for Blue Mountain Station land and infrastructure. A 50% down payment was made to Artmil to create a new Port of Columbia website. Dickinson said that the present website is more than 8 years old. It's functioned well, however the pages were getting very voluminous. Economic development topics will be featured on the Choose Columbia County WA website. Dickinson noted that the Artisan Food Center is doing well financially. She added that the BMS property is nearly paying for itself between the rental income from BMS tenants, the farmhouse, and crop revenue. Anderson Perry did a revised land survey for BMS. Survey includes the building and sewer infrastructure.

Chairman Warren opened the Budget Hearing to public comment at 7:08. The budget was supplemented to include the \$227,700 revenue expected from a state rail siding grant. A few other lines on the budget were adjusted to reflect actual activity. There being no comment, the hearing was closed at 7:09.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to adopt the supplemental budget. Motion carried with no further discussion.

Quarterly web hits were briefly discussed. Leases were discussed. Dickinson reported that Gemmell's Machine Works asked to be month to month because he hopes to relocate his business to his home. Dickinson presented a new lease from Dan's Tool Truck for 3 Port Way. The space had been advertised across numerous platforms and there was no other interest. Dickinson disclosed that the prospective tenant is her son. A commercial grade automatic overhead door opener will be installed to one bay. She said that Dan might sublease some of the space subject to Port approval. Dickinson said that several Port tenants sublease space. Commissioner Marvin said he approved of the lease.

BMS. Dickinson reported that Allen Litzenberger with 4-Point Construction has ordered the steel building for BMS. Steel prices fluctuate, so it was prudent for him to place the order. The Port will lease him the land, and he will construct, pay for, and manage the building. Dickinson plans to ask other port managers for samples of CC&Rs they've used for similar business park situations. 4 potential businesses have expressed interest in the upcoming building. McMasters reported that Suite B is available and he's been advertising it heavily. He said that Mary's Candies made great connections at FABREO and their business is growing. They have a part-time employee. The commissioners from the Port of Douglas County recently toured BMS. They were looking for new ideas, and were impressed with BMS. A brief discussion followed about the diverse specialties of port districts around the state. McMasters reported that Foodstock will be Saturday July 16th with 3 food trucks, 13 vendors, music and entertainment for the entire family.

Dickinson and Shochet recently participated in the USACE annual inspection at Lyons Ferry. The visit also included a facility inspection that is done prior to their lease renewal with the Port. Dickinson said the results have not come in yet. She presented a sample lease given to her by USACE. It was strictly boiler plate language and did not include any conditions specific to Lyons Ferry. She gave the commissioners copies of the 1997 USACE lease. Dickinson also read the Port's goals listed on the 1997 document. She said that many of the items were accomplished. The present USACE lease expires on 12/31/16. Dickinson noted that the Port installed lots of improvements since 1997, and that it's important to see what conditions will be stated in the new lease. She said that it's important for the schedule of improvements to be done at the Port's financial pace, and she will push for a final copy of the lease. Dickinson attended the USACE Changing of the Guard Ceremony in Walla Walla. Lyons Ferry experienced a power surge that fried

the pump on their irrigation well. Dickinson presented a bid from Gemmell's for an emergency repair of the pump. Shochet will submit a claim with Inland Power.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to approve the emergency bid from Gemmell's Machine Works. Motion carried with no further discussion.

Industrial Park. Shochet gave the maintenance report. Dickinson reported on the plumbing issues with GSA. Low flow toilets were replaced. Contractor will pay for all expenses associated with the problem.

Railroad. Dickinson said she has the executed signed lease with CWW. They will file with Safety Transportation Board. CWW is expected to assume control of the line on July 31. There will be several agreements between CWW and Watco. Dickinson said the cancellation agreement with Watco will be in place soon. She said bridge repair should commence soon along with the BMS siding. She said that trains could be running by fall, however repairing the 8 bridges is first. A brief discussion followed about the possibility of wind turbine parts traveling by rail and being offloaded at BMS siding. Dickinson reported that WSDOT rail specialist Chris Herman now works for WPPA. His focus will be rail-related appropriations. Dickinson said she is the new secretary of RTPO. She will attend the annual Port Manager Meeting in La Conner this week.

McMasters reported on EDC items. The New Old Time Chautauqua is July 18-19. They will conduct educational workshops throughout town, and conclude with a vaudeville show Tuesday night. McMasters reported that Village Shoppes lowered their asking price. Weinhard Hotel may have news soon. Running T Ranch will close, however a neighbor may do weddings. Columbia Pulp, no official report, but they're optimistic it will be soon. He is working with the Chamber on a Shop Local campaign and identifying retail leakage. McMasters wrote a USDA grant that awarded \$18K to be divided between 4 counties to pay for business workshops. No news on the prospective onion plant.

The following vouchers were presented for approval of payment:

Payroll expenses	\$15,335.44	Employment Security	\$50.72
WCIF	\$670.44	Basin Disposal of WW	\$120.17
Banner Bank GO Bond	\$2,266.07	Basin Disposal Inc	\$45.24
Banner Bank Ind Bldg 6 N/P	\$4,680.32	NPR	\$575.00
Banner Bank Ind Bldg 2	\$4,216.67	Dayton Chronicle	\$396.70
Cardmember Services	\$1,247.97	Bradley McMasters	\$518.48
Cardmember Services	\$1,247.97	Dept. of Revenue	\$5,489.42
Total Office Concepts	\$475.91	Louise Waggoner	\$700.00
Pacific Power	\$811.11	CenturyLink	\$256.76
City of Dayton	\$742.41	WA State L&I	\$223.68
Smith Brothers Industries	\$659.47	Ferrellgas	\$332.94
US Linen and Uniform	\$117.54	Dept. of Commerce	\$53,333.33
Dayton Chamber	\$4,500.00	Artmil	\$2,364.00
Sun Pest Management	\$53.95	Conference Call.com	\$30.97
HomeStreet Bank	\$60.00	R&N Monacelli	\$400.00
Steinhoff Construction	\$2,594.40	East Oregonian Pub. Co.	\$195.00
Cathy Shochet	\$567.05	Walla Walla UB	\$110.00
Bob McCauley	\$525.00	WPPA	\$280.00
Quality Signs	\$1,098.16	Anderson Perry	\$3,749.50
TVTV	\$60.00	Dayton Mercantile	\$5.23
City Lumber	\$21.46	Marinella & Boggs	\$750.00
Chapman Heating	\$246.93	Quality Roofing	\$297.83
Jennifer Dickinson	\$702.40	Liberty Theater	\$300.00

The amount of vouchers approved for payment was \$112,177.67

Meeting was adjourned at 8:10pm. Next meeting will take place on August 10 at 7:00pm at the Port of Columbia

Earle Marvin, Secretary