

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
November 11, 2015

Chairman Warren opened the meeting at 10:00am at the Port office. Those present were Commissioners Warren, Crowe and Marvin, Manager Dickinson, Auditor Shochet, EDC McMasters, members of the press Michele Smith and Kaye Eaton, Sandra Massey of the Hearn Ditch Water District.

The minutes to the October meeting were discussed.

**MOTION** was made by Commissioner Marvin, seconded by Commissioner Crowe to approve the October minutes as written. Motion carried with no further discussion.

Dickinson reviewed the budget report. All is on track with the income side except for miscellaneous income, which is lower than projected. More revenue than expected has come in to AFC. USDA's first rent payment will be in December. On the expense side, the year will end ahead of budget by a little, not a lot. Dickinson said that the final budget report for 2015 will be available in January 2016.

Dickinson presented the 2016 Budget. She explained that the Levy Certification includes a 1% increase that is allowed by law. The 2016 tax valuation from the wind industry will not be available until December, so she estimated the amount that would be coming in.

Chairman Warren opened the Public Hearing for the 2016 Budget and Levy certification at 10:10am. There were no comments. Warren closed the Public Hearing at 10:14am.

**MOTION** was made by Commissioner Marvin, seconded by Commissioner Crowe to approve Resolution 2015-03 Levy Certification. Motion carried with no further discussion.

**MOTION** was made by Commissioner Crowe, seconded by Commissioner Marvin to approve the 2016 Budget. Motion carried with no further discussion.

Dickinson gave an update on the Hearn Ditch situation. Several district members have come to the Port office to talk about the pipe and the district since the last meeting, each with a different message. She said that we've been informed of who is allowed to officially speak on behalf of the district. Dickinson has been telling ditch members that the repair bill should be divided proportionately among the participating members. Dickinson thanked Sandra Massey for re-calculating the shares and billing the Port appropriately. Dickinson recommended that the Port pay their billed amount.

Massey said the district will increase their annual tax assessment to cover future repairs. They will abide by the RCWs, and research the appropriate way to operate. She apologized for past behavior and poor management, and asked the Port to stay in the district for at least another year. She hopes to start applying for grants and eventually "redo" the ditch. Chairman Warren remarked that their total annual tax levy of \$271 was glaringly too low and asked about future rates. Massey said \$100 for 1 acre, and \$10 for each additional acre. Chairman Warren inquired about future district meetings. Massey said they advertise the annual meeting in the newspaper, but not the board meetings. Dickinson said that it didn't help that the Port was not included in past meetings. Commissioner Crowe said he felt that the Port would be best situated to influence the group if they remain a part of the district. He and Commissioner Marvin stated that they would like to stay in the district another year.

**MOTION** was made by Commissioner Marvin, seconded by Commissioner Crowe to rescind the petition for exclusion from the Hearn Irrigation District. Crowe added that he would like to discuss it again next November. Motion carried with no further discussion.

Massey said their next annual meeting should be in September 2016. Dickinson thanked Massey for her efforts.

Dickinson reported that the USDA is fully moved in to IB#2 and they are happy. The construction project cost about 305K, which was lower than her construction estimate. She said that Opp & Seibold was amazing – it was the smoothest project she’s ever had. She said that Lou Waggoner, who has a local cleaning service will do the janitorial work. The Port pays for janitorial and utilities.

Dickinson informed the group that she misquoted the Building #3 lighting offer during the October meeting. The offer was for T5 lighting, not LED. A discussion followed about how many buildings in the Industrial Park have upgraded lighting, and the effectiveness of T5 lights. Commissioner Marvin suggested a life cycle cost analysis of T5 vs LED to determine if LED savings would be enough to justify the higher price. Chairman Warren said that T5 lights have lasted 6 years in his shop building. Marvin stated that if the result of the analysis is favorable, it may be good to transition all of our buildings. Commissioner Crowe speculated on the life of some buildings compared to the LED life cycle. Dickinson said her goal is to upgrade IB#3, District Court and TEMA as they are the only 3 without T5 lighting. Dickinson will have the analysis ready for the next meeting.

Dickinson said she recommended that Walla Walla Natural Foods meet with a local person who is very experienced with food processing. She plans to write up an explanation of costs the customer would need to pay for, such as the traffic analysis. Dickinson said that the earliest the permitting could be done would be May 2016.

Dickinson reported that Oktoberfest at BMS was a big success, and Kiwanis sold out of brats. Dickinson said that the Market is now open on Thursdays from 10:00 to 2:00. The co-op will pay for the 5 additional hours worked by the Market Manager. McMasters said that the Port of Chelan requested, and got, a copy of the BMS Feasibility Study. They also toured BMS. They are considering a similar concept for a property in Cashmere. Dickinson said that commercial kitchen use remains steady. It rents for \$10 an hour, which is lower than commercial kitchens in Tri-Cities. Dickinson felt that \$10 makes sense for Dayton. A brief discussion followed about eventually replacing the dishwasher.

Dickinson said that she’s still waiting for Frontier Rail and WATCO to complete their transition agreement. An application with WSDOT for a bridge repair went through. A rail siding grant for BMS site was well received. She said that the Columbia Cut Stock site may need siding improvements too.

Dickinson reported that the Marina is installing a playground to be completed by the end of the year. Dave Jepson with Anderson & Perry will assist in creating a LOSS maintenance manual. He will also help with water connection plans. Dickinson said Jim MacArthur was given the RCWs on insurance requirements for moorage. She added that the Marina is having another good year even though there weren’t any construction projects boosting their sales.

Dickinson asked the commissioners to appoint McMasters to be the Port’s representative on the Dayton Development Task Force while she takes a leave of absence from the group. McMasters attended Task Force meetings when he was the Chamber Director.

**MOTION** was made by Commissioner Marvin, seconded by Commissioner Crowe to appoint McMasters to be the Port representative at DDTF meetings. Motion carried with no further discussion.

Dickinson reported that she's been pleased with the price and drawings by Quality Signs of Tri-Cities. The signs would be placed at BMS and the Industrial Park. Dickinson's report is just informational at this point and she'd need to prioritize and look for funding. Signs at BMS are a big priority.

Commissioner Marvin reported that the Small Ports Seminar provided lots of useful information.

McMasters gave his business lead report. Project SFT is Mark Lewis of Sustainable Fiber Technologies. He is also the scientist behind Columbia Pulp and in the process of purchasing Cut Stock. There will be a "mini mill," and a lab. Columbia Pulp has found financiers and hopes to close by the end of November. Dickinson noted that the Cut Stock sale is contingent upon environmental approval. McMasters said community members are frustrated that Seneca buildings are not being used. Seneca is not willing to lease or sell buildings. The Social Media workshop was well attended. McMasters will conduct follow-up workshops at the Port. Ignite the Entrepreneurial Spirit workshop will be on 11/18 at the Liberty Theater. McMasters reported that the annual CEDS meeting will be held on 12/16 from 11:30 to 1:00 at the Fire District meeting room.

The amount of vouchers approved for payment was \$47,204.60

Payroll & related expenses	\$14,612.14	CenturyLink	\$250.00
WCIF	\$658.43	Sun Pest Management	\$53.95
Banner Bank GO Bond	\$2,266.07	Earle Marvin	\$152.40
Banner Bank Ind Bldg 6 N/P	\$4,680.32	Basin Disposal of WW	\$109.98
Banner Bank Ind Bldg 2	\$1,304.90	TVTV	\$60.00
Cardmember Services	\$692.89	Dayton Chronicle	\$232.33
Total Office Concepts	\$189.24	Smith Brothers	\$1,014.88
Pacific Power	\$810.99	Jennifer Dickinson	\$602.70
City of Dayton	\$967.90	Capitol Press	\$49.99
Patton & Associates	\$215.00	City Lumber	\$6.01
US Linen and Uniform	\$78.36	Ferrellgas	\$399.39
Grassroot Gourmet	\$80.00	WPPA	\$50.00
Cathy Shochet	\$202.25	Opp & Seibold	\$12,763.29
Basin Disposal Inc	\$51.27	Hearn Ditch District	\$662.16
Stenkamp Architecture	\$1,300.27	Downtown Walla Walla Foundation	\$1,750.00
Bradley McMasters	\$438.55	Dayton Mercantile	\$25.52
Fred Crowe	\$438.49	Dingles	\$34.93
		TOTAL WARRANTS	\$47,204.60

The meeting was adjourned at 11:25am. Next meeting will take place on December 9th at 10:00 am at the Port office.

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Earle Marvin, Secretary