

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
July 12, 2017

Chairman Marvin opened the meeting at 10 am. Those present were Commissioners Marvin, Crowe, and Warren, Manager Dickinson, Economic Development Coordinator McMasters, Auditor Smith, and member of the press Michele Smith

The minutes from the June meeting were discussed. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to approve the June minutes as written. Motion carried with no further discussion.

The budget report was reviewed. Income and expenses are in line with projections. There was a problem with the mail delivery and many invoices were not delivered timely. Due to this there is approximately \$2,000 in miscellaneous expenses. Once the invoices are received, the transactions will be categorized appropriately.

There is one lease that needs to be approved. This lease is with Pacific Civil for \$1000 per month. They have approval to pull water from the river and will be using 9 acres of Port-owned property near Lyons Ferry.

The Family Maternity Leave Policy will need to be updated to reflect recent changes. More research will be done.

Smith provided an update of maintenance items in the Industrial Park. Industrial Building #1 bathroom locks were replaced with a deadbolt and non-locking handle. Dayton Construction will be fixing the washboarding at the Port main entrance. Office Building #3 had a leaking sink that was repaired. Industrial Building #5 has a leak under the sidewalk. It is suspected this is coming from the bathroom. Bly Plumbing has been contacted and is going to be working with Badger Construction to complete the repair.

There was a discussion regarding the sale of Lot A. The property has already been declared surplus and there is no evidence that it needs to be renewed. Port Commissioners decided that they would like a negotiated sale. Six years ago there was a fair market value appraisal done on the 4.13 acres (2.5 usable acres) that appraised for \$34,300. Recent comparisons were done and the price would need to be increased. There would be conditions for the sale; It would need a privacy fence to make the area secure and to provide privacy for the residential neighbors. Potential buyer is aware that the Hearn Ditch is on the property and that it cannot be driven on. **MOTION:** Made by Commissioner Warren, and seconded by Commissioner Crowe to allow the Port Manager to negotiate the sale and return for ratification at the August meeting. Motion carried with no further discussion.

McMasters, as well as other Blue Mountain Station tenants, attended the Food And Beverage Retention & Expansion Opportunities (FABREO) show. There were less attendees this year, but was still a great networking event. Mama Monacelli was a sponsored presenter. She has also been in contact with Allan regarding space at the new building. There has been progress with the new building at Blue Mountain Station, however, the finish date is still questionable. McMasters is looking into the possibility of having cold storage in the back of a suite if a tenant is only needing the front 750 square feet of the suite. Bee Local Farms, who currently has bees in Prescott, is going to also have bees in Dayton. The food summit was well attended with 65 attendees ranging from local farms, farm to school, Washington State Department of Agriculture (WSDA), United States Department of Agriculture (USDA) and community members. It was a very valuable experience and the regional coalition is going to push for food systems. On the second day of the food summit approximately 10 attendees toured local farms, including Blue Mountain Station. There will be a ribbon cutting July 14, 2017 at 6 pm for XO Alambic. He will be unveiling brandy and Commissioners are invited to attend. Blue Mountain Station businesses will stay open late for this event. Upcoming events include Foodstock with Mama Swan's grand opening on July 15, Stargazing Event sponsored by Columbia County Rural Library District on July 21, and Jams in July on July 30. Norm Passmore presented at Cup of Joe at Noble Hunt on June 21. Justin Nix, Chamber Director, will be presenting at the July 19 Cup of Joe. He will present the 2017 work plan and the benefits of being a chamber member. A new program, Pub Talks, will be available in the evenings for people that are unable to attending the morning Cup of Joe. The first Pub Talk will be September 11 at 5:30 at Chief Springs and will discuss financial funding options.

The Associate Development Organization (ADO) biennium contract has ended. McMasters provided a printout of completed biennium scope of work. A new set of targets will be selected when a new contract is established.

The railroad projects are complete. All bills have been submitted to the state for reimbursement. Once reimbursements are received, invoices to CWW will be paid. There is one sloughing bank that needs to be repaired at Frontiers expense. Once this is completed the rail line will reopen. There will be a ribbon cutting event, most likely at the Depot, when the first train comes to town.

Ice damage repair at Lyons Ferry Marina is still slow. North Idaho Maritime cannot find workers and last week they only worked one day, however, this week there are many people there. There have been communication barriers between The Port, North Idaho Maritime, Enduris and the Corp of Engineers. Dickinson has been unable to contact the Corp of Engineers regarding permitting and are now working with the other permit. Dickinson and MacArthur met with Reid Middleton regarding facility planning. There will be a public meeting August 23rd at 6 pm. Federal Emergency Management Agency (FEMA) declared Columbia County a disaster area. There have been two meetings, one in town and one at Lyons Ferry Marina. There is a potential option for financial assistance. Their desire is to make a facility more resilient to future disasters. FEMA could supplement what repair is being done and replace what insurance isn't repairing. There has been severe damage to the breakwater when the cable broke and moved. An engineer is reviewing the situation and will offer advice. The existing insurance work is being sent to FEMA for procurement process. FEMA will pay hours of work to prepare FEMA paperwork.

There was a discussion regarding Southeast Washington Economic Development Association (SEWEDA). The Regional Transportation Planning Organization (RTPO) no longer uses SEWEDA as its lead agency and is now contracted with the town of Rosalia. The RTPO was upset with the behavior of SEWEDA members. By-laws were violated when they terminated board members, however, they were reinstated. They have worked to resolve the problems with no success. SEWEDA does not want Ports to be voting members due to it being a "conflict of interest". This decision was made without legal counsel. Columbia County Commissioners informed SEWEDA that if this is not corrected, they no longer want to be part of SEWEDA. The Port of Garfield, Columbia County Commissioners and the Port of Columbia are writing letters. The Port of Columbia letter will be presented at the August meeting and Dickinson is requesting signatures from the Port Commissioners.

The following vouchers were presented for approval of payment:

Payroll	\$15,733.04	Louise Waggoner	\$700.00
Artmil	\$5,155.43	Dayton Chamber	\$2,500.00
Walla Walla Electric	\$17,320.86	US Linen and Uniform	\$122.16
Herres Enterprises	\$135.00	NPR	\$575.00
Smith Brothers	\$2,831.24	Bob McCauley	\$382.50
Columbia County Weed Board	\$30.00	T VTV	\$65.00
Total Office Concepts	\$101.38	Basin Disposal of Walla Walla	\$141.66
WCIF	\$321.84	Basin Disposal Inc	\$15.95
Banner Bank	\$4,680.32	CenturyLink	\$299.72
Banner Bank	\$2,266.07	Ferrell Gas	\$491.66
Banner Bank	\$4,216.67	Pacific Power	\$789.74
Dept of Revenue	\$5,065.41	Cardmember Services	\$2,045.50
Employment Security	\$2.06	City of Dayton	\$1,024.23
Dept of L&I	\$343.62	Bly Plumbing	\$115.39
East Oregonian Pub Co	\$130.00	Department of Commerce	\$53,333.33
Dayton Chronicle	\$183.88	Jennie Dickinson	\$733.72
Dayton Mercantile	\$32.74	Bradley McMasters	\$705.20
		Angela Smith	\$361.09

The amount of vouchers approved for payment was \$122,951.41

Next meeting will take place on August 9, 2017 at 7:00 pm.