

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
September 13, 2017

Chairman Marvin opened the meeting at 7 pm. Those present were Commissioners Marvin, Crowe, and Warren, Manager Dickinson, Economic Development Coordinator McMasters, Auditor Smith, member of the press Loyal Baker and Dian VerValen, special guest Tom Kamerzell

Special guest Tom Kamerzell, Port of Whitman Commissioner, invited our Port to participate in the Pioneer Ports. The Pioneer Ports is a group founded by the Lewiston and Clarkston Port districts in 1958 that meets quarterly and works together on resolving issues regarding dams and river navigation. The Port of Whitman is also a member of the Inland Ports and Navigation Group (IPNG), which is a subset of the Pacific Northwest Waterways Association (PNWA). IPNG represents navigation and ports in the courtroom and is an intervener in the Federal Columbia River Power System Biological Opinion lawsuit. There was a discussion regarding the benefits of being a member of IPNG. The Port of Columbia already pays dues to the PNWA, and there would be additional dues of \$2,000 to join IPNG. Commissioners will look at the 2018 preliminary budget before making a decision to join. Commissioners thanked Mr. Kamerzell for coming to the meeting.

The minutes from the August meeting were discussed. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to approve the August minutes as written. Motion carried.

The budget report was reviewed. Since our expenses will exceed the budgeted amount due to the Lyons Ferry Marina ice damage work, the budget will need to be amended. Commissioner's set the public hearing for the budget amendment for October 11, 2017 Port Commission Meeting. Dickinson shared a draft 2017 amended budget document, which was used to discuss 2018 budget items. Any funds remaining in the Lyons Ferry Marina line item will be put into reserve for grant matching funds. Dickinson will budget for employee increases. Dickinson discussed the problem of no recycling in Dayton. The Port would like to consider budgeting for a cardboard recycling bin for Port Tenants to utilize. The ADO contract was signed. This will be a one year contract instead of two.

Dickinson provided an update on Lyons Ferry Marina ice damage. The repair is almost complete. Dickinson will do a walk through once it is complete. Once complete the 5% retainage will be released to North Idaho Maritime.

The engineer's report on the breakwater was submitted to the Port and they estimate \$75,000 of damage. There are broken and frayed cables on both sides. This will be turned into FEMA for funding consideration due to the declaration of the county as a disaster area when this weather-related damage occurred.

The Lyons Ferry Marina Facility Plan meeting had a good turnout with approximately thirty attendees. They provided good input and there was also a comment provided online. The consultant will narrow it down to two options.

The management transition at Lyons Ferry Marina will be pushed out until the end of October with the transition date of November 1. They are requesting a twenty-four year lease, and we built in rent increases. The Port attorney has reviewed the lease and made changes. The lease should be ready to sign at the October 11 meeting.

Construction on Columbia Pulp is moving forward. In the spring there will be an increase of construction workers. The restaurant at Lyons Ferry Marina will be closing for the winter, but will provide sack lunches and deli items for the construction workers. Dickinson asked the Corps if it was possible to broaden the long term camping program for this one-time construction event. They agreed that we could expand to using up to 75% of the camping spots for long term use as long as it does not disrupt recreational camping. A formal request will be sent to the Corp.

The Industrial Park currently has available space at 4 & 5 Port Way. Both are listed on the Port website, Facebook and Craigslist. There have been inquiries, but none yet that create any significant number of jobs. The Port will continue to advertise the spaces that will allow the best and highest use.

Smith provided an update on maintenance in the Industrial Park. The leak at Industrial Building #5 was repaired. The HVAC was serviced and the toilets and faucets were replaced at 4 & 5 Port Way. The Port of Columbia removed the parking barrier and ordered flower pots to create a new parking barrier.

The vault at Blue Mountain Station was purchased and installed. The Port received a call from the bank requesting a credit inquiry and lease assignment regarding Allen's building at Blue Mountain Station. Currently he has one committed tenant and one that he is negotiating with. The Port helped organize and co-host a farm to table event. McMasters continues to advertise Blue Mountain Station on Northwest Public Radio, social media, weekly e-blast and craigslist. He broke down likes on the Blue Mountain Station website and Facebook page. The results show that 57% of the likes are women and 43% are men. McMasters has contacted LoopNet to list properties to see if it is worthwhile.

The railroad project is complete. However, there was a fire on the line. The EPA and Fish and Wildlife were involved and the situation was handled well. The grand re-opening of the line will be at the Depot October 7 at 10 am. People will be able to go inside of the engine and ask the rail operator questions.

McMasters reported on economic development. He provided economic development handouts including business leads, and Columbia County demographics. Demographics were sorted by population, age and income and also included employment and unemployment/not in labor force information. Pacific Civil has opened an office downtown. The Weinhard Hotel and Villiage Shops both have potential buyers.

The following are upcoming events:

Community Outreach	September 20, 2017	6:00 PM	Whoopemup Hollow Cafe
CWW Grand Re-Opening	October 7, 2017	10:00 AM	Dayton Depot
Oktoberfest	October 14, 2017	11 AM – 4 PM	Blue Mountain Station
Cup of Joe	October 19, 2017	7:00 AM	Pioneer West

The following vouchers were presented for approval of payment:

Payroll	\$16,023.08	Dingles	\$78.30
WCIF	\$321.84	Ferrellgas	\$562.07
Banner Bank	\$4,680.32	City of Dayton	\$1,222.78
Banner Bank	\$2,266.07	City Lumber	\$65.36
Banner Bank	\$4,216.67	Brad McMasters	\$393.20
Sun Pest Management	\$53.95	Jennifer Dickinson	\$571.73
Blue Mountain RC&D	\$200.00	WEDA	\$400.00
Enduris	\$30,561.00	Basin Disposal Inc	\$31.90
Jr. Achievement	\$1,000.00	Basin Disposal of Walla Walla	\$133.72
Chapman	\$232.85	NPR	\$575.00
US Linen & Uniform	\$81.44	Angela Smith	\$304.40
Total Office Concepts	\$190.20	Dayton Mercantile	\$63.04
KOA Lyons Ferry Marina	\$432.40	North Idaho Maritime	\$91,225.38
TVTV	\$130.00	Quality Signs	\$6,027.14
CenturyLink	\$270.27	Cardmember Services	\$6,188.85
Dayton Chronicle	\$313.32	Bly's Plumbing	\$589.85
Pacific Power	\$840.54	Reid Middleton	\$12,042.39

The amount of vouchers approved for payment was \$182,289.06

An executive session was held to discuss a potential real estate sale. Commissioner Marvin stated that no action would be taken after the session. Executive session started at 8:10 pm and lasted until 8:21 pm.

Meeting reconvened at 8:21 pm and the meeting was adjourned.

Next meeting will take place on October 11, 2017 at 10:00 am.

Fred Crowe, Secretary