

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
November 8, 2017

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

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

Dickinson reviewed the amended budget report. The special project column is still showing a high total. Dickinson and Smith will review. The expenses and revenue were average, with the exception of payroll; McMasters received a vacation payout.

Chairman Marvin opened the Public Hearing, Resolution 2017-03, to public comment at 10:03. There being no comment, the hearing was closed at 10:04. Dickinson mentioned that salaries and benefits both increased \$1,000.

**MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to adopt Resolution No. 2017-03, Levy Certification. Motion carried with no further discussion.

**MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to adopt 2018 budget. Motion carried with no further discussion.

Strategic planning and comprehensive planning was discussed. The Port is required by law to have a comprehensive plan; however, the Port does not currently have a strategic plan. The comprehensive plan was updated in 2011 and needs to be updated in 2018. The marina facility plan will be added to the comprehensive plan and tactics to achieve goals. It would be helpful to receive copies of other Port's strategic and comprehensive plans and interview community members to receive their input regarding Port projects. It was decided that this effort would be done in-house rather than hiring a consultant. A deadline of 18 months was set to complete the plan and can be reviewed in scheduled meetings as categories are completed.

Dickinson reported that the ice damage repairs at Lyons Ferry Marina are complete and they are just cleaning up the project. The Port will receive one final invoice from North Idaho Maritime. Reid Middleton is waiting to receive input from Klontz regarding the facility plan at Lyons Ferry Marina. If he does not contact Reid Middleton with input, the plan will be adopted without his input. Klontz is planning to start making improvements at the Marina. They will be putting in three cabins and making changes to the sites. There isn't a lot of traffic from construction at Columbia Pulp. They had to apply for a liquor and tobacco license, which is time consuming. Workers at the marina will be using the house at the marina. They want to be KOA campground owners and they will be managers in training. The house will need paint and the carpet needs replaced.

Smith provided an update on repairs in the Industrial Park and Blue Mountain Station. Prior to renting 4 Port way the building needed minor maintenance. The walls were cleaned and painted, hot water supply lines were changed and the entry between 4 & 5 Port Way was enclosed. The boiler room at Blue Mountain Station had a leak and the water pump valves were replaced.

This year there were two proposals submitted for snow removal; Kyles Custom Toys & Towing and Touchet Valley Landscaping. The decision was made to accept the proposal from Touchet Valley Landscaping. They provided a lower price with less labor hours. The Port appreciates the work Kyle's provided last year.

Dickinson provided an update on Blue Mountain Station. The tenant in Suite B asked to terminate their lease early and Dickinson agreed to this. They will be out at the end of November. The new building has one tenant and another potential tenant that Allen is working with that is interested in leasing half of the building.

The market manager gave her notice. The market manager is job shared between the Port and the co-op. There will be a meeting to discuss updating the job description. A co-op member volunteered to fill in between the manager leaving and

hiring a new market manager. She will be working with the market manager prior to her departure. The Weinhard Café will provide the market with soup and bread. The co-op hiring group will be interviewing applicants on November 21, 2017.

The CWW railroad is operating. They are hauling rock weekly from Konen to Walla Walla. There is a need for a spur in Walla Walla. They will put this on a spring projects list to submit to the state railbank. The Depot asked for the engine to be there for Christmas Kickoff.

Dickinson reported on community and economic development. Columbia Pulp construction is on schedule. They are in need of new or additional office space. Dickinson asked John Begley or another representative to speak at the annual CEDS meeting. Community members from Starbuck attended the Economic Development Steering Committee meeting, which was nice. Dickinson, Doug Johnson, and Dan Butler had a meeting to discuss workforce. The trades have been suffering and kids need to know what their options are. Local farmers that have temporary and seasonal work need to have a contact person that can connect with the kids. The school is looking into local businesses offering internships. There will be a job catalog of businesses interested and the student will have to apply and interview. The Boys & Girls Club are willing to help with job readiness. The Port would like to help financially with workforce development.

Dickinson provided an update on the Economic Development Coordinator position. She will complete a draft job description and will email the commissioners for review. The job will be advertised at the end of December and hire in January. The applicant must live within the hospital district area and will have six months to move, if not currently living in the required area. They will be more involved in our community and attend local meetings. There is an opportunity for the Blue Mountain Station Market Manager to take on additional duties from the Economic Development Coordinator position such as coordination of events and advertising. Dickinson will be a guest speaker at the Annual WPPA Meeting in Seattle.

The following are upcoming events:

CEDS                                      December 20, 2017                      11:30 am – 1:00 pm      Fire Station

The following vouchers were presented for approval of payment:

Payroll	\$20,076.67	Doug's Septic Service, Inc	\$145.00
Banner Bank	\$4,680.32	Dayton Electric	\$281.06
Banner Bank	\$2,266.07	City of Dayton	\$797.60
Banner Bank	\$4,216.67	Dayton Chronicle	\$443.76
Brad McMasters	\$350.00	Fred Crowe	\$238.68
Total Office Concepts	\$94.33	NPR	\$575.00
Crown Paper & Janitorial Supply	\$96.82	Cardmember Services	\$1,325.52
Century Link	\$271.90	Basin Disposal Inc	\$31.90
US Linen	\$84.88	Basin Disposal of Walla Walla	\$119.56
Clean & Dry	\$563.70	Earle Marvin	\$26.27
WCIF	\$246.98	Jennie Dickinson	\$908.28
Sun Pest Management	\$53.95	Angela Smith	\$555.99
City Lumber	\$676.60	Bly Plumbing	\$591.95
Waitsburg Times	\$162.00	FerrellGas	\$647.89
Pacific Power	\$848.10	Smith Brothers	\$4,402.40
Tvtv	\$65.00	Statewide Publishing	\$120.00
Double T Construction	\$1,196.71	Dayton Mercantile	\$70.93
Downtown WW Foundation	\$1,750.00	Boe Designs	\$50.00

The amount of vouchers approved for payment was \$49,032.49

Meeting was adjourned at 10:45 am. Next meeting will take place on December 13, 2017 at 10:00 am at the Port of Columbia.

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Fred Crowe, Secretary