

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
April 11, 2018

Chairman Marvin opened the meeting at 7 pm. Those present were Commissioners Marvin, Crowe and Warren, Manager Dickinson, Economic Development Coordinator Witherington, Auditor Smith, members of the press Michele Smith, Dian VerValen, Loyal Baker and special guests Jeromy Phinney, Tiger Dieu, Kari Dingman and Pat Barker

Special Guest Jeromy presented on the Emergency Medical Services Levy. Attached is the presentation documentation.

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

The budget report was reviewed. The revenue is ordinary; rent & tax payments. The expenses are ordinary, except capital improvement and maintenance which are higher than normal.

There were two leases presented for approval: 5 Port Way, Woodward Canyon Family Farms, a one-year lease. This is an artisan flour milling company that grow some of their grain in Columbia County. They have hopes to expand to Blue Mountain Station. The WSDA did a pre-inspection of the space and it was approved. Dickinson is working with the county building and planning department to ensure standards are met. There is a clause out in the lease if the standards cannot be met. The next lease is an addendum for Jay's Garage. He will be leasing an additional 960 square feet of storage space. The space was previously used as a loading dock, so part is concrete and part is gravel. Leases were both approved.

Witherington met with Dan and Ginny Butler, Boys and Girls Club, to discuss workforce development. They are requesting the Port invest \$5,000 per year with a partial payment this year of \$2,500. The Boys and Girls Club offers multiple programs, Career Launch, which will offer hard and soft work skills and a maker space which allows learning by play. Marvin requested Dan and Ginny Butler speak at a meeting and Witherington find out if donating \$5,000 would be a smart investment.

Dickinson reported on Lyons Ferry Marina. She is still waiting to hear back from the insurance company regarding the breakwater claim. FEMA will cover the insurance premium. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to designate Dickinson as application agent. Motion Carried. There will be a facility plan update by the end of the week. The management transition is going well and the store and restaurant are open with their summer hours. Our concessionaire has also become the concessionaire at Boyer Park. The annual management plan has been completed and submitted to the US Army Corp of Engineers. The annual inspection will be completed in June.

Smith reported on maintenance items. Blue Mountain Station had the hot water stem replaced in the commercial kitchen sink. Suite B had an electrical upgrade to support the fire suppression system which has been installed, tested and approved. An occupancy permit has been issued. The windows were washed at Blue Mountain Station and the Port Office. Jay's Garage had a lighting fixture that needed to be repaired. Landscaping is being maintained at the Industrial Park and Blue Mountain Station. The Bell Farmhouse had the carpet removed and new flooring laid, new electrical connection for the hot water tank, a new toilet was installed, and the laundry drain and piping was replaced from 1 ½" to the standard 2".

The Easter egg hunt at Blue Mountain Station had a great turn out. Kathryn reported that she has been in contact with Tesla regarding electric car charging stations and through a cost-share program with Tesla has purchased three; two Tesla and one universal. These will be installed late May to early June. Signs directing people downtown and how to contact Columbia County Public Transportation will be installed. There was an authentic Mexican cooking class held by the co-op. The summer market kickoff will be Memorial Day weekend; along with Dayton Days & Mule Mania. The theme is Celebrating Our Western Heritage and Blue Mountain Station will be focusing on agriculture heritage. Blue Mountain Station Building #2 still needs to have an appraisal. The Port's new contact will be Colby Litzenberger. He has reported that they will continue working on the building while waiting for the appraisal to be completed and has also requested that changes be made in regards to how the building is listed on the Blue Mountain Station website. The Port recognizes and appreciates that they are trying to make improvements to the building and make amends with the Port.

CWW has been running test cars for Seneca to see if they can make this form of shipping successful. They also continue to haul rock. There is a request for a crossing change at Rose Gulch. Dickinson shared the prior funding documentation which provides a list of improvements that were recommended in 2008. CWW can use this document as a guideline.

Dickinson provided the manager’s report. Washington Economic Development Finance Authority reached out to her and requested that she be on their board. They have four quarterly meetings that they provide transportation to and those that are unable to attend can participate in meetings by conference call. Dickinson will find out how long the term is. The commissioners have no problem with her serving on their board. She will move forward with this request. Idaho Arts and Culture contacted the Port to see if they would be willing to be the fiscal agent so their map could include Washington. The funds were turned down. Dickinson is working with Anderson Perry regarding the planning for the Washington State Department of Transportation grant that is due May 11. There is a need for a greenhouse gas emission policy; this will need to be reviewed and adopted at the next meeting.

Witherington reported that Columbia County has been listed as an opportunity zone for a new tax incentive program. There are a few new business leads; Project Flip, a tumbling and dance class is working on insurance, logistics and business plan. Project Ice Box, was found through Washington State Commerce website and is looking for cold storage. She continues to market available spaces through Facebook and websites, emails and ongoing ads. Touchet Valley Television has been working with the Port to see what broadband options and improvements are available in Columbia County. He is only operating at approximately half capacity and has the option to expand without a lot of investment. Joe Jacobs with Small Business Development Center in Walla Walla is interested in coming to Columbia County for about two hours a month to offer support to local business owners or potential business owners. The Chamber along with the Port will kickstart Shop Local and Choose Columbia County in the near future. There will be an electrical upgrade at Blue Mountain Station to help support event activities when the electric car charging stations are installed.

The Washington Public Ports Authority is holding the spring meeting on May 9-11. Dickinson has requested that the May Commissioner Meeting be moved to May 8 at 10:00 am. This change was approved.

The following vouchers were presented for approval of payment:

Payroll	\$16,798.23	Sun Pest Management	\$53.95
US Linen and Uniform	\$255.91	Union Bulletin	\$510.00
Northwest Public Broadcasting	\$580.00	Smith Brothers	\$796.01
Total Office Concepts	\$78.21	Jennifer Dickinson	\$146.97
Dayton Electric	\$183.77	Banner Bank	\$4,680.32
A-Glass Act	\$358.00	Banner Bank	\$2,266.07
2K Electric	\$435.89	Banner Bank	\$4,216.67
DRS	\$25.00	Double T Construction	\$1,626.00
Department of Revenue	\$6,073.27	Basin Disposal Inc	\$32.44
Department of L&I	\$278.78	Basin Disposal of Walla Walla	\$169.22
Employment Security	\$78.19	TvTv	\$65.00
Waitsburg Times	\$405.00	Dayton Mercantile	\$38.65
Incidental Account	\$284.62	Cardmember Services	2210.45
Pacific Power	\$1,127.63	City of Dayton	746.6
Oxarc	\$3,346.65	Kathryn Witherington	461.99
Dayton Chronicle	\$208.60	Angela Smith	\$301.98
Total Comfort Solutions	\$1,398.63	WCIF	\$1,407.00
FerrellGas	\$795.02	Diane Patton	\$185.01
CenturyLink	\$273.61		

The amount of vouchers approved for payment was \$52,899.34.

An executive session was held to discuss a potential real estate sale. Commissioner Marvin stated that there would be possible action taken after the meeting reconvenes. Executive session started at 8:24 pm and lasted until 8:41 pm.

Meeting reconvened at 8:41 pm. **MOTION:** Made by Commissioner Warren, and seconded by Commissioner Crowe to authorize Dickinson to negotiate sale of the Rock Hill Industrial Park Tract 1 Lot A; which has already been appraised and surplussed. Motion Carried.

Meeting was adjourned at 8:44 pm. Next meeting will take place on May 8, 2018 at 10:00 am at the Port of Columbia.