

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
May 14, 2018

Chairman Marvin opened the meeting at 7 pm and appointed Commissioner Warren as acting secretary for May and June meetings. Those present were Commissioners Marvin and Warren, Manager Dickinson, Economic Development Coordinator Witherington, Auditor Smith, members of the press Michele Smith, Loyal Baker and special guest Dan Butler, Boys & Girls Club

Special guest Dan Butler presented on the Boys & Girls Club and its advantages. Dan stated that the benefits that a Boys & Girls Club has on a community are many. 50% of the kids involved will graduate and have a post High School plan (4 year college, 2 year college, military, workforce). The Boys & Girls Club will offer support to not only Dayton, but also Waitsburg and Prescott. They help prepare students for the workforce in many ways; 1. Skills through play 2. Skills through activity-career launch 3. Internship/Employment 4. Volunteer. Their program will help kids that stay in the community to be productive in local workforce. They have requested funding from the Port. They are requesting \$2500 this year and \$5000 a year going forward. The Port would be a sponsor of the maker space, providing hands on learning through play. There would be an opportunity for businesses and products to come out of this program and would provide a good mentorship programs such as welding and carpentry. **MOTION:** Made by Commissioner Marvin, and seconded by Commissioner Warren to allow Dickinson to proceed with an agreement and to explore options within the Boys and Girls Club. Motion carried with no further discussion.

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

The budget report was reviewed. The Port received a large amount of tax revenue. The income is ordinary with rental income and ADO funding. The expenses were ordinary except the consulting fee, which should be the last payment for Reid Middleton, and the maintenance and capital projects which were higher than normal. Dickinson presented the Annual Financial Report from Patton & Associates. Our ending cash position was better this year than the previous year.

There were two leases presented for approval: Blue Mountain Station Garden, Verdurous Gardens, a 9 month renewal lease that will terminate at the end of the year. They have extended their garden this year and are offering a wide variety of fresh produce. The next lease is for Mary's Candy, Blue Mountain Station Suite H, a 2 year renewal lease. There will not be an increase to the rental rate. Commissioners signed both leases.

Dickinson presented Policy #17-2018 Greenhouse Gas Emission Policy. The Department of Transportation requested that this be included with their grant application. **MOTION:** Made by Commissioner Marvin, and seconded by Commissioner Warren to adopt Policy #17-2018 Greenhouse Gas Emission Policy with the additional "also" in the second paragraph third line. Motion carried with no further discussion.

Dickinson reported on Lyons Ferry Marina. She stated that the insurance company knows that Gemmell's Diving has already started to work on the breakwater and they will be covering the work. FEMA paperwork is nearly complete. There was a discussion regarding the facility plan. There are only minor administrative changes that would need to be made. Alternative A is the preferred option. **MOTION:** Made by Commissioner Warren, and seconded by Commissioner Marvin to adopt alternative A #2018-01 with administrative changes. Motion carried with no further discussion.

The following maintenance items were completed. Blue Mountain Station had the temperature control for the walk-in cooler replaced and the motor mechanism in the exhaust fan in Suite H was replaced. 5 Port Way was cleaned, painted, ductwork power vac, HVAC was replaced due to varmints. The Bell Farmhouse had a leak under the kitchen sink, painting was completed by tenants, electrical was replaced in the living room, and the HVAC was restarted. The Industrial Park and Bell Farmhouse had rodent control and the Industrial Park and Blue Mountain Station had landscaping services.

Witherington reported on Blue Mountain Station events and business leads. The Summer Market Kickoff is coming together well. There will be vendors, a 4-H petting zoo, face painting, bounce house and all stores will be open. XO Alambic will be releasing their new whisky. Walla Walla Electric is installing the electric car charging stations and upgrading the electrical to have a larger capacity for events. Commissioner Marvin suggested advertising the electric car charging stations on

Northwest Public Broadcasting. There will be a sign for Columbia County Public Transportation so people can get a ride downtown while their cars are charging. The use of the Commercial Kitchen has increased. There are two Blue Mountain Station tenants that will be attending this year's FABREO; Mary's Candy and Mama Monacelli's Kitchen. Building #2 will be promoted at this year's FABREO. The appraisal needs to be complete, however, metal doors on the back of the building and cupolas were installed to match the original design.

CWW has been running approximately fifty cars for Seneca. There is a problem with the right of way at the gravel shipping area. Due to this they are currently not shipping gravel. Jennie is working with Paul on the funding strategy.

Dickinson provided the manager's report. Idaho Arts and Culture have opted not to have the Port be the fiscal agent, however, they are still going to include Washington on their Artisan Trails map. The Washington State Department of Transportation grant application along with multiple support letters was submitted for the amount of \$330,000. The Port will match funds of \$20,000 that will be budgeted in 2019. Dickinson and Witherington attended the WPPA Spring Meeting. There was great information on broadband and expectations for rural communities.

Witherington reported that Columbia County has been approved as an opportunity zone for the new tax incentive program. There is hope that this program will bring more money to Columbia County. Industrial Building #5 is being promoted. There is a lack of housing in Columbia County and they are exploring the option to do in-fill development. Project Ice Box is a company located in Yakima, WA that is interested in cold storage. Columbia Pulp is hosting a job fair May 24<sup>th</sup>. My Dad's Place is having a soft opening. Witherington attended the Walla Walla Retail Shopping Event, how to promote your business to get the best outcome. She is looking into hosting a series of speakers in Columbia County. 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. There is a business in town that is interested in having laundry facilities. The Port is promoting downtown businesses that are for sale; Chief Springs and Woody's. Melissa, Chamber Director and Witherington are working together on the shop local program. Witherington is also working with the high school to develop an internship program that will launch in the fall.

The following vouchers were presented for approval of payment:

Payroll	\$16,223.93	Banner Bank	\$4,680.32
WCIF	\$2,051.84	Banner Bank	\$2,266.07
Western Restaurant Supply	\$372.49	Banner Bank	\$4,216.67
Century Link	\$273.57	TDTV	\$65.00
Double T Construction	\$1,300.80	NW Public Broadcasting	\$580.00
US Linen & Uniform	\$87.51	Basin Disposal Inc	\$32.44
Touchet Valley Landscape	\$3,065.12	Basin Disposal of WW	\$177.62
Harold's Power-Vac	\$439.02	Pacific Power	\$1,122.33
Artmil	\$1,200.00	Angela Smith	\$327.90
Snake River HVAC-R	\$618.90	Ferrellgas	\$721.45
Smith Brothers	\$3,265.25	Dayton Electric	\$996.37
Marinella & Boggs	\$750.00	Jennie Dickinson	\$137.60
Total Office Concepts	\$232.04	Harmony Gardens & Glass	\$64.86
Sun Pest Management	\$554.61	Patton & Associates	\$1,950.00
Reid Middleton	\$7,873.19	City of Dayton	\$1,137.20
Total Comfort Solutions	\$153.51	Cardmember Services	\$1,038.70
City Lumber	\$608.39	Dayton Mercantile	\$11.23
Dingles	\$18.50	Mary's Candy	\$55.00
Chapman Heating & Air	\$8,471.14	Kathryn Witherington	\$406.85
Dayton Chronicle	\$98.59		

The amount of vouchers approved for payment was \$67,646.01.

Meeting was adjourned at 8:02 pm. Next meeting will take place on June 13, 2018 at 10:00 am at the Lyons Ferry Marina.

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Eugene Warren, Acting Secretary