

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
July 11, 2018

Chairman Marvin opened the meeting at 10 am. Those present were Commissioners Marvin, Crowe and Warren, Executive Director Dickinson, Economic Development Coordinator Witherington, Auditor Smith, and members 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 minutes from the June special meeting were discussed. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to approve the June special meeting minutes as written. Motion carried with no further discussion.

The budget report was reviewed. The rent for the month is partially in. An insurance payment for the breakwater repair was received last month and is listed under special projects. The proceeds for the land sale did not crossover to the budget report. It will show on next months report. The expenses were relatively normal with quarterlies and regular payments. The expenses for the electrical upgrade at Blue Mountain Station will be listed under land and capital improvements.

There were two leases presented for approval. The first lease is for Dan's Tool Truck, a one year lease with no increase to the rental rate. The second lease is an addendum for Jay's Garage to lease the secure parking area at Industrial Building 5 for \$75.00 per month. This is a month to month lease with the understanding that if the building is rented, he will have thirty days to vacate. The Port received notification that Mary's Candy will be closing August 15th. They feel that people are living healthier lives and staying away from candy. There are also changes to federal regulations and that they fear would require changes to be made. There is a lot of interest in the space. The Port has been in contact with contractors regarding the remodel of Industrial Building #5, Bay B bathroom. There will also need to be a HVAC unit installed. The Club is interested in a 5 year lease for \$500 per month. Commissioners agree to move forward with remodeling.

Bob Gemmell has submitted the prevailing wage paperwork and plans to start work on the breakwater at Lyons Ferry Marina next week. KOA Managers received authorization to connect the cabins and laundry facility to the water system.

Smith reported on maintenance items. The AC motor was replaced at the Bell Farmhouse. Also, the bathtub drain was blocked which needed to be snaked. The AC unit at Jay's Garage needed additional freon. Walla Walla Electric is doing an electrical upgrade and installing the electric car charging stations at Blue Mountain Station. Touchet Valley Landscape provided landscaping services at Blue Mountain Station and the Industrial Park.

Witherington reported on events at Blue Mountain Station. She has been busy working on Foodstock, which will be held on Saturday July 21. There will be food trucks, vendors, and music. This year Coyote Kings will be the headliner. There was a food market analysis completed at the Blue Mountain Station Co-op Market. This was funded through a SEWEDA grant. The car charging stations and electrical upgrade are nearly complete and has not interfered with any of the tenants. The Food and Wine Pairing class was a success and they received new co-op memberships.

The appraisal for Blue Mountain Station Building #2 was received. There was a complaint about the weeds around the building and the message was passed onto Tucannon Development.

Didelius is working on getting information on the wind projects and moving the wind components by rail. Dickinson has contacted the consultant that completed the funding strategy in 2008 and is waiting to hear back from him. Dickinson spoke to the Washington State Transportation Commission meeting in Walla Walla.

Witherington provided the economic development report. She attended FABREO with Mary's Candy and Mama Monacelli's Kitchen. Monday, July 9th, Dave Mitchell gave a presentation on how to create compelling customer service. This is the first series of presentations to reboot show local campaigns. Joe Jacobs with the Walla Walla Small Business Development Center met with five local businesses to answer questions and offer business support. He wants to come to Dayton regularly and plans to meet with more businesses in August. Cup of Joe was hosted at Columbia Pulp's new building, the previous REA building and was well attended with approximately fifty-five people. Attendees were able to hear updates from Columbia Pulp and their progress in the community. Witherington is coordinating with Elkhorn Media to produce a

marketing video for Blue Mountain Station. This video will be posted to our website as well as being shared on the Elkhorn Media Facebook page.

The following vouchers were presented for approval of payment:

Payroll	\$16,719.01	Incidental Fund	\$40.00
Basin Disposal of WW	\$124.90	Total Office Concepts	\$108.33
Basin Disposal Inc	\$32.44	Young's Heating & Cooling	\$294.85
Banner Bank	\$4,680.32	Dept Of Health	\$241.00
Banner Bank	\$2,380.98	Dayton Chamber	\$2,500.00
Banner Bank	\$4,216.67	Jennie Dickinson	\$144.69
WCIF	\$1,568.21	NPB	\$580.00
City of Dayton	\$1,363.50	Kathryn Witherington	\$660.71
Ferrellgas	\$950.98	Walla Walla Electric	\$14,593.50
Sun Pest Management	\$53.95	Dept of L&I	\$377.78
City Lumber	\$20.78	Employment Security	\$72.24
Pacific Power	\$976.19	Dept of Revenue	\$4,733.99
Chapman	\$479.13	Reid Middleton	\$1,077.50
Department of Commerce	\$53,333.33	Angela Smith	\$244.10
Dayton Chronicle	\$346.25	TVTV	\$65.00
CenturyLink	\$303.57	Dayton Mercantile	\$24.69
Touchet Valley Landscape	\$1,626.78	Cardmember Services	\$1,945.26
US Linen	\$84.96	Mike Young	\$6,500.00
Walla Walla Chamber	\$1,750.00		

The amount of vouchers approved for payment was \$125,215.59.

An executive session was held to discuss real estate and to review employee evaluations. Commissioner Marvin stated that no action would be taken after the session. Executive session started at 10:41 a.m. and lasted until 11:27 a.m.

Meeting reconvened at 11:27 a.m. and was adjourned at 11:27 a.m. Next meeting will take place on August 8, 2018 at 7:00 p.m. at the Port of Columbia.

Fred Crowe, Secretary