

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
August 8, 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 member of the press Michele Smith.

The minutes from the July meeting were discussed. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to approve the July minutes as written. Motion carried with no further discussion.

The budget report was reviewed. The proceeds for the land sale is in miscellaneous income. The expenses for the month were relatively low. The landscaping maintenance is higher than normal due to extra weeds needing to be pulled.

Bob Gemmell has not started working on the breakwater yet, however, he will start work soon. It will take approximately three weeks to complete the work. There will be bigger boats coming into the marina for thirteen weeks starting now until November. They are still making progress on the cabins. The water lines are being remapped as the previous map was not accurate. The hot water tank needs to be replaced and needs to be 3 feet away from the electrical.

Smith reported on maintenance items in the industrial park. We received quotes for the improvements to Industrial Building #5 Bay B. They are almost as expected and will cost approximately \$20,000. The remodel will start as soon as we have the signed lease. A crosswalk will be put in by the City of Dayton. Witherington is marketing the office space at Building #5.

Witherington reported on events at Blue Mountain Station. Foodstock was a success and sales were up at the market. There were nearly 350 people that attended. They will be making a video and radio ad through Elkhorn Media. This will be advertised on social media and will reach a large amount of people. The car charging stations are being highlighted on Northwest Public Radio.

There is a hard cider business lead for Building #2 and they plan to use Warren Orchard apples. They are working on a business plan. The cider is available to sample after the meeting. Dickinson attended the WPPA Executive Conference in Kalama and was able to tour one of their buildings. It is an 80,000 square foot building that does not have walls but has utilities to each space so they can be sized to suit. She recommends doing something similar to this for building #2; put the plumbing in the floor, drains in bays, electrical in four bays, overhead doors, paving, insulation and one bathroom. Dickinson and Witherington have been in contact with a new architect, Linda Newcomb, who was referred to them from Anderson Perry.

Dickinson has been in contact with Didelius and Paul Webber, consultant that completed the funding strategy in 2008. The scope of work and cost estimate is unavailable at this time, but Dickinson is aiming for \$15,000. The commissioners would like Dickinson to move forward with this if it is \$15,000 or less. There are rumors that Watco is pulling out of the Walla Walla to Wallula rail line. Didelius would be interested in this if it becomes available.

Dickinson reported that she has been in contact with Meagan Bailey regarding the Cooperative Park Plan. This is updated every five years. Once the plan is completed, she will bring before the commission to adopt the updated plan. The Economic Development Steering Committee had a special guest at their last meeting regarding housing problems in Columbia County. It is hard to find housing in Columbia County and houses are selling quickly. A housing developer with New Tradition Homes, based out of Vancouver and Tri-Cities attended the meeting. In fill is the preferred housing development method, however, building on bare land is also an option. The seven acres of Port owned property is zoned AR1 and sewer can be extended. Dickinson asked the commissioners if they would be opposed to the Port selling the property to a developer and having housing built. The commissioners are not opposed to this and gave staff the go ahead to explore possibilities.

Witherington provided the economic development report. She met with Melissa at the Chamber and they discussed multiple businesses that are currently for sale that are continuing to stay open until the business sells. October 6, during Dayton on Tour, they are trying to get all downtown businesses to be open, including the empty buildings, so investors are

able to tour the spaces. The evening of October 6, there will be Oktoberfest at Blue Mountain Station. Witherington is looking into a parent's night out with babysitting provided. Joe Jacobs will be coming to Columbia County again. Currently there are five businesses signed up to meet with him.

Crowe mentioned that he will not be able to attend the October Port Commission meeting and will not be attending the WPPA Small Ports Meeting.

The following vouchers were presented for approval of payment:

Payroll	\$18,878.08	Dayton Electric	\$812.25
Gary's Septic Tank Service LLC	\$751.99	Banner Bank	\$4,680.32
Marinella & Boggs	\$750.00	Banner Bank	\$2,380.98
A-1 Plumbing	\$201.35	Banner Bank	\$4,216.67
Waitsburg Times	\$189.00	NW Public Broadcasting	\$580.00
WPPA	\$320.00	City of Dayton	\$1,430.35
Pacific Power	\$935.27	Ferrellgas	\$708.73
Chapman Heating & Air	\$238.48	Elkhorn Media	\$499.00
Herres Enterprises	\$90.00	Darrell Chapman	\$117.07
Touchet Valley Landscape	\$3,047.72	Dayton Mercantile	\$75.21
US Linen	\$84.96	Dayton Chronicle	\$286.25
Young's Heating & Cooling	\$478.79	CenturyLink	\$310.62
WA State Dept of Health	\$103.90	Jennie Dickinson	\$364.36
Boe Designs	\$140.00	Kathryn Witherington	\$313.38
A-Glass Act	\$288.00	WCIF	\$2,591.69
Anderson Perry	\$498.75	Cardmember Services	\$3,172.53
Phillips Enterprises	\$351.72	Angela Smith	\$244.10
Total Office Concepts	\$97.56	Basin Disposal of WW	\$161.74
Roto-Rooter	\$401.08	Basin Disposal	\$32.44
Sun Pest Management	\$107.90	TVTV	\$65.00

The amount of vouchers approved for payment was \$49,495.25.

An executive session was held to discuss real estate. Commissioner Marvin stated that possible action would be taken after the session. Executive session started at 7:45 p.m. and lasted until 8:05 p.m.

Meeting reconvened at 8:05 p.m. **MOTION:** Made by Commissioner Warren, and seconded by Commissioner Crowe to authorize Dickinson to negotiate with Litzenberger and to ask for an additional fifteen days to exercise the option to buy. There will be a special meeting with negotiating results. Motion was carried with no further discussion.

Meeting was adjourned at 8:07 p.m. Next meeting will take place on September 12, 2018 at 7:00 p.m. at the Port of Columbia.

---

Fred Crowe, Secretary