

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
December 12, 2018

Chairman Marvin opened the meeting at 10 am. Those present were Commissioners Marvin and Crowe, Executive Director Dickinson, Economic Development Coordinator Witherington, Auditor Smith, and member of the press Michele Smith.

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

The budget report was reviewed. The year end budget will be complete at the January meeting. The remainder of the tax money was received. Rental income looks good other than one tenant being behind on rent. The final payment to Gemmell's for the breakwater repair at Lyons Ferry Marina was issued. The insurance payment should be received by the end of the year.

Chairman Marvin opened the Public Hearing, Resolution 2018-05, to public comment at 10:03 a.m. Member of the public requested a copy of the Cooperative Parks Master Plan. A copy can be obtained on the Port website. With no further comment, Chairman Marvin closed the Public Hearing at 10:04 a.m.

**MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Marvin to adopt Resolution No. 2018-05, a resolution adopting the 2018 Updated Cooperative Park Master Plan for the City of Dayton, Columbia County and Port of Columbia. Motion carried with no further discussion.

Dickinson presented three leases to Commissioners. The first lease is a renewal at the same rate for Manila Bay at Blue Mountain Station Suite B. The next lease is a two year lease for Justin Goff with 2 Dogs Roastery who will be purchasing the coffee roastery from Rey's Roast at Blue Mountain Station Suite K. Goff currently services espresso machines and is familiar with the industry. He will roast for Rey's Roast as well as other labels. Commissioners signed all leases.

The 2019 meeting schedule was reviewed. Commissioners would like the schedule to mirror the 2018 meeting schedule. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Marvin to accept the 2019 meeting schedule as proposed. Motion carried with no further discussion.

The breakwater at Lyons Ferry Marina has been completed. The marina received the KOA Presidents Award based off of customer reviews. Marina hours are currently limited due to winter hours and staffing issues continue.

Smith reported on maintenance items in the Industrial Park. Potholes throughout the Industrial Park were filled and there was monthly pest control. There was an attempted break in at Dayton Tractor. They were unable to obtain access to the building through the double doors. Tenant is going to replace the door handles. Dayton Electric has requested a deadbolt for their doors.

Witherington reported on Blue Mountain Station. There was a new event, Night Market, that was well attended and fun for all. There are two businesses interested in locating in the new building. The first signed intent to lease is for Jordan Henderson. He will start to work with the architect. The second business is a mixed liquor company. They have been sent a commitment letter. Bob Yost dug the trench for the electrical conduit and Dayton Electric will begin working on the electrical. Newcomb Architecture will provide the final plans.

The railroad consultant funding plan continues to move forward. Union Pacific no longer wants to provide cars to shoreline rail lines. Witherington is working with Didelius and Union Pacific to see what can be done.

Dickinson reported on the Comprehensive Plan. Witherington attended the public workshop in Starbuck and in the City and Dickinson attended the County workshop. It appeared that most people were on the same page and understand that it is nearly impossible to live here without having jobs available. This is a great way for the community to learn how to keep the town moving in the right direction. The A-1 zoning in Columbia County is the most restrictive in the State. Dickinson and Witherington plan to be involved in planning workshops and meetings.

Dickinson provided an update on the bike trail. The Port has not received official notice regarding the bike trail grant, however, they did receive notice that they are number eight on the project priority list with the original requested amount. An advisory committee will be formed to help guide trail concept and sign work through the Nation Park Service grant. There has been a lot of discussion around town regarding the tax sheet. The pool has also been receiving a lot of attention. It does not have a tax base and Dickinson stated it might be beneficial for them to form a county wide district, similar to what the library and fire district have. She will discuss this with Vicki Zoller, President of Friends of the Pool to see if this is an option. Dickinson met with John at Pioneer West regarding having the agriculture supplies needed for the different 4-H clubs. He stated that they are committed to help fill the gap in the community with the loss of Ag-Link.

Witherington provided the Economic Development Report. Columbia County had three new small businesses open storefronts in November with two more slotted to open in December and January. She is actively working with a new grocery store business in Starbuck to help obtain their business license and help with the start up process. The owners are from College Place and feel there is a need for services in Starbuck. Witherington has been actively working on the broadband project. She is working on compiling reports from other municipalities that have built out broadband. She met with Touchet Valley Television to discuss broadband project and potential partnership on it. December 5<sup>th</sup> there was a public forum held on the Paid Family Medical Leave Act. There were approximately twenty-two community members that attended.

The annual Comprehensive Economic Development Strategy meeting will be December 19 from 11:30 a.m. – 1:00 p.m. at the Fire Station Conference Room. They will discuss the top projects for the year and the project list from last year. This will be catered by Sipid Bites, a Blue Mountain Station Commercial Kitchen Renter.

The following vouchers were presented for approval of payment:  
 The amount of vouchers approved for payment was \$83,857.44.

Payroll	\$17,021.76	Pacific Power	\$1,174.57
City of Dayton	\$1,378.66	The Times	\$75.00
Dayton Chronicle	\$125.84	Artmil	\$600.00
Banner Bank	\$4,680.32	Banner Bank	\$1,788.87
Banner Bank	\$2,380.98	City Lumber	\$125.95
Banner Bank	\$4,216.67	US Linen	\$88.70
Tvtv	\$65.00	Gemmell	\$34,450.88
Basin Disposal of WW	\$140.78	Clearwater RC&D	\$500.00
Basin Disposal	\$32.44	Dayton Electric	\$514.43
Dingles	\$295.24	Newcomb Architecture	\$3,335.40
Sun Pest Management	\$107.90	Anderson Perry	\$170.00
Kathryn Witherington	\$433.91	WEDA	\$400.00
Jennifer Dickinson	\$165.10	Cardmember Services	\$4,792.07
Total Office Concepts	\$54.75	Double T	\$325.20
CenturyLink	\$310.49	WCIF	\$2,223.00
Orkin	\$162.60	Inland NW Economic Alliance	\$500.00
Ferrellgas	\$453.87	Northwest Pub. Broadcasting	\$580.00
Leaf	\$187.06		

Meeting was adjourned at 10:41 a.m. Next meeting will take place on January 9, 2019 at 10:00 a.m. at the Port of Columbia.

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Fred Crowe, Secretary