

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
February 11th, 2015

Commissioner Warren opened the meeting at 3pm. Those present were Commissioners Warren, Marvin, and Crowe, Manager Dickinson, Auditor Phinney and Mayor Craig George.

Val Kiefer and Sherry Flaman of Coyote Engineering thanked the commission for the 18 years as Port tenants. They also asked the commission if they could leave several file cabinets of Japanese paper until WSU can come pick it up. The pick-up should happen in the next couple of weeks.

The minutes from the January meeting were read and approved. Phinney reported that the permanent meeting schedule changes that have to be submitted to the state must be submitted by January 1st. This will have to be done next year and a reminder has been added to the Auditor's computer. The monthly budget report was reviewed as well as the monthly inquiry summary. Phinney has given her resignation stating that her last day with the Port will be Friday, February 13th. Dickinson asked for approval from the commission to hire Cathy Shochet for the Port Auditor position. Commissioner Marvin would like Dickinson to check with the Port attorney on the hiring process and make sure that there are no laws requiring advertising the position.

MOTION: Made by Commissioner Marvin and seconded by Commissioner Crowe to the hiring of Cathy Shochet at \$15 per hour, to increase to \$17 per hour plus benefits after three months, contingent on Kim Boggs recommendations. Motion carried unanimously.

Brad McMasters offered to fill in part time until the EDC position is filled. Brad was the ADO for SEWEDA while he worked at the Chamber. Brad would work up to 20 hours per week and has asked for \$20 per hour compensation with no benefits. He is available until May 13th.

MOTION: Made by Commissioner Crowe and seconded by Commissioner Marvin to approve hiring Brad McMasters as a part-time temporary Economic Development Coordinator. Brad will be paid \$20 per hour with no benefits. Motion carried unanimously.

The garden space at Blue Mountain Station is up for lease. A flier was given to each commissioner. The AFC tenants had a meeting with the owners of Harvest Foods. Harvest Foods would like to carry the products produced at the AFC. Harvest Foods would host the tenants for several tastings before the products are placed on the shelves.

Dickinson reported that a domestic violence incident occurred with one of the tenants at the AFC. The Port attorney has been contacted to obtain information on getting a no trespass order in place if needed for the offending party.

Suite H improvements are projected to cost less than \$10,000. These improvements will be made for the Aardvark Granola expansion, and she would like a 3 year lease. The cost of improvements will be added to the lease payment at .5% per month. The business that had inquired about making vinegar at the AFC does not want Suite B.

The Port has hired a marketing intern named Brooke Mckallor She is a senior at Whitman College, and has already started working on some projects. She will help the AFC tenants with marketing and has already met with Reggie. This is an unpaid internship. The Port will reimburse Brooke for mileage only.

Bill Stalzer and Dickinson have met again last week. Stalzer has the SEPA checklist and the application is complete. The agreement will be submitted to the county next week.

Phinney reported that the Port has received the LOSS – Large On Site Septic permit - for Lyons Ferry Marina. Copies have been sent to Jim and Angela for their records.

The graveling and grading work has started in the industrial park. The work will be completed once the ground dries out a bit. Work will be done in front of 531 Cameron and a curb will be added at the entrance to the industrial park to direct water into the DOT ditch to help with the water issue in the parking area between 531 Cameron and Jay's Garage.

One bid was received for the business expansion at WW Farmers Co-op. The bid for \$16,750 from M 4 Construction is less than the engineer's estimate. WW Farmers Co-op would like a 10 year lease agreement and the improvements will increase their lease payment by \$200 per month. Dickinson will bring a lease agreement to the next meeting.

MOTION: Made by Commissioner Marvin and seconded by Commissioner Crowe to approve the single bid for the WW Farmers Co-op Expansion for \$16,750 from M 4 Construction. Motion carried unanimously.

The GSA request for lease proposal was discussed at length. Dickinson reported that Jim Stenkamp and Opp and Seibold have helped with different elements of the proposal. The inside of the existing 531 Cameron building will have to be completely gutted and rebuilt to their specifications at a cost of roughly \$300,000. The tenant improvements will be paid back within the first 5 years. The lease renew options were discussed as well as the need to issue a revenue bond to pay for the improvements. The commissioners were all in agreement for Dickinson to move forward with the lease proposal.

The rail bank funding is in the Governor's budget. Frontier Railroad and Watco have a meeting scheduled. Dickinson and Mitch Payne from CCGG met to look at the plugged culvert near the west end elevator. Dickinson will contact Bob Yost for a quote on the cost of cleaning out the culvert. The commission suggested that Dickinson ask CCGG to split the cost of the clean out.

Dickinson has attended a Lemonade Day meeting and the Housing Committee has met twice. Andrew at the Chamber will continue with the Cup of Joe workshops. Dickinson sat in on a conference call regarding the ADO funding, which may decrease by 5%.

A brief discussion of Projects O and AP was held.

Commissioner Warren commented on the demographics (age and skill level) of the local workforce and how the pool of available local workers could be affected when Columbia Pulp begins their recruiting process.

The Seneca property was discussed. Seneca said that the county wants all of the property including the Seneca Activity Center. Since they were offered the property first, they have first right of refusal. This area is zoned light industrial, and Dickinson shared her hope that it will remain available for light industrial uses.

Mayor George stated that the County Commissioners have an open forum/workshop every Monday, except holidays, from 10am to 12pm in the commissioner's chambers at the Courthouse.

The following vouchers were presented for approval of payment:

Payroll	13,028.95	WCIF	74.86
Banner Bank	4,680.32	Banner Bank	2,660.07
CenturyLink	189.99	Cardmember Services	855.72
Total Office Concepts	97.77	Pacific Power	1260.72
City of Dayton	482.15	TVTV	60.00
Dingle's	134.52	Ferrellgas	464.54
US Linen & Uniform	113.52	Stalzer & Associates	975.00
Basin Disposal of WW	103.94	Basin Disposal	15.08
Dayton Chronicle	650.68	City Lumber	481.77
Inland Cellular	39.19	Sun Pest Management	53.95
NPR	512.00	Waitsburg Times	41.70
Overhead Doors of Walla Walla	544.61	WPPA	600.00
Inland Northwest Partners	150.00	Artmil	380.00
Prepared 4 Life	129.12	SEWEDA	250.00
Walla Walla Electric	11409.96	Columbia County Solid Waste	77.42
Little Dipper Dairy	500.00	Dayton Chamber of Commerce	2500.00
Incidental Fund	60.00	Jennifer Dickinson	644.27
Brooks Mckallor	32.55	Nealey & Marinella	750.00

The amount of vouchers approved for payment was \$44,610.37

Meeting was adjourned at 4:22pm.

Earle Marvin, Secretary