

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
April 8th, 2015

Commissioner Warren opened the meeting at 10am. Those present were Commissioners Warren, Marvin, and Crowe, Manager Dickinson, EDC Brad McMasters, member of the press Loyal Baker and Auditor Shochet.

The minutes to the March meeting, sent via email, were approved by the commissioners.

Dickinson reviewed the budget report, noting that tax dollars received at the end of April are usually substantial. Money for the solar panels to be installed on the BMS will not be reimbursed until the work is completed.

Three Blue Mountain Station leases were presented for signature and approval. Mary's, a candy manufacturer will move into Suite B at BMS on a 2 year lease. Aardvark Granola to move from Suite B to the larger Suite H for a 3 year period. Landsong Ladies Gardens will lease the BMS garden space for 1 year. They already have produce for sale at the market, and will have a CSA program available too. Discussion followed.

MOTION: Made by Commissioner Marvin and seconded by Commissioner Crowe to approve the three leases. Motion carried.

Dickinson reported that the Port was awarded the GSA contract. They will be leasing Industrial Building 2, formerly occupied by Coyote Engineering. The Port will remodel the building to the specifications given in the request for lease proposal. Dickinson will sign the lease on behalf of the Port. GSA would like to move in to the building by September 2015. Dickinson reviewed the Revenue Bond process, and described the return on investment. We will need to hold a public hearing to amend our budget to reflect the additional revenue and expenses related to the bond. She read Resolution # 2015-01 declaring the Port's intent to reimburse certain related capital expenditures with bond proceeds.

MOTION: After discussion, motion was made by Commissioner Marvin and seconded by Commissioner Crowe to adopt Resolution #2015-01. Motion carried.

Dickinson presented interim Economic Development Coordinator Brad McMasters as her choice to fill the position on a regular full-time basis. His time spent with the Chamber, and his familiarity with SEWEDA projects make him the ideal candidate for the position. Dickinson recommended a compensation package of starting pay \$40,000.00 per year for a 3 month probationary period, then increasing to \$43,000.00 after 3 months with full benefits as outlined in the personnel policy. She also recommended allocating 5 vacation days in addition to the monthly accrual. Discussion followed.

MOTION: Made by Commissioner Marvin and seconded by Commissioner Crowe to approve the recommended compensation package. Motion carried.

Dickinson requested that Melissa Weatherford, the AFC Market Manager, be paid for an additional 4 hours per week. The building is experiencing a definite increase in activity, thus requiring more management time. With the 4 hour increase, she would be working 15 hours per week. Brief discussion followed.

MOTION: Made by Commissioner Crowe and seconded by Commissioner Marvin to increase Melissa Weatherford's hours to 15 hours per week. Motion carried.

McMasters reported that he is promoting BMS on NPR, social media and print. 4 BMS vendors will have booths in the upcoming FABREO food show in Tri-Cities. Dickinson and McMasters will attend and provide information about BMS. BMS tenants Mary's Candies, Rey's Roast, and Little Dipper Dairy will participate in upcoming tastings at Harvest Foods in Walla Walla. The first tasting will be on April 15th for 3 hours. Harvest Foods hopes to

eventually sell the BMS business owners' products in their store, taking it to the "next level." McMasters reported on his meeting with the Farmer's Market community. The markets will take place at BMS this summer instead of the various downtown locations. The downtown vendors wanted to move to BMS because they felt they had more success at the station. There will be a kick-off on Dayton Days/Mule Mania weekend. Dickinson reported that BMS is fully rented, and getting busier all the time. When asked about having the AFS Market open more days, she said it was a definite possibility, and a goal.

Dickinson reported that the BMS solar panel installation was delayed when the electrician noticed some unsecured roof panels. The original builder is to correct the roof problem before the panels can be installed, in the next few weeks. Dickinson presented the Walla Walla FREE Participation Agreement that states that 5% of the proceeds go to scholarship funds. Brief discussion followed.

MOTION: Made by Commissioner Crowe and seconded by Commissioner Marvin to approve the Walla Walla FREE solar participation agreement. Motion carried.

Dickinson reported that planner Bill Stalzer will meet with local planners to continue work on the development agreement. Stalzer will attend workshops and a public hearing. Dickinson further explained the development agreement, saying that it is similar to "writing your own zoning," with a 20 year contract, much like a homeowner's association's rules, codes and covenants.

There is a new temporary sign facing the highway in front of BMS. It replaced the "Future Home of" sign. The entrance to the Industrial Park still has a dip problem and the Port is waiting for an estimate before work continues. The repair project has become a lot more involved than expected. A leaky roof and problem door hinge on Industrial Park properties were also discussed. CHS Farmers Co-op remodel is finished. The Industrial Park is rented to capacity. Lyons Ferry is open and gearing up for a busy season.

A railroad crossing request from REA was presented. **MOTION:** Made by Commissioner Crowe and seconded by Commissioner Marvin to approve the request contingent upon REA getting the recordings done for their present and past request. Motion carried.

McMasters discussed the quarterly SEWEDA Economic Development Report. A copy of the full report was given to the commissioners. Tourism signage throughout the regional corridor is an upcoming project. Dickinson is on the tourism committee. Pedestrian directional signs on lamp posts will be coming soon. It was also noted that McMasters was on the original committee for BMS and is very familiar with the property and the entire concept. It is easy for him to conduct tours. Commissioner Warren stated that he was pleased with the BMS tenant activity and BMS overall momentum.

Columbia Pulp continues to move through the hoops with bonding companies and the Corps of Engineers. They say that all is going well, it is just a long process. Bluewood closed before the traditional end of season bash. This is a first. Bluewood management plans to transition the ski area into an off-season venue, with events such as reunions, music, receptions etc. They will meet with Walla Walla Tourism. Cricket Cordova (with NPR) may provide marketing assistance. Bluewood management is exploring a 0% interest loan opportunity for \$5-\$50K towards tangible projects. A snow machine is being considered.

McMasters stated that succession issues are a concern for several downtown businesses possibly closing that have no replacement owners (succession plan) waiting in the wings.

Commissioner Warren called an executive session to discuss a real estate matter. The session lasted 5 minutes.

The following vouchers were presented for approval of payment:

Payroll	\$11,087.72	Darrell Chapman	\$124.81
WCIF	\$658.43	Jennifer Dickinson	\$677.44
Banner Bank GO Bond	\$2,266.07	CenturyLink	\$189.99
Banner Bank Ind Bldg. 6 N/P	\$4,680.32	Sun Pest Management	\$53.95
Cardmember Services	\$2,635.51	Basin Disposal Inc.	\$15.08
Total Office Concepts	\$116.32	Inland Cellular	\$39.19
Pacific Power	\$840.13	Quality Roofing	\$962.09
City of Dayton	\$398.40	Boe Designs	\$222.00
Dingle's	\$31.63	NPR	\$1,024.00
US Linen and Uniform	\$75.68	Chapman Heating and Air	\$1,163.86
Stalzer & Associates	\$3,772.43	Waitsburg Times	\$36.00
Basin Disposal of WW	\$104.31	Department of Retirement Systems	\$25.00
Dayton Chronicle	\$27.80	Department of Revenue (LHT 1st qtr.)	\$4,821.74
City Lumber	\$2,882.71	Employment Security Dept.	\$21.84
Dayton Mercantile	\$4.75	Dept. of Labor & Industries	\$314.05
Smith Brothers Lawn Care	\$2,492.66	Coyote Custom Cabinets	\$1,812.94
Barker Inc.	\$8,717.90	M4 Construction	\$12,067.10

The amount of vouchers approved for payment was \$64,363.85

Meeting was adjourned at 8:50pm

Earle Marvin, Secretary