

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
July 9, 2014

Commissioner McKinley opened the meeting at 10:00am. Those present were Commissioners McKinley and Marvin, Manager Dickinson, Auditor Phinney, EDC Jarski, community members Val Kiefer, Sherrie Flaman and Dave Reller.

Suzi Tasker of Aardvark Granola could not attend the meeting due to her schedule. Tasker did submit a letter that was read to the commission by Jarski. The letter thanked the Port for their support and recapped her experience at the Entrepreneur Boot Camp.

Minutes from the June regular meeting were read and approved. The monthly budget report and monthly inquiry summaries were reviewed. Jay's Garage lease was discussed. Jay's Garage will be moving from 521 Cameron to 527 Cameron and will be open full time. The new lease will be for 3 years at a rate of \$1100 plus 12.84% leasehold tax per month.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to approve the Jay's Garage lease for 3 years at \$1100 plus leasehold tax. Motion carried unanimously.

Val Kiefer and Sherrie Flaman of Coyote Engineering Inc. spoke to the commission about their 18 years at the Port of Columbia. Coyote Engineering Inc. moved into Industrial Building #2 shortly after it was built in June of 1996. They gave a brief bio of their business stating that they have been in business for 30 years. They are retiring and will not be renewing their lease with the Port of Columbia. Val and Sherri requested a month to month lease until they can remove their belongings from the space. The Port Commission agreed on month to month for up to 6 months or January 1, 2015 at the June meeting. Val and Sherrie stated that they could not guarantee they would be out in 6 months but will work toward that date. Jarski stated that the Port has a potential lead from the state for a business that is looking for a space this size. The Port was given permission to enter and access the maintenance needs of the building and to show it to potential renters. Dickinson stated that with no lease and on a month to month basis the Port only has to give 30 days' notice to vacate the building. Val and Sherrie may hold a garage sale to liquidate some of their belongings that are stored in the building. Commissioners Marvin and McKinley will be attending the Open Public Meetings Act training in Waitsburg on July 16th from 4 to 7pm. Dickinson and Phinney will attend as well. Phinney will contact Commissioner Warren to remind him of the required training.

Phinney reported that Columbia County Fire District 3 did a walk-thru of the Artisan Food Center on Monday July 7th. The Blue Sky grant was submitted to Pacific Power on June 30th. The award date will be in November. This grant is a nice fit with WW Free due to the educational factor. The Co-op Market is doing very well. Melissa Weatherford is doing a nice job managing the Saturday market. Market hours are Tuesdays 12-6pm and Saturdays 10am-2pm. Vendors have been asked to come back with the criteria that they are a natural or consumable product. The Downtown Market was discussed. The Co-op will also be selling tenant or other vendor's products that cannot attend the Market for a commission. The Co-op has adopted by-laws and will be adding membership soon. Bill Warren will be hosting 30 people from the WSU Center for Sustainable Agriculture next week. They have asked for a tour of the Artisan Food Center, a presentation about the project at BMS and to hear from the tenants. Jarski has been meeting with the tenants of the AFC to hear what they need to move forward with their businesses. Jarski will be applying to the Whitman Fellowship Program. This program would allow for an intern to assist the tenants with marketing their businesses. A shoebox or basic accounting training through SEWEDA will also be offered in August. Funding through the hospital will allow for cooking classes to be held at the commercial kitchen in January, February and July of 2015. The development agreement is still in the draft stage and will be shared with the commission once it is finished.

The Lyons Ferry Marina will host a 4th of July celebration with fireworks over the river and a family movie in the grass. The second annual Swim the Snake is scheduled for August 9th.

Phinney reported that the work at Industrial Building #3 was almost complete. Bids were due yesterday for the Port main office minor remodel. The Port did not receive any bids for this project. A roof leak and HVAC problems have been taken care of at Dayton Tractor.

Jarski will be submitting an application for a grant/loan combo to the WSDOT for upgrades on the short line railroad as well as funding for the spur line for Columbia Pulp. Funding through the Rail bank can only be submitted for every 2 years. Lobbyist rules will be looked into.

Twenty to 25 people attended the Main street presentation and tour with Charles Mahorn. Jarski is on the B&O funding committee. This committee has several projects in the works for downtown businesses. Jarski will also be attending a Main street training at the end of July. Dickinson continues to work with the regional signage committee, and caboose park project. Jarski has also been asked to be part of the Dayton Days committee to help bring an event to the weekend if horseracing doesn't come back. Two large year-end reports were submitted to SEWEDA.

The following vouchers were presented for approval of payment:

Payroll	12,780.45	WCIF	1,038.82
Banner Bank	4,680.32	Banner Bank	2,660.07
Dept. of L&I	244.20	Dept. of Revenue	5,134.86
CenturyLink	256.86	Cardmember Services	1,276.05
Total Office Concepts	214.53	Smith Brothers Lawn Care	335.11
Pacific Power	665.74	City of Dayton	701.49
Sun Pest Management	53.95	Dayton Chamber	2,500.00
City Lumber	100.06	NPR	512.00
Dayton Mercantile	9.98	Ferrellgas	488.79
Darrell Chapman	206.47	James B. Stenkamp	1,366.79
Strecker Engineering, LLC	550.00	Basin Disposal	105.60
Stalzer & Associates	779.31	Incidental Fund	32.43
Columbia County Fair	15.00	Nealey & Marinella	750.00
Touchet Valley Television	50.00	Amber Phinney	33.60
Christine Jarski	110.65	Jennifer Dickinson	631.53
M 4 Construction	9,430.89		

The amount of vouchers approved for payment was \$47,322.81

Meeting was adjourned at 11:08am.

Dale McKinley, Secretary