

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
June 8, 2016 at Lyons Ferry Marina

Commissioner Marvin opened the meeting at 10am. Those present were Commissioners Marvin and Crowe, Manager Dickinson, Auditor Shochet, members of the press Michele Smith and Loyal Baker, Lyons Ferry Marina Concessionaires Jim and Angela MacArthur.

The minutes from the May meeting were discussed.

MOTION: Made by Commissioner Crowe, and seconded by Commissioner Marvin to approve the May minutes. Motion carried with no further discussion.

Dickinson reviewed the budget report. A significant amount of tax revenue came in May. All looks fine. A slightly higher advertising expense is due to an invoice from Artmil for creating the Choose Columbia County website. The site focuses on economic development for the county. It is rich in photos, and there are only a few more pages to add. The accounting expense is higher due to time spent setting up the new state BARS codes for the annual report.

Dickinson briefly reviewed the 2015 Annual Financial Report. Dickinson shared a 9 year comparison of rental revenue and tax revenue. She noted that the Port's rental revenue has doubled since she started with the Port 9 years ago. Tax revenue has more than doubled in 9 years thanks to the wind industry.

Dickinson presented a 1 year lease for Gemmell's Machine Works. Mr. Gemmell has been a Port tenant for more than 20 years. He is approaching retirement so he's requesting a shorter lease. Dickinson reported that Bill Freeman is retiring and has sold his business to a party across the state. He will vacate his space in the middle of July. One person has already expressed an interest in the space. A brief discussion followed about whether or not to divide it into 2 spaces.

MacArthur reported on marina accomplishments of the past year. A new playground, septic system manual and meters, meters on wells. Lyons Ferry road construction was postponed until mid-August. Barker was awarded the road contract. Barker told MacArthur the road does not need to be closed during construction which is very good news. Camping and restaurant sales are higher than last year. Moorage has decreased due to the limited amount of bigger slips to accommodate larger vessels. Dickinson thanked the MacArthurs calling them "models of how things should be done." A discussion followed about infrastructure grants that could help fund larger boat slips.

Dickinson described the relationship between the Port, the Corps of Engineers and Lyons Ferry Marina. The Corps of Engineers leases to the Port for 25 years at \$0 rent. The Port owns all improvements on the property. The Corps does not provide any financial support in this type of lease. The Port's current lease with the Corps expires this year. Dickinson noted that even though the marina is an older property with potential maintenance problems, it is an important recreation destination. Dickinson and the Corps representative will discuss future needs and the Port's small budget before finalizing the new lease. Commissioners directed Dickinson to find out when new lease language will be available.

Dickinson reported that effective June 3rd, the BMS Co-Op Market is now open from 10-4 on Tuesday, Friday and Saturday. The new days and hours have been well-received. The next building will be built and managed by a private developer. He will be ordering the steel building soon. Dickinson passed around drawings of the building. Bill Stalzer recommended an attorney who specializes in business association rules. Their services will be necessary because the new building will operate under the covenants set forth in the BMS Development Agreement. Dickinson hopes the building will be in place by the fall. She added that a local business is already interested in leasing space there. Dickinson informed the commissioners that the large sign at BMS will be moved at the sign company's expense. The WSDOT requires the sign to be within 150 feet of the building per scenic byway rules.

Shochet reported that a plumber was called once again to the GSA building because of a backed up sewage line inside of the building. There are several possible reasons for the problem. Dickinson and Shochet will discuss it further with Jim Stenkamp.

Dickinson presented the rail operator lease with Frontier Rail. She summarized the highlights of the 3 year lease. The rail line will be called CWW (Columbia Walla Walla Rail). Frontier would have authority to receive, review and make recommendations to the Port. The Port will retain authority to make final decisions. The Port will end their lease with Watco very soon, and Frontier will take over the line 30 days after the necessary notifications are done. The commissioners are very pleased with the lease and the prospect of trains returning to the area.

MOTION: Made by Commissioner Crowe, and seconded by Commissioner Marvin to approve the railroad lease as written. Motion carried with no further discussion.

Dickinson gave an update on the rail grants. The Port was awarded a second rail bank grant for a siding at BMS. \$12K in matching funds will be required. If the project begins in 2016 it will be necessary to amend the budget. Marvin suggested amending the budget during the July meeting.

Jennie presented the ADO contract between the Port and the Washington State Department of Commerce (DOC). The Port will be paid directly by the DOC on a quarterly basis. The agreement needs to be signed by Chairman Warren.

MOTION: Made by Commissioner Crowe, and seconded by Commissioner Marvin to approve Gene Warren signing the contract with the DOC. Motion carried with no further discussion.

Dickinson presented a signature authorization statement necessary for Shochet or Dickinson to request payment from DOC. Chairman Warren needs to sign the document as well.

MOTION: Made by Commissioner Crowe, and seconded by Commissioner Marvin to allowing Commissioner Warren to sign the DOC signature authorization page. Motion carried with no further discussion.

McMasters is attending an economic development workshop in Moses Lake. Dickinson said he has very busy marketing BMS. Dickinson said they've met with several parties who are interested in leasing Suite B. She said more wind farms may be coming which would be good for the community. She reported that Seneca is expanding their seed business. They'll build a new building and add 6 or 7 employees.

The following vouchers were presented for approval of payment:

Payroll expenses	\$15,665.54	TVTV	\$60.00
WCIF	\$670.44	City Lumber	\$256.33
Banner Bank GO Bond	\$2,266.07	Graphic Apparel	\$136.83
Banner Bank Ind Bldg 6 N/P	\$4,680.32	Jennifer Dickinson	\$562.00
Banner Bank Ind Bldg 2	\$4,216.67	Dallas Dickinson	\$22.45
Cardmember Services	\$1,479.46	Basin Disposal of WW	\$114.63
Total Office Concepts	\$90.99	Basin Disposal Inc	\$15.08
Pacific Power	\$767.73	NPR	\$575.00
City of Dayton	\$662.26	Dayton Chronicle	\$142.95
Smith Brothers Industries	\$587.52	Bradley McMasters	\$350.00
US Linen and Uniform	\$78.36	Artmil	\$4,867.00
Lyons Ferry Marina KOA	\$3,983.49	Louise Waggoner	\$600.00
Sun Pest Management	\$53.95	CenturyLink	\$255.83
Junior Achievement of WA	\$500.00	Quality Roofing	\$893.48
Patton & Associates	\$2,435.00	Dayton Mercantile	\$29.73
Cathy Shochet	\$15.66	PNWA	\$630.00
Denver's Window Shine	\$175.00	Crown Paper	\$66.17
Enduris	\$327.00	Bly Plumbing	\$4,337.96

The amount of vouchers approved for payment was \$52,570.90

Meeting was adjourned at 11:17am. Next meeting will take place on July 13, 2016 at 7:00pm at the Port of Columbia

Earle Marvin, Secretary