

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
August 10, 2016 at Port Office

Chairman Warren opened the meeting at 7pm. Those present were Commissioners Warren and Marvin, Manager Dickinson, Auditor Shochet, EDC McMasters, member of the press Michele Smith, and community member Michael Haight.

The minutes from the July meeting were discussed.

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

Dickinson reviewed the budget report. For the most part, year to date revenue is as projected. The State will pay the Port on a quarterly basis for the ADO program. The only sizable expense was the annual property insurance payment. Dickinson noted that travel expenses were higher than budgeted, but other expense items are coming in lower than expected. There will be architect and engineering expenses later this year.

Dickinson presented a 1 year lease for Desperado Distillery. They will be renting Suite B at BMS. Dickinson explained that the space may appear inactive because of the waiting period involved with spirits licensing. The tenant may eventually move to the upcoming new BMS building. The lease was approved by the commissioners.

BMS. Dickinson reported that the new steel building has been ordered. Mr. Litzenberger, the builder, is eager to get started. Tomorrow Dickinson and McMasters will have a design meeting with Litzenberger, engineer Boggs, planner Staltzer and architect Jim Stenkemp. Dickinson said the site is small enough to only require a building permit. An updated survey has been completed. The building will be placed to best utilize existing infrastructure. The land lease will not be finalized until the size of the land is determined. Care is given to attractive building placement and room for truck traffic in the back. McMasters said he has 3 potential tenants for the new building. All are beverage industries. McMasters is recruiting tenants through FB, Craig's List, Twitter, NWPR, and Seattle Tilth site. Dickinson said XO Alambic may almost be finished with the licensing process – there is a state liquor application notice on the window. McMasters said that Foodstock was very well attended, the Market had record sales, and the guest vendors were pleased. Dickinson addressed a recent letter to the editor.

Dickinson said there was a wild fire near the Marina on August 7th. KOA voluntarily evacuated and the fire was quickly contained. The USACE annual inspection report came in and McArthur is fixing a few minor items. Overall the report was favorable, with no serious problems. Dickinson said she hasn't received the USACE renewal lease yet. She said the long term development plan needs to be discussed at the next port meeting. Shochet reported that Inland Power's insurance company denied the claim for the destroyed pump. They blamed the power fluctuations on osprey activity.

Shochet gave the maintenance report. A garage door opener was installed in the industrial park and two other doors were repaired. Several A/C repair calls.

Dickinson reported that Frontier Rail now has operational control of the rail line. They've been inspecting the line including the signals. They will make annual rent payments to the port. Dickinson will meet with operator Dedelius and WPPA rail specialist Chris Herman on the 19th for a strategy session.

Dickinson showed "paper" plates made from Columbia County Straw. She said the Economic Development Steering Committee toured the new plant. She added that other straw plates are made elsewhere in the world, but they're made with a less environmentally friendly process. Full production at Innovatio should begin in October, contingent upon specialized equipment arriving from South Africa. Approximately 12-15 people should be hired at that time.

Dickinson asked for approval to contribute \$1000 towards installation of a reader board near McQuary's. Other local organizations are making similar contributions. The sign will display community event information, not private business ads. Dickinson said there is room in the Community Support line item. The commissioners agreed.

Dickinson reported that the annual Port Executive Director meeting went well, and she came back feeling grateful that our port runs as smoothly as it does.

McMasters gave his EDC report. Industrial Park tenant Embee Meche may secure a large wholesale contract. Staffing could increase for them. Mary's Candies is trying to get a contract with Yolks Market. McMasters said the port is contributing \$1000 to the upcoming Pitch It seminar. A private citizen offered a \$1000 contribution as well. The New Old Time Chautauqua was a big success. 300 people attended the vaudeville show at the auditorium. He and 2 other Task Force members represented Dayton at a meeting in Ellensburg that addressed the 2017 rules to the Main Street Program. He the new rules could endanger Dayton's ability to participate in the program. New rules will require a paid part-time director. This could place undue financial hardship on smaller communities. He said Dayton was the only small town represented at the meeting. He explained that the program funds much of the downtown beautification projects. McMasters said the meeting leaders described Dayton as exemplary, however, they felt that some towns haven't used the program with fidelity.

Dickinson shared an email summary from Commissioner Crowe about a seminar he attended. Commissioner Marvin asked about Crowe's request to change the October meeting to Tuesday the 11th. All agreed to the change the October meeting date.

The following vouchers were presented for approval of payment:

Payroll expenses	\$15,473.99	DC Lock and Key	\$72.02
WCIF	\$670.44	Basin Disposal of WW	\$124.89
Banner Bank GO Bond	\$2,266.07	Basin Disposal Inc	\$15.08
Banner Bank Ind Bldg 6 N/P	\$4,680.32	NPR	\$575.00
Banner Bank Ind Bldg 2	\$4,216.67	Dayton Chronicle	\$119.94
Cardmember Services	\$1,137.29	Bradley McMasters	\$350.00
Pacific Power	\$878.28	Dingles of Dayton	\$22.18
City of Dayton	\$773.10	Louise Waggoner	\$700.00
Smith Brothers Industries	\$4,027.47	CenturyLink	\$257.01
US Linen and Uniform	\$78.36	Chapman Heating	\$353.60
Fred Crowe	\$805.50	Incidental Checking	\$20.00
Sun Pest Management	\$53.95	Dept. of Health	\$103.90
Herres Enterprises	\$225.00	Crown Paper	\$95.63
WPPA	\$585.00	Blue Mountain RC&D	\$200.00
Cathy Shochet	\$23.22	Gemmell's	\$3,229.16
Enduris	\$27,923.00	Ferrellgas	\$326.41
Overhead Door	\$2,353.31	West Communications	\$38.06
TVTV	\$60.00	Flynn's Electric	\$164.05
City Lumber	\$254.38	Quality Roofing	\$406.13
Jennifer Dickinson	\$1,025.32	Total Office Concepts	\$106.05

The amount of vouchers approved for payment was \$74,789.78.

Meeting was adjourned at 7:50pm. Next meeting will take place on September 14th at 7:00pm at the Port of Columbia

Earle Marvin, Secretary