

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
September 14, 2016 at Port Office

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

The minutes from the August meeting were discussed.

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

Dickinson reviewed the budget report. She said that at 75% of the fiscal year, the expenses and revenue look as expected. She added that travel will be over budget this year, however other lines are well under budget. Dickinson said that travel to trainings is encouraged so she'll budget more funds towards travel next year.

Dickinson presented a preliminary raw land lease for Tucannon Development LLC. The language for the long term lease has not been finalized yet. The commissioners were given copies for further perusal. Tucannon Development LLC will construct the second building at BMS. The Port will lease the land for a maximum 50 year term. Dickinson said Litzenberger isn't in as big of a hurry to start construction as originally thought. He will store the steel material at the BMS prior to construction. It is expected to arrive on September 16th. A discussion followed about site improvements and metering. Dickinson said it will be built on an existing lot, so it is not necessary to record a new survey. Dickinson will have the Port attorney review the lease. Commissioner Warren asked to continue the lease discussion at the October meeting.

Dickinson gave an update on the accountability audit being performed at the Port office. For the past 2 weeks, the auditor has been examining Port's 2013-2015 financial records. The audit will cost \$6,700. Dickinson said the auditor will conduct his exit interview over the phone.

Dickinson requested a time change for the October meeting. The meeting had been changed to Tuesday October 11 at 10 am to accommodate a schedule conflict with Commissioner Crowe. Dickinson asked to change the time for this meeting to 2:00 so she could attend a morning meeting. The commissioners discussed the importance of abiding by the original meeting schedule whenever possible, agreeing that unforeseen events do come up. Commissioner Warren said that 2 commissioners make a quorum.

McMasters reported that the BMS business owners are plugging away at building the businesses, and preparing for winter. He hopes to recruit a winemaker for the new building. He has been working with Litzenberger to create ads for the 4th space within the building. They've already met with 2 prospective tenants, and hope to meet with another next week. Dickinson said the survey company is placing parcel hubs on the lot to clearly identify the building site. Oktoberfest will be held on October 8th from 11:00 to 4:00. The Lions and Kiwanis will serve brats and beer. Pacific Power will be a sponsor this year.

Dickinson reported that the water connection report for Lyons Ferry Marina was completed. Anderson Perry did an excellent job evaluating the connections, pressure and water capacity throughout the property. Dickinson reviewed the tabulation of the connections. Currently there are 33 water connections, and they plan to add 5 more. The study showed there's a capacity for up to 45 connections. Dickinson reported that USACE is preparing the new 25 year lease. It is due on January 2017. Dickinson met with concessionaire MacArthur to create a 25 year development plan for the 45 year old facility. The development plan will be attached to the USACE lease. His priorities included larger boat slips, pull through RV spaces, adding diesel, and making the upland restroom/shower ADA compliant. Dickinson said that covered and long term moorage do not qualify for RCO grant funds. The only improvements that would qualify would be uncovered transient moorage and the upland restroom. A discussion followed about the RCO grant cycle. The next application cycle will be in 2018. A 20% match is required with the program. All agreed that a marina consultant would be necessary for master planning. Dickinson will get a master plan done before 2018. Grant money would not come until 2019. Dickinson reported that Shochet found an old newspaper article that said that USACE put in the breakwater. If correct, this would mean the Corps owns the breakwater.

Dickinson reported that she and Commissioner Marvin met with rail operator Frontier Rail. They toured potential sites for a wind lay down yard. It would be much more efficient to transport the turbines via rail than highway. Dickinson said the future siding at BMS may be the best location for the yard. Dickinson added that Frontier Rail will submit another legislative funding request and Chris Herman will assist. Commissioner Marvin said he's looking forward to a ground breaking ceremony. Weed management was discussed. The rail operator sprays for weeds along the line. Dickinson said there is no ETA for when work will commence however she does have monthly conference calls with the state on the matter.

Dickinson asked for the authority to sign the second rail siding grant agreement valued at \$230K.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to authorize Manager Dickinson to sign the rail bank grant. Motion carried with no further discussion.

McMasters gave his EDC report. He is partnering with the Chamber to promote the region and research retail leakage. They're crafting a survey to ascertain the spending habits of local residents. He presented a Taxable Retail Sales Per Capita report that was categorized by industry. He also shared Facebook insight data for the 3 accounts administered by the Port. 75-80% of the likes are from women. McMasters reported on the many workshops he attended and reviewed his upcoming schedule. He said the owner of Ray's Drive In recently passed away.

Dickinson reported that she's on the planning committee for the Fairground renovations.

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 \$42,918.46.

Meeting was adjourned at 8:15pm. Next meeting will take place on October 11 at 2:00pm at the Port of Columbia

Earle Marvin, Secretary