

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
September 10, 2014

Commissioner Warren opened the meeting at 7:30pm. Those present were Commissioners Warren, McKinley and Marvin, Manager Dickinson, Auditor Phinney, EDC Jarski, and community member Loyal Baker.

Minutes from the August regular meeting were read and approved. The monthly budget report and monthly inquiry summaries were reviewed. Commissioner Marvin and Manager Dickinson will be attending the WPPA small ports seminar in October. Pictures of the Port's Columbia County Fair booth as well as the ribbons won were shared with the commissioners.

Dickinson reported that the business that was shown Suite H at the Artisan Food Center did not respond to a follow-up phone call. A potential start up business visited the Artisan Food Center last Saturday. Foodstock had roughly 200 visitors and the tenants did very well and would like this to be an annual event. Jarski continues to meet with the tenants and has been reviewing their business plans. The Blue Mountain Station co-op is finalizing their policies and plan on inviting the community to apply for membership. Tara Brenner and Jarski would like to connect with the Food Hub co-op committee to learn about their co-op structure. Bill Stalzer is working hard on the development agreement. A public hearing to the County Commissioners likely will be held in January.

The Port received the second quarter report from the marina, which show that they have had a great recreation season. Phinney reported that the marina needs to have a LOSS – Large On Site Septic System permit in place. She will be working with Jim McArthur to gather all the information needed to apply for the permit.

Phinney reported that the HVAC installation at Industrial Building #3 was complete. New concrete steps have been poured to replace the old wooden steps at the side entrance of 527 Cameron. Jay's Garage is subleasing one of the back offices to Julie Karl of Karl Law Office. 521 Cameron is being advertised as vacant on the Port website and the large vinyl space for lease sign is hung. Phinney showed 521 Cameron to a potential business today. GSA, General Services Administration, is seeking space in the community to relocate several agencies. The Port has received several calls from GSA representatives interested in Port properties, especially 531 Cameron. A letter of interest needs to be submitted to the GSA by September 12. Discussion was held on the needs of these agencies including size of building, office spaces and parking. The commission agreed that a letter of interest needs to be submitted.

The Rail Bank application was submitted. The application was submitted for \$1.3 million rather than the \$275,000 previously discussed for the bridge repair due to several last minute changes made by Watco. If awarded the money would be used for line and bridge repair. Dickinson has a meeting scheduled for tomorrow with the Rail Bank. WSDOT will be in the area on September 17th doing inspections for potential work on railroad crossings. They will be inspecting 2 crossings that are owned by the Port. These crossings are located on SR 124 and SR 125. A representative of the Port will attend the inspections. The Port received a railroad crossing agreement application from Webb Farm Inc. This crossing is near Prescott and would be used for farm equipment access into a field.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to approve the railroad crossing application from Webb Farm Inc. Motion carried unanimously.

Dickinson stated that the Port can hire a lobbyist to help with funding for the railroad. Rules and regulations for hiring and using a lobbyist was discussed at length. Dickinson would like to wait until the railroad meeting next Wednesday before making a decision on hiring.

Dickinson and Jarski attended the SEWEDA meeting Tuesday. RTPO is still working on the reorganization. ADO funding could be cut by 5% next year. A new manager has been hired at Bluewood. Dickinson and Jarski will be meeting with him next week. Bill Stalzer is working on a zoning resolution for businesses in the AR1 zone.

Jarski reported on the progress of the Tucannon River Wind Farm and Columbia Pulp. The CDBG grant will be submitted on October 1, 2014. Jarski has contacted and scheduled 2 meetings with the Industrial Park tenants. Jarski is putting together a financial tool kit to include information on business planning and available financing options. Jarski is in the process of hiring a Whitman Fellow. The fellow will start on September 16th.

A preliminary 2015 budget will be added to the Commissioners packets for review before the next regular monthly meeting. Aardvark Granola is co-packing for a regional food manufacturer and was featured in their magazine. Loyal Baker stated that we may want to check that we got all of the requirements met for the OPMA, Open Public Meetings Act training in Waitsburg.

The following vouchers were presented for approval of payment:

Payroll	12,725.14	WCIF	1,038.82
Banner Bank	4,680.32	Banner Bank	2,660.07
CenturyLink	187.43	Cardmember Services	963.54
Total Office Concepts	155.79	Smith Brothers Lawn Care	508.07
Pacific Power	913.17	City of Dayton	960.21
Sun Pest Management	53.95	Dayton Mercantile	12.83
City Lumber	16.92	NPR	512.00
Darrell Chapman	252.04	Stalzer & Associates	1,332.50
Basin Disposal	118.05	Dayton Chronicle	69.96
Dingle's	58.80	Waitsburg Times	144.00
Walla Walla Web Weavers	120.00	Statewide Publishing	84.00
ConferenceCall.com	30.17	Incidental Fund	400.00
Chapman Heating & Air	1,791.52	M 4 Construction	1,854.73
Amber Phinney	45.48	Christine Jarski	57.12
Jennifer Dickinson	528.13		

The amount of vouchers approved for payment was \$31,907.76

Meeting was adjourned at 8:23pm.

Earle Marvin, Secretary