

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
March 11th, 2015

Commissioner Warren opened the meeting at 10am. Those present were Commissioners Warren, Marvin, and Crowe, Manager Dickinson and Auditor Shochet.

The minutes from the February meeting were read and approved.

Dickinson reviewed the budget report, noting that county tax revenue will be \$15,000.00 higher than the amount projected on the 2015 budget.

Dickinson introduced new auditor Cathy Shochet who is working 40 hours per week. Shochet needs to be added as a bank signer for both Port bank accounts, and former auditor Phinney needs to be removed.

**MOTION:** Made by Commissioner Marvin and seconded by Commissioner Crowe to have Shochet added, and Phinney removed as bank signer for both Port bank accounts. Motion carried.

Two Industrial Park rental leases were presented to the commissioners. EmBee, a start-up by two local hair stylists, is renting a small warehouse space for 6 months. They will use the location to distribute a new application method for coloring hair. CHS Farmer's Co-Op, formerly known as Walla Walla Farmer's Co-Op, has a new 10-year lease.

**MOTION:** Made by Commissioner Crowe and seconded by Commissioner Marvin to approve both leases. Motion carried.

Aardvark Granola will move from Suite B in BMS, to the larger Suite H in April. The new lease will be written after the cost information for tenant improvements is turned in to the Port.

The garden space at BMS is still up for lease. The pending tenant withdrew her offer due to work scheduling conflicts. There are 2 parties in "back up" position for the garden. Dickinson and Shochet will contact them to see if either of them are still interested in renting the garden space.

Dickinson reported that she is still waiting to hear back on the GSA lease proposal. If GSA does not select the 531 Cameron location, the space is already in rentable condition. Commissioner Warren stated that he hopes that the GSA announces their decision quickly because the perfectly good space is standing unrented.

The driveway project at the Industrial Park is not finished. Thus far, the gravel has been re-graded and the drainage assisting curb installed. The lower portion will not be paved to smooth out the dip until early April. This is when the hot mix will be available.

New workplace policy #17 – 2015 was presented. It addresses procedures for reporting workplace grievances.

**MOTION:** Made by Commissioner Marvin and seconded by Commissioner Crowe to accept the policy with one minor revision. Motion carried.

Cathy McMorris Rodgers toured the BMS on March 10<sup>th</sup>. She met with the business owners and spoke with some of the customers. She was very impressed with the facility.

Suite B in the Artisan Food Center will be available to rent after Aardvark Granola moves to Suite H. Mary's Candy is interested in the space and will meet with Dickinson to discuss it on March 12<sup>th</sup>. Azure Botanicals

developed such a strong following at BMS that they're moving to a regular storefront on Main St. They will move to the space next to Manila Bay Restaurant in April. Biker B's, another soap maker, will be returning to the Blue Mountain Station. BMS businesses were invited to a June food tradeshow in the Tri-Cities. Dickinson stated that several of the business owners have already agreed to attend as a group. Brad McMasters is working to pull together a summer farmer's market meeting. Dickinson has been approached by downtown vendors interested in having one market at BMS. Dickinson mentioned a produce seller who said he had better sales at BMS Co-Op than the other locations. A relocation to BMS could be a good financial move for the sellers.

Dickinson reported that solar panels should be installed at the BMS by the end of March. Walla Walla – FREE will complete the project. Funding is from a grant through Blue Sky Renewable Energy. Blue Sky will reimburse the Port after the panels have been installed. The funding grant also requires that system usage display monitors be installed, so the end result would also be an educational tool for the public.

Dickinson reported that the Development Agreement has been turned in to the county. She praised planner Bill Stalzer for "leaving no stone unturned" in his research. The agreement will be presented to the County Commissioners for approval. If passed, this will be the first agreement of this type in county history. Stalzer is very experienced with the process and has been a valuable resource.

Lyons Ferry septic system, LOSS, was discussed. Department of Health and Corps of Engineers require them to have a meter installed on the new system. Lyons Ferry management is speculating on the likely uptick in lunch business after Columbia Pulp starts production. They are just 2 miles from Columbia Pulp site.

Railroad. Nothing new to report. Commissioner Warren talked about the amount of trains that go through Seneca, 100 or less per year. NWGG has upwards of 500 per year. Warren mentioned touring the railroad facilities again sometime.

Brad McMasters is working with Mr. McCann on the Lemonade Day event which takes place on May 2<sup>nd</sup>. There will be 6 or 7 lemonade stands along Main Street operated by entrepreneurial 6th graders.

Dickinson reported that Columbia Pulp continues to move forward. Their lawyers are being very thorough. She said that people who are experienced with projects of this magnitude marvel at how smoothly and quickly Columbia Pulp is at 18 months. Big things do take time. Commissioner Warren said he is happy with the progress of Columbia Pulp and the timeline thus far.

Dickinson reported that the search has begun for a new Economic Development Coordinator. Brad McMasters is serving as an interim EDC until early May or until the position is filled, whichever is sooner.

The following vouchers were presented for approval of payment:

Payroll	\$14,315.75	Darrell Chapman	\$74.04
		Jasper Mountain Window	
WCIF	\$74.86	Cleaning	\$302.00
Banner Bank	\$4,680.32	Touchet Valley Landscapes	\$702.65
Banner Bank	\$2,266.07	Columbia County Treasurer	\$387.30
Cardmember Services	\$486.74	Jennifer Dickinson	\$527.93
Total Office Concepts	\$90.73	CenturyLink	\$189.99

Pacific Power	\$860.75	Ferrallgas	\$415.61
City of Dayton	\$482.15	Sun Pest Management	\$53.95
TV TV	\$60.00	Basin Disposal Inc.	\$15.08
Dingle's	\$63.37	Incidental Fund	180.00
US Linen and Uniform	\$37.84	James StenKamp	6507.07
Stalzer & Associates	\$2,535.00	WW County Treasurer	\$36.00
Basin Disposal of WW	\$103.57	Inland Cellular	\$39.19
Dayton Chronicle	\$76.64	Walla Walla Free	\$47,198.62
City Lumber	\$1,006.67	Smith Brothers Lawn Care	\$389.16
Dayton Mercantile	\$9.75	Barker Inc.	\$2,954.23

The amount of vouchers approved for payment was \$87,123.03

Meeting was adjourned at 11:20 am.

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Earle Marvin, Secretary