

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
January 11, 2017

Chairman Warren opened the meeting at 10 am. Those present were Commissioners Warren, Marvin, and Crowe, Manager Dickinson, EDC McMasters, Auditor Smith and members of the press Dian Ver Valen and Michele Smith.

The minutes from the December meeting were discussed and one correction was needed.

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

The 2016 year end budget report was reviewed. Dickinson noted that expenses came in under budget. The railroad money will carry over to 2017. 2017 monthly budget report was discussed. Commissioner Crowe asked if the same kind of financial problems plaguing the County could happen to us. Dickinson said no, because we have different revenue streams that are more stable.

Commissioner Warren opened the public hearing to consider declaring the spur line as surplus property. There were no public comments.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to adopt Resolution #2017-1. Motion carried with no further discussion.

The Port Policies for 2017 with additions and corrections were sent in the Commissioners packets for review prior to the meeting.

Personnel Policy #1-2017: Comp time needs to be removed-if an employee works over their allotted hours they will need to take time off the week additional hours were worked or receive overtime pay. Port Auditor pay caps adjusted to \$15.00-\$25.00. Vacation/Sick leave was discussed and was brought up that most places, when you terminate employment, will not pay earned sick time. This will be removed. Accrual of vacation/sick leave will be adjusted from days to hours.

MOTION: Made by Commissioner Crowe, and seconded by Commissioner Marvin to approve Personnel Policy #1-2017. Motion carried with no further discussion.

Credit Card Use Policy #3-2017: Dickinson expressed the need to align this policy with the RCW regarding credit card use.

MOTION: Made by Commissioner Marvin, seconded by Commissioner Crowe to approve Credit Card Use Policy #3-2017. Motion carried with no further discussion.

The Railroad Right-of-Way Lease and Use Policy #7-2017 was discussed. Suggested changes related to right of way management being turned over to the rail operator, with most final decisions still made by the board of commissioners.

MOTION: Made by Commissioner Crowe, and seconded by Commissioner Marvin to approve Railroad Right-of-Way Lease and Use Policy #7-2017. Motion carried with no further discussion.

Dickinson expressed the need to update Policy #9-2017 Bank Account and Check Signing to increase funds in the incidental account and also increase the approved amount to write checks as checks can be written between meetings if needed.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to approve Policy #9-2017 Bank Account and Check Signing. Motion carried with no further discussion.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to adopt all other 2017 Port Policies as unchanged. Motion carried with no further discussion.

Signage, building projects and Lyons Ferry Marina were discussed in the Capital Facilities Plans for the upcoming year.

MOTION: Made by Commissioner Marvin and seconded by Commissioner Crowe to approve the Capital Facilities Plans for the Industrial Park and Lyons Ferry Marina as proposed. Motion carried with no further discussion.

Election of officers: Commissioner Marvin states that he would like to be the chair. Commissioner Crowe stated that he is happy with the way things are, but is ok with changing if that is what is agreed upon. Commissioner Warren stated that he is ok with stepping down as long as meetings will not be moved to all day time meetings. Dickinson reminded the commissioners that the board operates as a unit of three and a policy cannot be set by one person. Crowe questioned what the secretary is responsible for. Dickinson explained they are responsible for signing meeting minutes, the budget, and various documents.

MOTION: Made by Commissioner Marvin and seconded by Commissioner Crowe to appoint Commissioner Marvin as chair and Commissioner Crowe as secretary effective February 2017. Motion carried with no further discussion.

Blue Mountain Station Co-op classes are very popular and are bringing in people that have never been to the market. Future classes include Indian food, home canning/preserving and making your own baby food. McMasters stated that he has reached out to WWCC viticulture class and there are 3 young wine makers that are possibly interested in a space in the new building. Crowe asked about improving space for classes, possibly at the Delaney Building. However, if the classes are not held at BMS, people are not being exposed to the facility.

Dickinson gave an update on LFM. Jim had a knee replacement in December. He is going to come to the Port to begin the lease renewal contract. A rent increase was discussed. Currently the rent is \$1000. It was suggested that rent stay the same through 2017, increase to \$1250 in 2018 and \$1500 in 2023 with a 10 year contract.

Dickinson gave an update on the industrial park. There were frozen pipes at both BMS and the industrial park due to the heat not being kept on by tenants. Repairs have been done and insulation is being replaced at BMS. Crowe questioned if the tenants should be held responsible. Typically the Port will give a warning and repair, if it happens again then the tenant is held responsible. Embee vacated their space as of 12/31/16. The lease rate will stay the same. There is already one potential new tenant. Kyle's is doing a great job plowing.

Dickinson gave an update on the railroad. The contract has been awarded for the siding. Still working on the bridge repair estimates.

McMasters provided an update on business recruitment and leads. The Innovatio Project is still waiting on machinery that is delayed out of South Africa. Columbia Pulp is still working on financing. There is a local couple with a business plan that is interested in the potential of beginning a commercial gardening business in Columbia County. The shop local campaign is ongoing. The regional trails planning meeting will be held January 20th from 5:30-7:30 at the Best Western.

The following vouchers were presented for approval of payment:

Payroll	\$15,082.67	Total Office Concepts	\$242.61
Orkin	\$287.07	Dayton Chamber	\$400.00
City Lumber	\$149.39	US Linen & Uniform	\$81.44
WPPA	\$600.00	Cardmember Services	\$2,193.87
Dingles	\$26.78	Sun Pest Mgmt	\$53.95
Pacific Power	\$1,253.27	Kyles	\$8,913.09
Ferrellgas	\$495.17	Dayton Mercantile	\$43.51
Touchet Valley TV	\$60.00	CenturyLink	\$256.57
Louise Waggoner	\$625.00	Banner Bank	\$4,680.32
City of Dayton	\$514.30	Banner Bank	\$2,266.07
NPR	\$575.00	Banner Bank IB#2	\$4,216.67
Dept of L&I	\$359.10	WCIF	\$321.84
ESD	\$100.32	Bradley McMasters	\$350.00
WA State DOR	\$5,127.01	Jennie Dickinson	\$602.28
Dept of Commerce	\$12,386.36	Angela Smith	\$315.32

The amount of vouchers approved for payment was \$62,578.98

Meeting was adjourned at 11:28 am. Next meeting will take place on February 8, 2017 at 10:00 am.

Fred Crowe, Secretary