PORT OF COLUMBIA

Regular Monthly Meeting Minutes December 13, 2017

Chairman Marvin opened the meeting at 10 am and appointed Commissioner Warren as acting secretary. Those present were Commissioners Marvin and Warren, Manager Dickinson, Auditor Smith, business owner Jonathan Betts and member of the press Michele Smith

The minutes from the November meeting were discussed. **MOTION:** Made by Commissioner Warren, and seconded by Commissioner Marvin to approve the November minutes as written. Motion carried.

Dickinson reviewed the monthly budget report. The year end budget report will be complete at the January meeting. All incomes are in line or above budget. The budget amendment will be reflected on the year end budget report. The expenses are under budget in many areas and will have some carry over.

Chairman Marvin opened the Public Hearing, Resolution 2017-04, to public comment at 10:04. There being no comment, the hearing was closed at 10:05. Dickinson explained that there was an adding error which is still making the Lyons Ferry Ice Damage Special Project over budget.

MOTION: Made by Commissioner Warren, and seconded by Commissioner Marvin to adopt Resolution No. 2017-04, 2017 Supplemental Budget #2. Motion carried with no further discussion.

A new one year lease with Manila Bay was presented for Suite B at Blue Mountain Station. Hood fire suppression will be updated and a new propane stove ordered. Manila Bay will be serving breakfast, lunch and offer catering. Betts noted that he is excited for the opportunity at Blue Mountain Station and will be open after the holiday. Commissioners also signed a Blue Mountain Station Co-Op renewal for two years, and a three year renewal for Desperado Cowboy Bullets. The rental rate was increased by twenty-five dollars per month.

The 2018 meeting schedule was reviewed and approved with one change to the October meeting time.

Dickinson reported that the ice damage repairs at Lyons Ferry Marina are complete and the final invoice was received and sent to the insurance company. The total amount for this project is \$596,156.36. The final payment and retainage payment will not be sent to North Idaho Maritime until the final payment from the insurance company is received. Dickinson has been in contact with FEMA to see if they will assist with additional work. All invoices have been submitted to FEMA for review. The main concern is the breakwater and are hopeful to receive assistance with the repair.

Dickinson provided an update on the Lyons Ferry Marina Facility Plan including hand outs from Reid Middleton with the different facility plan options. There was a discussion about pros and cons of each and it was decided that alternative A had more to offer. Dickinson will communicate this to Reid Middleton. The top priorities would be the boat launch, swim area and breakwater. Klontz has purchased cabins and is planning to move the playground so it is more accessible to families.

The concessionaire transition is going well. Ben & Amanda are managers in training. They are living in the house at the marina. Wally and Joanne are transitioning well. The annual management plan needs to be completed and the Port will work directly with Klontz.

Smith provided a report on maintenance items. The Blue Mountain Station had three hot water meters that were leaking and unable to be read. These were replaced. The locks on the outer double doors at Blue Mountain Station all need to be replaced. The current locks are faulty and make it so you cannot unlock & lock the doors. The HVAC unit at 2 Port way needed to be serviced and coolant replaced. The house at the Marina needed new carpet, paint, sliding door, repaired shower valve and replaced toilet on the Port's expense. The store and restaurant upgrades are being completed by Klontz, with the exception of the cooler compressor, which the Port will pay for.

The Blue Mountain Station has a new produce cooler. Dickinson reported that a business from Seattle that dehydrates food contacted her in regards to leasing a space at Blue Mountain Station. They are projecting to rent the commercial kitchen starting in April and have hopes of moving into the new building. Mama Monacelli's Kitchen, who is currently renting the

commercial kitchen, has a signed lease for the new building, but the construction process is very slow. The building owner needs to have 50% of the building leased to get funding from the bank. The Blue Mountain Station Annual Meeting was well attended. The co-op market hired a new market manager, Patricia Sacha, who will work twenty-five hours a week. She owns Hidden Garden Farms which supplies microgreens and herbs to the Co-op and restaurants in Walla Walla. She was previously living in Dixie, however, she just purchased a home in Waitsburg.

Dickinson provided an update on the CWW Railraod. The rail operator, Bob Litz, left CWW. There has been difficulty getting responses regarding right of way requests. There was a public complaint and the Federal Railroad Administration has been in contact with the Port and CWW. Seneca is planning to start shipping with CWW in April and hauling rock for Konen is going well. The train has derailed three times, once in Waitsburg and the other two times in Walla Walla. Dickinson has been in contact with Didelius regarding additional funding for projects as the railroad still needs work.

The Association of Washington Business would like the Port to be part of their organization. They were a guest speaker at a WPPA conference. They are focusing more on rural economic development. The annual dues are \$500 per year. It was agreed that the Port would try this for a year. NW Public Radio merged with NW Public Television and the advertisement spots were updated. The regional trails renewed the park service grant. There will be an unveiling of the regional trails at the end of January. REA is closing their Dayton office. Dickinson attended and presented at the WPPA Annual Meeting. She will send the presentation to the commissioners. The school heating system needs to be upgraded. The school board has decided to go for the levy and will be on the February ballot. There are economic development problems in regards to the waste water treatment plant. No new businesses can hook up without a discharge permit. This will be brought up at the annual CEDS meeting and needs to be an item of focus. The City will need help with this and will need community support.

The following are upcoming events:

CEDS	December 20, 2017	11:30 am – 1:00 pm	Fire Station
0100	2000		

The following vouchers were pre	esented for approval of	bi payment.			
Payroll	\$12,313.68	Dayton Chronicle	\$62.56		
TVTV	\$130.00	City of Dayton	\$525.38		
WPPA	\$470.00	Cardmember Services	\$13,817.41		
Smith Brothers	\$1,012.61	Walla Walla Electric	\$1,152.93		
Basin Disposal	\$132.81	Dayton Mercantile	\$78.31		
City Lumber	\$8.21	Basin Disposal Inc	\$31.90		
Dingles	\$188.17	North Idaho Maritime	\$37,197.24		
Sun Pest Management	\$53.95	Northwest Public Radio	\$575.00		
Ferrell Gas	\$588.38	Pacific Power	\$2,059.81		
CenturyLink	\$271.90	Jennie Dickinson	\$634.89		
US Linen	\$127.32	Mama Monacelli's Kitchen	\$90.00		
Total Office Concepts	\$104.72	Rey's Roast	\$90.00		
Waitsburg Times	\$76.00	Urban Expositions	\$325.00		
Department of Retirement System	\$238.88	Angela Smith	\$312.45		
Banner Bank	\$4,680.32	Incidental Fund	\$226.17		
Banner Bank	\$2,266.07	Bly Plumbing	\$947.13		
Banner Bank	\$4,216.67	2K Electric	\$720.82		
WCIF	\$1,407.00	North Idaho Maritime	\$28,941.78		
The amount of vouchers approved for payment was \$116,075.47					

The following vouchers were presented for approval of payment:

Meeting was adjourned at 11:08 am. Next meeting will take place on January 10, 2017 at 10:00 am at the Port of Columbia.