

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
January 10, 2018

Chairman Marvin opened the meeting at 10 am. Those present were Commissioners Marvin, Crowe and Warren, Manager Dickinson, Auditor Smith, Mayor Craig George and member of the press Michele Smith

Port Manager Dickinson administered the oath of office to Commissioner Marvin.

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

Dickinson reviewed the 2017 year end budget report and the 2018 monthly budget report. There were no surprises on the year end budget report; Revenues were low and expenses were high due to the ice damage repair. We are still waiting for a reimbursement check from the insurance company. A note has been placed on the year end treasurer report notating this. The 2018 budget report shows higher expenses due to quarterly reports, annual CERB payment, capital improvement projects and maintenance items.

The Port Policies for 2018 with additions and corrections were sent in the Commissioners' packets for review prior to the meeting.

Personnel Policy #1-2018: Compensatory time was removed for salaried employees. The salary range for the Economic Development Coordinator was adjusted. The sick leave policy was adjusted to include sick leave for part time employees. Maternity/Paternity Leave were combined into one paragraph. Family Leave Act and Family and Medical Leave Act were added to the policy.

MOTION: Made by Commissioner Warren, and seconded by Commissioner Crowe to approve Personnel Policy #1-2018 as amended. Motion carried with no further discussion.

MOTION: Made by Commissioner Warren, and seconded by Commissioner Crowe to approve Policy #2-2018 – Policy #17-2018 as written. Motion carried with no further discussion.

Capital Facilities for 2018 were discussed. There will be upgrades at Blue Mountain Station, signage, building projects, Lyons Ferry Marina upgrades, rails with trails and railroad rehab.

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

Dickinson provided an update on Lyons Ferry Marina. Documentation has been sent to FEMA for the breakwater damage. Reid Middleton is working on phasing and funding.

Smith reported on maintenance items in the Industrial Park, Blue Mountain Station and Lyons Ferry Marina. The Industrial Park had snow removal and trimming throughout. Lyons Ferry Marina rental house had the sliding glass door replace, shower valve repaired with new wall access in case there are any repairs in the future. Blue Mountain Station had a water backup into Suite A, B, D & K. The backup was due to a grease trap that was not on the maintenance schedule. The grease trap was serviced and the pipes were jetted. The grease trap will be maintained every 6 months. Suite B needed an electrical upgrade, a new range was ordered and installed, hood certification, and a larger exhaust hood fan.

Blue Mountain Station is currently full. McMasters was previously working with Allen on the second building. There has been no additional progress on the building and Dickinson will see what can be done to have it completed. The market manager is doing great. There will be a WSDA Value Added Class for small farms, food processors, existing and start up businesses.

The job description for the Economic Development Coordinator has been completed and approved. This will be advertised immediately in the newspaper, Facebook, Craigslist and on our website. Anderson & Perry attended the last Economic

Development Steering Committee meeting to discuss the new water treatment plan options. The Port will support the City in their efforts. CEDS was well attended with approximately fifty people there. The top three projects are 1. Sewer/Water Treatment Plant, 2. School, 3. Housing. The school is going out for a maintenance levy to repair the High School roof and the boilers.

The following are upcoming events:

Cup of Joe	January 17, 2018	7:30 – 8:30	Columbia County Health System
Trails Celebration	January 22, 2018	5:30 – 7:30	Walla Walla Fairgrounds
WSDA Value Added Educational Class	January 29, 2018	5:30 – 7:30	Blue Mountain Station
Economic Development Steering Committee	February 6, 2018	12:00-1:00	Port of Columbia

The following vouchers were presented for approval of payment:

Payroll	\$17,285.29	Association of WA Business	\$500.00
WCIF	\$1,407.00	Dayton Chamber of Commerce	\$2,900.00
Banner Bank	\$4,680.32	Department of Commerce	\$70.00
Banner Bank	\$2,266.07	Department of L&I	\$366.53
Banner Bank	\$4,216.67	Employment Security Dept	\$104.59
Ferrellgas	\$588.38	Department of Revenue	\$5,453.37
Chapman	\$830.66	US Linen & Uniform	\$84.88
Basin Disposal of Walla Walla	\$112.76	Dayton Electric	\$1,589.07
Basin Disposal Inc	\$31.90	City Lumber	\$770.60
Dayton Mercantile	\$43.12	Incidental Account	\$207.50
Total Comfort Solutions	\$232.04	Snake River H.V.A.C & R.	\$682.83
Dayton Chronicle	\$270.80	Marinella & Boggs	\$750.00
Oxarc	\$59.35	West Unified Communications	\$100.91
Touchet Valley Landscape	\$4,216.67	Cardmember Services	\$5,803.43
Dingles	\$34.72	Department of Commerce	\$12,138.64
City of Dayton	\$553.50	Angela Smith	\$315.69
CenturyLink	\$271.13	Jennie Dickinson	\$650.64
Total Office Concepts	\$81.55	Northwest Public Broadcasting	\$575.00
Double T Construction	\$736.44		

The amount of vouchers approved for payment was \$64,894.73

Meeting was adjourned at 10:55 am. Next meeting will take place on February 14, 2018 at 10:00 am at the Port of Columbia.

Fred Crowe, Secretary