

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
February 14, 2018

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

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

The budget report was reviewed. The revenue looks good; however, Vestas is behind on rent and Smith is working with corporate to fix. The final insurance reimbursement was received. There is nothing unusual in the expenses. Maintenance items are higher at the beginning of the year to pay for annual services. The signs at Blue Mountain Station and the new Port sign expenses were put in capital improvements.

There are no lease renewals, however, next month there are several leases that will be up for renewal. The tenants renting the Bell Farm House will not be renewing their lease. There is currently a waitlist and the first person on the list is completing the new renter application. Vestas will be moving up on the hill but have not given formal notice. This is a tough building to rent as there is a lot of office space. District Court is discussing buyout options as they are interested in moving back to the courthouse.

Dickinson provided an update on the Lyons Ferry Marina breakwater FEMA and insurance claim. Insurance stated that it needs to be listed as a continuation of the ice damage claim. If insurance decides to not cover this, then FEMA will be contacted for reimbursement.

Reid Middleton provided draft master plans for option A & B, including probable costs, however, the cost doubles with engineering and permits, which seems excessive. There will be discussions on funding mechanisms. The number one priority is the boat launch. It will need a lot of work and permitting that will need to be defined with the Corps of Engineers. Grants for the boat launch are due in August.

Smith provided an update on maintenance items in the Industrial Park and Blue Mountain Station. The light on the flag pole was replaced with an LED light that will be brighter and last longer. Trimming continued in the Industrial Park. The Port signed the annual maintenance plan for pest control at the Blue Mountain Station and the Port Office. The produce cooler at Blue Mountain Station was leaking. A new drain tube was installed on this.

Blue Mountain Station hosted a WSDA class on January 29, 2018. This was well attended with thirty participants that were interested in the following; gardening, wool, canning, fermenting, etc. Dickinson reported that there is currently one business lead that she is working with. The WSDA class could also create potential business leads.

Litzenberger, the builder for the second building at Blue Mountain Station, provided an update on the construction progression. The subcontractors have been very busy and he has had problems getting them to do the work. The electrical panels have all been set and are complete. Extending power to the site would cost nearly \$20,000 and the lease agreement states that the lessee is responsible for this. Litzenberger stated that had he known that there was no electrical at the site, he wouldn't have agreed to build. Dickinson pointed out that the lease that was signed says in two places that the lessee is responsible for extending power. The Port purchased and installed the vault at over \$4,000 to offset some of Litzenberger's expenses, even though the Port wasn't required to. Potential tenants are not interested in looking at the property with it being unfinished. Litzenberger stated that he and the Port had a verbal agreement that once the building was 50% rented he would finish constructing the building. He stated that he doesn't want to complete the space until there is a signed contract. Litzenberger asked for the possibility of not paying rent until the building is 50% rented. This is not a possibility as the Port cannot gift public property. The Port can help with business leads but cannot close the deal with tenants; that is up to Litzenberger. Marvin requested a timeline for a schedule of completion and said Litzenberger must provide electrical to the building per the signed lease. Litzenberger agreed to this.

Frontier Rail is currently hauling rock from Dayton to Walla Walla for Konen. Seneca and Monsento will use the rail for some shipping. Northwest Grain Growers no longer has any desire to ship on the rail. There have been complaints regarding

the refrigerator cars turning on at night. The cars will most likely be moved to a new location, but the siding is not in great shape. Dickinson sent Didelius, CWW rail operator, information from the Washington State Department of Transportation in regards to rehab to the rail line. This information will be used as a baseline and will plan accordingly for next year.

Dickinson provided an update on community and economic development. There is currently a lead for 5 Port Way and they are working with the planning department. The potential tenant would temporarily use this space for food processing and would eventually move to the Blue Mountain Station and would have their own building. A real estate company contacted the Port regarding purchasing Lot A. The school levy passed and they will move forward with improvements. Dickinson is working on funding for the bike trail design. Cup of Joe was well attended with the topic of the new sick leave requirements.

There were 4 applicants for the Economic Development Coordinator position and we interviewed three potential candidates last week. Kathryn Witherington was offered the position and she accepted. She currently works for Junior Achievement and will start work on March 1, 2018.

The comprehensive plan and strategic planning was discussed. Dickinson provided copies of comprehensive plans from the Port of Walla Walla and the Port of Woodland and will find an example of the strategic plan. When working on our plan, it will be important to interview community members to get their input. Broad goals will be set for strategic plans and Rails with Trails will need to be included. The timeline to complete the project is 18 months from November. This will be updated at least quarterly.

The following vouchers were presented for approval of payment:

Payroll	\$12,713.38	City of Dayton	\$553.50
WCIF	\$1,407.00	Dayton Chamber	\$300.00
CenturyLink	\$273.61	Inland Northwest Partners	\$150.00
Northwest Public Broadcasting	\$575.00	Dayton Mercantile	\$52.16
Touchet Valley Landscape	\$407.48	WPPA	\$1,050.00
Orkin	\$1,667.01	Columbia County Auditor	\$2,133.02
Total Office Concepts	\$154.18	Cardmember Services	\$705.73
Dayton Chronicle	\$192.72	Banner Bank	\$4,680.32
Young's Heating & Cooling	\$4,799.01	Banner Bank	\$2,266.07
Wenaha Gallery	\$1,633.71	Banner Bank	\$4,216.67
Touchet Valley Television	\$130.00	Dept of Health	\$215.20
Marinella & Boggs	\$750.00	Quality Signs	\$6,027.13
Dayton Electric	\$270.25	North Idaho Maritime	\$37,439.06
Reid Middleton	\$5,831.83	North Idaho Maritime	\$28,954.51
Pursewell's Pump Co	\$385.11	Basin Disposal of WW	\$133.84
City Lumber	\$31.54	Basin Disposal Inc	\$32.44
Ferrellgas	\$35.51	Angela Smith	\$292.47
Waitsburg Times	\$73.00	Jennifer Dickinson	\$237.06
Sun Pest Management	\$107.90	Roto Rooter	\$1,404.76
Pacific Power	\$2,446.77	Apollo	\$376.30

The amount of vouchers approved for payment was \$125,105.25.

An executive session was held to discuss a potential real estate sale. Commissioner Marvin stated that no action would be taken after the session. Executive session started at 10:51 am and lasted until 10:55 am.

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

Fred Crowe, Secretary