

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
September 12, 2018

Chairman Marvin opened the meeting at 7 pm. Those present were Commissioners Marvin, Crowe and Warren, Executive Director Dickinson, Economic Development Coordinator Witherington, Auditor Smith, member of the press Loyal Baker and special guest Jon Sullivan with Banner Bank.

The minutes from the August meeting were discussed. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to approve the August minutes as written. Motion carried with no further discussion. The minutes from the August special meeting were discussed. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to approve the August special meeting minutes as written. Motion carried with no further discussion.

The budget report was reviewed. The Port will receive more tax revenue than what was originally budgeted for. There is a tenant that is behind in rent, but has been in contact with the Port to make arrangements for payment. There have been a lot of capital expenses; Improvements to Industrial Building #5 Bay B and the electrical upgrade at Blue Mountain Station. The Port agreed to cover the cost of the excavator rental for the trenching for electrical and plumbing for the new cabins and laundry facility. There needs to be a budget amendment due to the bond for building #2. At the October meeting there will be a preliminary budget report presented.

Dickinson presented one lease for approval; this is a two year lease at Blue Mountain Station Suite H for Mama Monacelli's Kitchen who has previously been renting the commercial kitchen. The lease amount will be \$590 per month with a start date of October 1. The suite was painted and a propane line was installed due to the tenant requesting a propane range. The lease was approved with no further discussion.

Bob Gemmell has started working on the breakwater. The cabins and laundry facility are nearly complete and are waiting for the propane to be installed to the laundry facility. The Department of Health will be doing their five year inspection this year. Dickinson and Lyons Ferry Marina Concessionaires will be meeting tomorrow to discuss the last inspection, which includes the septic, backflow, water dosage, etc. The current concessionaires will be taking on a larger role in the business model at the Marina.

Smith reported on the maintenance at the Industrial Park. Industrial Park Building #5 Bay B continues to have improvements done; moving the sink, electrical and stairs. The HVAC system will be installed at the end of the month. Industrial Building #3 was broken into and the door handles were removed and replaced with deadbolts.

Witherington reported on marketing and business development at Blue Mountain Station. Elkhorn Media made a Blue Mountain Station video that was advertised regionally on their radio stations and Facebook. The Facebook video was viewed 14,000 times. There are three businesses interested in Building #2 that she has reached out to. Oktoberfest will be Saturday, October 6 from 3 pm-7 pm. There will be a beer garden, beer tasting and the co-op will be preparing the food for the event. There will also be a harvest festival for the kids with a pumpkin patch, hay maze and pyramid.

Dickinson reported on the status of Blue Mountain Station Building #2. She and Witherington met with architect, Linda Newcomb who is doing a draft proposal for approximately \$7,000 while the Port continues to work on securing the building. There are two options; five year and ten year with a six month draw down. It was noted that on page two, under prepayment, it was changed to monthly payment from semiannual payment. The annual percentage rate will fix when the loan closes. There was a discussion regarding the two options. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to accept bond option #2. Motion carried with no further discussion. The budget will need to be amended to reflect the bond. The bond attorney will handle the bond paperwork and are hopeful to have the paperwork by the next Port Commission Meeting.

Dickinson has been in contact with Paul Weber regarding the railroad funding strategy. He stated that he has been busy helping other clients with funding strategies for freight rail and loans. He did communicate that he would be able to complete the job for \$15,000, so Dickinson will move forward with the project. He is hopeful to start work with the Port at the end of the month. Didelius will start hauling seed for Seneca at the end of the month. Watco operates the railroad from

Walla Walla to Wallula and they are walking away from this section. Union Pacific knows that Didelius is interested in this portion of rail line. It is also reported that Watco is trying to ship for Columbia Pulp.

Dickinson attended the WEDA conference in Prosser. The Port of Whitman toured Blue Mountain Station. Chris Herman of the Washington Public Ports Association requested to come to Columbia County. Dickinson will be taking him to Lyons Ferry Marina and they will receive a tour of Columbia Pulp. Columbia Pulp will be hosting another job fair. They are trying to get the training pilot plant running in Pomeroy.

Witherington provided the economic development report. She has been in contact with a realtor regarding selling land at Blue Mountain Station. There currently isn't an update, however, they are still discussing options. The Port has been authorized to install dark fiber infrastructure for businesses to light. To receive public input on their internet wants and needs, a survey was created. This will be advertised through email, social media, websites and newspapers. The survey results will allow companies to better analyze what services are requested and make a step in the right direction. The commissioners agree that the survey would be helpful and would like to move forward with it. There will be a Main Street open house on Saturday, October 6 during Dayton on Tour.

An update of the comprehensive plan and strategic planning was provided by Dickinson. The overview section was reviewed. The following sections were added; history of Ports, jurisdiction & government, history of Columbia County including information on wind generation, Blue Mountain Station and Columbia Pulp, and maps. Updated section was given to the commissioners to review prior to the next meeting. The next section that will be reviewed is Physical Assets of the Port.

The following vouchers were presented for approval of payment:

The amount of vouchers approved for payment was \$58,747.04.

Payroll	\$17,638.19	DC Lock & Key	\$201.93
City of Dayton	\$1,574.28	Dayton Mercantile	\$25.68
Waitsburg Times	\$539.00	Double T Construction	\$5,073.12
Blue Mt. RC&D	\$200.00	Century Link	\$307.23
Apollo	\$478.03	Dingles	\$175.82
TVTV	\$65.00	City Lumber	\$737.69
Kathryn Witherington	\$459.29	Pacific Power	\$935.20
US Linen	\$84.96	Total Office Concepts	\$145.45
Touchet Valley Landscape	\$751.30	Northwest Public Broadcasting	\$580.00
Incidental Fund	\$51.00	Dayton Electric	\$1,191.30
Banner Bank	\$4,680.32	Jennie Dickinson	\$138.88
Banner Bank	\$2,380.98	Dayton Chronicle	\$473.00
Banner Bank	\$4,216.67	Sun Rental	\$4,192.65
Basin Disposal of Walla Walla	\$140.78	Walla Walla Electric	\$7,878.70
Basin Disposal	\$32.44	WCIF	\$2,055.60
Sun Pest Management	\$107.90	Cardmember Services	\$1,083.65
Elkhorn Media Group	\$151.00		

Meeting was adjourned at 7:57 p.m. Next meeting will take place on October 10, 2018 at 7:00 p.m. at the Port of Columbia.

Fred Crowe, Secretary