

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
October 10, 2018

Chairman Marvin opened the meeting at 7 pm. Those present were Commissioners Marvin and Warren, Executive Director Dickinson, Economic Development Coordinator Witherington, Auditor Smith, member of the press Michele Smith

Commissioner Marvin appointed Commissioner Warren as secretary for the next thirty days. The minutes from the September meeting were discussed. **MOTION:** Made by Commissioner Warren, and seconded by Commissioner Marvin to approve the September minutes as written. Motion carried with no further discussion.

The budget report was reviewed. The Port's income is in good shape other than having one tenant that is behind in rent. The expenses were up due to insurance increasing the Port's rate due to a blanket increase for all clients as well as the Port filing a claim. The special project line item increased due to paying the first invoice for the Lyons Ferry Marina breakwater repair and paying closing fees for Blue Mountain Station Building #2. Commissioner Marvin opened the Supplemental Budget Hearing to public comment at 7:09. The budget was supplemented to include the Blue Mountain Station Building #2 purchase, Lyons Ferry Marina breakwater repair and increased land and capital improvements. There being no comment, the hearing was closed at 7:11. **MOTION:** Made by Commissioner Warren, and seconded by Commissioner Marvin to adopt the supplemental budget. Motion carried with no further discussion.

Dickinson provided a draft 2019 budget. Income for multiple tenants will increase due to increases to rent. Port salaries will increase due to raises. Commissioner salaries increased per legislature. Payroll expenses and benefits increased due to health benefits and payroll expenses. Insurance increased due to a blanket coverage increase and due to the Port filing a claim. Community Support was increased due to the Port providing the Club with \$5,000. Architect and Engineering increased for the bike trail. The 2019 budget hearing was set for November 14th at 10:00am at the Port Office during the next Port Commission meeting.

There was one lease to be signed by the commissioners. The tenant in 521 Cameron Bay C will be moving out. Jeremiah Pierce with Powerstrike will be moving into the space and will have gym activities. He is requesting a one year lease, starting November 1, 2018 with a rental amount of \$500 plus leasehold tax. Commissioners signed lease.

Dickinson reported on Lyons Ferry Marina. Bob Gemmell continues to work on the breakwater. The underwater work is completed and is hopeful to have the project completed by October. He is estimating that there will be an additional \$5,000 billed. The sanitary survey will be this Friday at 10:00 a.m. Dickinson will be attending.

Smith reported on maintenance in the Industrial Park. Industrial Building #2 had a spider infestation and was sprayed and added to the spraying schedule. Industrial Building #5 Bay B had HVAC and electrical installed.

Dickinson reported on facilities and tenants in the Industrial Park. The Club is up and running. District Court would like to terminate their lease. If they are able to terminate, this would include Walla Walla Juvenile Justice. Termination was discussed and it was agreed upon that if they paid for the cost of improvements, approximately \$5,000, the lease could be terminated early. Columbia County Hospital District is interested in renting both spaces for \$800 per month with a two year agreement. Commissioners agreed to lease to the Hospital District.

Witherington reported on marketing, business development and events at Blue Mountain Station. Oktoberfest had a good turnout and tenants had a great day. The harvestfest for children will be up all month. Mama Monacelli moved into Suite H and will have a ribbon cutting in mid-November. Building #2 continues to be marketed. Pacific Power donated funds to help with marketing this building. There are two potential tenants and they will work with the Port to brainstorm designs. The Port will work with the architect to finalize the design.

Dickinson reviewed the bond documents. The calculation of debt limit for the Port is 2.2 million and we are nowhere near the capacity. All bond documents have been prepared and received. The Port will draw down money and will draw more as construction starts. **MOTION:** Made by Commissioner Warren, and seconded by Commissioner Marvin to adopt Bond Resolution No. 2018-03. Motion carried with no further discussion.

Smith reported on maintenance at Blue Mountain Station. Suite H had propane extended to their suite and was painted. Apollo performed their bi-annual maintenance. Suite A and the Market Office door and locks were tampered with. Due to the recent break-ins the locks were replaced with a deadbolt. There was additional landscaping due to Oktoberfest.

Dickinson reported on the CWW Railroad. She has been working with HDR Engineering regarding the scope of service. They detailed what services they will do. The cost estimating and the price is good. This should be complete by the end of the year. Commissioners agreed to move forward with the project.

Dickinson attended the Portland General Electric meeting. Columbia County is a good place for turbines and the wind is good. However, varmints continue to be a problem. They are working to install steel line to protect against damage. The Walla Walla Valley Food System Coalition is researching Food HUBS. Blue Mountain Action Council and the local food bank are running out of room at their facility. They have applied for a food system research grant and they received support from USDA. They are requesting that Dickinson be part of their efforts. Washington State Department of Transportation did a site visit for the bike trail. They were concerned that we didn't ask for enough money. The grant application will be updated and resubmitted. A grant from the National Park Service was received to provide technical assistance on trail concept, design and construction funding plan.

Witherington has been in contact with the planning department regarding the zoning of the 7 acre parcel at Blue Mountain Station. This is zoned AR1. She has been in contact with a developer to see if they would be interested in building on the land. The broadband survey completed today. Witherington stated that she is working on analyzing the results, however it appears that 57% of customers are unhappy with their internet service provider and 43% are currently happy. She will dig further into the data to see what options are available. It appears that customers are happy paying an average of \$70 per month for service, however, they are wanting faster speeds and a more reliable service. The Port will research further to see if it would make sense to apply for CERB funding for broadband services. The Port would only be providing the dark fiber and the internet service providers would lease this from the Port.

The following vouchers were presented for approval of payment:

The amount of vouchers approved for payment was \$410,854.71

Payroll	\$16,599.28	Pacific Power	\$940.29
Banner Bank	\$4,680.32	US Linen and Uniform	\$84.64
Banner Bank	\$2,380.98	Orkin	\$827.37
Banner Bank	\$4,216.67	Basin Disposal of Walla Walla	\$114.42
Department of Treasury	\$192.39	Basin Disposal Inc	\$32.44
Dept of Revenue	\$5,435.01	Sun Rental	\$1,960.20
Gemmell's Machine Works	\$41,046.30	Chapman Heating	\$6,287.20
Dayton Electric	\$1,028.85	WCIF	\$2,055.60
Jennifer Dickinson	\$101.38	City Lumber	\$582.66
Kathryn Witherington	\$338.87	Agri-Times	\$20.00
Ferrell Gas	\$1,516.85	Double T Construction	\$867.20
Marinella & Boggs	\$750.00	Snake River HVAC & R	\$4,136.56
Dayton Mercantile	\$49.28	SunPest Management	\$107.90
Century Link	\$307.33	Incidental Funds	\$38.00
Waitsburg Times	\$180.00	Apollo	\$581.02
Enduris	\$37,196.00	A-1 Plumbing	\$4,073.86
Total Office Concepts	\$117.87	City Of Dayton	\$1,501.45
Northwest Public Broadcasting	\$580.00	Cardmember Services	\$4,024.26
Dept of L&I	\$382.73	Angela Smith	\$32.40
Emp Security Dept	\$110.65	Marinella & Boggs Trust	\$264,425.20
Touchet Valley Landscape	\$951.28		

Meeting was adjourned at 8:02 p.m. Next meeting will take place on November 14, 2018 at 10:00 a.m. at the Port of Columbia.

Fred Crowe, Secretary