

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
November 14, 2018

Chairman Marvin opened the meeting at 10 am. Those present were Commissioners Marvin, Crowe and Warren, Executive Director Dickinson, Auditor Smith, member of the press Michele Smith. Economic Development Coordinator Witherington attended via telephone.

The minutes from the October meeting were discussed. It was noted that Commissioner Crowe was not at the October meeting and would need to be removed from the minutes. **MOTION:** Made by Commissioner Warren, and seconded by Commissioner Crowe to approve the October minutes with correction. Motion carried with no further discussion.

The budget report was reviewed. There was a partial tax payment with the remainder coming in December. Dayton Construction moved out of his bay at 5 Port Way. They still have an open balance. If there is no payment in the next 30 days legal actions will be taken.

Chairman Marvin opened the Public Hearing, Resolution 2018-04, to public comment at 10:03 a.m. Member of the public requested a copy of the 2019 budget. The only change from the preliminary budget was the beginning balance.

MOTION: Made by Commissioner Crowe, and seconded by Commissioner Warren to adopt Resolution No. 2018-04, Levy Certification. Motion carried with no further discussion.

MOTION: Made by Commissioner Crowe, and seconded by Commissioner Warren to adopt 2019 budget. Motion carried with no further discussion.

Dickinson presented three leases to Commissioners. The first lease is a two-year renewal at the same rate for Dayton Electric at 4 Port Way. The next lease is for Jennifer Purswell who offers counseling services. She is requesting a month to month lease at the back office at the Port Main Office at the rate of \$125 per month. The Columbia County Hospital District is requesting to lease the entire building that District Court was previously renting. This will be a two-year lease with no improvements for \$800 per month. Commissioners signed all leases.

The breakwater at Lyons Ferry Marina is near completion and the final invoice should be received by the next meeting. There have been operational changes at the Marina. Steve Klontz is still responsible for the lease, however, Wally and Joanne are now partners and will be onsite managers in training.

Smith reported on maintenance items at the Industrial Park. The lock at Industrial Building #5 Bay C was rekeyed. The hot water supply line at the Port Main Office woman's bathroom was replaced. There was also monthly pest control.

Blue Mountain Station had a good month. Mama Monacelli's is having her ribbon cutting November 17th at 11:00 a.m. There will be a new event, Holiday Night Market on December 7th. There will be holiday gifts and décor. Building #2 is on track. There are two tenants that are ready to sign leases. The architect will work on plans and more forward. Dickinson will be the general contractor. Pacific Power extended power to the building. There will be a 1500 square foot community space in the front of the new building with a 1000 square foot storage room behind the space. It was mentioned that there is a possibility of moving storage from the current building to the 2nd building. If this happens, it would create an opportunity for XO Alambic to extend their space into the former storage room to allow for a tasting room with a window and door into their current space.

Smith reported on maintenance items at Blue Mountain Station. There was additional yard maintenance for Harvest Fest. The commercial kitchen sink was leaking and the hot water stem in the sink in Suite H needed to be replaced. There was also monthly pest control.

Dickinson reported on the railroad consultant funding plan. There are maintenance plans and inspection reports, etc that need to be reviewed. The railroad is hauling gravel again.

The Cooperative Park Master Plan needs to be updated every five years. Dickinson reported that the Rock Hill Trail and the Bike Trail Project will be added. This needs to be adopted by each agency. A public meeting will be advertised and this will be adopted at the December meeting. There was a public hearing regarding a Bitcoin company locating here. From

comments heard at the meeting, it appears that the community does not understand the benefits of new businesses locating here. There is an anti-business feeling in the community. There is also misconception regarding the wind projects and local taxes. Chris Mills provided tax rate information for this time period and the Port created a spreadsheet showing all major changes and how it impacted tax rates. The Port will work to turn around the misconception. The Port will have a presence at all upcoming Comp Plan meetings. Commissioners all agreed that the Port needs to continue to be present and support business development. The Port voiced concern that the community has a fear of new business concepts they may not understand. The Port mission statement was read and the Port is following this.

Dickinson provided an update on the bike trail. The Port received formal notification that they will receive technical assistance from the National Park Service starting January 2019. Notification regarding the Washington State Department of Transportation grant should be received in December or January. It was noted that they were impressed with bike enthusiasts at the meeting. There will be a bike conference in Olympia February 11-12, 2019 that would be good to attend.

Witherington provided the Economic Development Report. The broadband survey was completed. The results indicated that there is a need for more reliable, faster service for no more than \$70 per month. A quote for conducting a planning study was much higher than anticipated. Witherington is going to speak with other communities that have completed broadband infrastructure plans to get a clear understanding and defined scope of work. She is attending weekly meetings on Affordable Housing. She is working to present housing development options in Columbia County to investors and developers. The second Cash Mob was held at Blue Mountain Station. The event was again successful with increased sales for the day. The Port will be hosting the Paid Family Medical Leave Act Forum on December 5 at 5:30 p.m. at the Liberty Theater. Every business owner will need to make payroll deduction changes starting January 1, 2019.

Commissioner Warren stated that he has a conflict and will not be able to attend the December meeting. The 2019 meeting schedule will be sent out in the meeting packet for review. The schedule will be discussed at the next meeting.

The following vouchers were presented for approval of payment:

The amount of vouchers approved for payment was \$54,489.24.

Payroll	\$17,638.19	Sun Rental	\$723.82
Banner Bank	\$4,680.32	DC Lock & Key	\$75.88
Banner Bank	\$2,380.98	Incidental Account	\$290.00
Banner Bank	\$4,216.67	US Linen	\$136.96
Chamber of Commerce	\$2,650.00	WCIF	\$2,076.30
Department of Health	\$306.00	Northwest Public Broadcast	\$580.00
A-1 Plumbing	\$279.67	Touchet Valley Landscape	\$654.01
Total Office Concepts	\$130.47	West Communications	\$30.83
Dayton Chronicle	\$515.05	WPPA	\$200.00
City Lumber	\$256.11	LEAF	\$282.06
Sun Pest Management	\$107.90	Century Link	\$309.25
Newcomb Architecture	\$4,000.00	Dayton Mercantile	\$23.25
A-Glass Act	\$402.00	Dingles	\$24.54
Pacific Power	\$957.11	Ferrellgas	\$711.96
Pacific Power WW	\$3,073.00	City of Dayton	\$1,565.94
Snake River HVAC	\$378.70	Angela Smith	\$32.40
AWB	\$550.00	Jennifer Dickinson	\$408.56
Basin Disposal of WW	\$138.08	Kathryn Witherington	\$615.14
Basin Disposal	\$32.44	Cardmember Services	\$1,594.60
Capital Ag Press	\$89.99	Orkin	\$1,553.72
TVTV	\$130.00		

Meeting was adjourned at 10:57 a.m. Next meeting will take place on January 9, 2019 at 10:00 a.m. at the Port of Columbia.

Fred Crowe, Secretary