

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
January 9, 2019

Chairman Marvin opened the meeting at 10 am. Those present were Commissioners Marvin, Crowe and Warren, Executive Director Dickinson, Economic Development Coordinator Witherington, and Auditor Smith.

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

Due to the election of a new County Treasurer, the 2018 year end budget report is not complete. This will be complete at the February meeting. The 2019 budget report shows slow rental income and higher expenses due to quarterly payments. Smith will speak with the Port attorney to discuss taking legal action on the tenant that is behind on rent.

Policies for the upcoming year were reviewed. There were no changes. **MOTION:** Made by Commissioner Warren and seconded by Commissioner Crowe to approve the 2019 policies as presented. Motion carried with no further discussion.

Capital Facilities for 2019 were discussed. Improvements budgeted for include commercial kitchen and tenant improvements at Blue Mountain Station, paving at Blue Mountain Station Building #2, gutters on the Port Office, signage, trail design, and Lyons Ferry Marina upgrades. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to approve the 2019 Capital Facilities Plans for the Industrial Park, Blue Mountain Station and Lyons Ferry Marina as proposed. Motion carried with no further discussion.

Election of officers: Commissioner Marvin nominated Commissioner Crowe as the chair. Commissioner Warren nominated Commissioner Marvin to be secretary. **MOTION:** Made by Commissioner Marvin, and seconded by Commissioner Warren to appoint Commissioner Crowe as chair and Commissioner Marvin as secretary effective February 2019. Motion carried with no further discussion.

There was a discussion regarding due dates for revenue and general obligation bonds. On previous bonds the Port was able to request the due date to be changed to the 15<sup>th</sup>, after the Port Commission Meeting. When requesting this on the new bond, they stated that they were unable to change this without an approved motion. **MOTION:** Made by Commissioner Warren, and seconded by Commissioner Crowe to approve the change in the due date on the monthly installment payments of principle and interest from the 1<sup>st</sup> of the month to the 15<sup>th</sup> of the month on the following bonds issued through Banner Bank: Lease Revenue Bond 2009A, Lease Revenue Bone 2009B, General Obligation Bone 2013, Lease Revenue Bond 2015, General Obligation Bond 2018. Motion carried with no further discussion.

Dickinson reported that Walla Walla Electric is in the process of completing the electrical certification at Lyons Ferry Marina that is required from the Corp of Engineers. Steve Klontz, owner of 7 K's, proposed a sublease with Wally and Joanne for management at Lyons Ferry Marina. Per the lease with 7 K's this should not have been done without prior written approval from Port and Corp of Engineers. The Port thought it was just a partnership not a sublease. There will need to be further discussion on this. The breakwater is complete.

Smith reported on maintenance at the Industrial Park. There was a leak at the outside spigot at Dayton Tractor. This was repaired. The electrical at 517 and 519 has been combined. The electrical was separated as they are now two different rentable locations. Dickinson reported that the tenant at 3 Port Way, Dan's Tool Truck, provided notice that he will be vacating by the end of the month.

Witherington reported that Blue Mountain Station Building #2 is  $\frac{3}{4}$  full. She has received signed commitment letters from Jordan Henderson Fine Art and a liquor mixer. They will be working closely with Rusty. They are hopeful to receive final plans from the architect today and are hopeful to have a timeline soon. Dickinson will be the general manager and will hire through the small works roster. The trenching and electrical has been installed. The water and sewer stubs are on site; however, they cannot pour the floor until this has been finalized.

Smith reported there was minimal maintenance at Blue Mountain Station. Commissioner Marvin stated that it might be helpful to have the fire district do a walk though of the facility to see what changes have taken place.

Dickinson is still waiting to hear back from Paul Webber on rail funding study. She and Paul Didelius provided maintenance logs. Watco relinquished operation of the line from Walla Walla to Wallula. It would be beneficial to our short line for Didelius to operate both lines to Wallula. Didelius will be going to Omaha, Nebraska to meet with Union Pacific to discuss this possibility.

Dickinson reported on the Comprehensive Economic Development Strategy. The priority list for 2019 is as follows; 1. Housing, 2. Wastewater Treatment Plant, 3. School Improvements, 4. Pool/Community Center/Fitness Center. Witherington is working closely with housing development in Columbia County. The Port will continue to be a support agency for the City regarding the wastewater treatment plant. Dickinson is the president of Citizens for Education and is going to be the chair for a new facilities bond for the school. They are interested in having community members not just school board members on the committee. With the sports combine, there has been talk of the two schools combining; each community would have an elementary school and one would have the middle school and the other would have the high school. This option will be explored further at a later date. The Port will work with Vicki Zoller, President of Friends of the Pool, to see what options they are looking for.

Witherington gave her Economic Development Report. Assistance with the bike trail is delayed due to the government shutdown. She is currently working on forming a steering committee. Columbia Pulp has a projected start date in March. Dickinson and Witherington will be working on a Port newsletter. The broadband survey was completed and shows that the majority of Columbia County was unhappy with their internet service. She is planning to submit an application to CERB for planning funding for a broadband network. The planning funding would allow the Port to determine the financial feasibility of building a broadband network and create a map of what that network should look like to best serve the people and businesses of Columbia County. The Port would provide the fiber backbone for other internet service providers to lease for their own service. The Port is required to have an internet service provider lined up to lease fiber. They contacted Touchet Valley Television regarding this and he is against the idea of using public funds and would only be interested in this if the Port purchased his business, which they are unable to do. Currently Touchet Valley Television has some fiber. There are two other businesses, Pocket iNet and Inland Cellular that are potentially interested in working with the Port to create faster, more reliable service in Columbia County. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to approve Resolution 2019-01, request for CERB planning grant. Motion carried with no further discussion.

Dickinson reported on the Comprehensive Plan and Strategic Planning. Commissioners were given a copy of changes as follows: Tract 1 was sold, history was put at the back, the square footage of the Port building was included, Blue Mountain Station-future developments, Railroad-updated information and maps, Lyons Ferry Marina-maps were updated. The Strategic Planning will be the next section covered.

The following vouchers were presented for approval of payment in the approved amount of amount of \$83,857.44.

Payroll	\$17,021.76	Pacific Power	\$1,174.57
City of Dayton	\$1,378.66	The Times	\$75.00
Dayton Chronicle	\$125.84	Artilm	\$600.00
Banner Bank	\$4,680.32	Banner Bank	\$1,788.87
Banner Bank	\$2,380.98	City Lumber	\$125.95
Banner Bank	\$4,216.67	US Linen	\$88.70
Tvtv	\$65.00	Gemmell	\$34,450.88
Basin Disposal of WW	\$140.78	Clearwater RC&D	\$500.00
Basin Disposal	\$32.44	Dayton Electric	\$514.43
Dingles	\$295.24	Newcomb Architecture	\$3,335.40
Sun Pest Management	\$107.90	Anderson Perry	\$170.00
Kathryn Witherington	\$433.91	WEDA	\$400.00
Jennifer Dickinson	\$165.10	Cardmember Services	\$4,792.07
Total Office Concepts	\$54.75	Double T	\$325.20
CenturyLink	\$310.49	WCIF	\$2,223.00
Orkin	\$162.60	Inland NW Economic Alliance	\$500.00
Ferrellgas	\$453.87	Northwest Public Broadcasting	\$580.00
Leaf	\$187.06		

Meeting was adjourned at 1:06 a.m. Next meeting will take place on February 13, 2019 at 10:00 a.m. at the Port of Columbia.