

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
June 12, 2019

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

Guests: Marina Concessionaires Joanne and Wally Knouf, Columbia County Commissioner Chuck Amerein

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

The 2019 monthly budget report was reviewed. The Port received tax revenue payments this month. Tenants are paid up on rent. The Port has taken their last draw on the bond for BMS #2. In reviewing the 2018 Financial Report, it was noted that Blue Mountain Station took in \$65,000 in rent from private businesses, including \$15,000 from commercial kitchen users.

Staffing report: Auditor Angela Smith has submitted her resignation, with June 12 being her last day. The job description has been updated and will be posted shortly for recruitment. Dickinson thinks it may be necessary to add a half time maintenance position in the future as funds allow. The Port has also hired a private cleaning company instead of replacing the janitorial staff position.

Lyons Ferry Marina: Joanne and Wally Knouf reported on progress at the marina. The annual Army Corps of Engineers inspection resulted in zero findings for the first time. The Marina is on track to receive the KOA Founders Award, which means their campers are happy. The new cabins have been reserved approximately 45 times. The marina has partnered with Hells Canyon Fishing to provide lodging and food to their early spring fishing trips. The marina is hiring additional employees for the summer, including 3 teens. Union Pacific has approached the marina about adding bunk housing for their employees. UP wants to buy the cabins and have Lyons Ferry Marina maintain them – the marina could use them for campers when UP didn't need them. Dickinson authorized the Knoufs to explore this further.

Smith reported on maintenance in the Industrial Park. In addition to regular landscaping maintenance, the industrial park will also be graded in the next several weeks. Siding work was completed on the Port office building.

Blue Mountain Station Building 2: Work continues on BMS #2 with an anticipated completion date by August 31st. There is a prospective tenant for currently unleased space.

Railroad: The Port is waiting on a bridge report from Paul Didelius which will allow our railroad consultant to begin work. The report should be completed by the end of June. Columbia Rail Line has taken over operation of the rail line from Walla Walla to Wallula, which gives them full control of the short line and allows him to start talks with BNSF about providing cars to Seneca.

Touchet Valley Trail: Witherington reported on progress on the Touchet Valley Trail. The steering committee held an adjacent landowners meeting. While several are concerned, the vast majority had no feedback or were positive. They'll be releasing a community survey in the next several weeks and continue coordinating with NPS on concept design.

Executive Director's Report: Dickinson reported that Columbia County saw a 102% increase in state retail tax sales in 2018, largely due to Columbia Pulp and other project. This was the biggest increase of any county in the state of Washington. She attended the RTPO meeting and learned that the state did not fund Highway 12 improvements, which will affect West Main Street in Dayton. Engineering and design for the Touchet Valley Trail has been funded by DOT.

Dickinson reported on ADO funds from the state. The Port has been redesignated as the ADO for Columbia County. Dickinson asked Amerein about his suggestion that Columbia County itself be designated as the ADO in the future. Amerein reported that he and Commissioner Rundell are both interested in economic development and wanted to

explore the possibility of taking on the role themselves. Port Commissioners Crowe, Warren, and Marvin all expressed concern with county commissioners taking over economic development. Witherington suggested Amerein and Rundell work collaboratively with her to move their economic development ideas forward. Amerein believes they have different ideas for economic development projects and are not sure if the Port and county can effectively work together.

Economic Development Coordinator Report: Witherington is working with hospital, planning, and Community Council on affordable housing solutions. CERB is finalizing the contract for Broadband planning funding and work should commence soon. Witherington is working on a Port newsletter that she hopes to send out within the next month. The Port collaborated with the high school on a successful career day in May and hopes to build on that in the future in developing a mentorship program.

Dickinson has finalized the Port comprehensive plan update. She will advertise it for review and approval at next month's meeting. Dickinson also reminded commissioners that annual staff evaluations will be done in July.

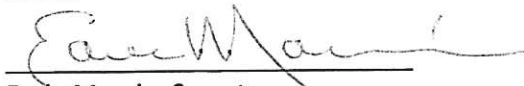
Commissioner Warren reported that July 2019 will be his last month as Port Commissioner. Dickinson will review appointment RCWs and discuss at July meeting.

Meeting adjourned at 11:37 a.m.

The following vouchers were presented for approval of payment in the approved amount of amount of \$136,645.54

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|------------------------|-------------|----------------------------|------------|
| Payroll | \$19,411.44 | Touchet Valley Landscape | \$2,597.64 |
| LEAF | \$201.73 | TVTV | \$65.00 |
| NPB | \$580.00 | Kathryn Witherington | \$340.95 |
| FerrellGas | \$978.87 | Pacific Power | \$803.96 |
| Sun Pest Management | \$63.66 | Jennie Dickinson | \$288.26 |
| US Linen | \$167.50 | WCIF | \$1,490.35 |
| WEST Communications | \$54.98 | City Lumber | \$971.57 |
| Banner Bank | \$4,680.32 | Dayton Mercantile | \$85.28 |
| Banner Bank | \$2,380.98 | Cardmember Services | \$3,253.71 |
| Banner Bank | \$4,216.67 | Basin Disposal of WW | \$115.18 |
| Banner Bank | \$2,440.84 | Basin Disposal Inc | \$34.04 |
| A-1 Plumbing | \$216.60 | Dayton Chronicle | \$203.00 |
| City of Dayton | \$6,428.23 | Community Council | \$250.00 |
| KC Industries | \$69,610.11 | Badger Construction | \$3,794.00 |
| CenturyLink | \$308.97 | Incidental Account | \$179.50 |
| WPPA | \$1,260.00 | Patton & Associates | \$1,950.00 |
| Double T Construction | \$2,222.20 | Dayton Chamber of Commerce | \$5,000.00 |

Meeting was adjourned at 11:37 a.m. Next meeting will take place on July 10, 2019 at 10:00 a.m. at the Port of Columbia office.


 Earle Marvin, Secretary