

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
January 13<sup>th</sup>, 2016

Chairman Warren opened the meeting at 11am. Those present were Commissioners Warren, Marvin, and Crowe, Manager Dickinson, EDC McMasters, Auditor Shochet and members of the press Loyal Baker, Dian Ver Valen and Michele Smith.

The minutes from the December meeting were discussed.

**MOTION:** Made by Commissioner Marvin, and seconded by Commissioner Crowe to approve the December minutes as written. Motion carried with no further discussion.

The 2015 year end budget report was reviewed. Dickinson noted that expenses came in under budget, and the year ended \$27,000 ahead of budget. The 2016 monthly budget report was discussed. Dickinson said that the 2016 tax revenue will be \$26,000 higher than originally estimated. Quarterly web hits were reviewed. The Port Policies for 2016 with additions and corrections were sent in the Commissioners packets for review before the meeting. Policy #1 – Personnel, was discussed and Commissioner Marvin requested that salary caps for Port Manager and EDC be increased to \$65,000 and \$55,000 respectively. Dickinson said that the Rail Policy may change later after the new operator is in place.

**MOTION:** Made by Commissioner Marvin, and seconded by Commissioner Crowe to approve the 2016 Port Policies as amended. Motion carried with no further discussion.

The Capital Facilities Plans for the Industrial Park and Lyons Ferry Marina were reviewed and discussed. Dickinson said that a large portion of the 2016 capital improvements budget would be allocated for signs. The commissioners examined renderings of proposed signage for BMS and the Industrial Park. Priorities were set as follows: Industrial Park signs valued at \$12,500, for directional signs at the west end and the main entrance near GSA. BMS signs valued at \$21,000, a large sign by the highway and small signs with the business names to hang from under the porch with BMS business owners to pay a portion towards their individual signs. Lyons Ferry Marina would like to install a new sign that gives more details about their offerings, subject to Corps of Engineers approval.

**MOTION:** Made by Commissioner Marvin and seconded by Commissioner Crowe to approve the Capital Facilities Plans for the Industrial Park and Lyons Ferry Marina as proposed. Motion carried with no further discussion.

A new 2-year lease for the BMS Co-op was presented and signed. Manager report highlights: Dickinson will present on signage at the next Tourism Walla Walla meeting. She is the chair of the 2016 school levy committee and the campaign appears to be going well. She and McMasters will attend the Natural Food Expo in March. McMasters gave the EDC report. CEDS meeting in December was well attended with almost 50 people. Unemployment is at 5.8% which includes a seasonal adjustment. This is good news, however, less points are awarded in grants because Columbia is no longer a distressed county. Tourism accommodations are down from the 2014 occupancy rates. Walla Walla is seeing an increase. Now that wind farm construction is completed, tourism needs to drive the local economy. Will discuss tourism efforts with the Chamber. Commissioner Warren noted that Palouse Falls is drawing more tourists, perhaps they can be lured to Dayton. McMasters said that Dayton and Waitsburg will be included on the cover of Tourism Walla Walla Guide. He is writing an RFP for the BMS garden space. The December annual BMS Co-op meeting was a success with membership renewals and a generous donation. McMasters summarized the CEDS meeting priority list. The school district came in first and a bike path to Waitsburg was second. Will look for groups to partner with on the bike path. A grant application for the bike path was submitted just in time. He also

summarized the workshops he conducted and attended since the last meeting. Old Time Chautauqua workshop will take place on July 18 and 19, and include a parade and a vaudeville show.

Dickinson reported that PCC Rail is still in transition. Frontier Rail and WATCO are working on the agreement. It is a slow legal process. She obtained a quote for a new culvert near CCGG, but wants to check with the rail operators to be sure it is the best solution.

**EXECUTIVE SESSION:** Was held to discuss employee performance reviews. Commissioner Warren stated that the session will last 15 minutes. Executive Session started at 12:00pm and lasted until 12:26pm.

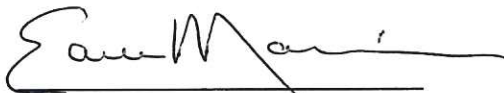
**MOTION:** Made by Commissioner Marvin and seconded by Commissioner Crowe to approve the 2016 wage levels. Motion carried with no further discussion.

The following vouchers were presented for approval of payment:

Payroll expenses	\$15,055.77	Sun Pest Management	\$53.95
WCIF	\$651.88	Dept. of Revenue	\$5,813.43
Banner Bank GO Bond	\$2,266.07	TVTV	\$60.00
Banner Bank Ind Bldg 6 N/P	\$4,680.32	Dayton Chronicle	\$235.90
Banner Bank Ind Bldg 2	\$1,320.56	WA State Emp. Security	\$107.21
Cardmember Services	\$1,772.31	Jennifer Dickinson	\$596.05
Total Office Concepts	\$92.99	L&I	\$321.66
Pacific Power	\$1,170.87	NPR	\$1,024.00
City of Dayton	\$482.15	Dayton Mercantile	\$39.90
Touchet Valley Landscapes	\$763.52	Dingles	\$10.26
US Linen and Uniform	\$117.54	Bradley McMasters	\$428.20
Nealey Marinella	\$1,500.00	Dept. of Commerce	\$12,634.09
Cathy Shochet	\$49.95	WPPA	\$955.00
Basin Disposal Inc	\$45.24	Louise Waggoner	\$700.00
Mike's Plumbing	\$546.78	Quality Roofing	\$514.43
CenturyLink	\$249.89	Crown Paper	\$76.89
		Total Warrants	\$54,336.81

The amount of vouchers approved for payment was \$54,336.81

Meeting was adjourned at 12:28pm. Next meeting will take place on February 10, 2016 at 10:00am.

  
Earle Marvin, Secretary