

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
November 9, 2016 at Port Office

Chairman Warren opened the meeting at 10:00 am. Those present were Commissioners Warren, Crowe and Marvin, Manager Dickinson, Auditor Smith, EDC McMasters, Corp of Engineers staff members Rodney Huffman and Dan Heath, members of the press Michele Smith and Dain Ver Valen, community member Dwight Richter.

The minutes from the October meeting were discussed.

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

Dickinson reviewed the monthly budget report and then the 2017 budget was discussed. The budget is nearly identical to the 2016 budget. Rail projects won't be completed until spring of 2017, so the funding needs to be carried forward. The tax levy is set with the 1% increase allowable by law, which adds \$3,661 to revenue.

Commissioner Warren opened the public hearing and invited the public to comment. There was no public comment. Employee health benefits were discussed. Commissioner Warren closed the public hearing.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to adopt Resolution #2016-01, 2017 Levy Certification. Motion carried with no further discussion.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to adopt 2017 budget. Motion carried with no further discussion.

The Port's 2013-2015 audit is complete. The Port was found to be in compliance with applicable requirements and provided adequate safeguarding of public resources, complied with state laws and regulations, and its own policies and procedures. There were recommendations in the exit interview regarding two policies that will be reviewed in January.

Auditor Smith needs to be added as a signer to the Port's bank accounts.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to remove Cathy Shochet as back account signer, and add Angela Smith as a bank account signer on the Port's two bank accounts: Banner Bank Warrant Account and Home Street Bank Incidental Account. Motion carried with no further discussion.

USACE representatives Rodney Huffman and Dan Heath discussed lease renewal for Lyons Ferry Marina. It has been 25 years since the last lease renewal, and her concerns about renewing all center around the large infrastructure needs that are coming up at the facility. Boats are bigger, RVs are bigger, and the needs of the recreation public are different than they were when the facility was built. There was a discussion regarding who is responsible for upkeep, maintenance, repair, and replacement. Bottom line is that the Port is responsible, even if the asset it owned by the Corps. New investments, improvements and/or construction on the property conducted by the Port will then be owned by the Port. Dickinson is working with the RCO on grant funding that could help fund docks, restrooms, crib walls, and breakwaters, with matching up to 20%. The marina needs a new facilities plan. Commissioner Marvin asked what the Corps' role in that plan would be. Rodney responded that it is up to the Port to create a new plan. USACE is working on a master plan for the entire area behind Lower Monumental Dam, but that is different. The Port would not have any special input on that plan – their input would be like any other member of the public.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to adopt updated USACE 25 year lease. Motion carried and lease was signed by both parties, including notary.

Dan Heath is still working with the County on minor issues related to the Lyons Ferry Road Project, including signage. The goal is to get one of the larger brown recreational signs that will list all amenities.

McMasters reported on marketing efforts: social media, Craigslist, Port website, Chamber website, NWPR, weekly emails. He just attended a webinar to learn about social media and how to best reach your customers. In addition, the Port also sent out their annual newsletter.

Dickinson reported that Badger construction has started moving dirt for the new BMS building. McMasters noted that they have one tenant and possibly 3 others to fill the building. They will hold a meeting with the tenants to see what needs they have to ensure that they are met with the new construction. McMasters has been in contact with WWCC in regards to recruiting wine makers and craft brewers for the new BMS building. This year's Oktoberfest was a great turnout and great weather. McMasters stated that the Co-op is offering classes through BMS. The first class is Pruning your Fruit Trees, which is full. The second class is in regards to knife skills, sharpening, chopping and mincing. There is also talk of WWCC offering extending learning classes at BMS.

Dickinson reported that new gutters were installed at Building #1A. The GSA building also had a problem with the sewer again. A paper towel had been put in the toilet. Snap-on Tools is going to sublease a portion of their building to a powder coating business.

Dickinson reported that Frontier is still working on trying to award a bid regarding the railroad projects. There is also talk of a local company shipping by rail west of the City of Dayton. REA submitted an application to add fiber optics cable to an existing wireline crossing. Dickinson recommended approval.

MOTION: Made by Commissioner Crowe, seconded by Commissioner Marvin to allow REA adding fiber to overhead hanging/crossings. Motion carried with no further discussion.

Dickinson reported that there is a Scoping Meeting November 17th in Walla Walla regarding a new Environmental Impact Statement being prepared on the Columbia River Power System. Public comments are invited. Dwight stated that Cathy McMorris-Rogers spoke about this when she was at the Delaney Building on November 4th 2016. They encouraged everyone that uses the river for any purposes to attend the meeting.

McMasters gave his EDC report. He was also contacted regarding a new business in town, Project Suds. The community has expressed the need for laundry service in town. McMasters stated that he is working closely with Washington State Senior Round Table regarding the local food system and working with WSDA in regards to small diverse farms. The grant for bike trail from Dayton to Waitsburg has been approved! This is a project that was brought up at last year's CEDS meeting, so the community has asked for this. This is exciting news for the community. Shop local Saturday is coming up; bags and window clings have been ordered.

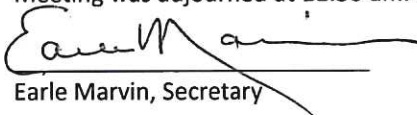
Port Commissioners and staff went into executive session regarding potential sale of real estate. Session lasted 7 minutes and was brought back to regular session at 11:29 am.

The following vouchers were presented for approval of payment:

Payroll expenses	\$ 11,886.03	Boe Designs	\$50.00
Cardmember Services	\$824.78	Dayton Chronicle	\$307.40
Sun Pest Management	\$53.95	US Linen and Uniform	\$81.44
City of Dayton	\$824.22	Total Office Concepts	\$99.95
Pacific Power	\$1,712.68	WPPA	\$50.00
Basin Disposal of WW	\$224.84	Stalzer & Associates	\$282.10
Basin Disposal Inc	\$61.32	Marinella & Boggs	\$750.00
Downtown WW Foundation	\$1,750.00	Touchet Valley Television Inc	\$60.00
Orkin	\$287.07	Badger Construction, LLC	\$1,500.00
Walla Walla Union Bulletin	\$117.18	State Auditors Office	\$2,873.15
Dayton Mercantile	\$75.31	Dayton Chamber of Commerce	\$100.00
Ferrell Gas	\$371.07	Dingles of Dayton	\$12.99
CenturyLink	\$256.57	City Lumber	\$9.08
Northwest Public Radio	\$575.00	Banner Bank - Ind #6	\$4,680.32
CJ Bookkeeping	\$142.50	Banner Bank - GO BOND	\$2,266.07
Louis Waggoner	\$700.00	Banner Bank - USDA	\$4,216.67
Statewide Publishing	\$120.00	Jennifer Dickinson	\$765.10
Smith Brothers	\$189.53	Bradley McMasters	\$387.80

The amount of vouchers approved for payment was \$38,664.12

Meeting was adjourned at 11:30 am. Next meeting will be held December 14th at 10:00 am at the Port of Columbia.


Earle Marvin, Secretary