

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
October 11, 2016 at Port Office

Chairman Warren opened the meeting at 2 pm. Those present were Commissioners Warren, Crowe and Marvin, Manager Dickinson, EDC McMasters and members of the press.

The minutes from the September meeting were discussed.

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

Dickinson reported that Port Auditor Cathy Shochet gave two-weeks' notice and is no longer employed by the Port. She took a position with Columbia County. The position has been advertised, and we received 19 applications for the open auditor position. Brad, Earle, and Jennie will interview 9 applicants starting tomorrow.

Dickinson reviewed the quarterly web hits and noted that Lyons Ferry Marin, Port Information and the Blue Mountain Station page receive the most visits. The monthly budget report was reviewed.

A draft 2017 budget was reviewed, and a discussion was held on attempting to find a way to increase the benefits offered to employees. Discussion was also held on new laws governing overtime, and increasing the minimum amount an exempt employee must be paid. The economic development coordinator salary will need to be increased to meet this new standard. We will also increase the travel line item to enable commissioners and staff to travel to trainings without concern of going over budget. The 2017 budget hearing was set for November 9<sup>th</sup> at 10:00 am at the Port office during the next Port Commission meeting.

Dickinson presented the final lease with Tucannon Development, LLC. Other than one name error that is easily fixable, all agreed the lease was complete. Commissioners signed the lease as presented.

Dickinson reported that the state audit is still not complete.

McMasters reported that Oktoberfest was well attended. Still working with the potential new tenants for building #2.

Dickinson made a site visit with Columbia County and the Corps of Engineers to review the completed road work that affected the Lyons Ferry Marina entrance. There is a disagreement over whose responsibility it is to move the existing signs to better reflect the new entrance, and also whether or not the existing highway signs meet current Washington State Department of Transportation standards. The County and the Corps will continue to work that out.

Dickinson sent the commissioners the draft lease with the Corps of Engineers on October 7<sup>th</sup>. Discussion was held on the seasonal camping portion of the lease. The lease has been sent to attorney Boggs for review. Barring any major disagreements, the new lease should be signed at the next Port meeting.

Discussed minor maintenance items in the industrial park and at Blue Mountain Station.

Still waiting on a timeline from Frontier Rail on beginning the rail projects. We have until June 30, 2017 to get them completed. We may have to shift the funding in our 2016 budget into the 2017 budget for these projects.

Dickinson reported on a recent meeting with Seneca in which she learned that they have taken on a new contract that is doubling their seed operation. They have also constructed a new building, and will be hiring additional employees. Columbia Pulp is still work on financing.

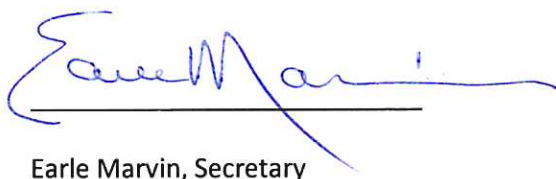
McMasters gave his EDC report. He gave an update on the Shop Local campaign and a renewed effort by a local citizen to promote agri-tourism by developing a map. The Port of Columbia Facebook page has had a 32% increase in "likes" due to recent posts, including a paid post advertising the open auditor position. He brought in the Asotin County economic development representative, who has experience with co-ops, to meet with the owners of the Village Shoppes. Weinhard Hotel is still for sale. We learned this month that the Frames are still working on turning their North Touchet property into a wedding venue. Brad has secured presenters for the Global Entrepreneur week activities at the school.

The following vouchers were presented for approval of payment:

Payroll expenses	\$20,399.85	WEDA	\$400.00
WCIF	\$149.72	US Linen and Uniform	\$81.44
Employment Security Department of Labor & Industries	\$96.82	Oxarc	\$173.40
Department of Revenue	\$342.93	Northwest Public Radio	\$575.00
The Heim Company	\$6,325.27	Dingle's of Dayton	\$51.85
DC Lock & Key	\$173.88	Dayton Chronicle	\$118.39
Total Office Concepts	\$170.03	Century Link	\$256.95
Touchet Valley Television	\$110.81	Chapman Heating & Air	\$81.23
SEWEDA	\$60.00	Smith Brothers Lawn Care	\$3,313.14
Banner Bank - GO Bond	\$250.00	Dayton Mercantile	\$10.12
Banner Bank - USDA Bond Bldg #2	\$2,266.07	Anderson Perry	\$325.00
Banner Bank- Ind Bldg #6	\$4,216.67	Sun Pest Management	\$107.90
Tompkins Appliance Service	\$4,680.32	Louise Waggoner	\$700.00
State Auditor's Office	\$415.54	Cardmember Services	\$1,320.08
Jennifer Dickinson	\$3,666.35	Ferrellgas	\$312.86
Brad McMasters	\$679.99	Agri-Times	\$20.00
	\$504.44	City of Dayton	\$901.56

The amount of vouchers approved for payment was \$53,257.61

Meeting was adjourned at 3:10 pm. Next meeting will take place on November 9<sup>th</sup> at 10:00 am at the Port of Columbia office.



Earle Marvin, Secretary