

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
December 11, 2019

Chairman Crowe opened the meeting at 3:30 p.m.

Present: Commissioners Crowe, Marvin and Aschenbrenner, Executive Director Dickinson, Economic Development Director Witherington

Guests: Kraig Horlacher, Mike Collins

Press: JJ Dippel, Michele Smith

The previous month's minutes were discussed. MOTION: Marvin motioned to approve minutes as written. Aschenbrenner seconded. Motion passed. Meeting minutes from January 2019 were reviewed. These were previously adopted with the incorrect vouchers listed and needed to be re-adopted. MOTION: Marvin motioned, Aschenbrenner seconded. Motion passed.

The November budget was reviewed. There is still rent coming in from tenants. One large bill is from Badger Construction, who did great work installing gravel behind BMS #2. Dickinson indicated that her conversation with the state auditor suggest we may need to develop a policy for accounts receivable write-offs.

Five new leases were signed. Three were renewals with the BMS Co-op, Verdurous Garden, and CWW Railroad. Two new leases were signed with Wallula Gap LLC in the Cameron Street Coworking and Bard & Bee Meadery at Blue Mountain Station. New tenant Mike Collins of Bard & Bee shared his background and interest in making mead on site. Witherington discussed her marketing plans around the three beverage processing spaces on site at BMS.

Dickinson provided a list of Washington Public Port Association committees for the commissioners to consider joining. Marvin wanted to be sure that travel to conferences would not affect Port budget negatively if committees were joined.

The 2020 meeting schedule was reviewed. MOTION: Marvin motioned to adopt 2020 meeting schedule. Aschenbrenner seconded. Motion passed.

The commissioners considered adoption of Resolution #2019-08 expressing support for retaining the Lower Snake River Dams. This started as an initiative from Port of Whitman to help emphasize the economic importance of the dams in the Region. MOTION: Marvin motioned to pass the resolution. Aschenbrenner seconded. Motions passes.

Lyons Ferry Marina: Dickinson is coordinating with the concessionaires on 2020 improvements. They are planning to replace roofs on the bathrooms and to create pull-through parking spots.

Rock Hill Industrial Park: The Club has inquired if other groups can use their facility, providing the use is similar to its original intent. Dickinson has given them permission.

Blue Mountain Station: Witherington is planning to promote the commercial kitchen as the new year begins. Tenant Biker B's will be moving out of the facility in December and new tenant Bard & Bee will be moving in in February.

CWW Railroad: Dickinson reported that Columbia Rail has struck a deal with Union-Pacific for grain cars and the ability to move cars over UP line to Port Kelly.

Touchet Valley Trail: WSU students completed an initial concept plan for the trail. The steering committee will be refining this and finalizing it over the next few months. Funding from WSDOT will be available to continue design and engineering on the Touchet Valley Trail. First step will be a light detection & ranging flight to begin surveying the rail line.

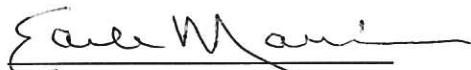
Witherington shared economic indicators that she's preparing for the upcoming Comprehensive Economic Development Strategy meeting. While there is positive news in terms of unemployment numbers, tax base, and more, the need to create an environment that encourages new people moving to the area remains important.

An executive session on real estate began at 4:35 p.m. and ended at 4:42 p.m.

The following vouchers were presented for approval of payment in the amount of \$58,424.08.

10255-10256	Payroll	\$9,144.12	10284	Dayton Electrical	\$840.10
10262	Jennifer Dickinson	\$42.85	10285	Dayton Mercantile	\$562.49
10263	Kathryn Witherington	\$78.28	10286	Dingles of Dayton	\$172.78
10264	Col Co Treasurer	\$2,819.76	10287	Double T Construction	\$1,040.64
10265	WCIF	\$1,490.35	10288	Ferrellgas	\$647.93
10266	Department Retirement Systems	\$2,001.81	10289	Cardmember Services	\$2,653.32
10267	Banner Bank	\$3,205.27	10290	LEAF	\$201.73
10268	Banner Bank	\$1,475.05	1291	VOID	\$0.00
10269	Banner Bank	\$2,380.98	10292	MBG Cleaning	\$1,210.00
10270	Banner Bank	\$4,216.67	10293	Northwest Public Broadcasting	\$580.00
10271	Banner Bank	\$2,440.84	10294	Pacific Power	\$1,149.34
10272	Brewer's Bookkeeping	\$1,200.00	10295	Sun Pest Management	\$190.98
10273	CenturyLink	\$319.87	10296	Total Office Concepts	\$96.79
10274	Chapman Heating	\$134.42	10297	Touchet Valley Landscaping	\$1,216.13
10275	Chicken Bills Café	\$450.00	10298	Touchet Valley Television	\$130.00
10276	City Lumber	\$19.62	10299	US Linen & Uniform	\$128.50
10277	City of Dayton	\$1,430.30	10300	Waitsburg Times	\$405.00
10278	Basin Disposal of WW	\$226.40	10301	Walla Walla Electric Inc	\$2,305.11
10279	Basin Disposal Inc	\$34.04	10302	Walt's Plumbing & Septic	\$22.70
10280	Columbia County Health Dept	\$235.00	10303	Washington Public Ports Assoc	\$1,053.00
10281	Crown Paper & Janitorial	\$152.98	10304	State Auditor's Office	\$4,179.08
10282	Dayton Chamber of Commerce	\$150.00	10305	Badger Construction	\$5,951.00
10283	Dayton Chronicle	\$68.85			

Meeting was adjourned at 4:42 p.m. Next meeting is on Wednesday, January 8 at 3:30 p.m.



Earle Marvin, Secretary